BLIS

Bachelor's Degree Programme
in
Library and Information Science

ASSIGNMENTS

For

July 2012 and January 2013 Sessions

Faculty of Library and Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068

Dates for Submission of Assignments

For July 2012 Session   31st March 2013

For January 2013 Session   30th September 2013

Where to Submit the Assignments

Kindly submit your assignments at the concerned Study Centre within the due date as mentioned above

CONTENTS

INSTRUCTIONS FOR ASSIGNMENTS:

1) As part of BLIS Programme, each candidate has to do one assignment each in all the courses. In BLIS-07, there will be a compulsory practical. Tutor Marked Assignments (TMA) will be evaluated by the counsellor. For the course BLIS-07, Computer Practical will also be evaluated by the counsellor.

2) Assignments and Practicals carry 30% weightage in the continuous evaluation of a course. The Term End Examination carries 70% weightage. Hence, the marks/grade you get in your assignments and practical will be counted in your final result. Candidates are, therefore, advised to take assignments and practical seriously, complete and submit them in time.

3) You must remember that assignments and practical are compulsory. You will not be allowed to appear for the Term End Examination for a course if you do not submit the specified number of assignments and complete the practical in time for that course.

Instructions for Tutor Marked Assignments:

1) *The validity of the assignment is ONE YEAR. Those who take admission in January session or July session have to attempt the assignments of that session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of January 2012 session fails to submit her/his assignments till 30th September 2012, s/he will have to attempt the fresh assignments of January 2013 session). Similarly, those who take admission in July session have to attempt the assignments of July session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent July session (e.g. if a student of July 2011 session fails to submit her/his assignments till 31st March 2012, s/he will have to attempt the fresh assignments of July 2012 session).*

2) Write your Enrolment Number, Name, Full Address and Date of Dispatch at the top right-hand corner of the first page of your answer sheet.

3) Write the Programme Title/ Code, Course Title/Code, Assignment Number and Name and Code of the Study Centre on the left-hand corner of the first page of your answer sheet.

The top of the first page of your answer sheet for each assignment should be as follows:

Programme Title/ Code …………………   Enrolment No…………………………………

Course Title/ Code ………………………   Name …………………………………………

Assignment Number ……………………...   Address……………………………………….

Study Centre (Code) …………………….   ....……………………………….

Study Centre (Name) ……………………   …………………………………………..

Date ……………………………………...

(**Note**: Candidates are required to follow this format strictly otherwise the assignments may not be evaluated.)

4) Your answer sheet should be complete in all respects. Make sure you have answered all the questions in an assignment before you submit them. Incomplete answer sheets will bring you poor grades/marks.

5) Do not just reproduce your answers from the units. If you reproduce from units, you will get a Zero.

6) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.

7) Typed and computer print assignment are not permissible.

8) Use only fullscape size paper for you answer, ordinary writing paper, neither too thick nor too thin will do.

9) Leave 3" margin on the left and atlest 4 lines in between each answer in an assignment. This will enable your Counsellor to write useful comments in appropriate places. Write question number with each answer.

10) The evaluated assignment will be returned to you by the Coordinator of your Study Centre. This will also include a copy of assignment sheet containing global comments of the evaluator on your performance in the assignment. This will enable you to improve in your future assignments as well as the Term End Examinations.

11) The Tutor Marked Assignments should be sent to the Coordinator of the Study Centre allotted to you.

Instructions for Computer Practical in BLIS-07

The practical component of this course involves exposure of the candidates to the use of computer by hands on experience of a software package and creation of databases by each individual using the packages. Fifteen (15) hours of computer practical will be given for each student. Further details of the practical work will be provided by Coordinator of the Study Centre.

BLIS-01: Library and Society
Assignment

Coverage: **Course Code: BLIS-01**
Course: Library and Society   **Assignment Code: AST/TMA/Jul.2012-Jan.2013**
Units: 1-16   **Total Marks: 100**

Answer all questions.

