UNIT 1   REFERENCE AND INFORMATION ACCESS TOOLS : AN OVERVIEW

1.0   OBJECTIVES

Reference service is one of the important services provided to the users of libraries and information centres. Such services are usually provided by consulting documents where the required information is likely to be available. It is therefore, vital that librarians should be conversant with different types of services and their features so that the information can be provided without much difficulty.

After reading this Unit, you will be able to:

•   know the importance of reference work in a library;

•   role of reference sources/books in providing information;

•   identify the need for reference books/sources;

•   describe the process of giving reference service;

•   study the role of computer in the reference service;

•   relate a reference enquiry to a reference source/book;

•   define a reference book/work and state their characteristic features;

•   differentiate reference books from ordinary books;

•   define reference service; and

•   enumerate varieties/kinds of reference books sources.

1.1   INTRODUCTION

Libraries have always been engaged in providing services to their users. Maximum utilization of resources is the principle underlying the heart of the very concept of the librarianship which is the collective sharing and use of the records for the benefit of society as a whole and of the individuals making up the society in particular. In the first law of Library Science too Dr. Ranganathan has emphasized that `Books are for use.' In reference work, thus, the qualified library professionals supplement the various facilities of the library by providing personal assistance to individual users in search of information. The role of the reference librarian is to give assistance to the library users by exploiting the library collection to the maximum.

Reference work is the actual assistance given to the users in need for information. It enables librarians and users to understand where the recorded information exists and helps in searching the needed information. This activity has been designed in the libraries for the convenience of the users. The library materials require exploitation if it is to be of benefit to the people coming to the library.

Generally most libraries have a separate reference section or collection. The librarian usually provides reference services on the basis of this collection of reference books which are placed in a prominent and separate section of the library. Majority of the users are familiar with reference books as many of them have dictionaries, encyclopaedias, yearbooks, etc. at home as part of their private collection.

In this Unit, we provide you an overview of reference books/sources, which are very useful for providing information quickly to the users. You will also get an exposure to the requirements and necessity of a reference department consisting of reference collection in a library.

1.2   REFERENCE WORK

The purpose of reference work is to allow information to flow efficiently from information sources to those who are looking for it. In the day to day activities in the libraries, the librarian has to rely on reference books of the library, which you would have seen's kept separately in the library and is generally not issued out of the library. All of us are very much familiar with the reference books of which the most popular ones are the dictionaries, and encyclopaedias In fact many of us have such books at home and use these quite frequently.

Since the beginning of libraries, the librarians have been extending informal help to individual users in the use of library collection. The origin of the reference service can be traced from late 19th century in academic and public libraries and it has been to a large extent influenced by various social and economic developments in the society. The underlying rationale for reference service has been based on four aspects, namely, to develop the role of the library as an educational institution, to assist academic community, to help users select best documents from the vast universe of books and to justify the existence of the library to the persons/people who provide financial support.

The reference work often referred to as reference service in libraries, has come a long way in the twentieth century. It has developed its scope from mere assistance to users to utilization of subject specialists, development of many books and techniques for reference and use of computers to satisfy the information needs of scientists, researchers and others. All these have become possible due to a sound theoretical framework in the reference work, which indicates three distinct approaches for giving reference service. They are: (a) conservative approach, (b) liberal approach, and (c) moderate approaches.

a)   The conservative approach is based on the fact that the users should be instructed on how to use books and libraries rather than on delivery of information.

b)   The liberal approach lays emphasis on the fact that the users be provided with relevant and necessary information rather than giving the documents itself where the information may be available. Here it is felt that information given to a user should be in a form that permits its immediate use.

c)   The moderate or the in between approach seems to be in most common one in the present day libraries. There is an increased use &bibliographic books and the facility of computer as an information storage and retrieval device has boosted the liberal approach. The librarians today have access to a vast store of information and knowledge aids including print and non-print media. All these can be exploited to the maximum extent possible to give services to the users. Therefore, a user can acquire the information needed by him either or without the help of the librarian.

The users in many cases need not come to library. The reference requests of the users can be satisfied even by sending a messenger to the library or on the telephone or by post if these can be effectively conveyed. Now, this can even be satisfied by electronic mail.

The reference queries differ from library to library. In most of the public libraries, the type of queries include assistance regarding finding of books from the catalogue or some queries from the general public regarding the public utilities. In the academic libraries, the reference work relates mostly to beaks or queries by students concerning the course conducted by the parent institution of the library. But in the higher level of academic, libraries, special libraries and information units, the reference queries are of intensive kind as the users here are specialised which include professors, researchers, planners, managers, policy makers and senior level

personnel. Therefore, when we talk or write about the reference service and/or the reference work, it is actually keeping in mind the last category of users requiring specialised services.

Self Check Exercise

1) List the chief reasons for providing reference service in Libraries.

Note: i) Write your answer in the space given below.

     ii) Check your answer with the answers given at the end of this Unit.

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1.3 THE REFERENCE SOURCES/ BOOKS

A basic question arises then when we start discussing reference books, that is what books and other materials a reference library should stock and how they should be organised so as to constitute a reference collection.

The reference collection should include three classes of materials:

- reference books such as, Dictionaries, Encyclopaedias, Bibliographies, Yearbooks, Directories, Biographies;

- standard works of information such as Gazetteers, Atlases, etc.;

- all such materials that cannot be lent for home reading such as indexing and abstracting periodical, statistical sources; and

In the above, the first two categories are intended to fulfill the genuine function of a reference library that is - the supply of information.

Reference books are referred to as compilation, specifically designed to provide items of in-formation in a most convenient form. The main conventional categories are encyclopaedias, dictionaries, directories, yearbooks, bibliographies biographical and geographical information sources. The reference collection of any library should include the best and latest editions of the encyclopaedias, dictionaries and other reference books, bibliographical sources, indexes, catalogues and guides, standard histories and gazetteers, editions of the classic works of literature. Authoritative works on other subjects should be added as far as budget permits, especially those, which are more fitted for occasional consultation rather than for continuous reading.

The reference books are many in number. No single library can afford to buy all the available reference sources. Also there is no available select list, which can indicate ideal reference collection for an ideal library. More complexity has arisen due to availability of reference books in other media other than the print media. But ultimately, the best reference collection is said to be the one, which is useful for both the reference librarian and the users.

For convenience sake, peers have classified the reference sources into primary sources, secondary sources and tertiary sources based on the type of information sources included in them.

Primary Sources

These are materials, which are original in nature. They usually take the form of a journal article, a monograph, a dissertation, a report or a patent or documents in archives. These mate-vials are also referred to as primary sources as they have not passed through any filtering mechanism like condensation, interpretation or evaluation and are the original work of the author. The primary sources are very large in number and can be usually accessed with the

help of some secondary source like, a bibliography, an indexing service, or an abstracting service.

Secondary Sources

A secondary source is one that gives information about a primary source. The original information is selected, modified and rearranged in a suitable format for the purpose of easy location by the users, e.g., indexes, abstracts, bibliographies, encyclopaedias, yearbooks, gazetteers, who's who. An autobiography is a primary source whereas a biography written by other person is a secondary source.

Tertiary Sources

The tertiary sources consist of information that is a distillation and collection of primary and secondary sources. These include lists of all kinds of sources of reference works like the encyclopaedias, dictionaries, yearbooks, bibliography of 'bibliographies, almanacs, etc.

By classifying and defining reference sources, we can get only an indication of their relative currency and the relative accuracy. Their main purpose all the time remains the same, that is to match a question/query of the user with a suitable answer from any of the sources.

Self Check Exercises

2)   State the three classes of reference materials required in an ideal reference collection.

3)   Name briefly the three broad categories of reference sources

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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1.4   NEED FOR REFERENCE SOURCES/ BOOKS

The present day society is in the process of development and is entering the information age. In this new age, information becomes a resource as well as a commodity, and its handling and processing also becomes a main activity. In this information age, or post-industrial society, the demands will be focused on the knowledge of what to gather, how to gather, process and utilize it. It is in this context we have to know/study the need for reference sources. The users have varied information needs and requirements. Our user can be students, teachers, researchers, scientists, technologists, specialists, planners or policy-makers. The average user does not have access to information required by him because he does not know where to look for it

Besides, the users have also several other requirements such as:

• need to obtain information quickly for a specific requirement area;

• awareness of newly generated information is difficult;

• need for selection of information, as there is overabundance of information;

- would specialization only in a restricted subject area;

- obtain copies of required material or the material itself; and

- criteria for evaluation and selection of reference materials.

All these requirements/needs of the users can be met by having access to proper and up-to-date reference books. The reference books help the librarians and libraries in maintaining the information banks from which answers to users' queries and materials required by the users are available. In other words, the sound basis for any reference service in a library is the reference books maintained by the reference staff of the library. This means that reference service is not just answering question posed by the users by using an appropriate reference tool but it is also about maintaining the information resource banks from which information is provided to users. It also includes establishing links with information providers both inside and outside the library environment.

The problems faced by the users mentioned above can be overcome, by restoring to some of the following techniques:

- identification of reference books available in the library;

- locating reference books and their suppliers outside the library;

- organising new reference books in e library to cater to the identified information needs of the users; and

- cooperating with other libraries and information org a 'ores to pool the resources together.

The development and generation of information is dependent on the access, location and dissemination of the relevant documents. The reference service in the library takes care of the function of making available the information whereas the library activity of acquiring, organizing, and preserving the reference materials is something which the users are not aware of, but is of-maximum relevance to them.

Self Check Exercises

4) Why do users require reference sources?

5) How can the librarians help the users to locate information and to overcome the problems faced by them?

Note: i)   Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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1.5   REFERENCE QUERIES

The most important aspect in the reference work relates to the reference questions with their corresponding reference sources. You are aware that for the majority of the questions asked in

the libraries, reference sources are the most logical starting point for searching information. Much of the reference work involves the knowledge of the reference books and matching the questions to their sources.

The different categories of queries received in the libraries relate to:

- Author/title queries;

- Directional and administrative enquiries;

- Fact-finding queries;

- Material-finding queries; and

- Research queries.

Not all the queries relating to the above require the services of trained library professionals. For example, for directional or administrative enquiries any library staff can direct the users to find information. For author and title queries, the library catalogue or index can very well provide answers to the users in addition to bibliographies. All the other kind of queries , viz., fact-finding or material-finding or the research queries require the services of the professional and most experienced ones. There can also be library queries where during search for an answer the user may change the questions. The enquirers in such cases are only provided with minimum of instructional services. Many times, there can be residual enquiries which are leftovers of parts of previous queries or questions for which no answers are available in the library. In such instances, a clarification by a senior library professional can be offered to the user in a polite manner so as to avoid disappointment.

Given below are some reference questions and the types of reference sources :

Type of questions	Corresponding examples of queries	Types of reference sources
Current awareness	*Where can I find all latest papers published in chemistry?*	Indexing/Abstracting Serials on the subject
Language	*How can I find the meaning of the word `unobtrusive' ?*	Dictionary
Trend	*What developments took place in computer industry during last year ?*	Yearbook
Book	*Where can I find a list of all books on the subject of 'Information Technology' ?*	Bibliography/Trade Catalogue
Background	*How can I get brief information on Australia or Olympics?*	Encyclopaedia
Institutions/ Organizations	*Please give me the names and addresses of Engineering Colleges In India*	Directory/Handbook
Biography	*Biography of K.R Narayanan, President 6/India*	Biography

The reference librarians should be able to look analytically at all the questions that are put to them, analyse them and then only provide the required reference sources.

You will study the details about the types of reference sources in the next Unit.

Self Check Exercises

6) Indicate the different categories of queries visible in the libraries.

Note: i)   Write your answers in the space given below.

  ii) Check your answers with the answers given at the end of this Unit.

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1.6   ROLE OF COMPUTERS

As you are aware, the introduction of computers in the libraries has brought about sea-change in the various services provided by modern libraries. The use of computers has also tremendously enhanced the image of the reference service of the libraries. Presently, computer has been taken for granted as an important component of reference work. Computer searching has now become an essential part of reference work in most of the large libraries.

The use of information technology can be envisaged as a two-way process, the organization of internal information sources in any electronic format and an external tool to access information sources in any format. This helps in forming a basis for future resource sharing and helps in skillful processing, analysis and supply of information so as to effectively use the valuable resources.

The reference environment is affected by the growth of information technology. The various areas influenced are listed below:

a) Electronic Dictionaries

Several language dictionaries have been made available in CD-ROM (Compact Disc - Read Only Memory) format which have made searches very easy and much more user-friendly. A dictionary in CD-ROM can combine text, images and sound in one package and make cross - referencing a very simple process. Example: Encyclopaedia Britannica.

b) Online Databases

Source and reference databases have been at the forefront of the electronic publishing industry and will continue to be there in the years to come. They can be incorporated in the library in CD-ROM format or by direct contact through a gateway with the host system itself. This is a major area of interest for the organisations which lack secondary and tertiary information sources. This is a major area of interest in our libraries for information professionals and these developments pose many challenges for providing reference services. In this area organizing compatible indexing, abstracting and indexing terms bank for multilingual information materials is essential so that more number of users can benefit from this type of materials.

Some very popular databases that can be searched online are:

MEDLARS DATABASE

DIALOG

Online Computer Library Centre (OCLC) etc.

c) Teletex and Videotext Systems

Libraries in the developed countries offer reference services using the broadcast teletex systems like the ORACLE and CEEFAX, covering a variety of topics such as news, advertisements, teleshopping and entertainment. Private cable television companies can also access these systems by dialing the required codes.

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Videotext services, such as the one known as PRESTEL, produced in the Great Britain by the Post Office uses the telephone network, as the access mechanism and a television set as the terminal. Systems like Prestel can also be set up in libraries to provide information access. These types of services, if constantly updated, can constitute excellent information retrieval sources which can be an asset for any library's reference department.

d) Online Catalogues

The Online Public Access Catalogues (OPAC) supplement the existing card catalogues and can be consulted for comprehensive searches. Here the users have the choice for searching materials available in more than one place. Most of the OPACs are very user-friendly and are helpful to naive users who have no idea about searching materials in the libraries. The user after having access to such catalogues usually become self sufficient and seldom require the services or help of the reference staff while using libraries or accessing information.

The developments in information technology are greatly affecting reference services in libraries of various countries. But what is more important is that incorporation of information technology in libraries and especially in reference environment raises other issues, such as, the existence of telecommunications infrastructure, technical support for equipment maintenance and review of library science courses so that the professional can be ready to meet the new challenges. It is time now for the information professionals of our country to put into practice the techniques of reference work. And technology provides us with a powerfull search and display device which will only be effective in the presence of a sound theoretical and practical knowledge of the professionals involved in the task,

Self Check Exercise

7) Mention the areas of information technology that have influenced the reference environment.

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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1.7   SUMMARY

When library services became available to users, it was thought that just a reference librarian at desk was good enough. But, in the recent times it has become clear that a reference librarian can serve users only if some proper and standard reference books are also available. This is due to the varied information needs and requirements of a wide variety of our users.

At present, financial constraints are everywhere. This makes selection of materials very critical as waste of materials must be eliminated and services be maintained. The choice of information technology in such reduced resource circumstances appears to be the most viable and possible solution. Electronic information has, therefore, become more concentrated and centralized. There are many ways and means to have access to this kind of information.

1.8   ANSWERS TO SELF CHECK EXERCISES

1) The underlying rationale for reference service has been based on four aspects, namely, to develop the role of the library as an educational institution, to assist academic community, to help users select best documents from the vast universe of recorded intimation and to justify the existence of the library to the persons/people who provided financial support.

2) The reference collection should include three classes of materials:

- strictly reference books

- standard works of information

- all such materials that cannot be lent for home reading

3) The three broad categories of reference sources are: primary, secondary and tertiary. These are based on originality of materials.

Primary Sources

These are materials, which are the most authentic and original. They usually take the form of a journal article, a monograph, dissertation, report or a patent. These materials are also referred to as primary as they have not passed through any filtering mechanism like condensation, interpretation or evaluation and are the original work of the author. The primary sources are very large in number and can be usually accessed by the help of some secondary source like, an indexing service or an abstracting service.

Secondary Sources

A secondary source is one that gives information about a primary source. The original information is selected, modified and rearranged in a suitable format for the purpose of easy location by the users.

e.g. An abstracting periodical or a bibliography. Tertiary Sources

The tertiary sources consist of information that is a distillation and collection of primary and secondary sources. They include lists of all kinds of sources of reference, works like the encyclopaedias, dictionaries, yearbooks, bibliography of bibliographies, almanacs, etc.

4) The users require reference sources as they have following problems:

- need to obtain information quickly for a specific problem area or query.

- need for selection of information, as there is overabundance of information

- wants to specialize only in a restricted subject area

- difficulty to obtain copies of required material or the material itself

- difficulties and inadequacy of time for evaluation and selection of materials

- impact of information technology on society

- modern information access tools and technologies developed for library and information centers,

- The users can overcome the problems faced by them based on following aspects:

- identification of reference books information access tools available in the library

- locating reference books and their suppliers outside the library

- organising new reference books in the library to cater to the information

  needs

- setting up cooperative mechanisms with other libraries and information organisations so as to pool the resources.

6) The different categories of queries visible in the libraries relate to:

- Author/title queries

- Directional and administrative enquiries

- Fact-finding queries

- Material-finding queries.

- Research queries.

7) The following areas of information technology have influenced the reference environment:

- Electronic databases

- Online databases

- Teletex and Videotext systems

- Online Public Access Catalogues.

1.9 KEY WORDS

Online Access	:	It is interactive access to computerized databases of information.
Reference Books	:	The books which are used to answer immediate questions of users. These books are kept for reference only and are not allowed to be used outside the library. Any publication, which is used to obtain authoritative information.
Reference Material	:	Books and other library materials which may not be borrowed for use out of the library, either because of their nature is such that they are prepared for brief consultation rather than for continuous reading, or they belong to a reference collection from which items may not be borrowed.
Reference Service	:	Is the establishing of contact between Reader and Book by personal service.
Teletex	:	A broadcast system, providing pages of regularly updated in-formation accessible to user. It acts like an electronic newspaper.
Videotext	:	It is an interactive system, using telephone lines and is avail-able to subscribers only. It provides extensive information to searchers through hierarchically structured pages.

1.10 REFERENCES AND FURTHER READING

Grogan, Denis J. (1992). *Practical Reference Work.* 2nd ed. London: Library Association Publishing.

Grogan, Denis, J. (1982). *Science and Technology: An Introduction to the Literature.* 4th ed. London: Clive Bingley.

Higgins, Gavin (ed). (1983). *Printed Reference Material. 2nd* ed. London: Library Association.

