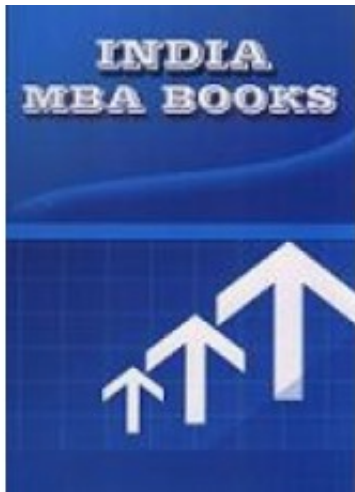


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- ? Reference sources in Social Sciences, Humanities and Science & Technology: Dictionary, Encyclopedia, Directory, Biographical Sources, Geographical Sources, Handbooks, Manuals and reference sources(Wikipedia and Google earth)
- ? Current information sources: Yearbooks, Almanacs, News summaries.

Unit 2 Reference and Information Service

- ? Reference and Information Service - Definition, and characteristics
- ? Types of Reference Services: Long range service and ready reference service
- ? Current Awareness Service(CAS) and Selective Dissemination of Information(SDI)
- ? Bibliographic service, document delivery service, reprographic service, translation service, newspaper clipping service and
- ? Recent trends in information services (RS 2.0)

Unit 3 Bibliographic Control and Indexing and Abstracting Services

- ? Bibliographic control: Meaning, needs and importance
- ? Indexing and Abstracting (I & A) Services: meaning and usefulness
- ? User education: Meaning and types, literature search (Off-line/On-line), and Computerized information search techniques
- ? Guidelines for evaluation of different types of sources

Unit 4 Evaluations of Reference Sources

- ? Definition, Scope, Types, Description of Select Items and Evaluation Criteria -Dictionary, Encyclopedia, Directories, Yearbooks and Almanacs

Unit 5 Evaluations of Reference Sources

- ? Definition, Scope, Types, Description of Select Items and Evaluation Criteria –Biographical Sources, Geographical Sources, News summaries, Handbooks, Manuals

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