1.1 State the five laws of library science. Discuss their validity in the context of changing scenario due to impact of Information and Communication Technologies (ICTs).   20

OR

1.2 "Libraries contribute greatly to the society in the promotion of education both formal and non-formal in many ways". Discuss the statement.   20

2.1 Discuss the need and functions of a public library.   20

OR

2.2 Explain the role of UGC in promoting library and information activities in academic libraries in India.   20

3.1 What are the different methods and techniques of ascertaining information needs and information gathering habits of users?   20

OR

3.2 What do you understand by library user education? Discuss how you would conduct user education programme in a university library.   20

4.1 What do you understand by 'library networking'? Discuss the different types of computerised library networks.   20

OR

4.2 Discuss the financial provisions made in the Madras Public Libraries Act, 1948 and the West Bengal Public Libraries Act, 1979.   20

5.0 Write short notes on **any two** of the following: 20

    a) Professional ethics
    b) Resource sharing
    c) Library catalogue
    d) Special libraries

BLIS-02: Library Management

Assignment

Coverage: **Course Code: BLIS-02**
Course: Library Management   **Assignment Code: AST/TMA/Jul.2012-Jan.2013**
Units: 1-17   **Total Marks: 100**

Answer all questions.

1.1 Describe the different functions of management in the context of libraries and
        information centres.   20

OR

1.2 Discuss the principles that help in creating an efficient organisational structure.   20

2.1 What factors will you keep in mind while planning for a library building? Explain in
        detail.   20

OR

2.2 Procurement of periodicals has always been a problem for libraries. Discuss some of
        the problems faced by libraries in India in acquiring periodicals.   20

3.1 What do you understand by stacking? Discuss the different methods of stacking in
        libraries.   20

OR

3.2 Explain the meaning of 'non-book materials'. Describe the tools for their selection in
        a university library.   20

4.1 Discuss the elements of Total Quality Management (TQM). Explain various issues
        that need to be addressed for successful implementation of TQM in libraries.   20

OR

4.2 Explain the various methods for preparing a library budget. Which method is
        appropriate for a university library and why?   20

5.0 Write short notes on **any two** of the following: 20

        a)   Participative management
        b)   HRD in libraries and information centres
        c)   MIS for LIS personnel
        d)   Stock verification

BLIS-03: Library Classification Theory

Assignment

Coverage: **Course Code: BLIS-03**
Course: Library Classification Theory   **Assignment Code: AST/TMA/Jul.2012-Jan.2013**
Units: 1- 15   **Total Marks: 100**

Answer all questions.

1.1 Discuss the historical perspective of classification terminology. Explain the contribution of Indian School of Thought in its development.   20

OR

1.2 Dr. S.R.Ranganathan's definition of library classification involves three important concepts. viz., artificial language, ordinal numbers and specific subject. Elaborate these concepts and also discuss purpose and functions of library classification.   20

2.1 Discuss the contributions of Brown, Sayers and Bliss for the development of descriptive theory of library classification.   20

OR

2.2 Explain the different species of library classification with the help of suitable examples. Make a comparative study of enumerative and faceted classification schemes.   20

3.1 Define phase relations and explain different types of phase relations with suitable examples. 20

OR

3.2 What is meant by 'mnemonics'? Discuss with the help of examples the different types of mnemonics propounded by Ranganathan.   20

4.1 Discuss in details the common auxiliaries in Universal Decimal Classification.   20

OR

4.2 Discuss the salient features of Dewey Decimal Classification Scheme 19th edition and highlight the changes made in the 20th and 21st editions.   20

5.0   Write short notes on **any two** of the following: 20

    a)   APUPA arrangement
    b)   Mixed notation
    c)   Arrays and Chains
    d)   Call number

x

Error

Error

 8

BLIS-03P: Library Classification Practice
Assignment

Coverage: **Course Code: BLIS-03P**
Course: Library Classification Practice   **Assignment Code: AST/TMA/Jul.2012-Jan.2013**
Units: 1- 13   **Total Marks: 100**

Answer all questions.