Katz, William A. *(1992). Introduction to Reference Work.* Vol.1: Basic Information Sources. 6th ed. New York: McGraw-Hill.

Ranganathan, S.R. (1961). *Reference Service.* 2nd ed. reprint. Bangalore: Sarada Ranganathan Endowment for Library Science.

UNIT 10 GEOGRAPHICAL SOURCES

10.0 OBJECTIVES

In the previous Block we discussed dictionaries, encyclopaedias, ready reference sources, viz., handbooks, manuals, directories, etc., and also patents and standards. In this Block we will be discussing other category of information sources for geographical information, biographical information, statistical information and sources for current affairs/events.

In this Unit we are discussing about geographical information sources.

After reading this Unit, you will be able to:

- identify various types of geographical information sources;

- enumerate important atlases, gazetteers, and travel elides published from different countries;

- evaluate different types of geographical information sources, in relation to their usefulness; and

- describe some of the important selection tools for geographical information sources.

10.1 INTRODUCTION

You have so far studied various general reference tools like dictionaries, encyclopaedias, guides, etc. In this Unit we shall deal with a specialised group of reference tools dealing with the specific field-geography. As you know, geography deals with the surface of the earth including the division of the world into continents and countries. The climate, plants, animals, natural resources, people and industries form part of the geographical studies. In recent times, it has become one of the important disciplines under social sciences. The natural result of all these is a demand for information sources in geography.

Geographical reference tools have become an important segment of basic reference collection for most libraries. The reference libraries are obliged to answer a number of questions seeking information about cities, towns, mountains, lakes, rivers, forests, etc., in connection with their description, location and other details. There are a variety of information sources that help in answering such questions. The study of all such sources becomes vital for reference work. You will be introduced to all important geographical information sources during the study of this Unit.

10.2 TYPES OF GEOGRAPHICAL INFORMATION SOURCES

We can divide geographical information sources into two categories:

i)   General Reference Sources (covering geographical information), and

ii)   Geographical Reference Sources (specific sources).

10.2.1   General Reference Sources

The dictionaries, encyclopaedias, yearbooks, almanacs, etc., and sources which we have studied in previous Block of this course can be categorised as general reference sources. All these reference books in their own right serve as information sources for geography. But, they also contain a lot of other information relating to other areas.

Take the case of encyclopaedias. They contain useful information regarding countries, states, cities, etc. Maps of different countries also find place in them. Similarly, yearbooks and almanacs, dictionaries, statistical sources, etc., provide descriptive and statistical information on different countries and can be easily classified as geographical information sources. Biographical information sources contain useful biographies of geographers and cartographers. But, the scope of all these sources goes beyond geographical information. Therefore, they are called general reference books containing useful geographical data.

We have studied general reference sources in Units 6, 7 and 8. In this Unit we shall study in detail the specialised geographical reference tools.

10.2.2   Geographical Reference Sources

We can sub-divide the specialised geographical information sources that are used in reference work into three categories, viz., maps, atlases and globes, gazetteers and travel guides. The obvious advantages of these specialised geographical reference tools are:

i)   they give information for smaller units not found in general reference books;

ii)   the information given often is more precise: and

iii)   they are generally limited to one area, and easier to use.
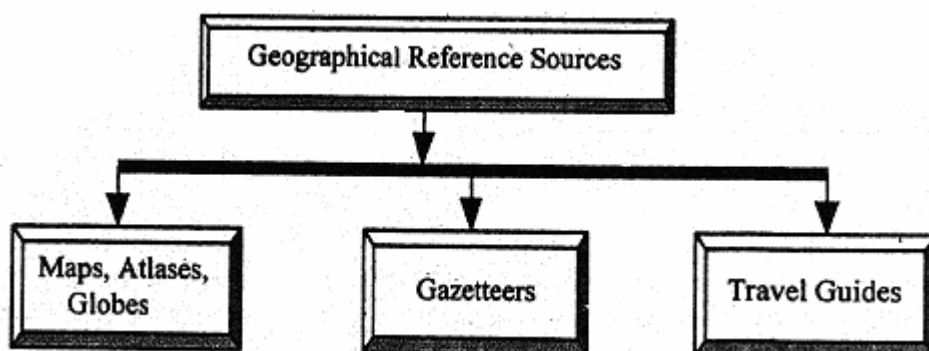
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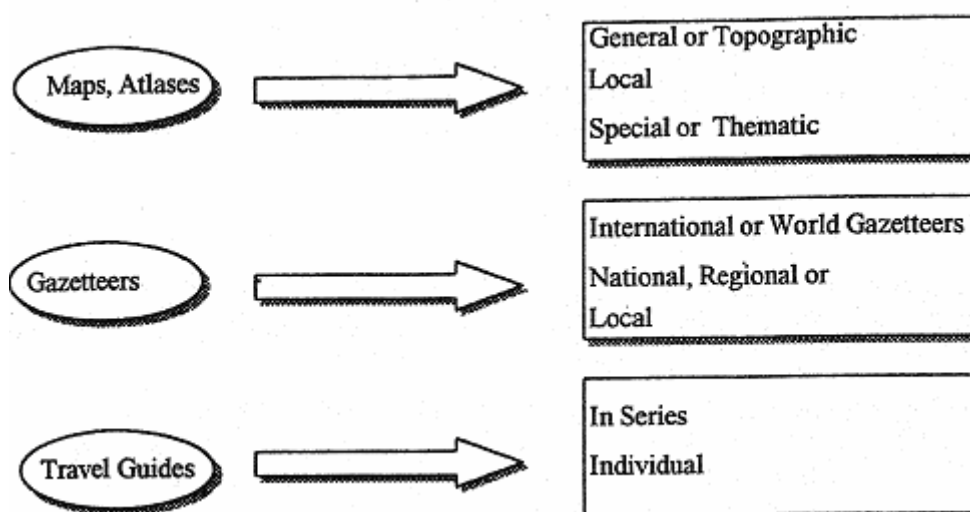
In discussing geographical reference sources as distinct from general reference sources containing geographical information, we generally restrict its scope to include only maps and atlases, gazetteers and travel guides and the exclusion of encyclopaedias, dictionaries and handbooks in the field of geography. The underlying assumption in this approach is that these are covered under the discussion of encyclopaedias, dictionaries and handbooks as a category of reference sources. It would be rewarding, however, if it is possible that these were not covered *in* examples under the above categories.

Encyclopaedias, Dictionaries and Handbooks

A Glossary of Geographical Terms/ ed. by Dudley Stamp and Audrey N. Clark. 3"$^{\text{d}}$ ed. Lon-don: Longman. 1979.

Prepared under the auspices of the British Association for the Advancement of Science, "it provides comparative definitions of geographical terms from various reference sources and text" In many cases definitions are supported by quotations from original and standard sources.

A Dictionary of Human Geography/ W. by R.J. Jhonston. 2"$^{\text{d}}$ ed. Oxford: Blackwell, 1986.

These are signed articles on English language terms by about 18 scholars. Some definitions run into four to five pages with extensive bibliographic references. In many cases, articles have illustration with diagrams.

Encyclopaedic Dictionary of Physical Geography ed. by Andrew Caudle [et all. 2$^{\text{i0}}$ ed. Ox-ford: Blackwell, 1994.

Being *a* companion volume to the *Dictionary of Human Geography, it* has been designed for professional geographers and for earth, environmental and life scientists. More than 200() entries are included, some of them as long essays with references and suggestions for further reading are included.

Modern Geography: and Enclyclopaedic Survey/ ed. by Gary S. Dunbar, New York: Garland,1990.

This contains approximately 400 signed entries for "personalities, institutions, major concepts, sub-fields and the *evolution* of the discipline of geography from 1890 to the present.

Rand McNally Encyclopaedia of World Rivers/ ed. by J. Gordon Brewer. Chicago: Rand Mc-Nally, 1980.

Rivers known for their length, natural beauty and geographic importance are included in this. Arrangement is by country and within country alphabetically by the name of rivers. Inset maps are for principal rivers which have been treated in depth.

10.3 MAPS, ATLASES, GLOBES

Maps, atlases and globes are the main sources of geographical information. A map is a representation of certain boundaries of the earth on a flat surface showing countries, bodies of water, cities, etc. An atlas is a collection of maps, tables, charts, etc., whereas a globe is a spherical representation of the earth.

10.3.1 Definition and Scope

Maps: According to ALA Glossary of Library and Information Science (1983), "a map is a representation normally drawn to a scale and on a flat medium of a selection of material or abstract features on, or in relation to, the surface of the earth or another celestial body." -

The definition given by R.A. Skelton, formerly Superintendent of the Map Room of the British Museum is as under; "A map is a graphic document in which location, extent and direction can be more precisely defined than by the written word; and its construction is a mathematical process strictly controlled by measurement and calculation."

The Library of Congress defines maps in a broad way as "All forms of cartographic materials normally added to the collections of the library including flat maps and charts, collection of maps in atlas form, terrain models, globes, etc."

Atlas: More than four hundred years have passed since Mercqator first coined the term `Atlas' to describe a collection of maps bound up in a volume. The term became popular with the sixteenth century geographers. Since then, there has been rapid progress in this direction. At the turn of the nineteenth century the scope of atlas production was widened considerably. At present, it has become possible for the publisher to produce almost a dozen different general atlases for different sectors of the market by varying the combinations of content and style.

According to ALA Glossary, an atlas is, "a volume of maps, plates, engravings, tables etc., with or without descriptive letter press. It may be an independent publication or it may have been issued to accompany one or more volumes of text."

Globe: The difference between a map and a globe is one of form. A map is any geographic image of the earth drawn to scale on a flat surface whereas a globe is a spherical representation of the earth's surface. It is a hollow ball of metal, bearing a world map on its surface and is mounted on an axle which permits its rotation. The term `globe' is synonymously used for the `World' or the earth. It is called in cartography as a scale model of the earth. The first model of the globe was made in Nuxemberg in Germany in 1492.

10.3.2 Uses

Maps and atlases are used by common men as well as specialists both for work and pleasure. Varied uses of maps and atlases depend on their types. We shall first describe various types of maps, and then explain their uses.

i)   **A physical map** is usually referred to for visual location and identification of the world, country, region, city or town mountain, river, lake, sea, ocean, gulf, bay, desert or any other geographical formation.

ii)   **Topographic maps** trace details of geological, soil, forest and other basic information and for historical, economic, political or other types of development. They are used to show land use, land ownership, various methods of communications, transportation, etc.

iii)   **A route map** shows roads, rail roads, bridges, etc.

iv)   **A political map** normally limits itself to political boundaries of different countries, states, cities, towns, etc.

v)   **The historical maps** chart the flow of a given battle or event and its progress. It indicates adjustments of boundaries after wars and due to negotiated settlement directly between two countries (China and UK) or under the auspices of international organisations (UN trust territories).

vi) **The economic and commercial atlases** record general information on business facts, agricultural facts, communication, transportation, retail trade, exports and imports, etc.

Topographic and the thematic maps are used by professional people. Central and local government staff need them for a variety of administrative purposes, viz., town and country planning. .Commercial and industrial firms require them for transport, prospecting and setting up of factories, depots and offices. Students and research workers refer to maps to get information related to geography, history, geology, demography, land use, archaeology and topography. They also devise their own maps for their theses and reports.

The class lecture can be supplemented by the use of maps and globes. Particularly in schools, visual demonstration of maps, atlases and globes to teach geography and history will be very effective. In libraries, they help in answering various geographical queries, advising patrons in making their travel plans and young users in enriching their general knowledge. Thus, maps and atlases which contain a wide variety of information are useful to all kinds of people in the society.

10.3.3 Evaluation

You should be aware of the criteria that are applied for evaluation of reference tools, viz., authority; scope, arrangement, currency, special features, etc. Besides cartographic techniques like scale and size, projection, location key, grid system, and topography, the use of colours, etc., is also taken into account while evaluating maps and atlases. We shall now discuss all these points in detail.

a) **Authority:** The reliability of maps and atlases depends on the expertise of the editorial staff and cartographers, their qualifications and experience. The reputation of the publisher is equally important in as much as the competence of such publications depend on long experience in this line. The process involves heavy expenditure as compared to other reference tools. It is for this reason that most countries of the world have their own cartographic survey agencies. We have in our country the Survey of India, National Remote Sensing Agency and National Atlas and Thematic Mapping Organization, Calcutta.

In the USA and the UK maps and atlases are mostly prepared by commercial publishers, one could count a few publishers of repute, i.e., Rand McNally & Co., C.S.Hammond & Co., and National Geographic Society in the USA and G. Barthelmew, and the Oxford University Press in the UK.

b) **Scope:** The introduction describes the scope of the specific work, the area covered, viz., world, continent, nation, state, city, etc. The types of maps include, topographical or thematic such as political, physical, geological, commercial, historical, linguistic, etc. The information provided regarding latitudes, longitudes, area, population figures, commercial, ethnographic, astronomical data, transportation, etc., indicate the scope of work. The reference librarian should check whether the text includes all that has been professed in the introduction.

c) **Arrangement:** The arrangement of maps in a helpful sequence, country-wise or theme-wise is necessary. In addition to this a comprehensive index is very important. This index should clearly list the names of all the places in a map alphabetically, and provide reference to exact map, page, latitude and longitude. The index in all atlases should serve as a gazetteer. Information about pronunciation, transliteration and cross references for varied spellings used are useful adjuncts of the index,

d) **Currency:** Owing to political and at times topographical changes, names on the face of the earth keep changing. To keep track of these changes it is necessary that maps and atlases are revised as often as possible. You, as reference librarian, should check copyright, fin-print dates and compare the work with earlier editions and see that it is up to date.

e) **Special Features:** Good atlases contain bibliographies, charts, illustrations, tables and statistical information. These special features help in the selection and evaluation of maps and atlases.

The following are tire special criteria that help in evaluating maps and atlases.

f) **Scale:** When dealing with map queries, it becomes necessary for the reference librarian to understand the significance of scale. Maps often are classed according to scale. Scale

refers to the size of representation of the area. For example 1 inch on map can be equal to 2 200 miles on the earth's surface. The larger the scale, the smaller is the size of a map. But you will notice that in quite a few atlases the scalds vary from map to map, making comparison difficult. The scale is usually indicated at the bottom of the map.

g) **Projections:** The method of portraying the spherical surface of the earth on a flat surface is used to avoid distortion in shape. Different map projections have been developed to minimise distortions. It is necessary that maps/atlases indicate these projections.

h) **Location Key/Grid System:** Latitude and longitude are essential to locate a particular place on the map. They are, represented by degrees, minutes and seconds. The advantage of this system helps in maintaining accuracy. Most maps are divided into grids or key reference squares. The grid system helps in the evaluation of maps.

i) **Type Face:** Type faces that are used for lettering of maps are important for evaluation. Usually large places are indicated by large type and small ones by smaller type.

j) **Topography:** Topographical representation is the method of indicating differences of elevation and natural features such as rivers, mountains, plains etc. Elevation is indicated by contour lines drawn to connect the points on a land surface which have an equal elevation. It can also be indicated by using different shades of the colour layers showing heights above or the depths below the sea level. This can also be shown by hachures, i.e., short lines used to indicate the direction and steepness of slopes.

k) **Use of Colours:** Use of different colours for distinguishing land and sea, different continents, countries and states, etc., is another aspect that helps in evaluation of maps and atlases.

l) **Binding:** A sturdy binding is necessary for atlases. You should see that the entire map is visible when the pages of an atlas are opened flat. This type of fault in binding is often noticed in the atlases and you should thoroughly check before buying.

10.3.4   Types and Examples

Maps and atlases may be grouped under

A.   General and Topographical, and

B.   Special or Thematic

A) General and Topographical Maps and Atlases

General and topographical maps and atlases are further divided into three classes according to their area of coverage:

i)   International

ii)   National

iii)   Local

International Maps and Atlases

a)   *The Times Atlas* of *the World.* 8th comprehensive edition. London: Times Newspapers, 1990.

The revised edition of the single volume edition which was first published in 1967. The new edition has 47 pages of prefatory information; graphic size comparison of continents, oceans, river drainage basins, islands and inland water bodies; and eight pages of world thematic mapping. The scale used is 1:850,000 for Great Britain and 1:2500,000 for the rest of the world. The name index forming part 3 has about 210,000 entries.

The comprehensive edition replaces the 5 volume edition published in 1955-59. These five volumes cover, the following regions of the world:

V.1.   World, Australia and East Asia

V.2.   South-West Asia and Russia

V.3.   Northern Europe

V.4.   Southern Europe and Africa

V.5.   The Americas

b)   *National Geographic Atlas of the World. 6th* ed. Washington: National Geographic Society, 1990.

This Atlas shows the present countries of the world after the major changes consequent to the break up of the USSR and changes in Eastern Europe. Using the newly adopted Robinson Projection, it contains a four-fold world map and a number of space craft images of the earth and the planets. The number of entries in the index have increased from 125,000 to 150,000.

c)   *The New International Atlas.* Chicago: Rand McNally, 1991.

Revised version of the 1980 edition , maps are designed as components of five series:

i)   Continents portrayed at 1 : 24,00,000 (also includes Oceans)

ii)   Major world regions at 1:12000,000 (Political division)

iii)   Entire inhibited area of the earth at 1: 6000,000 to 1 ; 3000,000

iv)   Key regions in each continent at 1:1000,000

v)   World's major urban areas at 1:300,000

It also gives a glossary of geographical terms; world information tables (area, population, political units), and a comprehensive list of the world's major cities. Index contains more than 160,000 entries.

Some of other international atlases are:

d)   *Prentice-Hall 's Great International Atlases.* Englewood Cliffs, N.J: Prentice-Hall, 1981.

e)   Peter 's Atlas of the World/ by Arno Peter. New York: Harper Row, 1990.

National Maps and Atlases

Having discussed international maps and atlases, we shall now describe national maps and atlases. Almost every country has a national cartographic agency. It produces maps which usually conform to a national specification. The official mapping organisations in India are the "Survey of India" and "National Atlas and Thematic Mapping Organisation" and "Geological Survey of India". They carry out surveying, data-collection, map making and publishing of national maps and atlases. Some private and commercial sectors also publish maps but all of them cannot be authentic. National, regional and local atlases deal with specific nation, area of the world or state-district, city, etc. They usually have base maps upon which topographical or thematic information is published. They are produced to give an overview of the national environment. They cover different features, viz., physical, industrial, socio-economic, historical, economical demographic, etc. They require careful planning and years of effort to compile accurate and reliable maps.

