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Pub. Date: NEW EDITION APPLICABLE FOR Current EXAM

Publisher: MEHTA SOLUTIONS

Edition Description: 2021-22

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Chapter 1: Types of Information Resources, Selection Principles & Classification of Documents

Introduction

Information Resources

Documentary Sources, Non-Documentary Sources

Classification of Documents

By Physical Characteristics ,By Information Characteristics ,Books ,Periodicals and Serials

,Government Documents ,Dissertations and Theses ,Reports ,Pamphlets ,Standards and Specifications ,Patents ,Trade Literature, Maps, Atlases and Globes ,Photographs and Illustrations

,Microforms ,Audio-visuals ,Reference Books ,Non-Documentary Sources ,Institutional Resources

,Human Resources

Selection Principles

Policies, Norms and Standards

Chapter 2: Natures of Reference Books

Introduction

,Childhood of Reference Book ,Varieties of Reference Books ,Audio-visual materials

,Govt. Publications

,Questions and source materials ,Guide to reference books

Chapter 3: Bibliography: Aims, Types and Control

Introduction, Definition, Objectives of bibliography, Types of Bibliography, Primary-information based

bibliography, Bibliography based on ancient books, Universal bibliography, Trade bibliography, National

bibliography

Bibliography based on received information

Subject bibliography, selected bibliography, Author bibliography, Personal bibliography,

Bibliography of Bibliographies

Types of systematic bibliography

Bibliographical control

International Endeavour

Chapter 4: Subject Bibliography & National Bibliography

Subject Bibliography

Introduction

Philosophy, Religion, Social Sciences, Economics, Law

Language

Science and technology

Mathematics, Computer, Astronomy, Health Science

Current bibliography

Literature

Guide Books (Bibliography)

Library Science, Literature, Science

National Bibliography

Introduction, British, India

Chapter 5: Index and Abstract

Introduction

Evaluation

Publisher, Periphery, Duplication, Depth, Periodicity, Size, Subject Heading, Authenticity

Index

Science and technology

Citation index, Newspaper, Literary index, Concordance

Abstract

Library and information science

Psychology, Social Science, Political science, Economics, Linguistics

Science and technology

Mathematics, Physics, Astronomy, Chemistry, Geophysics or Geology,

Biology, Period after World War II

Chapter 6: Ready Reference Sources Part I

Introduction ,History ,Characteristics ,Evaluation ,Kinds of Dictionary ,Dictionary in Indian Languages,

Subject Dictionaries ,Dictionary of Translations ,Dictionary of Synonyms and Antonyms ,Thesaurus

Chapter 7: Ready Reference Sources- Part II

Introduction ,Almanac and Yearbook ,Purpose ,General Almanac ,General Yearbook ,Subject Yearbook and

Almanac ,International Yearbook ,National Yearbook , Science and Technology

Handbook and Manual

Objectives, Scope, General handbook and manual, Subject based manual and handbook

Chapter 8: Geographical Information Sources

Introduction, Definition and nature, History, Maps and library, Evaluation, Index and bibliography, Map -Atlas of distinction, Gazetteer, Guidebook

Chapter 9: Biographical Information Sources & Statistical Information Sources

Introduction, Kinds of biographical reference sources, Famous examples

International biographical sources

Current universal dictionaries, National biographical sources, Special biographical encyclopedia,

Biographical index

Sources of biographical reference

Genealogical table, Portraits, Festschrifts, Diaries, Private Papers, etc.

Evaluation, Conclusion, Statistical Information Sources

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