

**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

© Indira Gandhi National Open University, 2026

All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the Indira Gandhi National Open University.

Further information on Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068 or visit university's web site <http://www.ignou.ac.in>.

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi by the Director, School of Social Sciences.

Laser Typeset by:

Printed at

CONTENTS

	Page No.
Instructions for Assignments	4
BLI-011 : Libraries: An Introduction	6
BLII-012 : Document Processing and Organisation	7
BLII-013 : Information Sources and Library services	9
BLII-014 : ICT in Libraries	11

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-013: Information Sources and Library Services

Assignment

Coverage:

Course Code: BLII-013

Course: Document Processing and Organisation

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

Units: 1-6

Total Marks: 50

Note: Answer all questions. All questions carry equal marks.

1) Please visit any five libraries and collect following information about the libraries and write in the space given below:

i.) Name and Type of the Libraries _____

ii.) Information about Classification Scheme, Cataloguing Code and software used by these libraries _____

iii.) Write about the Online services provided by these libraries

iv.) List any five databases subscribed by each of these Libraries.

v.) Details of orientation and induction programmes conducted by these libraries.

2) Write the full bibliographic description of any five Dictionaries which are available online.

3) Visit the website of National Science Library of India and list the services provided by it. Also prepare the list of important resources available in this library.

4) Visit the website of OCLC and write about its products and services detail.

5) Visit the website of DOAB and write the full bibliographic description of any 10 Journals of Library and information Science.