The following international agencies are encouraging creation of national, regional and local atlases in individual countries by specifying unification and standardisation of the contents of the main maps. They offer assistance to organisations engaged in map making.

i)   United Nations Commission on National Atlases.

ii)   International Geographical Union. Commission on National Atlases. Examples of some national atlases are:

a)   *The National Atlas of United States of America.* Washington: U.S., Geological Survey, 1970.

It contains 765 maps, index of 41,000 entries and sources of information referred and used for the a special subject maps. It is designed to be of practical use to decision makers in Government and business, planners, research scholars, etc

b) *National Atlas of China/* ed. by Chi-yun Cha. Taiwan: National War College, 1960-67.3V.

Vol.2 and 3 are published under the title `Atlas *of the Republic of China. "*

V.1 - Taiwan (2' ed. 1967)

V.2 - Haitsang (Tibet), Sinkiang and Mongolia (1 ed. 1960)

V.3 - North China (1ʳᵗ ed. 1961).

Place names appear both in Chinese and romanised script and further volumes are in progress for South China and general maps of China.

c) *Atlas of Britain and Northern Ireland/* pˡanned and directed by D.P.Bickmore and M.A.Shaw. Oxford: Clarendon Press, 1963.

It covers England, Scotland, Wales and Northern Ireland with major emphasis on physical and economic maps representing mid-20ᵗh century. Comparative statistics, authorities, notes and sources are given. It has an index of 16,000 entries. Though it is not a government published national atlas, it is a reliable reference source like national atlas of other countries.

d) *An Atlas oflndia.* New Delhi: Oxford University-Press, 1990. (with 212 maps)

It claims to be the most comprehensive atlas of India in which each state and union territory has nine maps. All India maps cover physical, political, climate, soil, power projects, religious distribution, literacy area and population. There are five tables one each on: rainfall, population, crop production, mineral production and industrial location.

e) *National* Atlas of *India.* Calcutta: National Atlas and Thematic Mapping Organisation, 1980. 2 Vol.

This is the most comprehensive atlas of India and contains in all 264 plates. In the first volt rue there are 109 plates depicting, administrative, physical, forest types, parliamentary constituencies and physiographic divisions. There are insets for major cities of the country such as Delhi, Lucknow, Calcutta, Bombay, Trivandrum, etc. The plates in the second volume begin from No.110 and cover, among other topics population, transport and tourism, posts and telecommunication, industry, foods crops, handicrafts, languages and health.

f) National Atlas of India. Calcutta : National Atlas and Thematic Mapping Organisation, . 1984.

A massive work, it took 25 years in the making (in 8 large loose leaf volumes) : 1. General and political maps, 2.Physical and geomorphological, 3.Climatic and biogeographical, 4, Population and transport, 5.Land use and industrial region, 6. Agricultural and economic, 7.Soc"al and regional, 8.Historical and cultural.

Local Maps and Atlases

Each country priduces in addition to state or country maps, atlases, and local maps to portray the physical features and thematic specifications. Here are some examples of such local at-lases published by the different State Governments of India. You will notice that most of them are quite outdated and of limited value now.

a) *Eicher City Map: Delhi, include Faridaban4 Gaziabad, Gurgaon, NOIDA.* New Delhi: Eicher-Good Earth, 1996.

The map in the format of A to Z books available for major cities of the world, has a brief historical background of the city. Spread over 175 pages each, background of the city and the areas, neighbouring Delhi have been shown where the border of Delhi merges with part of the cities, falling in the National Capital Region. Separate alphabetical indexes are provided for each district separately and are, within each district, arranged alphabetically under broad groupings such as `industries' "colonies" "buildings", "institutions", etc. The maps have been drawn primarily to assist tourists and travellers.

b) *Hyderabad* in Maps. Hyderabad: Bureau of Economics and Statistics, Govt. of Andhra Pradesh, 1953.

c) *Bengal in Maps : A Geographical Analysis of Resources Distribution in West Bengal and East Pakistan.* Calcutta: Orient Longman, 1949.

d) *Bihar in Maps/* with explanatory text by P.Dayal. Patna: Kusum Prakashan, 1954.

e) *Madhya Bharat in Maps.* Indore: Department of Economics Intelligence and Statistics, 1951.

f) *Maharashtra in Maps/ by* K.R. Dikshit; assisted by Charulata Path. Bombay: Maharashtra State Board for Literature and Culture, 1986. 245p.

This is reference book includes 67 maps of authentic statistical information about administrative divisions, sugar factories, Places of tourist interest, population, growth of urban areas and towns, Employment, production in various industries, etc.

In contrast, *A Greater London Street Atlas,* (3rd edition) published by London Automobile Association in 1981 is a good example of a local atlas. It meets the needs of all types of users.

B) Special or Thematic Maps

Thematic maps depict specific subjects, themes or types of development, economic, political, land use surveys, rainfall, railroad air routes, minerals, climate, production of different crops, language, population, religion, etc.- all fall under this category. Thematic maps contain useful data about a particular subject and need constant updating. Given below are some examples of thematic maps:

Historical Atlases

Historical atlases are important to learn about the changing political boundaries of the world, progress of major wars and battles and routes followed by explorers.

Muir 's Historical Atlas: Ancient Medieval and Modern/ ed. by R. F. Treheme and H.Fullard. 10" ed. London: Philip, 1976. (2 vol in one)

Covers historical changes in the world from 15" century BC to 1965.

TimesAtl as of World History/ ed. by G. Barclough. 3' ed. (ed. by Normand Stone). Mapplewood: N.T: Hammond, 1989.

Grouped in seven main sections, the atlas traces the history of mankind from the age of early man to the age of global civilization. The chronology has been updated to include events upto 1989.

Atlas ofModern World History. Oxford: Oxford University Press, 1989.

Although description begins from the unifioa'ion of Italy but concentrates mostly on 20" century.

Historical Atlas/ by William Robert Shepherd. 9" ed. New.York: Barnes and Nobles, 1964.

Covers historical changes from 1450 B.C. to 1964. It has been considered for many years, the most used historical atlas.

Maps of Mughal lndia/ drawn by J.B.J. Gentil; ed. by Susan Gole. New Delhi: Manohar,1988.

Reprint of maps originally published in Paris in 1785. It was drawn by the Agent for the French Government to the Court of Shejaud-Dautla at Faizabad in 1770.

There are 21 maps showing the 21 Subas of Mughal Empire.

JamesRennell 's Memoirs of a Map ofHindustan or the Mughal Empire and His Bengal Atlas/ ed. by Brahmadev Prasad Ambashthya. Patna : N.V.Publications, 1975.

Originally published in 1788 in London, it is a map of Hindustan with an introduction illustrating the geography and the divisions of the country as it stood in the last quarter of the 18th century-. The Bengal atlas which was published in 1781 is claimed to be the first scientific map that helps us peep into the geography of India in the age of the Mughals.

A Historical Atlas of South Asia/ ed. by Joseph E. Schwartzberg. Chicago: University of Chicago Pr., .1978.

The atlas seeks to provide a comprehensive cartographic record of the history of South Asia (mainly India). In one hundred pages there is a write up of Indian history from the ancient period to the modern age. An inset gives chronology of India from 3000 B.C. to 1975 the under development of knowledge, cultural and social evolution, connections beyond South Asia, and world history. At the end there is a bibliography of about a thousand sources tracing atlases and maps of India in addition to usual reference sources on the history and geography of the country.

Economic and Social Atlases

1983 World BankAtlas: Gross National Product, Population and Growth Rates. Washington, D.C., World Bank, 1983.

Published regularly, this includes data on population, Gross National Product (GNP) and per capita GNP in U.S. Dollars for most countries of the world. The 1983 edition covers data for the years 1980 and 1981. This thematic atlas also provides average annual growth rates of population and of per capita GNP in real terms for the period 1979-80.

A Social and Economic Atlas of India/ ed. by S. Muthaiah. Delhi: Oxford University Press, *1987.*

This atlas provides an up-to-date picture of India's habitat, society and economy, through maps, charts and tables. It shows in considerable detail, the land and people of India, the available resources, infrastructure developed to utilize these resources into the following 9' sections: i) The land, ii) The people, iii) The climate, iv) The natural resources, v) The infrastructure, vi) The produce, vii) The tourist vista, viii) The national economy and, ix) The international equations.

The data in the above mentioned nine sections are based on authentic, qualitative and quantitative information collected from a variety of sources and interpreted by skilled cartographers.

Some other example are:

Basic Resource Atlas of Tamil Nadu/ ed. by A. Ramesh and P.S. Tiwari. Madras: Dept. of Geography, University of Madras, 1983.

Planning Atlas of U.P. Lucknow: Govt. of U.P., 1987.

Demographic Atlases

India *Census Atlas: National Volume. 1981,* New Delhi : Registrar General and Census Commissioner, 1988.

Third in the series begun with 1961 census, it presents population profile of the people of India. The volume contains 93 plates with short research notes on each one supplemented by useful statistical tables and diagrams in four sections: 1. Physical aspects, 2. Demographic structure and trends, 3. Economic aspects, and 4. Socio cultural aspects.

Anthropological Atlases

An Atlas of Tribal India with Computed Tables of District Level Data and the Geographical Interpretations by Mantis Raza and Aijazuddin Ahmad. Delhi : Concept, 1989.

Descriptions, tables and maps are grouped under:

> Spatial distribution
>
> Ecological setting
>
> Rural-Urban composition
>
> Sex into and marital status
>
> Cultural aspects
>
> Literacy

Participation in economic activities

Structure of work force

Anthropological Atlas. Delhi: Oxford Univ. Pr. for Anthropological Survey of India, 1993.

Forming vol. 11 of People of India national series, the maps in the atlas depict: ecological and cultural traits, languages and linguistic traits, demographic traits and biological traits.

Tourist Atlases

Tourist Atlas of India / by A.K.Kuudu. Calcutta : National Atlas and 'Thematic Mapping Organisation, 1989.

Presents a composite picture of transport network and information of interest to tourists. There are in all 20 plates. Explanatory notes on each map are virtually a directory. National parks and wild life sanctuaries are also depicted.

Religious Atlases

Harper Atlas of the Bible/ ed. by James B. Pritchard. N.Y.: Harper and Row, 1987.

Some My scholars' worldwide present the result of recent scholarships in an accessible and highly attractive form.

Cultural Atlas of Islam/ by Ismail *R* al-Faruqi and Lois Lamya al-Faruqi. London: Collier Macmillan, 1986.

There are 97 thematic maps depicting trade routes of Muslim world, mosques, musical instruments, etc.

An Thstorical Atlas of Islam/ ed. by William Brice. Leiden: Brill, 1981.

Prepared as part of the Encyclopaedia of Islam, presents information in map form upto First World War. Maps are arranged under 9 sections. Sections 8 and 9 are devoted to India and the Far East.

Some other examples of thematic atlases are

Climatological Atlas of *India. 1981, and World Atlas of Geomorphic Features.* New York : 1981.

Self Check Exercises

1)   What are the different type of geographical reference sources?

Note: i)   Write your answers in the space given below.

   ii)   Check your answers with the answers given at the end of this Unit.

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10.4   GAZETTEERS

The term gazetteer has two meanings. It can be either the index to an atlas or a separately published reference work providing information about places of the world, of a particular country or region. In this section, we shall define a gazetteer and study its scope and uses, with examples.

10.4.1   Definition and Scope

The ALA glossary of Library and Information Science (1983) defines it as "a geographical dictionary". Rather it has been called "Dictionary of Places". Gazetteers, the most recently revised and the old ones - both are important depending upon the purpose for which they are looked sip on when the information sought is of current nature, it is the recent edition that are looked up on. For places whose names have undergone change, the older editions come to our rescue Old edition also contain certain historical facts which might have been dropped from revised editions.

	Gazetteer	Index to an Atlas
1)	The information available about each place name in the gazetteer is much more in detail.	It gives factual details about longitude, latitude and the page number of the map on which the place name is marked.
2)	It enlists many small places of less importance.	It includes only important places. However big may be the maps, they can not accommodate all small places.
3)	It may be published in a single, handy volume or multi-volume.	It is usually available in larger size as it contains big maps to include all important places and it is heavy as maps are printed on thick art papers.

The scope of the gazetteers, differs depending on whether they are international, national or district, etc.

10.4.2   Uses

Information about a place in a district or town is generally sought through gazetteers. The usual delay in their revision compared to atlases often renders them unsuitable as a source of recent information. As a reference source, a gazetteer provides historical, social, cultural, political, industrial, demographic and administrative details about a place in a country or about a whole country.

10.4.3   Evaluation

The most important points in the evaluation of a gazetteer are accuracy and up-to-dateness of the information. Accuracy is gauged by the reputation of the compiler and the publishing firm. Other important considerations, like any other ready reference book, are scope, arrangement and special feature if any.

10.4.4   Types and Examples

Gazetteers are grouped by their scope of coverage as international, national and local. International Gazetteers

a) *Websters New Geographical Dictionary*. Springfield, Mass: Merriam - Webster, 1984.

Claimed to be a thoroughly revised edition, it is a dictionary of more than 47000 geographical names from Biblical times, ancient Greece and Rome, medieval Europe, to World War I and II: Some 15000 cross references are provided for equivalent and alternate spellings of foreign language names and former names. "It gives the usual gazetteer information and pronunciation, e.g., location, area, population, physical description, altitudes of mountains, etc., also gives geographical features, historical monuments, a concise history, and economic and historical data. It gives a short account but amount of information varies depending upon the importance of entry and probable value of such information to the user. The arrangement of entries is alphabetical". Also contains full page and smaller inset maps. List of geographical terms with language of origin and English equivalents is given in introductory section.

b) *Chambers World Gazetteer: An A to Z of Geographical Information/* ed. by David Munro ed. 5. Cambridge : Cambridge Univ. Pr., 1988.

The new edition, of this British gazetteer which was first published in 1595, now has 20,000 new entries. Profuse with line maps(150)and full plate maps (120) which is a "World atlas", cities and towns included have been generally selected firstly for their administrative functions. Population threshold for selection has varied with each country. Places of special interest from historical, religious and industrial tourist point of view, as scene of some event or having curiosity value have also been included. Previous edition was known' as Chamber's world gazetteer and geographical dictionary.

c) *The Statesman Year Book and World* Gazetteer. ed. London: Macmillan, 1979:

A companion volume to Statesman Year book, "gives brief information on places of size and importance. Some statistical tables and a glossary of 800 statistical terms are supplied".

d) *Times London Index gazetteer of the World.* London: Times Publishing, 1965.

About 3,45,000 geographical locations, countries, towns, villages, rivers, mountains, and other geographical features find place in this Gazetteer. They provide map references to 1,98,000 locations given in the mid-century edition of Times Atlas of the World. It gives geographical equivalents in some fifty languages.

National Gazetteers

a) *CIS Foreign Gazetteers U.S. BGN(microform).* Washington: Congressional Information Service, 1987.

In 500 microfiches a republication of the country gazetteers published (in printed format earlier) by U.S. Board on Geographic Names. The first group of microfiches contains microform edition of 181 basic volumes. The next group contains 22 updated country groups plus current edition of Gazetteer of conventional names.

The volumes were originally prepared by U.S. Dept. of Interior and are devoted one each to a country, though some are on special areas of interest to U.S., e.g., Gaza Strip (No.45) or Under seas feature (No.111). A guide to the gazetteers covered has been published separately.

b) *National Gazetteer of the United States of America: United States since 1990.* Washington: U.S. Govt. Printing Office, 1990.

A condensed version of the National Gazetteer of *the* United States of America volume set, (1983 - 1990). "Includes about 45000 entries for populated places, administrative areas and major physical features".

c) *Bartholomew Gazetteer of Places in Britain/ comp. by* Oliver Mason. Rev ed. Edinburgh: J.Bartholomew,1986

Includes references to inhabited places and physical features in England, Scotland, Wales and Isle of Man, Entries have been arranged in alphabetical order. Each entry provides a locational reference to the set of maps incorporated in the book, as well as National Grid Reference. This Gazetteer has 40,000 entries.

This edition updates the statistical section to include data for all places with more than 5000 inhabitants (England) or 2000 (Scotland and Wales) according to 1981 census.

d) *Imperial Gazetteer of lndia*

Between 1881 and 1907; three different editions were published. In addition the same volumes on individual provinces were also published.

First edition edited by W.W. Hunter in 9 volumes, 1881.

New edition ed. by W.S. Meyer, Richard Burn and J.S.Cotton; Oxford: Clarendon Pr., 1907-1931, 26 volumes;`

The new edition was virtually a new work altogether.

The first four volumes were given general title of Indian Empire with V.I. Descriptive, V 2. Historical, V.3. Economic, V.4. Administrative, V.5. -25 the gazetteer portion arranged alphabetically describing places as they occurred in alphabetical order. Volume 25is general index to the volumes and Volume 26 is atlas of India. You may also look up Scholberg (H), the *District Gazetteers of British India Bibliography,* 1970.

e) *Gazetteer of India: The Indian Union/*Central Gazetteer Unit, Government of India. Delhi: Publications Division, 1965 – 1978. 4 volumes. Developed on the pattern of the first four volumes of the Imperial Gazetteer, the volumes are titled as:

V.I   Country and People

V.II   History and culture

V.III   Economic structure and Activities

V.IV   Administration and Public Welfare

All the chapters in each volume have been contributed by a team of experts in the field and carry a bibliography at the end. Volumes have been reprinted from time to time, volume 2 had its fifth printing in 1997.

District Gazetteers

Most of the districts in India have gazetteers now. They could be called miniature encyclopaedias for each district. They contain extremely useful reference materials for the administrator, the scholar and the layman alike.

After India became independent, this project caught the attention of the Government of India. A scheme was formulated in l955 for the revision and rewriting of district gazetters. All state governments accepted the scheme and established District Gazetteers' Departments. As a result we have now district gazetteers for most of the districts in India. They have been published under the auspices of the respective State Governments.

These district gazetteers include comprehensive information with all necessary background data, statistical particulars and ancillary details on the historical; archaeological, political, administrative, economic, commercial, industrial, agricultural, sociological cultural, and other aspects of the district and the life of the people of the area with maps, charts, tables and list of sub- division, taluqs and villages. Some examples are provided below:

a) *Bihar District Gazetteer /* ed. by Roychaudhury.

———— Bhagalpur, 1962.

-———— Dhanbad, 1964

———— Muzaffarpur, 1958.

b) *Orissa District Gazetteers/* ed. by Nilamanisenapti. Koraput, Cuttack : Govt. Press, 1966.

c) *Uttar Pradesh District Gazetteers.*

V.9.Moradabad/ by E. B. Joshi. Lucknow: Supdt. Printing and Stationery, 1959.

d) *Andhra Pradesh District Gazetteers.*

The Gazetteer of the District of Hyderabad by M.V.S. Prasada Rau. Hyderabad : District Gazetteers Department, Andhra Pradesh.

e) *Gazetteer of the Bombay Presidency: Poona District* (Facsimile Reproduction) Vol. XVIII parts I, II, III. 1992. (Originally printed in 1885).

