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**BLIS**

**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**

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**For July 2024 Session**

**31<sup>st</sup> March 2025**

**For January 2025 Session**

**30<sup>th</sup> September 2025**

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### **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:**

- 1) 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 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 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-223: ORGANISING AND MANAGING INFORMATION  
TUTOR MARKED ASSIGNMENT**

**Coverage:**

**Course Code: BLI-223**

**Course: Organising and Managing Information 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. Explain the rules in AACR-2R cataloguing of non-book materials. (10)
2. Describe the main structure and salient features of DDC 19<sup>th</sup> edition. (10)
3. Discuss the types and importance of notation, along with qualities of good notation. (10)
4. What do you meant by Dictionary Catalogue? Discuss its metrics and demerits. (10)

**II) Answer the following questions in 250 words each.**

**(6X5= 30 Marks)**

1. Discuss the various sections of a main entry of AACR-2R with illustrations. (5)
2. Discuss the structure of PRECIS indexing system. (5)
3. Define Canon of Recall Value. (5)
4. Discuss ALA Filing Rules for dictionary catalogue. (5)
5. Illustrate the need and purpose 'see' entries in a thesaurus. (5)
6. Define Corporate Author. Discuss its types. (5)