

# **CENTRE FOR DISTANCE EDUCATION**

**Aligarh Muslim University, Aligarh**

**Session 2018-2019**

**Bachelor in Library and Information Science (BLIS)**

**Library and Society**

**(BLIS-01)**

**ASSIGNMENT**

**Marks: 25**

**a) Answer any three questions.**

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1. Enumerate five laws of Library Science. Explain the implication of the fifth law of Library Science.
2. What do you understand by Library Legislation? Explain the Model Public Libraries Act of Dr. S.R. Ranganathan.
3. Define 'User Studies'? Discuss its techniques and importance in developing Library Services.
4. Define Ethics? Discuss the professional Ethics in Librarianship.

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# **CENTRE FOR DISTANCE EDUCATION**

**Aligarh Muslim University, Aligarh**

**Session 2018-2019**

**Bachelor in Library and Information Science (BLIS)**

**Library Management**

**(BLIS-02)**

**ASSIGNMENT**

**Marks: 25**

**a) Answer any three questions.**

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1. Discuss the functions and importance of personnel Management in Libraries.
2. Describe the organizational structure of a University Library through charts and divisions.
3. Describe the standards laid down for furniture and fittings in a Public Library.
4. Define Management? Discuss the role of Management in the development of Library system.

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# CENTRE FOR DISTANCE EDUCATION

Aligarh Muslim University, Aligarh

Session 2018-2019

Bachelor in Library and Information Science (BLIS)

Library Classification Theory

(BLIS-03)

ASSIGNMENT

Marks: 25

a) Answer any three questions.

1. Explain notation in DDC and discuss in detail the use and significance of Auxiliary tables in DDC.
2. What is relative index and discuss searching and location of class numbers in the Index.
3. Discuss number building process in DDC and describe number building using standard subdivision with suitable example.
4. What is the Importance of Library Classification in a college library? Discuss the Structure of Dewey decimal classification (DDC) (19<sup>th</sup> Edition).

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# CENTRE FOR DISTANCE EDUCATION

Aligarh Muslim University, Aligarh

Session 2018-2019

Bachelor in Library and Information Science (BLIS)

Library Cataloguing Theory

(BLIS-04)

ASSIGNMENT

Marks: 25

a) Answer any three questions.

1. Explain the importance of union catalogue? Discuss the initiatives for compiling of union catalogue at national and international level.
2. Discuss various physical forms of Library Catalogues.along with their merits and demerits.
3. Describe the structure of bibliographic description of Non-Print Media According to AACR2.
4. What do you understand by subject catalogue? Discuss various techniques used for assigning subject heading in a subject catalogue.

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# **CENTRE FOR DISTANCE EDUCATION**

**Aligarh Muslim University, Aligarh  
Session 2018-2019**

**Bachelor in Library and Information Science (BLIS)  
Reference and Information Sources  
(BLIS-05)**

## **ASSIGNMENT**

**Marks: 25**

**a) Answer any three questions.**

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1. What do you mean by non-documentary sources of information? Discuss its type with suitable example.
2. Define an Index? Discuss Citation Index with suitable examples.
3. Discuss the significance of bibliography and describe in detail the distinguishing features of trade bibliography and national bibliography.
4. Discuss in detail the selection of documents in light of the principles of selection of documents in a library.

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# **CENTRE FOR DISTANCE EDUCATION**

**Aligarh Muslim University, Aligarh  
Session 2018-2019**

**Bachelor in Library and Information Science (BLIS)  
Information Services  
(BLIS-06)**

## **ASSIGNMENT**

**Marks: 25**

**a) Answer any three questions.**

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1. Describe the growth and development of documentation and Information Centre's in India since 1950.
2. Discuss the recent trends in providing document delivery service (DDS).
3. Describe the origin and growth of reference service in detail.
4. Define 'SDI' Describe the steps involved in processing SDI.