Gazetteer of Maharashtra. Bombay. Published by the Executive Editor and Secretary, Gazetteers Department, III. Population. IV. Agriculture. V. Capital. VI. Trade. VII. History. VIII. The land. IX. Justifice X. Finance XI. Instruction XII. Health. XIII. Sub-divisions. XIV. Places. Appendix. Index . Maps included.

Self Check Exercises

2)   Give two examples of each of the following

    a)   International gazetteers

    b)   National gazetteers

    c)   District gazetteers

Note: i) Write your answers in the space given below.

    ii) Check your answers with the answers given at the end of this Unit.

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10.5   TRAVEL GUIDES

The main purpose of any travel guide is to inform the traveler as what to see, where to stay and how to reach a particular place.

10.5.1   Definition and Scope

The ALA Glossary of Library and Information Science defines a travel guide" as a handbook for travellers that gives information about a city, region or a country or a similar handbook about a building, museum, etc."

These guides include useful information about specific place. Information included in the guide books also cover historical, economic and social aspects. Maps, illustrations and distances are provided which add to their usefulness. Travel guides are used frequently by reference librarians for detailed information about the specific places, historical sites, etc. from the travellers point of view. Some important aspects covered in guide books include climate, rail roads, highways and other communications, hotels to stay, and train and air timings.

10.5.2   Uses

Travel guides basically are meant for the people who want to visit various places in their own country or other parts of the world. They help making their journey pleasant and comfortable. Almost all important travel guides contain information on historic sites, museums and other places that are worth visiting for cultural enrichment. Information about routes and travel facilities is also included. Where to dine and what to buy - all these can be found by using a travel guide.

10.5.3 Evaluation

The currency is most important for evaluation of travel guides, because old and outdated information will be misleading. Therefore, they need to be updated and revised continuously. Excellent index, maps, illustrations add to the usefulness of travel guides. Systematic arrangement, reputation of publisher, coverage of all important aspects in the text as indicated in the preface, introduction, etc., are the other points that help in evaluation of travel guides.

It is noticed that most of the travel guides are published in series so that changes can be incorporated and coverage can be widened.

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10.5.4   Types and Examples

Travel guides may be placed under two categories, viz.,

(a) One-time guides: Guides prepared to introduce an area rich in history, ecology or even of monuments (b) Series guides: Guides prepared for tourists to assist them plan their travel programme. The guides of the first category are generally one time publication as their con-tents rarely undergo changes. The guides of the second category need continuous revision and hence are published as a series.

a) One-time Guides

History, Monuments, Ecology.

Ghosh A. *Guide to Nalandei.* Delhi : Manager of Publications, 1950.

b) Guides in Series

Some well known firms have specialised in publishing travellers' guide for most countries of the world. However, by and large, they have concentrated on countries live America, Europe and the Near East.

Baedekar Series published in English, French and German editions and originating in Germany(F'reiburg) in 1828 are considered specially useful for their maps, city plans and diagrams. They are now published as Baedekar */A.A. Country Guide.* Basingstoke, Hampshire : Automobile Association and *Baedekar/A.A. City Geddes* (Basingstoke, Hampshire, Automobile Association.)

Muirhead's Blue Guides. London : Ernest Rem.

Since 1918, these guides are renowned for detailed coverage of architecture, art, history, etc. They again are mainly restricted to Europe and the Near East and include both country guide and city guides. Some other well known series are:

Nagel's Travel Guides (Geneva), Fodor Travel Guides (N.Y. : Mackay), *Mobil Guides and Shell Guides.* The last two are prepared mainly for motorists.

Travel guides for Individual Countries: India

Nest and Wings Series/ compiled by A.P. Agarwal. New Delhi: The Nest and Wings.

The Nest and Wings have been bringing out titles for travellers to India. Some of their titles include:

Garhwal, the Dev Bhoomi: a travellers' guide (1990)

Hill Reseete of lndia, Nepal and Bhutan (1977)

Holiday and Trekking in Kullu-Manali a travellers guide (1991) Tourist Guide to Kumaon Region: a travellers' guide (1989)

Among the foreign publications, *Murray's Guide or Handbook for Travellers in India, Paki-Stan, Burma and Ceylon (London)* and *Fodor 's Guide to India* (New York, Fodor's Modern guides) are two *titles* that have been revised from time to time. *A new* series being distributed *in* India by Rupa has released a title *Let us go: India and Nepal.* 1997.

Travel Guides for Individual Countries and Specific Purposes

Uttar Pradesh A-Z. Lucknow: Department of Tourism, Uttar Pradesh, 1996.

Arranged alphabetically by places of interest, provides colour photographs, maps, Index A-Z. Contents includes: Where to stay? How to get there? General information; What to see.

India: Destination of *the 1995. Visit India. Tourism year 1991.* Produced by Department of Tourism, Government of India. Includes Tourist Map of India, Government of India Tourist offices, Sight seeing outdoors, Sports, Fairs and Festivals Shopping, Travel data, Dining Museums and galleries.

FODOR'S India, Nepal and Sri Lanka.. London: Hodder and Stoughton. 1996.

Useful for foreign travellers. Includes climates, expenditure; planning of travel, exchange, all air routes; accommodation, parks and garden. hill stations, beaches.

NEPAL, Visitors Guide. Geography, History, People, Religion, Language, Climate and Clothing. Kathmandu: Ministry of Tourism, Nepal.

Includes information on: What to see in Nepal? Where to obtain visas? Hotels, Trekking, How to enter Nepal?

Dakshin Bharat ke Mandir. New Delhi : Prakashn Vibhag, Suchana our Prasaran Mantralaya, Bharat Sarkar, 1995.

SURA 'STousist Guide to Kerala (The land of rivers and backwaters). New Delhi: Sura Books, 1993.

With map, air ply timings, accommodation etc.

Vramana Sangi: All India Travel Companion/ General editor Gita Dutta, Mrinal Dutta; English translation by Lila Mazumdar. Calcutta: Asia Publishing Co., 1992.

Arrangement by States in India, includes hotels recognised by ITDC, along with maps, photo-graphs and Index, Tourist map of India. Originally published in Bengali. Most popular travel guide.

South India: A Travel Guide/ by V. Meena. Kanya Kumari: Hari Kumar Arts, 1991.

Arranged first by States-Tamil Nadu. Karnataka, Andhra Pradesh and then by cities/places of interest. Includes tourist map of Southern India and coloured photographs.

Most of the governments of the world bring out travel guides through tourism departments to promote tourism. Such guides are also produced for specific purposes i.e., about temples, health resorts, holy places, hotels and restaurants, etc. Some examples of such guides are given below.

a) *Royal Automobile Club: Guide and Handbook.* London: Royal Automobile Club, 1973.

This guide includes information on hotels and restaurants, guest houses, farmhouses, health resorts, garages, etc. Details about motoring in Great Britain and other countries of the world have been provided. Street plans and road maps are included.

b) *Kelly's Post Office.* London : 1800. Annual

The main section of this directory includes information on Government offices, city, municipal law, etc. Street maps have been provided. A classified list of commercial firms and professionals also finds place in this directory. An excellent general index is there.

c) *Japan, The Official Guide/* edited by Tourist Inaaeti: Bureau, Ministry of Transportation, 1961.

This travel guide includes 38 routes, 15 sections, 62 maps an town plans. A good index is provided.

d) *Murray 's Handbook for Travellers in India, Burma and Ceylon. 21st* ed. London : Murray, 1968.

This handbook includes maps and town plans. The introductory nation provides information about history and administration. In the text, India occupies the major portion. The arrangement of material is based on the route principle, Good index is provided.

e) *Tourist Guides-India.* Various individual guides for important places of interest/ by the Department of Tourism. Delhi: Manager of Publications.(Published frequently).

f) *All India Hotel and Restaurant Guide.* New Delhi: Federation of Hotels and Restaurant Association of India and Department of Tourism-India (Revised occasionally).

g) *Hill Resorts of India/* India, Ministry of Information and Broadcasting. New Delhi: Publication Division, 1961.

h) *Motorists India Guide.* Calcutta: Dipti Printing and Binding Works, 1969. 2 Vols.

3)   What are the uses of travel guides? Provide three examples of such guides that help travelers touring the Indian subcontinent.

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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10.6   SELECTION   TOOLS   FOR   GEOGRAPHICAL INFORMATION **SOURCES**

Having studied the different types of geographical sources, their uses and evaluation, it will be of interest and great advantage if we know some important tools for their selection. A few are briefly described below:

a)   *International Maps and Atlases in Print/* K .L *Winch.* 20^d ed. London: Bowater & Standford, 1976.

All available map series and maps and atlases published throughout the world are included. Entries providing full bibliographical descriptions are arranged by continents and countries using UDC classification. Facsimiles and thematic map if available for commercial sale are included in this selection source.

b)   *New Geographical Literature and Maps/* London : Royal Geographical Society. Bi-annual.

Part 2 of each issue includes maps, charts, atlases, gazetteers added to Society's Map Room. Entries provide full bibliographical information arranged alphabetically by continents and then by countries.

c)   *Current Geographical Publications/* American Geographical Society. 10 per annum.

This covers all types of geographical information sources. It is divided into three main sections. The maps section is arranged according to Society's map classification scheme, based on area. A great variety of maps produced by commercial and institutional publishers all over the world are listed. The catalogue of maps producers of different regions and sales catalogues prepared by various official national surveys are included in this periodical.

d)   Catalogue of *Printed Maps, Charts and Plans/* British Library. London: British Museum. . 15 Vols. Ten year supplement, 1965-1974, 1978.

The arrangement is alphabetical by specific place names and regions. General and thematic grouping is made. Each entry contains a brief descriptive note. Two 10 years supplements covering the period 1965-74 and 1975-1988 have since been published. The second supplement is entitled `*Catalogue of Cartographic Material in the British Library. It is* also available on microfiche or dotox sheets.

e)   Index to Maps in Books and Periodicals/ American Geographical Society. Boston, Massachusetts : G.K. Hall, 1967. 10 Vols. Supplements, 1971.

This index has 1,76,000 entries arranged alphabetically by subject and geographical area, Map titles and scales are given, with full citation of the book or article in which the map appear. Three supplements bringing the record upto, 1986 were released in 1971,1976 and 1987.

f) *Guide to Atlases, World, Regional, National, Thematic: an international listing of Atlases published since 1950/G.L.* Alexander. Metuchen: NJ: Scarecrow Press, 1971.

In all there are 6,556 entries divided into four groups; world atlas chronologically, 1950-70; thematic atlases, by subjects (A Z). Entries are duplicated if the atlases fall into two or more places. Indexes for publishers, languages, authors, editors and cartographers have been provided.

g) *Bibliographic Guide to Maps and Atlases.* Boston, Mass: G.K. Hall, 1979 - Annual - in 2 volumes since 1986.

Lists material catalogued in the New -York Public Library and the Library of Congress.

h) *British. Library, Catalogue of Cartographic Materials in the British Library, 1975-1988/* ed by Winch, Kenneth. London: Bowker-Saur,. 1989. 3 V.

i) *International Maps and Atlases in Print.* Ed.2.London: Bowker, 1976.

1 7   SUMMARY

Geography is one of the important subjects under social sciences. The teaching and research activities throughout the world, makes it obligatory for libraries to build a good collection of information sources relating to this field. The specialized geographical sources that are used for reference work are: Maps, atlases and globes; Gazetteers; and Travel guides.

The use of these tools is common both to specialised and laymen. A good number of examples with details of the factors that help in evaluation of such sources is provided.

In view of the importance of these sources for reference work, some important selection tools are also discussed.

10.8   ANSWERS TO SELF CHECK EXERCISES

1) A diagrammatic representation of various types of geographical reference sources is given below:

Geographical Reference Sources

Maps, Atlases, Globes	Gazetteers	Travel Guides
• General or	• International or World	• In Series
• Topographic		
• Local	• National	• Individual
• Special or Thematic	• Regional Local	
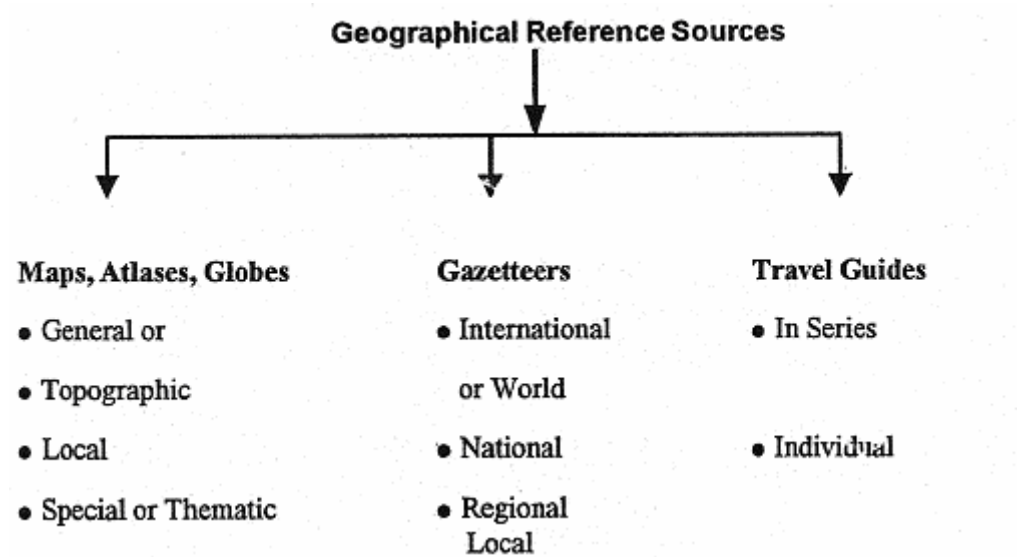
2)   International Gazetteers

   i)   Websters New Geographical Dictionary

   ii)   Chambers World Gazetteers

National Gazetteers

   i)   Bartholomew Gazetteer of Places in Britain

   ii)   Gazetteer of India: The Indian Union

District Gazetteer

j) Bihar District Gazetteer

k) Orissa District Gazetteer

3) The main purpose of any travel guide is to inform the traveller as to what to see, where to stay and how to reach a particular place. Some guides, helpful for travel in the Indian sub-continent are:

i) Fodors Guide to India

ii) Murray's Handbook for Travellers in India, Burma and Ceylon.

iii) A Complete Guide for Railway and Airway Travellers in India, Pakistan, and Ceylon. Calcutta : Newman. 1965-1974, 1978.

10.9 KEY WORDS

Contours	:	Lines drawn on a map to join all places at the same height above sea level. The intervals between contours may represent height differences from fifty to several thousand feet depending on the scale of map: On physical maps, the areas between contours are often shown. in different colours.
Engraving	:	The art or process of making letters or designs on wood, metal or other substances, by cutting or etching, for the purpose of printing or stamping by intaglio or recess process on paper or other material.
Gazetteer	:	A record of public events, which is published periodically. A publication issued by a government to convey official information, decisions or statements.
Grid	:	A referencing system using distances measured on a chosen projection.
Hachures	:	Vertical and horizontal lines used on a map to indicate by their length and closeness the direction and steepness of variations in height of the earth's surface, the lines being crowded together to represent the steepest slope.
Projection	:	The method used by cartographer for representing on a plane, the whole or part of the earth's surface which is not flat.
Scale	:	The ratio of the distance on an architectural drawing, map, globe, model or vertical section, to the actual distances on earth surface they represent.
Transliteration	:	Transcription of (a word, etc.) into corresponding letters of another alphabet. For example, words written in Devanagari may be transcribed in Roman Script, e.g., AMAR.

10.10 REFERENCES AND FURTHER READING

Higgen, Gavin (1980). *Printed Reference Material: New* Delhi: Oxford & IBH. Chapter 10, pp.229-254.

Krishna Kumar *(1996). Reference Service.* 5th ed. New Delhi : Vikas.

Katz, William A (1992). *Introduction to Reference Work. Vol. 1: Basic Information Sources.* 6th ed. New. York : Mc Graw Hill: Chapter 10.pp329-352.

UNIT 11   BIOGRAPHICAL SOURCES

11.0   OBJECTIVES

In Unit 10, we have discussed geographical sources of information. In this unit we discuss biographical sources of information.

After reading this Unit, you will be able to:

- understand what is meant by biographical information sources;

- enumerate different types of biographical information sources;

- elaborate various characteristics for evaluating biographical information sources;

- give examples of some important bibliographical guides to biographical information sources; and

- explain the process involved in rendering biographical information reference service.

11.1   INTRODUCTION

Brief biographical writeups of one or more persons who made some mark in any field of human activity, is the most sought after information in libraries. The announcement of a major administrative/judicial or legislative appointment of someone, an award or an honour to an individual, an outstanding performance on a stage or in the sports field, raises in our mind curiosity to know more about the person or the group of persons. Some time an old and forgotten personality suddenly becomes centre of attention and people evince interest in knowing about him. The basic biodata of celebrities in a subject are also sought to complete an article, a radio talk or a footnote in a research paper. In academic institutions or social gatherings basic data on individuals invited to deliver a speech are sought by persons who are required to introduce the speaker to the audience.

A good collection of biographical source books is, therefore, a very important part of the reference book collection in any library. Acquaintance with such sources and are understanding of their scope are essential components of library science training.

11.2 BIOGRAPHY: DEFINITION AND SCOPE

11.2.1 Definition

Books of biography fail under two categories; individual biographies and collective biographies. As librarians, we are concerned with books of collective biographies. Collective biographies are known by various names, the most common being "Biographical Dictionary" and "Who's Who". Some are also called *directory (Artists' Directory),* handbook *(Handbook of Information Scientists and Librarians in India)* or encyclopaedia (McGraw Hill Encyclopaedia of World Biography). Mostly they are self-contained books although some time they also appear as part of a year directory (viz, *Times of India Directory and Who's Who (now* ceased). Standard dictionaries and encyclopaedias also contain brief description of very eminent personalities associated with philosophy, religion, literature or mythology. In this Unit we shall restrict ourselves to sources which are exclusive to biographies, and which are called biographical dictionary. As is evident from the title, a biographical dictionary is a book of biographies or the details about the birth and death, parentage, education, achievements in life, contributions in their specialised field, publications of well known persons, usually arranged by their name or se in alphabetical order.

Harrods Glossary of Library and Information Science, defines biographical dictionary as "a collection of lives of people arranged in alphabetical order".

