

# LIS14104 REFERENCE SOURCES AND SERVICES



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**REFERENCE SOURCES AND SERVICES –LIS14104**

## **UNIT CONTENTS**

1

Reference Service- Concept of Reference Service, Information Service, A Comparison between Reference Service and Information Service, Functions of Information Service, Function of Information Service, Type of Reference and Information Service, Theories of Reference Service, Nature and Range of Reference Service, Reference Services and Their Types, Ready Reference Service, Needy Reference Service, Long Range Reference Service.

2

Libraries their Types and Importance-Academic Libraries and the Reference Services they

Provide, Reference work and students, The faculty and Research scholars and the reference

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Reference Services and Section, The way to manage the reference desk, Reference Service,

Reference Librarians and the Qualities they Possess, Reference Questions and the

Techniques and methods to Answer them

3

Sources of Information and Its Features- Research, Information Question, Primary Sources

and their Types, Secondary Sources and their Types, Reference Books their Types and

Evaluation and Features, Documents and Its Purpose, Sources of Information, E- Documents

and their Characteristics, Database, Dissemination of Information and Database, Types of Database, Evaluation of Usability of Database, CD ROMs, Concept needs and purpose of Information Service, Nature of Information, Generation process of Information.

4

Different Sources of Information- Dictionaries, Types of Dictionaries, Encyclopedias, Encyclopedias in General, Year-Books, Almanacs and Directories, Biographical Sources, International and National Biographical Sources, Geographical Sources, bibliographical Sources, Indexing Services.

5

Reference Sources- Literature Searching, Documents Delivery Services, Reprography

Services and Information Sources, Reference Services and Information Sources, Dictionary-

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