**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY**

HOME ASSIGNMENT FOR DIPLOMA IN LIBRARY AND INFORMATION SCIENCE, 2017-2018

N.B. The learners will have to collect receipt after submitting the assignment with the signature and seal of the collector of study centre and will have to keep with him/her till the declaration of result. ……

## Receipt

Received the assignment from Mr/Ms……Enrollment number……of DLIS on……2017/2018.

Date: Signature of collector with seal

Home assignments are to be submitted on or before 30th April, 2018 in respective study centres.

# KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

**Home Assignment**

**Diploma in Library and Information Science**

**Paper 01: Library and Society**

**2017-18**

**Marks=50**

*Assignments are required to be written in your own language and own handwriting. Copying in total from the learning material will carry less score.*

A. Answer in Brief (within 50 words) (4×2=8)

Q1. Define library.

Q2. Define Library Legislation.

Q3. What is Information society?

Q4. Copyright.

B. Answer in Brief (within 75 words) (4×3=12)

Q1. Write a short note on Archives.

Q2. Discuss the role of library in society.

Q3. Discuss the need of library association

Q4. Write a short note on INSDOC.

C. Short Questions (within 150 words) (2×5=10)

Q1. “Books are for use”. Discuss?

Q2. Write the different functions of UNESCO.

D. Long Questions (within 300 words) (2×10=20)

Q1. Discuss linkages between LIS and other subjects.

Q2. Discuss about the library legislation in India.

Home assignments are to be submitted on or before 30th April, 2018 in respective study centres.

# KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

**Home Assignment**

**Diploma in Library and Information Science**

**Paper 02: Library Management**

**2017-18**

**Marks=50**

*Assignments are required to be written in your own language and own handwriting. Copying in total from the learning material will carry less score.*

A. Answer in Brief (within 50 words) (4×2=8)

Q1. Accession Register.

Q2. Open Access.

Q3. Shelving.

Q4. Digitization.

B. Answer in Brief (within 75 words) (4×3=12)

Q1. Write a short note on different sources of fund for a library.

Q2. Write a short note on library committee.

Q3. Write a short note on different procedure of document maintenance.

Q4. Write a short note on ethics of conservation.

C. Short Questions (within 150 words) (2×5=10)

Q1. Write a note on library standards.

Q2. Write a note on Cataloguing.

D. Long Questions (within 300 words) (2×10=20)

Q1. Write different techniques of digital media preservation and conservation techniques.

Q2. Define classification. Elaborate different classification schemes.

Home assignments are to be submitted on or before 30th April, 2018 in respective study centres.

# KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

**Home Assignment**

**Diploma in Library and Information Science**

**Paper 03: Library and Information Services**

**2017-18**

**Marks=50**

*Assignments are required to be written in your own language and own handwriting. Copying in total from the learning material will carry less score.*

A. Answer in Brief (within 50 words) (4×2=8)

Q1. Define Data.|
Q2. Define Current Awareness Services.
Q3. Ready Reference Service.
Q4. Non documentary Source of Information.

B. Answer in Brief (within 75 words) (4×3=12)
Q1. Define Main Entry and Added Entry of a catalogue.
Q2. Briefly write the structure of DDC.
Q3 .Write the different forms of Extension Services.
Q4. Write a note on impact of information in the field of education.

C. Short Questions (within 150 words) (2×5=10)
Q1. Find out the reasons behind information explosion.
Q2. Write the different types of reference sources.

D. Classify the following title (5×2=10)
Q1. English Grammar.
Q2. Political Theory.
Q3. Microeconomics.
Q4. Media and Journalism.
Q5. Philosophical thought.

E. Catalogue the following title Marks: 1Q×10=10

History of the world
By
S. P. Nanda
New Delhi
Dominant Publisher & Distributors (P) Ltd
2016

Other information: Class No. 909; Accession Number: 17717, Pages: 321 p. Size: 22cm, ISBN: 9789380642338.

Home assignments are to be submitted on or before 30th April, 2018 in respective study centres.

# KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

**Home Assignment**

**Diploma in Library and Information Science**

**Paper 04: Computer Applications in Library**

**2017-18**

**Marks=50**

*Assignments are required to be written in your own language and own handwriting. Copying in total from the learning material will carry less score.*

A. Answer in Brief (within 50 words) (4×2=8)

Q1. Define OCR.

Q2. Define FTP.

Q3. Define MARC.

Q4. Define Email.