According to Lwis Shores "A biographical dictionary is a directory of notable persons, usually arranged alphabetically by surnames, with biographical identification that range from brief outline to extended narrative".

11.2.2 Scope

There are wide variations in scope in different biographical dictionaries. Some are data type which contain factual information of the biographee, others are collection of long essays on the lives of the persons covered. Even in a single volume, details about the lives of persons covered varies a great deal. Those who are more famous get longer treatment in comparison to lesser known figures. In some cases even the most famous person get brief description as enough reliable information about them is not available. Apart from variation in details about lives of biographies in a particular biographical dictionary, they also vary in coverage of per-sons in terms of period, geographical area and subject discipline.

11.2.3 Queries Answered by Biographical Information Sources

The following queries can be answered by Biographical Information Sources:

i)   Full name, pseudonym, etc. of an eminent person

ii)   Dade of birth and death

iii)   Education

iv)   Institutions served, period of service, position held, etc.

v)   Achievements, inventions, etc.

vi)   Awards received/ year/ purpose

vii)   Publications

viii)   Professional affiliations

ix)   Present address. Telephone number, etc:

x)   Family members (wife, sons, daughters) etc.

11.3 TYPES OF BIOGRAPHICAL INFORMATION SOURCES

Biographical dictionaries can be categorised by using any one characteristic at a time or by using period or time as a characteristic. They may be grouped as:

i)   Current biographical information sources, and

ii)   Retrospective biographical information sources

From the point of view of geographical area covered they may be classified as,

i)   Universal, and

ii)   National, regional or local or institutional

Biographical dictionaries are also grouped as: (i) General (ii) Specialised or subject (iii) By ender such as men and women and (iv) By language.

The biographical dictionaries available in libraries are often found to possess more than one of me characteristics in various combinations. Examples of current universal specialised biographical dictionaries have their counterpart in current universal general biographical dictionaries. Similar is the case with retrospective dictionaries.

It would be convenient if we study them under two broad heads - Current and Retrospective.

11.3.1   Current Biographical Information Sources

A)   Universal - General Sources

i)   *Dictionary of lnternational Biography*. Cambridgeshire, 1972 -. Annual.

A general reference work containing biographies of about 5000 persons reflecting achievement in every major profession and field of interest on international scale.

ii)   *International Who's Who*. London: Europa, 1935 - Annual.

It offers brief biographical data of some 12000 to 15000 prominent living persons throughout the world. It has come to be recognised as an authoritative source in its fields.

iii)   *Current Biography*. New York: Wilson, 1940 -. Monthly (except Dec.).

Though claimed to be international in scope there is a marked bias to include those who are in some way related to the American scene. Annual cumulation entitled *Current Biography Yearbook* contains between 150 to 200 biographies of international personalities. A cumulative index to the yearbook is issued every 10 years.

iv)   *Who's Who in the World*. Chicago: Marquis, 1971-72 -biennial.

Comparable *to International Who's Who in scope, it* lists *about* 25000 personalities.

B)   Universal - Specialised / Subject Sources

i)   *World Military Leaders/ed. by* Paul irace P. Hayes. New York: Bowker, 1974.

Covers biographical sketches of military andecivilian peisonnel in senior positions in military establishments in all nations of the world.

ii)   *International Who s Who of Professional and Business Women*. Soham: Melrose Pr., *1989 -*. Annual.

More than 5000 biographies of senior women in all walks of life - members of parliament, executive, writers, actresses. Index by country and occupation.

iii)   *People in Power: a loose leaf who's who of world statesmen, political leaders and cabinet members*. Essex: Longman.

It is a loose leaf directory which is updated every two month and is available on subscription. The publishers are the reputed firm, which also publishes *Keesing 's Record of World events.*

iv)   *Contemporary Authors : a bio-bibliographical guide to current authors and their works*. Detroit: Gale, 1962 -. Annual.

Biographical information *on* current authors *in* many fields- humanities, *social science and* science,

v) *International Authors and Writers Who 's Who.* Soham: Melrose Pr., 1978 - :
Annual.

Claimed to be standard reference source for the lives of novelists, play wrights,
columnists, journalists, poets and critics, etc. Covers around 8000 biographical
entries. Some editions also carry lists of literary agency and literary societies in
appendices.

C) **National, Regional, Local Biographical Sources**

National General Sources

i) *India Who's Who.* New Delhi: INFA, 1970 -. Annual.

It is the most important general biographical source material from India, and
covers a wide spectrum of the people of eminence in the country. Roughly
5000 concise biographies of people in all walks of life including government,
politics, civil service, business and finance, education, art, science and
technology are included in each yearly volume. Entries are arranged
alphabetically under each broad subject. Entries not confirmed for three
consecutive years are dropped from the list. An alphabetical Index is given at
the end.

ii) *Who's Who in America : a biographical dictionary of notable living men and
women.* Chicago: Marquis, 1899 -. Biennial

It is considered to be a standard dictionary of contemporary biography of
American people. The firm publishing Who's Who in America also publishes
various sectional supplements such as *Who Was Who in America, Geographic
Index* and *Professional Area Index.*

iii) *Who's Who : an Annual Biographical Dictionary with which is incorporated
"Men and women . of the time."* London: Black, 1948- Annual.

A biographical dictionary of prominent persons in many fields. Though
principally British, but it also lists a few prominent names of other
nationalities.

Most of the countries of the world have one or more who's who of
contemporary per-sons, specially beginning from the post-Second World War
years.

iv) *Bhartiya Byaktikosh/* Comp. by Bhagwat Sharan Upadhyaya. New Delhi: Arya,
1986.

v) *Reference India. V.I.* Biographical notes on men and women of achievements
of today and tomorrow. Delhi: Ritacimento, 1992.

D) **National - Specialised /Subject Sources**

i) *Artists Directory.* New Delhi: Lalit Kala Academy, 1981. It includes various
types of artists, e.g., painters, dancers, musicians, photography, etc.

ii) *Directory of Indian Women Today/* ed. by Ajeet and Alpna Cour. New Delhi:
India International Pub., 1976.

Sahityik Kosh: 2500 sahityikon, lekhakon our patrakaron ka parichay/ Comp.
by O.P. Sharma and Kirshan Kumasi. New Delhi: Sahitya Samaro, 1973.

iii) *Lok Sabha Who's Who.* New Delhi: Lok Sabha Secretariat - Annual.

This is compilation of the biographies of members of the Lok sabha based on
replies received from members themselves. Also contains list of members with
their constituencies.

iv) *Rajya Sabha Who' Who.* New Delhi: Rajya Sabha Secretariat.

It brought out every two years when the composition of the Rajya Sabha
undergoes a change.

v) *American Men and Women of Physical and Biological Sciences.* 17th ed. New
York: R. Bowker, 1989. 8V.

This includes information on approximately 127000 US and Canadian
scientists. The same information on CD-ROM is titled as ***Sci Tech Reference
Plus.***

11.3.2   Retrospective Biographical Information Sources

A)   Universal - General

i)   *Cambridge Biographical Dictionary/* ed. by Magnus Magnusson. Cambridge: Cam-bridge University Press, 1990.

A revised edition of *Chamber's Biographical Dictionary,* the first edition of which was published as early ds in 1897. It is considered a standard reference tool. The biographical details include a brief outline of the persons life and work. The edition under the new name contains one third more names than the one covered in the previous edition,

ii)   *McGraw Hill Encyclopaedia of World Biography.* New York: McGraw Hill, 1973. 12 vol.

It provides one and a half pages of biographical articles for about 5000 selected people from Moses to Nixon. Designed especially for today's demanding ambitious high-school student.

iii)   *Webster's New Biographical Dictionary.* Springdale, Mass: Merriam Webster, 1988. ,

This is described by Katz as by far the best known and most used of the biographical dictionaries to which we may add in USA". The 1988 edition lists some 30,000 names.

B)   Universal- Specialised/Subject Sources

i)   *An Oriental Biographical Dictionary* founded on material collected by the late Thomas William Beale and revised and enlarged by Henry George Keen. Ludhiana: Kalyani, 1972 (Indian reprint).

It is a compilation to assist as a reference book to those interested in the history of Islam of the medieval period of Central Asia, Iran, Afghanistan and India. In many cases it restricts itself to only listing of the names without providing any other information.

ii)   *Great Composers, 1300-1900: a Biographical and Critical Guide/* by Daniel Ewen. New York: Wilson, 1966.

It includes biographies of about 200 composers of Western music.

iii)   *Hutchinson Dictionary of Scientific Biography. 2'* ed. New York¸ : Oxford: Belicon, 1994.

This book covers the biographies of 1200 eminent scientists both deceased and living. Special attention is paid to scientists associated with experimental or theoretical break-through. In addition to biographies the book contains seven chronological reviews of major sciences and a glossary of 1800 scientific terms.

iv)   *Biographical Dictionary of Scientists/ed.* by Trevor Williams. 4" ed. Harper Collins, 1994.

This book covers the biographies of 1300 scientists many still living. It has man)' special features not found in other biographical sources: table of Noble Laureates 1901-1993; dates of birth and death of scientists in chronological order from 624 B.C. to 1993. Those who were not accommodated for full-length treatment in the main body are listed in appendix.

v)   *Dictionary of Scientific Biography/ ed.* by Charles C. Gillispie. New York: Scribner; *1970-80. 16 V.*

It includes scientists from all periods of history (excluding living noes) from all over the world. Volume 15 is in two parts: part 1 has articles on scientists not covered in the set and part 2 has articles on scientific topics. Volume 16 is index to the set.

vi)   *International Encyclopaedia of Social Science. V.18 Biographical Supplement/ed.* by D. E. Sills. New York: Free Press, 1979.

This has the biographies of 215 eminent social scientists who were either dead when the main volumes were in the making or were born upto 1908.

vii) *Women Who Ruled/by* Guido Jacksson. Santa Barbara, California: ABC - Clio, 1990.

This is an illustrated encyclopaedia covering all women rulers, defacto rulers, and constitutional monarchs, living or dead, of the world... since the beginning of the recorded history.

viii) *Who's Who in Economics : a biographical dictionary of major economists, 1700 -1986/* Ed. by Mark Blaug. 2nd ed. Cambridge, Mass.: MIT Pr., 1986.

The first edition published in 1983 had covered 397 deceased and 674 living economists. The new edition has covered names which achieved eminence between 1982 and 1986.

C)   National - General Sources

i) *Dictionary* of *National Biography/* ed. by S.P. Sen, Calcutta: Institute of Historical Studies, 1972-1974. 4 vol. and Supplements.

This is a biographical dictionary of Indians in all walks of life who achieved eminence between 1800 to 1947. With the help of 350 contributors, the main set provides life sketch of 1400 persons, some still alive at the time of compilation.

A supplement, to be completed in 4 volumes is planned to provide biographical information of eminent personalities during the quarter century since 1947. Volume 1 covering the names beginning with alphabet A-D ed. by N.R. Ray was published in 1986.

ii) *Eminent Indians Who Was Who, 1900-1980.* New Delhi: Durga Dos, 1985.

Biographical write up of Indians who played some role or held important government or social positions during the period beginning from the early 20th century to 1947.

iii) *National Biogaphical Dictionary* of *India/ by* Jagadish S. Sharma. Delhi: Sterling, 1972. Needs thorough editing.

iv) *Times of India Directory and Yearbook including Who's Who.* Bombay: Bennet Coleman, 1914 -. Annual (ceased publication in 1986).

The directory originally appeaned as *Indian Yearbook* upto 1947 when its title was changed to the *Indian and Pakistan Yearbook and Who's who.* The title was changed as above in 1953-54 and remained in publication with this title till 1986, when the publication was discontinued. Though very selective in nature, the who's who portion is an important source material for biographies of native state rulers, senior government functionaries, title holders and major industrialists.

v) *Dictionary* of *National Biography/* ed. by Leslie Stephen and Sidney Lee. (re-issue) London: Smith, Elder, 1908-09 . 22v.

It was originally published in 63 alphabetical installments between 1885 and 1900. Planned to include "all men or women of British or Irish race who have ever achieved any reasonable measure of distinction in any walk of life'". The DNB is the most important reference work of English biography. Its publication rights were transferred to the Oxford University Press which began bringing out supplements after every decade from 1920 till the 1980s after which two volumes have appeared covering 1981-1985 and in June 1996 appeared the volume for 1986 - 90. In between have appeared *Concise DNB* in three volumes, (upto *1970), Condensed DNB* (1975) (upto 1960) and IvIissing Per-sons (1992).

The original set covered 29000 individuals and the supplements have brought the total coverage well over 36000.

Corrections and additions were published in Bulletin of the Institute of Historical Re-search, London. These corrections and addition for the period 1923 to 1963 were published in cumulated form in 1966 by G.K, Hall.

The British Academy has now sanctioned i.e. 250,000 to the OUP to bring out a new edition of the whole work both electronically and in book form.

vi) *Dictionary of American Biography.* New York: Scribner, 1928-37. 20v. and index.

Designed on the lines of the DNB, it also contains signed articles and bibliographies at the end. The basic set has more than 13600 biographies. It has been kept upto date by supplements every five years. The eighth supplement covering the period 1966-70 was published in 1988. A concise edition *Concise Dictionary of American Biography* comprising the main text and the first six supplements in summary form was published in 1980. The American Council of Learned Societies has plans to revise it.

vii) *Australian Dictionary of Biography.* Melbourne: Melbourne University Pr., 1966-83. Vol. 1-9 (in progress) and *Dictionary of Canadian Biography. Toronto:* University of Toronto Pr. (1966-83) v. 1-5, 9-11 (in progress) are other English language examples of national retrospective biographical sources of general nature.

D)   National - Specialised /Subject Sources

i)   *Dictionary of Japanese Artists. Painting, Sculpture, Lacquer Ceramics, Print/ by* Laurance P. Roberts. New York: Weatherhill, 1976.

It limits itself to artists who were born before 1900 or if born later, who died before 1972. It also gives a brief glossary of terms.

ii)   *Biographical Dictionary of American* Educators/ ed. by Johan F. Ohles. Westport, Conn.: Greenwood Pr., (1978). 3 v.

It aims to provide a ready source of biographical information about those people who have shaped American education from colonial time to the American bicentennial of 1976. Includes some living names too.

iii)   *Who's Who* of *Indian Martyrs/* ed. by P.N. Chopra. New Delhi: Ministry of Education. *3. V.*

V.1.   *From* 1857-1947

V.2.   Those killed in French and Portuguese possession and in princely states.

V.3.   Those killed in 1857.

iv)   *Who 's Who of Indian Writers/* comp. by S. Bain Rao. New Delhi: Sahitya Alcademi, 1983.

Supplement volume edited by K. Satchidanandan was published in 1990.

The main volume had write up on 6000 living authors in 22 Indian language. Supplement adds another 1800 names.

11.3.3   index Type Biographical Information Sources

There are certain biographical sources, which serve primarily as an index to major retrospective and or current biographical sources. By looking up these publication one may identify sources where detailed information is available on the biographee. Given below are a few such examples:

i)   *Biography and Genealogy Master Index/* ed. by Miranda C. Herbert and Barbara Mc. Neil. Detroit: Gale, 1980. 8v.

A consolidated index to more than 3,200,000 biographical sketches in over 350 current and retrospective biographical dictionaries, The publication is kept up-to-date through annual and cumulative supplements. A cut down version of the *Master Index is* avail-able *as Biography Almanac* and microfiche edition as Bio Base.

ii)   *Author Biography Master Index. Detroit: Gale, 1982. 2V.*

It is an example of master index restricting its coverage to biographies of literary fig*ures. Index to Scientists of the World Ancient to Modern Times,* (Boston : Faxon, 1962) and *Index to Women* of *the World from Ancient to Modern Times* by Norman Olin. Ireland (Faxon, 1970) are other examples of one time publication of master index, although some are updated by supplements.

iii)   *Biography Index: a Cumulative index to biographical material in book and*

magazines. New York; Wilson, 1947-. Quarterly.

The index covers all types of biographical material even letters, diaries, prefaces and chapters in non biographical books. The publication claims to survey some 1500 periodicals for its compilation. Newspapers are important source for providing biographical write up on contemporary figures of importance. This is specially true of the obituary column in which a fulsome description is given on the occasion of demise of an eminent person. A cumulative index to such obituaries often provides information on person who might not have been covered in traditional who's who.

Given below are two examples of newspaper obituary index:

i) *New York Times Obituaries Index, 1958-1968* and its supplement for 1969-78 both published by the New York Times.

ii) *Obituaries from the Times 1951-1960* and its supplements which after the supplement for 1960-1970 are issued at 5 yearly intervals.

Examples of national level biographical indexes include:

i) *British Biographical Archive* which covers 310 the most important English biographical references and which is being released on microfiche.

ii) *American Biographical Archive:* a one alphabet cumulation of almost 400 of the most important English language biographical reference works on the United States and Canada published between 18th and 20th century edited by Gerry Easter.

11.4 EVALUATION OF BIOGRAPHICAL INFORMATION SOURCES

Biographical information sources are available in plenty which are being published. You will notice that not all of them provide up-to-date and reliable facts. The funds available to libraries to purchase reference works are limited. It is therefore essential to develop a thorough understanding of the sources before they are purchased. The following criteria will help you in assessing biographical reference works.

i) **Authority:** The authoritativeness of a biographical dictionary can be assessed from the reputation of the publisher, editors and compilers. It will be useful to know the qualifications and experience of editors/compilers. The learned bodies like Universities, Sahitya Akademies, etc., are considered as reliable authorities.

ii) **Scope and Purpose:** The title and preface generally indicates the scope and purpose of the work. You should be able to find out whether the source is intended to be - general international, national or specialized in scope. Whether it is comprehensive or selective and the work is retrospective or current.

iii) **Selection Policy:** Another important point that helps in assessment of a biographical source is to know the criterion it uses in selecting the biographees, i.e. whether it is solely by merit, as per the decision of the publishers, by invitation, subscription, or on payment Naturally, where the entries are based on payment, the quality is bound to be poor.

iv) **Methods of Compilation:** Biographical tools are prepared by publishers/editors by using different methods of compilation. The use of questionnaire method is quite common. The biographee himself completes the questionnaire and later checks his own entry. Other method of compilation is publishers researching the material themselves using all published and unpublished sources. Both methods have advantage and disadvantages.

v) **Treatment:** Are the biographical sketches brief or lengthy, factual or evaluative? The style of presentation is another factor, viz., whether discursive or scholarly. You should look at these factors carefully. This will help you in correct assessment of biographical information sources.

vi) **Frequency of Publication:** How up-to-date is the information provided about

the biographee is equally important. It will be necessary to find out whether a current biographical source is an annual, biennial or irregular. If the work is irregular, you should check the revised edition with the previous edition. A retrospective work should have supplements. Look if the work in consideration have them.

vii) Arrangement: Entries in a biographical dictionary are generally arranged alphabetically by surname. Some, however will have a classified or chronological arrangement with a good index. The usefulness of the arrangement should be checked from the point of view of enquiries.

viii) Format: The biographical reference source is frequently used. Therefore, physical get-up of the book needs to be checked. Are the type-faces used clear and legible? All these aspects have to be borne in mind while evaluating a biographical source.

ix) Special Features: It is good to find out as to what are the distinctive features of a particular biographical reference source. This could be done by comparing with other similar work. You should check the accuracy, reliability and currency of the work. Bibliographies, portraits and photographs, will enhance the value of reference work.

