

MLIS-203 Reference Sources and Services

Maximum Marks: 100

Maximum Allotted Hours: 100 (Classroom Teaching: 68 + Assignment: 19 + Seminar: 3)

Each Unit Allotted Hours: 20 (Classroom Teaching: 13 + Assignment: 4 + Seminar: 3)

Unit-1

- Reference Source and Service: Concept, Definition and Trends
- Reference Interview and Search Techniques
- Reference and Information Sources: Their Criteria for Evaluation

Unit-2

- Bibliographical Sources: National Bibliographies INB and BNB, Trade Bibliography
- Language Dictionaries: Webster New International Dictionary, Oxford, Random House
- Yearbook: India: A Reference Annual
- Directories: Ulrich International Periodical Directory
- Biographical sources: International Who is Who, Who is Who India

Unit-3

- Geographical Sources: MAP, Atlas, Gazetteer, Almanac, Globe
- Encyclopedia:
General Encyclopedia: Britannica, Americana
Subject Encyclopedia: McGraw Hill Encyclopedia of Science and Technology, Encyclopedia of Library and Information Science, Encyclopedia of Social Science
- Brief Introduction to E-Reference Sources: Encyclopedias, Dictionaries, Indexes, Catalogues, Directories, Subject Gateways

Unit-4

- Reference Services: Concept, Need, Purpose, Function
- Types: Short Range Reference and Long Range Reference
- User Education
- Extension Services

Unit-5

- Information Science: Literature Search, Documentation Service, Translation Service, Document Delivery Service, CAS and SDI Service
- Referral Service, Indexing and Abstracting Service

Recommended Books:

1. CHENEY (F N) and WILLIAMS (W J). Fundamental reference sources. Ed 3. 2000. ALA, Chicago
2. FOSKETT (D J). Information service in libraries. Ed. 2.1967. Archon Book Hamden, Connecticut.
3. KATZ (William A). Introduction to reference work: Reference service and reference Process. 2V. Ed. 5. 1987. McGraw Hill, New York.
4. KRISHAN KUMAR. Reference service. Ed 3. 1996. Vikas, New Delhi.
5. LIBRARY ASSOCIATION. Guidelines for reference and information service in public libraries. 1999. Library Association, London.
6. RANGANATHAN (S R). Reference service. Ed 2. 1989. Ranganathan Endowment for Library Science, Bangalore.