B. Answer in Brief (within 75 words) (4×3=12)

Q1. Write a note on different advantages & disadvantages of Internet.

Q2. OCLC; Describe briefly.

Q3. Write a short note on Content Management.

Q4. Write difference between ROM and RAM.

C. Short Questions (within 150 words) (2×5=10)

Q1. Write a note on Keyword Search and Boolean Search.

Q2. Write a note on System Software.

D. Long Questions (within 300 words) (2×10=20)

Q1. Define Library Network. Write the advantages of Library Networking.

Q2. Define Library Automation. Write its need and purpose.

# Krishna Kanta Handiqui State Open University

**Permanent Campus: Patgaon, Rani Gate, Guwahati-781017, Assam, India**
**City office: Housefed Complex, Last Gate, Guwahati - 781006, Assam, India**
**Toll Free Number:** 1800-345-3613. **Phone:** 0361-2234964 / 0361-2235971 / 08811016906
**Fax:** 0361- 2235398. **Email**: info@kkhsou.in. **Website**: http://www.kkhsou.in


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Course: Apprenticeship Course and Report (DLIS-05)

Total Marks: 100

As a learner of DLIS programme you should undergo an apprenticeship course of not less than 15 full days (or minimum of 100 hours) at any provincialized college library / public library (District Library or Sub Divisional Library) whose collection is not less than 10 thousand volumes of reading materials. Please forward the following two pages to the librarian of the institutes where you want to take the apprenticeship course. If you cannot go for the apprenticeship course, you will have to submit a project report. The title of the project will be communicated to you if you opt for the same and send us a mail at info@kkhsou.in

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To,

The Librarian

…….

…….

…….

Sub: Practising Apprenticeship Course at Your Institute

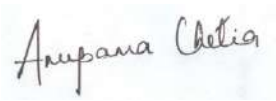
Sir/Madam,

I have the honour to inform you that the bearer of this letter is a learner of the Diploma in Library and Information Science programme at Krishna Kanta Handiqui State Open University, Assam. As part of the Diploma programme, each student has to undergo an apprenticeship course of not less than 15 full days (or minimum of 100 hours) at any provincialized college library / public library (District Library or Sub Divisional Library) whose collection is not less than 10 thousand volumes of reading materials. So, I appreciate your help in the form of extending the facilities to the learner to complete this course at your library. During this period you can generously use the time and effort of the learner to carry out your library work. The general objective of this course is to provide a practical experience of the library activities such as accessioning, classification, cataloguing, stacking of books, and library circulation to the learners. So, please make sure that the learner gets sufficient experience in the above mentioned areas. Please note that your participation is completely voluntary and if you decide to associate with us then at the end of the apprenticeship course you are to provide a feedback to the university regarding the performance of the learner. The feedback form should be sent in sealed envelope with the signature of the librarian / librarian i/c and stamp (seal) of the library / institute directly to **Deputy Registrar (Exam), Examination Branch, Krishna Kanta Handiqui State Open University, Housefed Complex, Last Gate, Guwahati – 781006**, Assam.

If you have any query or concerns or need any additional clarification and information about this apprenticeship course of study, please contact the undersigned. We hope to respond to your query as soon as possible.

Thanking you in anticipation.

Yours sincerely,



(Anupama Chetia)

Programme Coordinator

Mobile: 88110 16906

# Krishna Kanta Handiqui State Open University

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**Feedback Form for Apprenticeship Course and Report (DLIS-05) of**

**Programme Diploma in Library and Information Science (DLIS)**

**1. Part 1:** To be filled by the learner

1.1 Name of the Learner:

1.2 Enrolment No of the Learner:

1.3 Mobile Number of the Learner:

1.4 Email Id of the Learner (not mandatory):

1.5 Name of the Study Centre:

**2. Part 2:** To be filled by the Librarian / Librarian i/c

2.1 Total Number of Hours the Learner Worked in the Library:

2.2 Overall marks of the Learner on the basis of his/her Knowledge of the subject in carrying out the task assigned to him/her and Working capabilities (between 1-100 marks):

Signature of the Librarian / Librarian i/c:

Name of the Librarian / Librarian i/c:

Mobile Number of the Librarian / Librarian i/c:

Email id of the Librarian / Librarian i/c:

Seal (stamp) of the Library / Institute:

Date:

*Note: This form should be sent directly to* ***Deputy Registrar (Exam), Examination Branch, Krishna Kanta Handiqui State Open University, Housefed Complex, Last Gate, Guwahati – 781006***