

Objectives:

- To provide an overview of different categories of references and information tools in order to choose appropriate source for meeting reference queries.
- To Understand the criteria for evaluation of reference and information sources (online and offline).
- To acquaint students with access options and techniques of various web based resources.

Method of Instruction: A combination of lectures, discussions, live demonstrations, guest lecturers (where possible) and special presentations will form the methods of instruction. The module will follow with an examination at the end of the semester carrying 80 marks covering all units having three types of questions (long, short and very short) to be solved within 2 1/2hrs. Besides, internal assessment of 20 marks will be assessed on attendance, performance in presentations, assignments and symposiums. **Note:** Each lesson will follow by exercise sessions to evaluate selective tools and answer queries from them on real time basis.

UNIT I: Information Sources: An Overview

- 1.1 Information sources: Concept and Need
- 1.2 Types of information sources.
 - 1.2.1 Documentary (Primary, Secondary and Tertiary).
 - 1.2.2 Non-documentary: Specialists, Experts, Consultants; etc
- 1.3 Evaluation: Criteria (online and offline resources)
- 1.4 Internet Information Sources: An overview.

UNIT II: Reference Sources

- 2.1 Dictionaries-Types, uses and Evaluation of
 - 2.1.1 Language dictionaries (Oxford English Dictionary (12vols), Webster's 3rd New English Dictionary)
 - 2.1.2 Subject Dictionaries (Dictionary of Science (Uvaron), Dictionary of Arts (Hutchison), Dictionary of Social Science (Craig Calhoun))
- 2.2 Encyclopedias-Types, uses and evaluation of:
 - 2.2.1 General (Encyclopedia Britannica, Encyclopedia Americana)
 - 2.2.2 Subject specific encyclopedias (Mc-Graw Hill Encyclopedia of Encyclopedia of Science and Technology, International Encyclopedias of Social Sciences, Encyclopedias of Library and Information Science).

UNIT III: Geographical and Biographical Sources

- 3.1** Directories- Institutional and professional: Evaluation
 - 3.1.1 World of Learning
 - 3.1.2 Ulrich's periodical directory and Ulrich web
 - 3.1.3 Commonwealth University yearbook
- 3.2** Geographical sources-categories, Evaluation
 - 3.2.1 Atlases (The Times Atlas of World, The New International Atlas)
 - 3.2.2 Gazetteers (Columbia Lippincott Gazetteer of the World Gazetteer of India)
- 3.3** Biographical sources-utility and types (collective & individual).Evaluation of International who's who, International Yearbook & Statesman's Who's Who, Current Biography, India Who's who)

UNIT IV: Bibliographical Sources

- 4.1** Bibliography-concept, types-
 - 4.1.1 National (Indian National Bibliography, British National Bibliography, Cumulative Book Index)
 - 4.1.2 Trade (International Books in-print, British books in-print, American Book Publishing Record, Indian Books in-print)
- 4.2** Evaluation of Indexing and Abstracting sources
 - 4.2.1 Science citation index
 - 4.2.2 Social Science citation indexes
 - 4.2.3 Arts Humanities citation index
 - 4.2.4 Biological Abstract
 - 4.2.5 Index Medicus/Excerpta Medica
 - 4.2.6 Indian Science Abstract
 - 4.2.7 Agrindex
 - 4.2.8 Chemical Abstract
 - 4.2.9 Web of science and its other select products
- 4.4** Yearbooks
 - 4.4.1 Europa Yearbook
 - 4.4.2 International yearbook and Statesman's who's who
 - 4.4.3 Yearbook of the UN

***Note: The list of reference tools included is not comprehensive. An exhaustive list will be furnished in the class.**

Suggested Readings:

- Balay, Robert. (1996). *Guide to Reference Books*. (11th ed.). Chicago: A.L.A.
- Bonn, George S. (1971). Literature of Science and Technology. In *McGraw-Hill Encyclopedia of Science and Technology*, (8th ed. V.7). New York: McGraw hill.
- Cheney, F.N. (1972). Encyclopedias. In *Encyclopedia of library and information Science* (vol. 8). New York: Marcel Dekker. (NA)
- Cheney, F.N. (1971). *Fundamental Reference Sources*. Chicago: A.L.A.
- Collison, R.L. (1968). *Bibliographies: Subject and National*. (3rd ed.). London: Crosby Lockwood (NA)
- Foskett, O.J. (1967). *Information Service in Libraries*. 2nd ed. Connecticut: Archon Books. (NA)
- Grogen, D. (1987). *Case studies in Reference Work*. (6 Vols). London: Clive Bindley
- Hutchins, Margaret. (1944). *Introduction to Reference Work*. Chicago: A.L.A.
- Katz, William. (1982). *Introduction to reference work: Basic information Sources*. (7th ed.). (V. 3). New York: McGraw Hill.
- Lea, Peter w., & Day, Alan. (Eds.). (1996). *The Reference Sources Handbook* (4th ed.). London: Library Association (NA)
- Mukherjee, A.K. (1975). *Reference Work and its Tools*. (3rd rev. ed.) Calcutta: World Press.
- Sheehy, Eugene P. (Ed.). (1986). *Guide to Reference Books*. (10th ed.). Chicago: A.L.A.
- Shores, Louis. (1954). *Basic Reference Sources*. Chicago: American Library Association.
- Sweetland, James H. (2001). *Fundamentals of reference sources*. (3rd ed.). Chicago: A.L.A. (NA)
- Walford, A.J. (1976). *Walford's Guide to Reference Materials*. (3rd ed.). London: Library Association.

Websites Illustrative:

Cambridge Dictionary online. Available at
dictionary.cambridge.org/

Columbia Encyclopedia. Available at
www.bartleby.com/65/

Encarta Encyclopedia. Available at
www.encyclopedia.msn.com/

ERIC database. Available at
www.ericir.syr.edu/Eric/

Library of Congress Catalogue. Available at
www.catalog.loc.gov/

Merriam WebsterOnline. . Available at
www.m-w.com/dictionary/

Thesis and dissertations. Available at
www.umi.com/

UMI Digital Dissertations. Available at
www.lib.umi.com/dissertations/main/

Vidya Nidhi. Available at
www.dspace.vidyanidhi.org.in:8080/dspace/

Wikipedia. Available at
wikipedia.org/