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PROGRAMME TITLE CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE	ENROLLMENT NO 8106 5390 50
COURSE CODE BL I-011	NAME MITALI SHARMA
COURSE TITLE LIBRARIES AN INTRODUCTION	ADDRESS: A-636A, SUSHANT LOK-I, GURBAON-122007, HARYANA
ASSIGNMENT NO: AST/TMA/Jan.2021-July2021	DATE: 23/10/2021
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## I. 1 MODERN SOCIETY & LIBRARIES.

Modern society is that which is shaped by knowledge, globalization & consumerism. It is a knowledge based society with high competition.

In such a society a library, a modern library, is an institution to gain access to knowledge & information. It is in particular a means to share & distribute collections of information sources.

Modern societies need the valuable resources of information. Libraries offer this resource in an organised fashion. Libraries play many roles in supporting the knowledge based modern societies.

- i) Role in Higher Ed. - Providing referrals to students & teachers alike
- ii) Place for learning - Information commons, architectural place that promotes academic pursuits
- iii) Role in Recreation - support niche interests and group activities based around a knowledge area
- iv) Societal culture awareness - Increases community awareness by linking people & information. In effect democratizing information. Preserve knowledge for posterity

## I.2 Need Purpose Value & Importance of Libraries in Society

### Need

- Books are carriers for disseminating & distributing information
- Libraries provide gateway to access books quickly.
- Collect knowledge from scattered sources to ease referring to informative materials.
- Preserve knowledge

### Purpose

- Disseminate information carriers (like books)
- Archive information
- Facility provision to access/retrieve and store/reproduce data in various forms
- Manage digital divide by providing ICT tools
- Provision of community spaces to interact with knowledge

### Value

- Strengthen academic & research performance
- Bridge digital divide
- Manage information non-commercially
- Motivate academic pursuits
- Free access to resources
- Act as gateway to knowledge scattered all over the world.
- Create a link between information source & users

### Importance

- No other way to schematically gather knowledge
- Provide one stop unrestricted access to knowledge
- Improve community awareness

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### I. 3) Types of Library Models.

#### i) Physical

- Traditional Library
- collection of print media
- Have buildings filled with books/journals etc in shelves.
- Manually accessible.
- Most common model.

#### ii) Electronic

- Comprises of 'born-digital' electronic resources
- Digital format media stored in CD/DVDs, magnetic tape etc.
- Physical copies of these media storages are archived in such libraries.

#### iii) Digital

- Data is stored in digital space
- Collections are creation of digital versions of physical materials by digitization means (eg-Scanning)
- Mixed selection of digitized media & physical counterparts.
- Provide digital services

#### iv) Virtual

- Comprise of digital collections
- No physical counterpart for the information sources
- Remotely Accessible.
- Collection is in a virtual space (eg-computer network).



#### v) Hybrid

- Collections in both print / electronic (physical) & digital (virtual) formats
- Create a single user interface to access a information source in multiple formats

#### I.4) School Libraries

- Schools are institutions for <sup>systematic</sup> primary education.
- To impart knowledge an institute like a school requires libraries to provide academic reference and support.
- School libraries are built around the principal of introducing knowledge sources and providing official materials to students, and to provide manuals to teachers.
- Such a library, during formative learning years imparts reading habits and browsing techniques to enable future academic pursuits, as well as improve spatial & social awareness of students.
- The resources are curated with <sup>age-</sup> specific knowledge imparting goals. eg- A pre-school library offers play & learn services, and hence the resources are toys & picture books.
- Meant for guided reading.
- Cultivate reading habits.
- Provide for self-learning environments (Reading Room, etc.)

I 5) Roles of Library Professionals in Changing Environment  
 In the present digital age, advancement in information & communication technology, form of information, different option of resources and way to flow of information has impact on the role librarians.

The development of information ~~the~~ collection tools, techniques & approaches are becoming global. Therefore library professionals are faced to change in the way they are functioning in areas of information need of the users.

The changing role requires different personalities of library professionals as well as a different skillset & knowledge base. The globalization of learning resources through ICT has posed various challenges before the library staff in the nature of collection, and expectation of user. New tasks to be performed in digital age include

- 1) Information Creator      3) Resources Manager
- 2) Information Preservator      4) Global Information Provider
- 5) Subject Expert & Data Analyzer      6) Navigation Guide
- 7) Good communicator      8) Technical automater & technical query expert
- 9) Legal manager for copyright violations common in Digital Age.

## I.6 Public Libraries

- Library meant to be used for free by all the people
- Established legally by governments.
- UNESCO def<sup>n</sup>  
 'Public libraries are <sup>the</sup> local gateways to knowledge, provide basic condition for lifelong learning, independent decision making and cultural development of the individual & social groups'
- Core functions
  - To make all within limit information & resources available to every patron irrespective of financial status
  - To provide a quiet, safe place for learning and ~~and~~ academic recreation.
  - To educate, inform & entertain its patrons via programmes
  - To protect the rights of all users, including the right to visit library & access material without censorship / judgement
  - To keep a collection of local materials, such as newspaper archives, historic non-fiction, etc which may not be available elsewhere, and to preserve such sources.
  - To bridge the digital divide
  - Making resources accessible by providing reproduction (photocopy, etc) & translation services.