1)   Classify ANY 10 (out of 12 given titles) of the following titles using **Dewey Decimal Classification** (19th edition).   50

    1.   Biography of Sir C.V. Raman
    2.   A Textbook of Trigonometry
    3.   Social Pathology of the Sikhs in Great Britain
    4.   'Economica' A Journal of Economics published from Mumbai
    5.   History of Hindi Literature
    6.   International Economic Assistance from Germany to India
    7.   Homeopathic Treatment For Asthama
    8.   Encyclopaedia of Child Psychology
    9.   Marketing of Perfumes in Western India
    10. Use of Audio-Visual aids in Teaching Primary School Students
    11. French Language Readers for the Japanese
    12. Mathematics for Economists

2)   Classify ANY 10 (out of 12) of the following titles using **Colon Classification** (6th Revised Edition).   50

    1.   Cataloguing of Maps in Agricultural Libraries in India during 1980s
    2.   Archimede's Principle of Gases
    3.   Behaviouristic Psychology of Middle Age People
    4.   Paradise Lost (English Poetry written by John Milton, born in 1508)
    5.   Difference between Wave Functions and Wave Mechanics
    6.   Commercial Relations between India and France
    7.   Recruitment of Unskilled Child Workers in Glass Industry in India
    8.   Notation in Contemporary Pakistani Music
    9.   Statistics for Physicists
    10. Maruti Car
    11. Encyclopaedia of Human Anatomy
    12. Catalogue of Publications by UKOU

BLIS-04: Library Cataloguing Theory

Assignment

Coverage: **Course Code: BLIS-04**
Course: Library Cataloguing Theory   **Assignment Code: AST/TMA/Jul.2012-Jan.2013**
Units: 1- 18   **Total Marks: 100**

Answer all questions.

1.1 What is a library catalogue? Discuss its need and purpose. Differentiate it from bibliographies and other library records.   20

OR

1.2 Enumerate different physical forms of library catalogue. Discuss different type of non-conventional forms of library catalogue.   20

2.1 What is a Unit Card System? Describe with examples various entries in a Dictionary Catalogue.   20

OR

2.2 Discuss some familiar filing problems. Describe in brief ALA Filing Rules.   20

.

3.1 What do you understand by corporate authorship? Compare the rules for cataloguing of conference documents provided in AACR-2R and CCC with suitable examples.   20

OR

3.2 Describe the rules for cataloguing anonymous works in AACR-2R with suitable examples.   20

4.1 What do you understand by indexing language? Discuss in brief different types of alphabetical indexing languages.   20

OR

4.2 Define a thesaurus and discuss how is it different from subject heading lists and classification schemes.

5.0 Write short notes on **any two** of the following: 20

     a)   Name catalogue
     b)   Centralised cataloguing
     c)   Treatment of Indic names in AACR-2R
     d)   LC List of Subject Headings

Assignment

Coverage:	**Course Code: BLIS-04P**
Course: Library Cataloguing Practice	**Assignment Code: AST/TMA/Jul.2012-Jan.2013**
Units: 1-17	**Total Marks: 100**

Note: Answer all questions.

1) Catalogue any three of the following five titles as per AACR-2R. All the added entries are to be provided. The answers are to be worked out on paper only, marking out 5"×3" cards. All titles carry equal marks. 50

Title 1:

ADOLESCENT SUICIDAL BEHAVIOR

DAVID K. CURRAN
MARION DUCKWORTH
THERESA J. FLYNN
SEAN SULLIVAN

**WASHINGTON
HEMESPHERIC PUBLICATION CORP.
1987**

Other information:

Call No.   : 362.2 ADO
Acc. No.   : 32612
Pages   : xiii, 208p
Size   : 24cm
ISBN   : 0-89116-618-1

Title 2:

TERRORISM IN IRELAND
EDITED BY

YONAH ALEXANDER
ALAN O. DAY
LONDON CROOM HELM
1984

Other information:

Call No.   : 303.62509415   TER
Acc. No.   : 41201
Pages   : v, 209p
Size   : 23cm
ISBN   : 0-87364-290-2

Title 3:

REPORT OF THE COMMITTEE ON "CAUSES AND EFFECTS OF CHANGES IN STARATOSPHERIC OZONE" OF NATIONAL RESEARCH COUNCIL (U.S.)

