Certificate
in
Library and Information Science

Assignments
For January 2026 and July 2026 Sessions

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

DATES FOR SUBMISSION OF ASSIGNMENTS

FOR JANUARY SESSION **31th March 2026**

FOR JULY SESSION **30th September 2026**

WHERE TO SUBMIT THE ASSIGNMENTS

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

Jan 2026

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INSTRUCTIONS FOR ASSIGNMENTS:

1) As part of CLIS Programme, each candidate has to do one assignment each in all the courses.
2) Assignments 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 will be counted in your final result. Candidates are, therefore, advised to take assignments seriously, complete and submit them in time.
3) You must remember that assignments 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 2026 session fails to submit her/his assignments till 31st March 2026, s/he will have to attempt the fresh assignments of January 2027 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 2026 session fails to submit her/his assignments till 30th September 2026, s/he will have to attempt the fresh assignments of January 2027 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 ……..	Enrolment No. ……..
Course Code & Title……	Name ……...
Assignment Number ……	Address ……...
Study Centre (Code).....	……...
Study Centre ……...…….. (Place)	.....
.....	Date ....…….....

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 full-scale size paper for you answer, ordinary writing paper, neither too thick nor too thin will do.

9) Leave 3" 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 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.

BLII-011: Libraries: An Introduction

Assignment

Coverage: **Course Code: BLI-011**

Course: Libraries: An Introduction

Assignment Code: AST/TMA/Jan.2026-Jul.2026

Units: 1-8 **Total Marks: 50**

Part-1: Answer all questions in about 300 words. All questions carry equal marks

1	What is society? Explain how libraries play role in shaping society.	(5)
2	Explain the main types of libraries and their functions.	(5)
3	Explain how do academic libraries support education and research.	(5)
4	What are the main duties and responsibilities of library professionals?	(5)
5	What is meant by acquisition? Describe different ways libraries acquire materials.	(5)
6	What does the term professional mean? How are professional and paraprofessional librarians different?	(5)
7	Explain the different role of ICT in library services.	(5)
8	What are library records? Discuss the challenges faced by libraries in maintaining accurate records.	(5)

Part-11: Write short notes in about 100 words. All questions carry equal marks.

1	Library maintenance	(2)
2	Virtual library	(2)
3	National libraries	(2)
4	Technical processing	(2)
5	Need for weeding	(2)