### 3.7) Selection Criteria

#### Formats

- References & other frequently updated media should be acquired in electronic format
- Classics / text particularly meant to be guides should be acquired in print, physically accessible formats
- Serials / Journals are also better electronically acquired since this eases the process of receiving & indexing sequential titles.

#### Content

- Authorship - Popularity & <sup>scholarly</sup> standing of author
- Scope of subject - niche / broad
- Level of treatment (depth) of book and major use / usebase of library should match
- Arrangement of subject matter - systematic & hence meant for scholarly purposes, or freeform and leisure based.
- Language & available translations
- Usability in terms of book size & illustrations etc
- Pricing of publication
- IP / proxy authentication of electronic resource rather than database-less publications

## I. s Acquisition of Serials

- One-time job in terms of acquisition
- Requires yearly update - payment for subscription, adding titles, deleting subscriptions etc
- Difficult phase in terms of multiple data fields to handle in indexing.

Major means -

- 1) By purchase from local suppliers - accept responsibilities to supply periodicals & handle subscriptions, including offering discounts
- 2) By subscription -  
directly purchase from publishers who accept subscriptions & mail topics. Subscriptions need to be renewed annually, with updating of no. of ~~copy~~ copies required.
- 3) By gifts - Some publishers & organizations gift their new journals to open libraries so as to create an audience via libraries as the popularizing platforms. It is of essence to check whether such a serial is relevant to the patrons or not.

### 4.) By Exchange.

Some functions however need special treatment

- i) Titlenames are generic - ascertaining subject difficult
- ii) Title names subject to change based on serial merging / separating
- iii) Publication schedulings change, and automation applications need to correspond to comply.
- iv) File clearance takes time.

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## II. 1. Digital Library

A digital library is a digital repository and online database of digital knowledge sources such as text, images, etc accessible through the web.

Objects in the collection can consist of digitized content as well as 'born-digital' sources.

These are also interfaces for organizing, searching and retrieving the content. Such libraries bridge digital divide, as well as provide more interactive & accessible knowledge gateways by making use of ICT technological tools.

## II. 2. Stock Maintenance

It is imperative to continuously monitor the library's stock room, as well as shelves for misarrangements. Books have to be periodically dusted as well as checked for damages.

There is a constant periodic need to physically re-shelf books and add books to existing collections.

The stock room needs shelving of reference books in an accessible manner.

Unshelved material creates delay in service and in a closed access system, is user unfriendly since no books will be available to match the user's needs.

These functions encompass these tasks.

- a) shelving - new stack
  - b) shelf reclassification - formation of new classification or disturbed order arising from circulation function.
  - c) shelf reformatting - Intensive cleaning of entire shelf
- Book trolleys and bay guides help in these tasks, additionally the books have to be physically arranged & rearranged straight in order to prevent damage & improve accessibility.
- Sought after books must be displayed at the entrance of the stack room & so on.

## II 3 Role of IT in library services

- IT services such as catalogues on publisher's websites, etc, enable easy selection for acquisition.
- Cataloguing can be done using MARC standards online enabling checking of items available and querying through programmatic interface instead of high-labour manual scanning.
- Issue of books can also be registered and logged via barcode scanning.
- Online cataloguing makes library backend compact.
- IT has enabled resource acquiring through online sources as well in forms of digitized & born-digital media, which is many a times ~~stable~~ available in many more languages and hence makes information more accessible to the mass.

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#### II.4. Staffing Pattern of Libraries

Library staff is generally grouped into three categories.

##### a) Professionals

- possess at least a bachelor's degree in library & information sciences
- perform intellectually vigorous tasks like job entailing judgement calls, supervision of library services & other complex tasks.

##### b) Para-professionals

- hold a certificate/diploma in library sciences.
- perform routine task, assisting in library's technical requirements. Support the work of professional by doing the routine & service backend.

##### c) Non-professional

- clerical support staff
- Perform variety of library attendic tasks like cleaning and shelving tasks.
- Perform other administrative tasks like <sup>other than</sup> maintaining shelf arrangements, series logs, subscription handling, collection of late fees.



## II. 5 Library Records.

- Documents containing details of processes, activities and results of some functions of either the whole organisation or a part of it.
- Bring uniformity in library tasks and serve as a standard for evaluation of performance.
- Used as supporting documents for new proposals and serve as source material for compiling the history of the library.
- Meet audit scrutiny.
- Maintained as ledgers, registers, files & cards or slips.

## **BLI-011: Libraries: An Introduction**

### **Assignment**

**Coverage:**  
**Course: Libraries: An Introduction**

**Course Code: BLI-011**

**Units: 1-8**

**Assignment Code: AST/TMA/Jan.2021-July 2021**

**Total Marks: 50**

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

1. What is a modern library? Explain the role of libraries in modern society. (5)
2. Explain the need, purpose, value and importance of libraries in society. (5)
3. Describe the different type of library models. (5)
4. What is a school library? Explain the services and resources provided by school libraries. (5)
5. Explain the different roles and responsibilities of library professionals in changing environment. (5)
6. What is a public library? Explain the different functions of a public library. (5)
7. Explain the selection criteria for acquisition of documents in a library. (5)
8. Describe the process of acquisition of serials in a library. (5)

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

1. Digital library (2)
2. Stock maintenance (2)
3. Role of IT in library services (2)
4. Staffing pattern of libraries (2)
5. Library records (2)