WASHINGTON D.C.
NATIONAL ACADEMY PRESS
1984

Other information:

Call No.   : 551.5112 UNI
Acc. No.   : 3942
Pages   : XI, 254p
Size   : 23cm
ISBN   : 0-309-03443-4

Title 4:

RECAPTURING MARXISM
An appraisal of recent trends in Sociology Theory

EDITED BY
RHONDA F. LEVINE
JERRY LEMBECK

V1:   MARXISM, NEO MARXISM AND U.S. SOCIOLOGY
V2:   NEW CLASSES AND OLD THEORIES
V3:   CLASS AND CLASS CAPACITIES
V4:   RACE, ETHNICITY AND CLASS

NEW YORK
PRAEGER
1984

Other information:

Call No.   :   301.01 BAR
Acc. No.   :   56412-5
Size   :   12cm
ISBN   :   0-309-03443-4

Title 5:

INSTITUTE OF ECONOMIC RESEARCH JOURNAL

VOL.22   NO.1   JANUARY – JUNE 1987

DHARWAR, KARNATAKA
INSTITUTE OF ECONOMIC RESEARCH

Other information:

Class No.	:	330.05
First Issue Published in	:	1966
Frequency	:	2 Per year
ISSN	:	0020-2851

Library has volume 10 onwards

---

2) Catalogue the titles as per **Classified Catalogue Code**. All the added entries are to be provided. The answers are to be worked out on paper only, making out 5"×3" cards. All titles carry equal marks.   50

Title 1:

Comparative Educational Administration
Edited By

Thodore L Reller and Edgar L Morphet

Prentice Hall
Engle Wood Cliffs, NJ
1962

Other information:

Call No.   :   T:8 K2
Acc No.   :   238699
Series: Prentice-Hall Education Series No.4, Edited by David H Cooper

---

Title 2:

A Guide to Community Development

Ministry of Community Development
Government of India
New Delhi
1957

Other information:
Call No.   :   Y31:7:7.44 J7
Acc. No.   :   G – 321551

Title 3:

Library Herald

Vol. No. 1   Issue No. 1

Sponsored by :   Delhi Library Association

1958

Other information:
Class No.   :   2m44, N58
Acc. No.   :   Use inclusive notation for accession numbers
First Published   :   1958
Frequency   :   Quarterly
Library Holdings :   Volume no. 1 to Volume no. 10

Title 4:   **Handbook of Special Librarianship and Information Work**

Edited by Wilfred Ashworth
Second Edition
ASLIB
London
1962

Other information:
Call No. :   24:97 K2
Acc. No. :   18904
Note   :   The chapter four of the book is on : "Cataloguing and Indexing" contributed by L.Jolly and the class no. for this portion is 2: 55, forming pages 71 to 121 of the book.

Title 4:   **Science in History**

By J.D. Bernal
Third Edition

Penguin Books
Hurmondsworth
1965

Other information:
Call No.   : Av K5.1 to K5.4
Acc. No.   : 40501-40504
Note   : It is a four volume set. All the volumes are available in the library.
                  Vol 1 : The Emergence of Science
                  Vol 2 : The Scientific and Industrial Revolutions
                  Vol 3 : The Natural Sciences in our Time
                  Vol 4 : The Social Sciences: Conclusions

BLIS-05: Reference and Information Sources

Assignment

Coverage:
Course: Reference and Information Sources
Units: 1- 16

Course Code: BLIS-05
Assignment Code: AST/TMA/Jul.2012-Jan.2013
Total Marks: 100

Answer all questions.

1.1 Identify the various reference and information access tools. Give your opinion why reference service is indispensable in libraries and information centers.   20

OR

1.2 Define national bibliography. Evaluate Indian National Bibliography (INB) and British National Bibliography (BNB).   20

2.1 How would you evaluate an encyclopaedia for a university library? Discuss with suitable examples.   20

OR

2.2 What functions do indexing and abstracting periodicals perform? Discuss the salient features of Index Medicus and Biological Abstracts.   20

3.1 Describe in detail the reference sources for providing information on current events. Discuss their limitations.   20

OR

3.2 How does a 'dictionary' differ from an 'encyclopaedia'? Discuss the importance and types of dictionaries and evaluate any one of them.   20

4.1 Discuss the role of "referral centres" as sources of information and explain how a referral centre is different from a library.   20

OR

4.2 Describe the importance of human experts as sources of information. List different categories of human experts and discuss the role played by them as information sources.   20

