

Paper- V: Reference & Information Sources & Services

M.M. 100

Note: - Two questions will be set from each section. Fifth question may be attempted from section A or B.

Unit- I : Theory and Function of Reference an Information service,Kinds of Information sources,primary,secondary and Tertiary Sources.

Unit – II: Reference Sources: Definition, purpose, Types of Reference service, ready and long run reference service. Various types of Reference sources, Dectionary, Encyclopaedia. Year boo Almariaac.

Unit – III: Geographical, Biographical, Bibliographical Sources.

Unit – IV: Indexing, Abstracting and Translation of Information, Abstract types & Uses, Indexing pre & Post Co-practice, chain, procedure, PRECIS, POPSI. Citation Indexing.

Unit – V: Documentation Centers, INSDOC, DESIDOC, NASSDOC, NISSAT.

Books Recommended:

1. Katz, William, A. Introduction to reference work.
2. Cheney, F.M. Fundamental Reference sources.
3. Mukherjee, A.K. Reference work and its tools.
4. Ranganathan, S.R. Reference service, 2nd ed.
5. Esdaile, A. student manual of bibliography, 3rd ed.
6. Shera, jeses. H. Documentation in Action.
7. Bradford, S.C. Documentation, 3rd ed.
8. Girja Kumar and Krishan Kumar, Biblography, 2nd ed.
9. Hutchins, Margaret. Introduction to Reference work.