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# **CENTRE FOR DISTANCE EDUCATION**

**Aligarh Muslim University, Aligarh**

**Session 2018-2019**

**Bachelor in Library and Information Science (BLIS)**

**Information Technology Basics**

**(BLIS-07)**

## **ASSIGNMENT**

**Marks: 25**

**a) Answer any three questions.**

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1. Enumerate some important software developed for housekeeping operations of a library in India? Discuss SANJAY software in detail.
2. What do you mean by data representation and discuss in detail the ASCII system of data representation.
3. What do mean by computer hardware and describe the output devices of a computer.
4. Discuss the function of task pane and status bar and describe the features of page setup in documents used in MS-Word.

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# CENTRE FOR DISTANCE EDUCATION

Aligarh Muslim University, Aligarh

Session 2018-2019

Bachelor in Library and Information Science (BLIS)

Library Classification (Practical)

(BLIS-03P)

## ASSIGNMENT

Marks: 50

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- a) Attempt All Questions
  - b) Solved Section-1 According to DDC (19<sup>th</sup> ed.)
  - c) Solved Section-2 According to CC (6<sup>th</sup> ed.)
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### Section-1(DDC)

Classify any Four titles by DDC 19<sup>th</sup> edition.

1. India's National Policy on Education (1968).
2. English-Arabic Dictionary.
3. Collection of Urdu Epic Poetry.
4. Treatment of Heart Disease.
5. History of Islamic Libraries
6. Foreign Trade between Nepal and China.

### Section-2 (CC)

Classify any Four titles by CC 6<sup>th</sup> edition.

1. Armament policy of Japan.
2. Collection of Hindi Religious Poems.
3. Encyclopedia of Library and Information Science.
4. Muslim Divorce Laws in India.
5. Teaching Mathematics through audio-visual.
6. Higher Education in Muslim Countries.

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# CENTRE FOR DISTANCE EDUCATION

Aligarh Muslim University, Aligarh

Session 2018-2019

Bachelor in Library and Information Science (BLIS)

Library Cataloging (Practical)

(BLIS-04P)

**ASSIGNMENT**

**Marks: 50**

(a) Catalogue any Two of the following titles according to AACR II and any two titles according to CCC.

(1). **Document No.: 1**

Introduction to International relations  
Pierre-Marie Martin  
Translated from the French by A. k. Sharma  
Edited by J.S. Joshi  
Sterling Publishers Private Ltd.  
New Delhi-110016  
1983

Other Information:

Call No.: W: 19 M3  
Acc. No.: 11200  
Pages: xii, 566  
Size: 23 cm.

(2). **Document No.: 2**

An outline of Statistical Theory  
Volume One  
(Probability and Probability Distribution)

By  
A.M. Goon  
M.R. Gupta  
And  
B. Das Gupta

Calcutta  
The world Press Private Limited  
2001

Other Information:

Call No.: 310 GOO  
Acc. No.: 15492-93  
Pages: xiv, 516, xv, 551  
Size: 22 cm.

The book is in two volumes with the common title **An Outline of statistical Theory**  
Title of volume 2 is **Statistical Inference**

**P.T.O**

**(3). Document No.: 3**

Social Perspective Series/edited by Rainer Born  
The Deviant Pupil  
Sociological Perspectives  
Third edition  
By  
V.J.FURLONG  
And  
Bertrand Rusell  
Open University Press  
Milton Keynes  
1985

Other Information:

Call No.: 371.93 FUR  
Acc. No.: 7862  
Pages: xx, 226  
Size: 24 cm.  
ISBN: 0-335-15225-2

**(4). Document No.: 4**

The Rajah's Second Wife  
A story  
Headon Hill  
1900  
University Press  
London

Other Information:

Call No.: 0111, 3M63, R DO  
Acc. No.: 42213  
Date of birth of the author 1863

**Note:** The real name of the Author is **Frank E. Gratyer.**

**(5). Document No.: 5**

Production System Model of Learning and Development  
Edited by  
David Klahr  
Pat Langley  
And  
Robert Nehes  
The MIT Press  
Cambridge, Massachusetts  
1987

Other Information:

Call Number: 153 PRO  
Acc. No.: 12455  
Pages: xii, 466  
Size: 24x 16 cm

Illustrations are given

**Half Title Page:** System Learning Series No.3

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