Self Check Exercises

1) What are the characteristics you will consider while evaluating a biographical dictionary?

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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11.5 BIBLIOGRAPHICAL GUIDES TO BIOGRAPHY

As a reference librarian, you will receive a large number of biographical enquiries. Also there is a wide proliferation of biographical dictionaries. Hence, it is necessary to consult bibliographical guides to the contents of general, national and specialized biographical dictionaries. These bibliographical guides or indexes to biographies act as short cut to lengthy biographical searching. It will be, therefore, appropriate for you to know about some important sources of this category.

A) **Bibliographical Guides to Collected Biographies**

i) *An Analytical Bibliography* of *Universal Collected Biography.* London: Library Association, 1934.

Part 1 of this bibliography contains analytical index of 56,000 name entries included in 3000 English language collected biographies. Part 2 contains complete bibliographical details of the work analysed. It also provides chronological and subject indexes of biographees. The names of the biographees have been listed alphabetically with dates and identifying description.

ii) *A Dictionary of Universal Biography of All Ages and All People/by A.* M. Hyamson. *2nd* ed. London: Routledge, 1951.

This bibliography contains, 1,00,000 biographies that appeared in 24 collected biographical dictionaries and general reference work.

iii) *Biographical Dictionaries Master Index, 1975-76.* Detroit: Gale, 1975.

This provides key to more than 50 current biographical dictionaries. Contains 8,00,000 entries mostly Americans.

iv) *Essays and General Literature Indexes. 1934 -.* New York: Wilson. Six-monthly, annual, and five year cumulations,

1977 edition indexed over 4000 essays and articles mostly biographical.

B) **Bibliographical Guides to Individual Biographies**

Some library catalogues serve as useful bibliographical guides to individual biographies.

i) *Biography Catalogue of the Library/ by* Donald Simpson. London: Royal Commonwealth Society, 1961.

This contains 12,000 entries with biographical details culled out from the books and periodicals in its stock.

ii) *Catalogue of the Library of National Maritime Museum.* Vol.2, Biography. London: HMSO, 1969. 2v.

This catalogue is divided into two parts. Part 1 contains a list of collected biographies, individual biographies and autobiographies. Part 2 is a reference index containing brief descriptions of 15,000 biographees taken out from 21 collected biographies.

C) **Bibliographical Guides to Specific Types of Biographical Material**

i) *British Diaries: an annotated bibliography of British diaries written between 1442 and 1942.* Berkley : University of California Press, 1950.

ii) *A.L.A. Portrait Index.* Washington: Library of Congress, 1906. Reprint. New-York: Burt Frankling,1964.

D) **Indexes to Biographies in Periodical Literature**

i) *Biography Index: a cumulative index to biographical material in books and magazines.* New York: Wilson, 1947-to date. Quarterly, Annual and three years cumulations.

It is best known and most often used. Biographical information that appear in this index is based on 24000 periodicals and 1000 books. Although international in scope, American bias is there. Each entry contains brief biographical details. bibliographies, portraits and other illustrations are indicated.

ii) The New York Times Obituaries Index, 1958-1968. Stanford: North Carolina, Micro filming corporation. 1970. Supplement 1969-1978,1980.

In all there are 44,00,000 names indexed in alphabetical order of the persons whose obituaries appeared to New York Times between 1858-1868 to 1978. Coverage is world wide. Index entry contains page number, issue number and death date.

Self Check Exercise

2) Write short notes on

   a) Biography Index

   b) An Analytical Bibliography of Universal Collected Biography

   c) A Dictionary of Universal Biography of All Ages and All People.

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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11.6 BIOGRAPHICAL REFERENCE PROCESS

As a practising reference librarian you will notice that requests for biographical information are the most frequent. Many of the queries will be straightforward and you can answer by referring to standard biographical sources, but some questions are bound to be complicated and difficult to answer.

It is, therefore, necessary for you to understand the process involved in rendering the reference service relating to biographical questions effectively.

Three important aspects of the process are:

i) reference interview

ii) nature of question

iii) knowledge of biographical sources

The first and foremost factor is to have a clear idea about the query. You can enter into a friendly dialogue with the enquirer and ask questions until you clearly understand the subject and scope of the information sought. It will be helpful for you to know the nationality of the person whose biographical details have been asked for, whether he is alive or dead, and inter-national, national or local figure. Ask your enquirer if he belongs to a particular profession, and what his contributions and achievements are. Seeking clarifications on all these points will help you in establishing a systematic approach to the process.

Depending on whether the enquirer is a student or a research scholar or a professor, etc., the nature of question differs. Generally, a layman and student will ask you ready reference type of question whereas a researcher will need information in depth. Sometimes a simple question about not so important a person creates problem. Therefore, analyse properly the nature of question and then think of the right information source.

The third and most important factor is biographical source. As a reference librarian you should know about the typical characteristics of the biographical dictionaries. The common characteristics that you will notice are:

i) In spite of the fact that the source is an international biographical dictionary, it is biased towards the country of its publication and includes more name and provides comparatively detailed biographical data about the biographees of that country.

ii) Biographical details will be comparatively more about a biographee in a national biographical dictionary although his name appears both in international and national biographical sources.

iii) Specialized/Subject biographical dictionaries will provide much more information in comparison with the two sources mentioned above.

iv) Current biographical sources that are published as monthly, quarterly, etc., will have again many details of the biographees with up-to-date facts.

v) Encyclopaedia and national biographical dictionaries are appropriate sources for biographies of deceased persons.

vi) Newspaper and periodical indexes provide short cut to biographical articles and obituaries that appear in periodicals and newspapers and at times serve as ultimate source.

vii) For biographies of local or district persons, the history books relating to those areas will be of great help.

In addition to knowing the above characteristics, you should apprise yourself with all biographical sources in your collection and find out whether you are able to answer all questions using them. You should get acquainted with latter editions of the existing sources and carefully study the contents of new ones.

Supplementing Biographical Information Sources: a continuous activity of the librarian

You must be aware that biographical information of all persons is not *covered in any of* the information sources studied so far. It is your duty to develop biographical information sources at your library level.

The librarian should be involved in compiling biographical information of local/institutional interest by developing newspaper clipping collection and secondly, collecting biographical information about person related to his institution in a form designed for the purpose.

Updating of Information Sources

Information in the biographical information sources is never up-to-date specially in the case of current biographies. Hence, the librarian must develop mechanism for supplementing the information of the original sources. The library must collect information about how authors, scientists receiving awards or industrialists making progress in his field of activity. When some eminent persons die then the date of death may be incorporated in the biographical sources.

The factors discussed above which are involved in the process of providing biographical in-formation are very vital from the point of rendering effective, prompt, and exact information.

Self Check Exercises

3) Discuss briefly the process involved in rendering biographical reference service.

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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11.7   SUMMARY

Biographical sources are important and found in reference collections of all types of libraries. These sources are available in large numbers. They need to be studied by dividing them into

different groups like, general or universal, national, regional or local and special or subject biographical sources.

The use, evaluation and bibliographical guides to these sources and processes involved in answering biographical reference questions have been elaborately explained.

Examples of all types of biographical sources with complete bibliographical citation and an-notation have been provided in the Unit to get a clear idea about them and their relevance so as to acquire them in a particular type of library.

11.8   ANSWERS TO SELF CHECK EXERCISES

1)   The points to be considered in evaluating Biographical Dictionaries are :

i)   Authority: The reputation of the publisher editors, and compilers is to be considered.

ii)   Scope: Whether it is comprehensive or selective and whether the work is retrospective or current.

iii)   Selection Policy: Whether the entries are based on merit, or other criteria (subscription, payment, etc.).

iv)   Treatment: Are the biographical sketches brief or lengthy, factual or evaluative. Also the style of presentation.

v)   Currency: How often new issues are brought out. How recent is the information content.

vi)   Format: How legible is the typography. How good is the binding,

vii)   Other Features: Whether it contains bibliographies, portraits, etc.

2)   i)   *Biography Index is a* cumulative index *to* biographical *material in book* (1000) and *magazines* (2400) and *is best known and most often used.* Although international *in scope, there is* American *bias.*

ii)   Part I *of An Analytical Bibliography of Universal Collected Biography* contains analytical index of 56,000 name entries included in 3000 English language collected biographies. Part II contains complete bibliographical details of the work analysed.

iii)   *Dictionary of Universal Biography of all Ages and all* People contains 1,00,000 biographies that appeared in 24 collected biographical dictionaries **and general** reference works.

3)   Three important steps involved in the process of rendering biographical reference service are:

i)   Reference interview - It is necessary to have .a clear idea about the enquiry. Entering into a friendly dialogue with the enquirer and ask questions until clear understanding is established about the subject of the information sought is vital.

ii)   Nature of question - It is necessary to analyse the scope of the enquiry - is it a simple reference type question or a long range enquiry?

iii)   Knowledge of biographical sources- Having understood the subject and scope of the enquiry, one should then think of the right source keeping in mind the special characteristics of each source under consideration.

11.9   KEY WORDS

Bio-Bibliography   :   A bibliography which contains brief biographical details about the authors.

Biographee   :   A person who is the subject of biography.

Biographee Entry	:	The entry in a catalogue (dictionary name, or subject) under the name of the Biographee, the subject entry of a biographee.
Biographer	:	A person who writes a biography of another.
Biographical Dictionary	:	A collection of writing on lives of people arranged in alphabetical order.
Biography	:	(i) A written account of a person's life. (ii) The branch of literature concerned with the lives of people.
Biography-File	:	A file of : cords on cards, or of cuttings, giving information about individuals. Also called a who's who file.
Genealogical Table	:	A representation of the lineage of a person or persons in tabular or diagrammatical from.
Portrait	:	A representation of a person, made from life, especially a picture or representation of the face.

11.10   REFERENCES AND FURTHER READING

Grittings, R. (1978). *The Nature ofBiography.* London: Heinemann.

Higgens, Caving, (ed). (1980). *Printed Reference Material. New* Delhi : Oxford & IBH.

Katz, William *A.* (1992). *Introduction to Reference Work.* Vol. 1: Basic Information Sources. 6"ᵗ ed. New York: Mc Graw- Hill.

Krishna Kumar (1996). *Reference Service: 5ᵗʰ* rev ed. New Delhi: Vikas.

Mukherjee, A.K. (1975). *Reference Works and Its Tools.* 3ʳᵈ ed. World Press: Calcutta.

Activity

Please find out biographical information of the persons mentioned below. Give title of the publication, year and page number of the reference book consulted.

1)   Atal Bihari Vajpayee

2)   Abdul Kalam

3)   Arundhati Roy

4)   Sachin Tendulkar

5)   Bhimsen Joshi

6)   Vijay Bhatkar (Director C-DAC and Inventor of Parana Super Computer)

7)   Man Mohan Singh

UNIT 12 STATISTICAL INFORMATION SOURCES

Structure

12.0 Objectives

12.1 Introduction

12.2 Statistics as a Source of Information

12.3 Types of Statistical Information Sources

12.4 Problems Related to Statistical Information Sources

12.5 Summary

12.6 Answers to Self Check Exercises

12.7 Key Words

12.8 References and Further Reading

12.0 OBJECTIVES

In Unit 11, we discussed Biographical Information Sources. In this Unit we introduce you to the Statistical Information Sources.

After reading this Unit, you will be able to:

- understand the importance of statistics as a source of information;

- distinguish different categories of statistical sources of information, and

- explain the problems related to statistical information sources.

12.1 INTRODUCTION

Statistics are concerned with the collection, classification, analysis and interpretation of numerical facts or data. It has an important place in drawing plan for future action in any field or in making assessment of the situation in one or more of various fields of human activities. Scholars need it to strengthen their argument or justify a hypothesis; administrators need it to assess the level of performance in their sphere of responsibility; planners need it to .draw plan for future developmental schemes. The primary and secondary sources furnishing reliable and up-to-date statistical information are, therefore, very much in demand in libraries. The reference librarians need to answer questions like How much ...? Or How many ....? on a regular basis. Depending on the type of query or the purpose behind it, i.e., either motivated by simple curiosity or attending a serious research problem, the reference librarian has to consult variety of sources for stabilitical information. The sources for the possible answers are as numerous as the number of reference works available dealing with statistical data either peripherally or exclusively. Therefore, the reference librarians are expected to possess adequate knowledge of statistical information sources available at national and international levels.

12.2 STATISTICS AS A SOURCE OF INFORMATION

Factual enquiries posed in libraries are generally statistical in nature in which the enquirer wants the latest figures. It is not necessary that all the queries of statistical nature are for enlightenment. It could be mainly for drawing conclusion or proving a point, Yearbooks and directories are, to some extent, useful in providing statistical information. The general almanacs are more useful in providing answers to routine queries of both current and retrospective nature. However, the basic problem with these sources is that being secondary sources of information, the data provided in them may be two or three years old. The only advantage is that these sources are easier to use than the primary sources from which they derive their data.

Usually, it is the government of a country which collects the widest range of statistics for serving their own purpose of better governance. Most of the data collected by the government

are made public such as the Census Report. Other important sources of information are those produced by inter- governmental organizations, viz., United Nations, World Bank, ILO, etc. A series of International statistical yearbooks are produced by these agencies, which give total world figures. These publications are sometimes the only source of data on small countries.

As a result of more sophisticated techniques used for collecting data, relevant and highly reliable statistical data are available to a great extent Statistics are generated in two forms; counted and survey in which only a sample is used. It must, however, be noted that the value of statistics does not depend on its being exact. It rather depends on being reliable that is, it should be approximate to the true value. Census refers to the study where everything or all is counted. Census studies are done to collect information about all aspects of population of a country. These are collected every ten years. Survey on the other hand refers to study where only a sample is taken into consideration. Sample is taken on the basis of a set criteria.

Uses of Statistical Information Sources

Statistical Information Sources provide:

- readymade compiled statistics in all the fields or in one of the fields of specialisation;

- authentic data in all sorts ,of subjects from official data records collected, checked and rechecked by expert statisticians;

- population statistics regarding births, deaths, age wise, sex wise information in various fields;

- history statistics of multiple aspects in last centuries, decades or years; and

- comparative statistics of various countries in several aspects over a time span of few years.

The statistical information may be about agriculture, animals and forests, industries, commerce, communication, different aspects of economics, education, demography, finance, government and constitution, irrigation, energy, transportation, etc.

Self Check Exercise

1)   Differentiate between the Census and a Survey

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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12.3   TYPES OF/ STATISTICAL INFORMATION SOURCES

It is usual for ready reference sources such as general yearbooks, almanacs, directories, encyclopedias; -gazetteers and atlases to possess statistical data also. But from the point of accuracy and reliability they are no match to statistical sources compiled by official bodies of national and international level. Attempts are made to group statistical information sources into:

a) Dictionaries and encyclopaedias

b) Yearbooks, directories and atlases

c) Govt. reports

d) Special statistical sources.

The above grouping is, however, based upon a understanding in considering statistics as data presented in interchangeable terms. Statistics is a distinct branch of mathematics which deals with the collection and analysis of numerical data. Dictionaries and encyclopaedias of statistics are special or subject dictionaries and subject encyclopaedias dealing with statistics as a discipline are dealt with under encyclopaedia. In statistical information sources, we are concerned with information presented through numerical data.

Statistical sources are a category belonging to the "Primary Sources". While a private individual or organisation may arrange to make available data in a series more helpful to meet his requirements or requirement of a specific group, it is the governments from local to national level, who are the primary source of making statistical data available. The statistical sources therefore, may be categorised from different angles: (a) As presentation of data in the form of (i) tabular data series (ii) bar charts or (iii) maps. (b) As presentation of data by area covered (i) local, (ii) national, (iii) international. Again, from the point of view of publication schedule they may be (a) ad hoc or (b) periodic-weekly, monthly, annual or even quinquennial.

Before we take up the study of statistical information sources, it may be rewarding to have a brief background of efforts at collecting statistical data in India. In the modern period of Indian histoiy, the first Statistical Committee was appointed in 1862 to prepare model statistical forms for collection of statistics relating to trade, finance, education, agriculture, etc. The first Statistical Abstract of British India appeared in 1863. Between 1875 when John Strachey suggested setting up a Dept. of Agriculture and Commerce and in 1949 when a statistical unit was set up in the Cabinet Secretariat, Government of India, many Committees were asked to recommend on Collection and Organisation of Statistics. This unit, in course of time, developed into Central Statistical Organisation, Govt. of India, the main body responsible for coordinating statistics collection activity in the country. In other words statistical data for India is not available for periods prior to 1863.

In addition to the Central Statistical Organisation, the Office of the Commercial Intelligence and Statistics, Calcutta; The. Labour Bureau, Chandigarh and the Office of the Registrar General and Census Commissioner are the other main compilers of official statistics relating to India. Guide to Official Statistics published by the Central Statistical Organisation, Government of India and revised from time to time, is the basic source for a complete information on the various statistical sources officially published in the country. With this brief background, we shall now study some representative statistical information sources. For convenience sake we shall study them under -

a) National information sources

   i) Serial Publications

   ii) Ad hoc Publications

b) International/Regional information sources

   i) Serial Publications

   ii) Ad hoc Publications

A)   **National Information Sources**

   i)   **Serial Publications**

Statistical Abstract of India. New Delhi: Central Statistical Organisation. New Series: 1950 -. Annual.

It supersedes Statistical Abstracts of British India originally launched in 1863. Covers data regarding various topics - viz., area, population, climate, social condition, labour and employment, agriculture, production, irrigation, animal husbandary, forest, industries. trade and commerce, national income and expenditure, balance of payment, banking, insurance, exports and

imports, education, prices, etc. There are around 250 tables. All India time series generally covers a period of ten years.

Annual Abstract of Statistics. London:Central Statistical Office, , HMSO, 1946 -. Annual.

