

Bachelor's Degree Programme in Library and Information Science

ASSIGNMENTS For

July 2024 and January 2025 Sessions



Faculty of Library and Information Science School of Social Sciences Indira Gandhi National Open University Maidan Garhi, New Delhi – 110068

For July 2024 Session	31st March 2025
For January 2025 Session	30 th September 2025

CONTENTS

		Page No.
Instructions	for Assignments	4-5
BLI-221 :	Library, Information and Society	6
BLI-222 :	Information Sources and Services	7
BLI-223 :	Organising and Managing Information	8
BLI-224 :	ICT Fundamentals	9
BLI-225 :	Communication Skills	11
BLIE-226:	Management of Library and Information Centre	12
BLIE-227:	Document Processing Practice	13-17
BLIE-228:	Information Products and Services	18-21
BLIE-229:	ICT in Libraries	22-23

INSTRUCTIONS FOR ASSIGNMENTS:

- 1) 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 practicals will be counted in your final result. You are, therefore, advised to take assignments and practicals seriously, complete and submit them in time.
- 2) You must remember that assignments and practicals 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 practicals in time for that course.

Instructions for Tutor Marked Assignments:

- The validity of the assignment is ONE YEAR only. If you fail to submit your assignments before the due date of the particular session, then you have to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of July 2024 session fails to submit her/his assignments till 30th March 2025, then s/he will have to attempt the fresh assignments of July 2024 session). Similarly, those who take admission in January session have to attempt the assignments of January 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 January session (e.g. if a student of January 2025 session fails to submit her/his assignments till 30th September 2025, s/he will have to attempt the fresh assignments of January 2025 session).
- 2) Write your Enrolment Number, Name, Full Address and Date of Dispatch at the top right end 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 f	for each assignment should be as follows:
Programme Title/Code	Enrolment No
Course Title/Code	.Name
Assignment Number	
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 that 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 assignments are not permissible.
- 8) Use only foolscap size paper for you answer, ordinary writing paper, neither too thick nor too thin will do.
- 9) Leave 3 inch margin on the left and at least 4 lines in between each answer in an assignment. This will enable your Counsellor to write useful comments at appropriate places. Write question number with each answer.
- 10) The evaluated assignments will be returned to you by the Coordinator of your Study Centre. This will also include copies of assignment sheets containing global comments of the evaluator on your performance in the assignments. 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.

BLI-222: INFORMATION SOURCES AND SERVICES TUTOR MARKED ASSIGNMENT

Coverage: Course Code: BLI-222 Course: Information Sources and Services Assignment Code: AST/TMA/ Jul.2024/Jan.2025 Blocks: 1 to 4 **Units: 1 to 14 Total Marks: 70 Note:** Answer all questions. I) Answer all the questions in not more than 500 words each. (4X10= 40 Marks) 1) What do you understand by primary periodicals? Discuss its different types with (10)suitable examples. 2) Describe in detail the process of computer-based searching. (10)3) Explain, how peripheral information professionals can perform the functions of (10)information disseminators. 4) Discuss in detail how will you conduct a user study? (10)II) Answer the following questions in not more 250 words each. (6X5=30 marks)1) Discuss the role of international agencies as sources of information. (5) 2) Describe the different types of information needs. (5) 3) Differentiate between responsive and anticipatory services. (5) 4) Discuss the emerging trends in database services. (5)5) Explain the criteria for evaluating a dictionary. (5) 6) Discuss the process of implementing marketing mix in library services. (5)