5.0 Answer all the questions.

5.1 Name any one source of information for each of the following categories: 20

    a)   Citation index
    b)   A dictionary of punctuations
    c)   Subject handbook
    d)   A standard in library and information science
    e)   A regional yearbook

5.2 What information can be found from the following sources?

    a)   Annual Review of Information Science and Technology
    b)   World Patent Abstracts
    c)   Arts and Humanities Citation Index
    d)   Guinness Book of World Records
    e)   World of Learning

5.3 Describe the scope of the following reference books:

    a)   Cumulative Book Index
    b)   Library and Information Science Abstracts
    c)   Manorama Yearbook
    d)   Famous First Facts
    e)   Encyclopaedia Britannica

5.4 Name any one source for answering each of the following questions:

    a)   Activities of NASA
    b)   List of English newspapers published from India
    c)   Meaning of the word plagiarism
    d)   Date of birth of Lal Bahadur Shastri
    e)   Population of Western Uttar Pradesh

BLIS-06: Information Services

Assignment

Coverage: **Course Code: BLIS-06**
Course: Information Services   **Assignment Code :AST/TMA/Jul.2012-Jan.2013**
Units: 1-8   **Total Marks: 100**

Answer all questions.

1.1 Define 'information'. Discuss its relation with data and knowledge. Explain the process
of generation of information.   20

OR

1.2 Discuss the different users' approaches towards information and describe the services
that satisfy these approaches.   20

2.1 Enumerate the different types of documentation centers. Describe the type, 'by different
levels' giving examples.   20

OR

2.2 Explain various anticipatory information services offered in libraries.   20

3.1 Define selective dissemination of information (SDI). Describe its different phases.   20

OR

3.2 Define 'literature search'. Explain the steps involved in it.   20

4.1 Explain the term 'value-added information services'. Discuss the process of information
analysis as a method of value addition.   20

OR

4.2 Discuss the trends in document delivery service (DDS).   20

5.0 Write short notes on **any two** of the following: 20

a)   User education
b)   IT for reference services
c)   Citation analysis in user studies
d)   Services of NISCAIR

BLIS-07: Information Technology: Basics

Assignment

Coverage: **Course Code: BLIS-07**
Course: Information Technology: Basics   **Assignment Code: AST/TMA/Jul.2012-Jan.2013**
Units : 1-13   **Total Marks: 100**

Answer all questions.

1.1 "Depending upon the computing power and other capabilities, computers may be grouped into different categories". Discuss the statement with reference to the characteristics of each category.   20

<center>**OR**</center>

1.2 "The transmission media used in telecommunication networks vary both physically and in their carrying capacity". Elucidate the statement.   20

2.1 What is meant by Applications Software? Discuss the different types of packages used in a library. Comment on the advantages of using a commercial software package.   20

<center>**OR**</center>

2.2 Discuss the advantages of automating library housekeeping operations. Describe the objectives and features of an automated circulation control system.   20

3.1 Discuss the objectives and functions of automated serials control system.   20

<center>**OR**</center>

3.2 What do you understand by selective dissemination of information (SDI). Enumerate its functional components. Explain 'user profile' and 'document profile'.   20

4.1 What is an information system? Discuss computer-based information retrieval (IR) systems.   20

<center>**OR**</center>

4.2 Explain the main objectives of DELNET and discuss the steps it has taken to realize these objectives.   20

5.0 Write short notes on **any two** of the following: 20

a) CDS/ISIS
b) MARC II Format
c) Reprography and Micrography
d) CD-ROM Networks

BLIS-07: Information Technology: Basics

Computer Practical

Coverage: **Course Code: BLIS-07**
Course: Information Technology: Basics   **Assignment Code: AST/PRAC/Jul.2012-Jan.2013**
Units : 1-13   **Total Marks: 100**

- Create a database of 30 records using any one of the below mentioned packages:

  - CDS/ISIS

  - WINISIS

  - SOUL

- Take a print out of main entries according to AACR-2R.

- The index file should be created in FST using all the codes. (The details of the records will be supplied by the counsellors)

Note:

a) Securing minimum pass marks in this assignment is also compulsory for passing BLIS-07.
b) The software will be provided by the Study Centre.
c) For more details please contact the Coordinator of your Study Center.