It supersedes *Statistical Abstract* published from 1840/53. It provides statistical data for Great Britain arranged under 18 chapters covering almost the same topics as have been listed above under *Statistical Abstract of India.*

Statistical Abstract of the United States. Washington: US Government Printing Office. 1878 -. Annual.

The volume for 1993 presents data in 1500 tables and charts arranged under 31 sections. In addition, there are seven appendices including one on guide to statistical sources and another on statistical methodology and reliability. It is more or less similar to Statistical Abstract of India in scope.

A few specialised compilation from India include: *Indian Labour Statistics.* Shimla: The Labour Bureau, 1959 -. Annual; *Education in India.* New Delhi: Ministry of Human Resource Development 1947-48 -. Annual; *Family Welfare Programme in India - Yearbook.* New Delhi: Dept. of Family Welfare, 1972-73 -. New Delhi : Annual; *Health Statistics of India* Director-ate General of Health Services) 1951 New Delhi : Annual; Research and Development Statistics Dept. of Science and Technology 1973-74 -. Annual.

Next to the Central Statistical Organisation, the Office of the Registrar General and Census Commissioner, are the other most important units of the Government of India for collection, compilation and publication of data relating to population. The collection of population data is decennial, i.e., every ten years are basis began in 1881. The reports of the Census of India taken every ten years published both on All India basis as well as on State levels. Census handbooks are also published for each district in the country. Census atlases are published for each State. The Census Atlas, India, 1981 (New Delhi, 1988) contains 93 plates, statistical tables and diagrams.

ii) Ad hoc Publications

Ad hoc statistical information sources are published on specific topics. They are based on regular series and are compiled to present a consolidated picture.

Women in India: A Statistical Profile. New Delhi: Dept. of Social Welfare, 1978.

It presents statistics under 12 broad subject headings, viz. Demography, Vital Statistics, Health and Family Welfare, Education, Employment, Political Participation, Plan, Women Welfare, Welfare of Physically Handicapped, Social Defence, Social Work, Education and Training.

B) International Information Sources

i) Serial Publications

Unesco Statistical Yearbook. Paris: UNESCO Statistical Office, 1949 -. Annual.

Published since 1949 the yearbook presents data on education, science and technology, libraries, book production, newspapers and other periodicals, cultural papers, films and cinema, broadcasting, international trade in printed matters, cultural heritage, etc. There are seven appendices the edition for 1993. One of the appendices gives list of all statistical publications brought out by the UNESCO. At the beginning of each section there is a note explaining the scope of the information presented.

U.N. Statistical Yearbook. New York : United Nations. 1949 -. Annual.

A comprehensive compendium of the most important internationally comparable data for analysis of the socio-economic development of the world, regional and national level. Data presented cover in many cases 10 year period. The tables are grouped into three broad parts: World summary, General socio-economic statistics, Statistics of basic economic activities. *Each* year certain tables are dropped and replaced by new tables. Information on changes are provided in the introduction. From 1996 the UN is also publishing Statistical Pocket books to provide basic data for each member country.

U.N. Demographic Yearbook. New York: UN Department of International Economic and Social Affairs, 1948 -. Annual.

It is a comprehensive collection of International demographic statistics. Technical notes on data under each section are presented in the beginning in about 150 pages followed by detailed tables on population, by rate of increase, distribution by age and sex and vital statistics. Each-volume has special tables. Thus, the volume for 1990 has table on nationality, factual mortality, divorce, population by marital status and household composition.

The United Nations and its allied agencies such as the FAO, ILO, IMF etc. publish many other serial statistical publications devoted to special subjects viz. International Trade Statistics, Balance of Payments Yearbook, Yearbook of Labour Statistics, Production Yearbook. Some of these are continuation of annuals on these subjects published by the League of Nations until 1945.

ii)   Ad hoc Information Sources

An International Survey of Book Production during the Last Decades. Paris: UNESCO, 1982.

Statistics ofEducational Attainment and illiteracy, 1970-1980. Paris : UNESCO, 1983.

World Tables, 1991/ The World Bank. – 6th ed. - Baltimore: Johns Hopkins University for World Bank,1991.

First edition was published in 1971. It is a collection of economic and social time series data for most countries of the world from 1950. Country pages include data on national accounts, foreign trade, balance of payments, external debt, manufacturing, money and fiscal social indicators.

Social Indicators of Development/The World Bank Baltimore: Johns Hopkins Press for the World Bank, 1988.

It incorporates statistical and demographic data compiled by the World Bank countries; or international agencies specialising in education, health, nutrition, etc. Arranged alphabetically by country.

C)   Statistical Information Source in Map Form

Statistical information sources are also published in the form of map, in individual sheets or as atlases: The following are a few examples:

Atlas of the Child in India/ Moonis Raza and Sudesh Nangia. New Delhi: Concept, 1986.

Basically designed to provide in depth and exhaustive information about the child population in India, it contains 116 thematic maps (152 sheets) covering four facets of child population, namely demographic characteristics, work force, literacy and education and health, nutrition and family planning. Data is collected from 1971 census.

Census Atlas: National Volume, 1981. New Delhi: Registrar General and Census Commissioner, 1988.

This is the third issue in the series, which was begun with 1961 census and is based on 1981 census figures. The volume contains 93 plates and short research notes on each supplemented by useful statistical tables and diagrams in four sections: General, Demographic structure and trends, Economic aspects, Socio-cultural aspects, Evaluation.

An Atlas of Tribal India/ byMooms Raza and Aijazuddin Ahmad. New DelhiConcept, 1989.

It is another example of statistical data presented through atlas. Bibliographical Sources for Statistical Information Sources

Knowledge of a few bibliographical sources may help building up a collection of statistical information sources in a library.

These are listed below:

i)   *Source Book of Global Statistics/* George Thomas *Kurian. New York:* Facts on File, 1985.

A bibliographic guide that lists more than 200 information sources of statistics issued by official and private agencies, national and international. Obviously the information needs updating.

ii) *Statistical Sources.* Detroit: Gale; 1962 –

With the 10th ed. published in 1986, it is being issued as annual publication. It is biased towards the US sources, although sources for numeric data of foreign countries are also listed.

iii) *Index to International Statistics: a guide to statistical publications of international inter government organisations.* Washington: Congressional Information Service. VI No. I . Jan. 1983 -. Monthly with quarterly and annual cumulation.

Self Check Exercises

2)   List four types of statistical information sources.

3)   Differentiate between two types of statistical dictionaries.

Note: i)   Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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12.4   PROBLEMS RELATED TO STATISTICAL INFORMATION SOURCES

The Statistical Publications are useful sources of information for any library. However, these publications have certain peculiar problems related to their use as a source of information. The problems related with them are as follows:

i)   **The sources are never up-to-date:** Compilation of the statistical sources is a time consuming job in which data are collected, processed and finally put into a meaningful for-mat. As a result there is generally time-lag of two to three years in its publication. The latest developments in the electronic media, has to some extent, been able to surpass the time lag in the publication process. But, still the latest figures are not always available.

ii)   **Statistics provided may not be in the form the user needs:** The statistics provided in these sources may not be in a form in which the user needs. As a result the user may have either to consult other sources or recalculate the figures to arrive at a meaningful solution.

iii)   **Difficulty in comprehension:** Unless the users are aware about basic terms such as `base number, ratio, median, arithmetic mean', etc., it may be difficult for them to comprehend

the simple tables and statistics provided in the sources. Under such circumstances, the reference librarian should be prepared to interpret and answer the query put up by the librarian.

iv) **Non-availability** of statistics: The users may be confronted with the problem of non-availability of statistics on the areas of their requirement. This is because it is impossible to collect data on all aspects. Therefore, readymade data may not be always available for the users.

Moreover, statistics that have been collected may not always be available for use for reasons such as personal privacy, commercial confidentiality, State security, etc. Other reason could be the price of the publication, which maybe beyond the means of a library to purchase.

The statistical information sources may abound in problems, but it is the duty of the librarian to see that the enquirers, needs are met satisfactorily. For this the reference librarian needs to be aware of all the information sources available for use. They should also help them in interpreting the available statistics in a meaningful way.

12.5   SUMMARY

In this Unit, you have been introduced to the Statistical Sources of Information. Statistical queries form a major part of reference librarians job, and they need to be aware of different sources of statistical information. Statistical information could be found in (1) dictionaries and encyclopaedias (2) yearbooks, directories and atlases (3) Government special statistical information sources. They are categorized into National or International Sources. These Sources are either serial publication or ad hoc publication.

Statistical information sources face number of problems. The major among them are the time lag in publication, difficulty in use and non-availability of statistical data. It is therefore, the responsibility of the reference librarian to have a detailed knowledge about the sources of Statistical information. They should be capable of collecting latest data from various sources and help the users with *their* needs of statistical information. They should also help the users in understanding the information available in the form of statistics, tables, etc.

12.6   ANSWERS TO SELF CHECK EXERCISES

1)   Census refers to the study where everything or all is counted. Census studies are done to collect information about all aspects of population of a country. These are collected every ten years. Survey on the other hand refers to the study where only a sample is taken into consideration. Sample is taken on the basis of certain set criteria.

2)   Four types of statistical information sources are:

- Dictionaries and Encyclopaedias

- Yearbooks, Directories and Atlases

- Government Reports

- Special Subject Statistical Sources

3)   Statistical Dictionaries are of two types:

- Dictionaries of statistical words, or terms, vocabulary terms and pharses; and

- Dictionaries providing statistics of various kinds.

4)   Atlases cover statistical information about economics, agricultural crops, industries, minerals, livestocks, energy population, etc.

12.7   KEY WORDS

| **Census** | : | Official counting of a country's population or of other classes of things, e.g., traffic, for statistical purposes. |

Demography	:	Study of statistics of births, deaths, diseases, etc., in order to show the state of a community.
Statistics	:	Collection of information shown in numbers. Science of collecting classifying and analysing information.
Survey	:	An account of some research, examinations, or enquiry, which has been done by a scientific or organized method.

12.8   REFERENCES AND FURTHER READING

Grogan, Denise J. *(1992). Practical Reference* 2nd ed. London : Library Association Publishing Limited.

Katz, William A. (1992). *Introduction to Reference Work.* Vol. 1: Basic Information Sources. 6th ed. New York: Mc Graw - Hill.

Activity

Collect the following information from different statistical sources:

1)   Number of Universities and Colleges in India. The increase in their number from 1951 to 1991.

2)   Increase in population since 1951.

3)   Increase in literacy rate from 1951 to 1991.

UNIT 13   SOURCES FOR CURRENT AFFAIRS

Structure

13.0   OBJECTIVES

Information on Current Affairs is one of the reference questions faced by librarians. In this Unit we discuss about sources of such information.

After reading this Unit, you will be able to:

- describe different types of reference sources for current information;

- explain the scope of these reference sources;

- state their uses and limitations; and

- give important examples under each category.

13.1   INTRODUCTION

Seeking information on current happenings or events or affairs has become an essential part of modem living. Apparently questions relating to current events appear simple but answering them is the most difficult aspect of reference work. Young people who intend to appear for competitive examinations, quiz contests, etc., will come to you for information on current events. Radio, television and newspapers are important media for the purpose. But increasing flood of current events become elusive after a few weeks. There is considerable time-lag between the announcements and their incorporation in published abstracts, digests and indexes. As compared to the abundance of the current events, secondary services (bibliographical tools) in this field are insufficient.

Online reference service can be a good solution to the problem of information on recent happenings. But it will take sometime to, organize such service in India. Moreover it is very costly. As a reference librarian you have to depend until then on the available news paper indexing and news digest services.

In the following pages we give you an account of the reference sources of current events.

13.2   TYPES OF REFERENCE SOURCES

There are three types of sources for information on current events:

a) Indexes to newspapers, b) News summaries and news digests, c) Summaries of television and radio broadcasts.

13.2.1   Indexes to Newspapers

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Indexes to newspapers surrogate the news items that appear in dailies., They are the time saving

sources, particularly regarding current events. It is seen that in western countries where information service is considered of much importance, quite a few individual newspapers have introduced such services. In India also, this aspect of newspapers is realised and the library associations, important publishing houses, etc., are taking up such publishing work.

The current events like, policy pronouncement, opinions, socio-economic development news, news about prominent personalities, ,public opinion on current happenings, etc., appear in daily newspapers. There are so many of these dailies. Referring to any newspaper for important event that took place in the recent past i.e., before a fortnight, a month, two months or a quarter will be a time consuming job, because both the enquiries and reference staff will not be sure of the date of the particular issue of the newspaper in which the news items appeared. One has to go through all newspapers one by one which is a tedious and time consuming job. The indexes to newspapers are, therefore, a boon to reference librarians and help in overcoming the difficulties in seeking information on current events.

There are two types of these indexes:

a) Indexing service of individual newspaper, and

b) Indexing service covering many newspapers.

A) Indexing Service of Individual Newspapers

i) *The New York Times Index.* New York: New York Times, 1851 -. Semi-monthly with quarterly and annual cumulations.

Between 1913-1929 published as quarterly volume, from 1930 published as monthly with only annual cumulation; from 1931-47 monthly with annual cumulation; from 1978 - quarterly for the first three quarters, the fourth quarter merged with annual cumulation.

This index is best known throughout the world. Its coverage is wide and complete. This service provides access to major news items relating to national and international events that appear in New York Times. Each entry includes a brief abstract of the news story. The enquirer who is interested in knowing a single fact i.e., the name of an official or the date of an event or the title of a play, etc., will be able to get this information in this index. It is arranged in dictionary form with sufficient cross references to names and related topics. Events are arranged date-wise under each main heading. Cumulative indexes that are published every quarter and annually save the users time in searching the required information. However, there is time-lag of two to three months in publishing semi-monthly issues.

The index is available for online searchers and is called the *New York Times Information Bank.* This online service updates the material once each week and current headlines are updated every 24 hours.

This service is also available on microfilm which is updated every month. But the cost of all these services is prohibitive.

ii) *The Times Index.* Reading, Eng. : Newspaper Archive Developments, 1906 -

The index began by the Times, London, in 1906 but its titles and periodicity have been changing: during 1906-13 the title was *The Annual index; 1914-57 The Official index; 1958-77 The Index to The Times,* The *Times Index* as monthly with annual cumulation began in 1977.

The Times started its official indexing service in 1906. Before that the index to Times was independently published under the title, *Palmer 's Index to the Times. This* was highly selective. However, this indexing continued from 1790 to 1941 even though *The Times* introduced its official indexing in 1906. The index for the period 1785-90 has also been published by Newspaper Archive Developments, Reading, England, in 1978-84.

Index published by the Times of London since 1906 is comparatively superior. It is arranged in dictionary form with sufficient cross-references to names and related topics. This indexing service provides brief abstract comprising dates, facts and other details which are sufficient for ready reference work. The users need not go to consult the newspaper.

From 1974 the *Times Index* includes *in* the same sequence references to items in the *Sunday Times, The Times Literary Supplement, the Times Educational Supplement and the Times Higher Education Supplement.* Since 1977, this index has appeared

monthly, with annual cumulations. This service is available on microfilm also

There are 65 volumes of Palmer's Index to Times covering the period 1790 to 1905. The Kraus Reprint services has published 118 volumes for the years 1906. Even latter volumes of this service are available.

Two more important newspapers, *Le Monde* (Paris) and *The Guardian* (London) have got their indexes, although in both cases the indexing agency is not associated with the newspaper concerned. In India, attempts have been made to compile newspaper indexes.

Index to the Times of India (Bombay) has ceased publication and we now have *The Hindu (Madras) Index.*

B)   Indexing Service Covering Many Newspapers

i)   *Canadian News Index.* V.1-1977 -. Toronto: Micro media, 1977 -.

It is monthly with. annual cumulation. Started as Canadian Newspaper Index. V. l 1977-. Toronto Micromedia, 1977 - . Monthly with annual cumulation. Started as Canadian Newspaper Index, the title was changed to the present title in 1979. Beginning with only five newspapers, the coverage has improved to about thirty newspapers and magazines of Canada. The index is also available for online searching.

ii)   *National Newspaper Index,* 1979 -. Los Altos, Calif.: Information Access Corp., 1979. Microfilm. Monthly

Beginning with only three American newspapers viz. *The New York Times, The Christian Science Monitor and The Wall Street journal, it now* also covers *Los Angels Times* and the *Washington Post* (from 1982). The index is updated monthly, each issue being a full cumulation. Subscription price is adjusted according to the subscribing library's book budget. The index is available for online searching through News Search Service.

iii)   *Newspaper Abstracts on Disc* (Computer file). Louisville, KY. : UMI/Data courier, 1985-

Available both on CD-ROM as well as on line through DIALOG, it is an index to *Atlanto Constitution, Boston Globe, Chicago Tribune, Christian Science Monitor, Los Angeles Times, the Wall Street Journal, the New York times and the Washington Post.* But search fields are limited to newspaper titles, headlines, abstracts, bylines, and subject headings.

iv)   *Indian Press Index* (Delhi) and *Indian News Index* have attempted to index the newspapers. However, they have ceased publication for want of support.

13.2.2   News Summaries and News Digests

These sources are referred to quite frequently by the reference librarians to answer questions-relating to current events. It could be inferred from the terms used that news summaries/news digests are again newspaper indexes but with a difference that in addition to bibliographical and locational details, brief summaries of the news items are provided by them. Thus, unlike newspaper indexes, in news summaries one can get brief information without referring to newspapers provided he is interested in factual and brief details about current events.

The scope of these news digests, as you will notice from the examples provided below, is international, regional/continental, national and special or subject.

A)   Examples of International News Digests

Keesing 's Record of World Events. London: Keesing's World Wide, LLC, 1931 -. Monthly. Supersedes *Keesing 's Contemporary Archives,* which was published weekly between 1931-1983. It provides a unique contemporary record of modern history and it is a factual, objective reference source of current affairs, based on monitoring of the world press and the information sources. Each monthly issue consists of a comprehensive digest of the previous month's world news. An outline index is printed on the back page of each issue. News are organised under six sections viz., Africa (excluding Maghreb States), America, Asia, Australasia Pacific, Europe, Middle East - Arab World, International. Full cumulative subject and name indexes are published periodically superceded by final full year subject and name index. It is a loose leaf service.

Keesing's Record of World Events is also available on CD-ROM for 1960-1996. These are updated quarterly beginning from 1997. The entire archive is now available on line.

Facts on File: World News Digest with Index. V.1-1940-. N.Y.

Facts on File, like Keesing's record, is a loose leaf service. The news items, editorials, etc., that appear in major newspapers are summarised in this service. Summaries provided are factual, short and objective. Although coverage of news items is international, emphasis is laid on events relating to the United States. Entries are arranged under broad subject headings, such as, world affairs, finance, economics, national affairs, sports, etc. It provides a detailed index, every two' weeks, each month, quarteily and annually with cumulation of previous issues. Since 1950, a five yearly index is being brought out. This index is very useful in locating the news item summaries. This weekly news summary is published promptly without much time gap. But its main defect is like other services of the category. It does not indicate the sources of information. The annual bound volume is published as *Facts on File Year Book.* From 1980 machine readable version known as *Facts on File News Digest CD-ROM* is also available.

B) Examples of Regional or Continental Digests

i) *Asian Recorder.* New Delhi: Asian Recorder and Publications, 1955 -. Weekly. Issued weekly, the news sheet of the news digest are numbered consecutively from the first issue in January 1955 when it began publication. In all, 45 countries of Asia are covered in the Recorder. Countries with their abbreviations are printed on the inner side of the back cover each year. The news sheets carry three quarterly indexes and an annual index. The data in the index is organised under individual countries. Separate sections are provided for international organisations, spfirts, agriculture, appoint and etc. Sources for the news summary are quoted at the end of the summary. Service is prompt.

ii) *Collected South Asian Editorials: monthly documentation journal.* Delhi: South Asia Information and Research Aid Group, 1995 -. Monthly.

It is a monthly documentation of editorials from Indian and some South Asian newspapers. Editorials are collected on topics of current interest. Hindi language press is also surveyed for this purpose.

iii) *Africa Diary* New Delhi: Africa Publications, 1961 -. Weekly.

This is a weekly record of events from Africa. News summaries are provided under countries, which are listed alphabetically. It has a weekly index, which is cumulated quarterly and annually:

iv) *Africa Record: a fortnightly record of African events with index.* New Delhi, 1962-

Fortnightly with semi-annual and annual indexes. .

Arrangement is country-wise alphabetical. Summaries of events are entered under each country. This service provides an additional section on Africa Outside Africa.

C) Examples of Country Wise -- Digest

Canadian News Facts. Toronto: Marpep, 1967-. Biweekly.

As per subtitle it is an index digest of Canadian current events. Like *Facts on file* it is a loose leaf service with quarterly and annual cumulation.

Keesing's UK Record. Harlow: Langmatn, 1988-.

Six times a year. Each issue begins with "a calendar of principal events that provide textual comments on major events. The focus is on events occurring in UK and on UK's external

relations, based on constant monitoring of the press, official sources, and other relevant information sources.

The name and subject index are cumulated every six months and annually.

Data India: a weekly digest of lndian News. New Delhi: Press Trust of India, 1992 -. Weekly. Originally started in 1976 by the Press Institute of India (New Delhi), it was

taken over by the PTI in 1992. The publication is more concerned with economic development of the country and provides information on economic development, culled from government reports, parliamentary publications, and reports from other research organisations. It is considered an excellent source of information on current events in the country's economic development. The information is grouped under four sections: Section I: National, in which information is arranged under 31 subject headings; Section II: Foreign affairs; Section III: Economy, finance, industry and commerce, and section W: Focus; which is a brief write up on topic of interest during the week.

The index to the publication is released at quarterly and annual intervals.

D) Examples of State-Wise Digests

i) *Data Andhra Pradesh.* Hyderabad: Data News Features, 1977 -. Fortnightly.

Important events that are reported in leading newspapers, periodicals, reports; official documents, bulletins of state legislative proceedings etc., are summarized. It provides information relating to developmental activities, economic trends, industrial growth, power generation, natural resources, agricultural production etc.

The daily diary section consists of summaries of the important current events during the fort-night. Pages are numbered on continuous basis for each year. Quarterly and half yearly indexes are issued for easy reference.

ii) *News Data Karnataka.* Hubli: Faj & Raj Publications. 1984 -. Monthly.

This news diary summarises information about economic situations, agriculture, education, environment, health, housing, government, science, press, etc., relating to the state of Karnataka, from the daily newspapers. Each item indexed and summarized is provided with citation of the daily paper with date where the news item appeared.

E) Examples of Specialised / Subject-Wise Digests

i) *Indian Economic Diary.* New Delhi: Hari Sharan Chhabra. 1970 -. Weekly.

Indian Economic Diary is a weekly digest of news items relating to economic area taken from leading newspapers and periodicals. The entries are arranged under the headings- national events, around the states, foreign trade and India and the world. A quarterly index is provided. The index of the 4th quarter is a cumulated one. The indices for the first three quarters need to be removed once the annual (4' qts) index is received. The title of the source is given under each smnmary.

This news summary is a good reference tool for all organizations and institutions interested in economic affairs.

ii) *VANS-COM.* Mamba: Vans Information and Invester services.

A computerised business data base built by surveying on daily basis 35 publication including major business and financial newspapers, business and finance journals, Reserve Bank and State Bank publications, company prospectus, etc. Subscribers to the service can access daily news reports and monthly news reports, corporate action, such as floating of issues (stock market) merger and split of companies, performance giving insight into half yearly and annual results of about 2500 industries. The firm has arrangement of hot line that instantly connects subscriber to related information and SDI under which each person gets a daily packet of information on the areas of his interest is provided.

Internet Based Newspapers and News Digests

These days most of the newspapers provide Internet based services. Apart from the National Newspapers like Times of India, Hindu, Indian Express, Deccan Herald etc. a large number of Regional Newspapers are available in various languages with the facility of downloading of fonts of the required language. The news items are provided in HTML format, which facilitates the user to search for the specific information. India World Samachar is an example of an Indian News digest service on the net which provides news on various aspects viz. daily news headlines, business news, sports, entertainment etc. It also provides links to most of the Indian newspapers on the net.

2)   Write short notes (about 75 words each) on the following :

  i)   Kessing's Record of World Events

  ii)   Asian Recorder

Note: i)   Write your answers in the space given below.

  ii)   Check your answers with the answers given at the end of this Unit.

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13.2.3   Summaries of Television and Radio Broadcasts

A modern library is expected to have, in addition to conventional media, the non-conventional material in its collection. Audio-visual material like films, television, radio, etc., are important components of the non-conventional sources of information. Particularly for current events, radio and television are effective sources and occupy important place. The, number of people who derive awareness on current affairs from radio and television is increasing day by day. But spoken words, heard from radio and television are difficult to remember and retrieve. Therefore, some bibliographical services are necessary to overcome this problem of retrieval. These services also could be categorized as sources of current events Some examples are provided below.

i)   Summary of World Broadcasts. Caversham: British Broadcasting Corporation, 1947.

The BBC Monitoring service publishes transcripts in English after listening and preparing reports on foreign radio broadcasts from more than 100 countries in over fifty different languages. It is published daily except on Sundays, in four parts - USSR, Eastern Europe, the Far East and the Middle East and Africa. Each part has its supplement `Weekly Economic Report'. It does not have an index. Hence for a reference librarian, it is difficult to use.

ii)   *Foreign Broadcast Information* Service. Washington: D.C.U.S. Department of Commerce.

This service is the US equivalent of Summary of World Broadcasts. Both of them are available in printed and microfiche formats

iii) *BBC Six P.M, Cambridge,* Chadvvyck-Healey, 1978-

Chadwyck-Healey has ivablished the BBC Home Service Nine O'Clock news from 1939-1945 on microfiche. It has started reproduction of news readers, scripts of radio, six p.m. hews bulletins which are collected quarterly with a printed index. It has been produced regularly since 1978.

iv) *CBS Tetevision News Bulletin Scripts.* New York Microfilming Corporation of America, 1975 -. Quarterly with annual cumulation.

This index provides primarily a subject approach but also enlists entries by personal names and location. It offers verbatum transcripts of daily television broadcasts on microfilm or microfiches.

v) *Television News Index and Abstracts: a guide to the Vanderbilt Television News Archive.* Vanderbilt University.

This is a collection of video-tape cassettes of the evening news broadcasts for each of the three major US television networks.

Recent events sources for television news are not available for retrospective reference in Britain.

13.3   USES AND LIMITATIONS

The most time-consuming job in any reference section is to search for current material on recent events. Daily newspapers, weekly news magazines, radio broadcasts and telecasts are right sources for current information. But their format, numerical abundance and the variety of information they contain make it difficult to retrieve information after sometime. Maintaining newspaper clippings again become difficult if one attempts to be comprehensive and cover all current events.

The newspaper indexing services, news diaries, summaries of broadcasts and telecasts, etc., come handy for search and location of information on current events. Especially news summaries are very useful for brief and factual information. One could rely on them without resorting to a reference to newspapers. The method of cumulation of indexes adopted by most of these bibliographical tools are boon for reference work and save the time of readers and reference staff in search of information on current events. These source are issued in loose leaf format. The pages are numbered consecutively for each year and a good binder is provided to the subscribers to arrange the weekly fortnightly sheets in proper order. All this help in locating current information with ease.

As for the limitations of these indexing services, one can say that these services are not in adequate numbers. The time-lag in publication of news items in dailies and their appearance in these reference tools is quite considerable and hampers providing efficient service. "Except the *New York Times index,* these sources are not yet available for on line search. *Keesing Record of World Event* is now also available on CD-ROM".

It is, therefore, necessary for every librarian to index events pertaining to his parent institution or discipline in which institution is interested in.

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13.4   SUMMARY

To keep oneself aware of current happenings is an essential part of modern living. Information sources like indexes to individual newspapers and to many newspapers, news summaries and summaries of television and radio broadcasts which are called sources of current events, help both enquiries and reference staff in locating and knowing about recent development with ease and without waste of time. All modem libraries subscribe to these services and use them extensively in answering reference questions. The existing number of these sources is not adequate and there is need to pay more attention by library professionals, associations, and publishers.

13.5   ANSWERS TO SELF CHECK EXERCISES

1) **The New York Times Index**

i) Published semi-monthly with quarterly and annual cumulations.

ii) Online service available. Micro-film service also available.

iii) It is arranged in dictionary form with sufficient cross-references to names and related topics. Events are arranged date-wise under each main heading.

The Times (London) Index

i) Published monthly with annual cumulations

ii) Micro-film service available

iii) Besides covering the Times, it includes items from the Sunday Times, Times Litrary Supplement, and Times Education1 Supplement, Times Higher Education Supplement

iv) Besides covering the Times, it includes items from the Sunday Times, Times Literary Supplement, and Times Edu cational Supplement, Times Higher Education Supplement.

2)   i) Keesing's Record of World Events - This news summary provides contemporary record c of national and international current affairs with continually updated indexes. It is factual, objective reference source based on press, broadcasts, official and other sources. A team of research editors prepare the summaries. Each monthly issue begins with a chronological outline of the major world events of the previous month. The main text contains coherent and systematic coverage of a particular country or topic tracing recent developments. Cross references are provided which build link with previous reports. Subject and name indexes are published periodically, which are cumulated at the end of the year.

ii) Asian Recorder - It consists of three parts:

a) Events in all countries of Asia, arranged alphabetically country-wise with brief summaries.

b) Asia outside Asia: events about happening outside Asia, and Sports events, without consideration of countries.

Summaries are prepared from newspapers, periodicals, radio broadcasts, embassy news-releases, etc, Quarterly and annual indexes are brought out, with exhaustive sketches of personalities including newly appointed ministers. Being published from India, greater attention is paid to Indian events.

3) To keep oneself aware of current events has become an essential part of modern living. The newspaper indexing services, news diaries, summaries of broadcasts and telecasts etc., come handy for search and location of information on current events. Especially news summaries are very useful for brief and factual information. The method of cumulation of indexes adopted by most of these bibliographical tools are boon for reference work. Moreover, these sources are generally issued in loose-leaf format, pages are numbered consecutively for each year and a good binder is provided -, all these help in systematic organisation and quick reference to the information sought.

However, there are at present not many really good services available. Those, which are good, are very costly. Most of them suffer from time-lag in publication. Gradually, on-line services are being made-available for some of these services in western countries. In India, there is so far no service available for television and radio broadcasts. These types of reference services need to be brought out in larger numbers and in improved form.

13.6   KEY WORDS

Byline	:	The line of type at the end of a newspaper or magazine article indicating its authorship.
Bibliographical Description	:	The description of a published work of literary or musical composition, giving particulars of authorship, of others who have contributed to the presentation of the text (editor, translator, arranger, etc.) title, edition data, particulars of publication (place and name of publisher and possibly of printer), etc.
Chronological Order	:	Arrangement in order of date. Applies to order in a catalogue (date of publication - imprint or copyright) or of the material itself (books, pamphlets or cuttings).
Cumulation	:	The progressive inter-filling of items arranged in a predetermined order and usually published in periodical form, the same order of arrangement being maintained.
Cumulative Index	:	One, which is built up from time to time by combining separately published indexes into one sequence.
Online Searching	:	The inter-active searching of databases via a host computer system. The user accesses the system via a VDU (Video Display Unit) and a telecommunications link, and receives the results on the VDU.

13.7   REFERENCES AND FURTHER READING

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UNIT 14 HUMAN RESOURCES AND REFERRAL SYSTEMS

Structure

14.0 OBJECTIVES

After reading this Unit, you will be able to:

* perceive human experts as potential reference sources;

* grasp their expertise as sources of high reference value;

* identify human expertise operating in different contexts;

* cultivate and pick up skills to exploit the use of human resources;

* recognise the institutional mechanisms available for this purpose;

* assimilate referral functions; and

* attempt a compilation of referral tools.

14.1 INTRODUCTION

We have learnt about a variety of documentary reference sources and their effective use in reference service. There are also many non-documentary reference sources that have high reference value. These sources are not the type of conventional reference materials with which we are familiar. One of these kinds of non-documentary sources is human experts operating in different contexts. This is a unique and invaluable source, carrying expert knowledge/skills, that can very often be the only source of information for responding to certain types of enquiries. This Unit deals with this type of non-documentary resources, and their different aspects to enable optimum use of them.

An institutional mechanism that has grown in the last two or three decades, to deal with enquiries for information that could be answered through non-documentary sources, is generally known as referral centre. The functions of these centres are distinctly different from institutions offering reference services. Referral systems function to provide only sources of information and not information *per* se or documents that carry the required information, as is usually offered in reference service. These sources may pertain to human experts and their expertise, institutions of a highly specialised nature and such others. Abstruse enquiries that may not fall within the range or scope of conventional reference materials for answers, often require the help and guidance of referral centres.

We shall also study, in this Unit such referral centres that have been designed and developed and are operating at national and international levels.

14.2   HUMAN RESOURCES - WHAT AND WHY ?

Generation of all types of data. information and knowledge credited to human beings. is on account of human observations, experience, activities, creative abilities, ingenuity, etc. These data are documented systematically through different channels and media of communication and are made accessible and available for study, research, application and/or further developments. Channels here mean primary, secondary and tertiary types of documents and media refers to the physical mode of transmitting them such as audio, visual audio-visual and electronic forms.

In every sphere of activity, there are human beings who have the necessary qualifications training and expert knowledge obtained/acquired through research and experience, in their fields of specialisation. This expertise of persons may also he supplemented through their know ledge of literature sources, peers, institutions, historical development of the field, significant landmarks in tile growth of the subject including reference sources pertaining to a given field. These kinds of persons operate in different types of institutions (not necessarily always) at different levels with various responsibilities. They may also he willing to share their knowledge and skills with others, offer help or guidance to those who seek assistance mostly with a fee charged for the same. Such persons constitute a very valuable resource.

Self Check Exercise

1)   What constitutes human resources?

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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Need for tapping such expert sources

In libraries and information Institutions there are often enquiries on persons, institutions, intricate subjects at micro levels training facilities, rules and regulations for various entrepreneurial activities, say, manufacturing, diagnostic equipments for various medical tests, and many others. The conventional reference sources stocked in the host institutions may not have the right resources to answer such enquiries and hence may have to be collected from other special libraries and information centres. But this also likely that the libraries from where the information is sought, may not also have the right and appropriate resources.

The service required here is only to identify a possible source from where the information may be individuals/institutions who are associated with a given discipline or work. It is necessary, therefore, for libraries and information centres, to have knowledge of such experts/ institutions.

Such individual expertise may occasionally be available within the parent organisation of the libraries. Sometimes it may be necessary to seek the services of other institutions or even freelancers.

Keeping in view these reference requirements, it has become practice to build up institutional mechanisms to specialise in directing enquiries to right sources, necessitating compilation of referral tools.

While any expert or professional could be deemed to be a potential source of Information, it is not practical to identify every such person and seek the person's skill or knowledge. Such expert persons may or may not always be available for such help or guidance, even after identifying the right person.

The task has to be, therefore, entrusted to institutions specialising in collecting and compiling referral tools, such as directories of experts in different disciplines/professions, institutions, on-going research projects, testing centres and thereby develop other appropriate databases for services.

We shall first pay attention o human resources and later to referral centres.

Self Check Exercise

2)   Why do we need to use human resources such as experts, specialists?

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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14.3   CATEGORIES OF HUMAN EXPERTISE

There are certain categories of persons functioning in different institutions whose nature of work is associated with information or knowledge, in one way or the other. We shall broadly identify such groups and the specialised nature of information support they may be able to offer. The list given below is merely illustrative and not exhaustive and these are not mutually exclusive either. Their roles are interchangeable, depending upon the nature of work they undertake. However, by and large, they may be classified in accordance with their primary nature of work.

• Information Generators;

• Information Gatherers;

• Information Processors;

• Information Recorders;

• Information Disseminators;

- Information Retrievers;
- Information Technologists.

Information Generators

This group includes researchers, inventors, innovators, authors, writers, planners, policy makers, executives, and such others who have an assigned role to generate knowledge or create information. These persons are involved in different kinds of activities. The knowledge or information, arising out of these activities, may be made available in the form of books, journal articles and such others. These persons possess expert knowledge of their area of specialisation and hence constitute a very valuable source of information, particularly when they don't make their information available in any published form.

Information Gatherers

There is a group of persons whose jobs require the gathering of information and report them through appropriate channels. Such groups include newspaper reporters, correspondents, journalists, compilers of reference sources such as bibliographers, encyclopaedists, lexicographers, etc. These persons do not generate knowledge or information, but gather information for various purposes and organise the collected information for a given purpose. By virtue of their deep involvement in the nature of collection they gather, they very often constitute a very useful source to tap for enquiries for which an answer may not be found anywhere else.

Information Processors

Editors, software documentation specialists, and persons who are involved in giving a shape to collected information for ease of use is another category of specialists. Newspaper editors, editors in publishing houses, journal editors, and such others involved in transforming a draft into a fine reading material are very often invaluable sources of information. Software documentation specialists transform information collected in a highly user friendly fashion, for example, user manuals of software packages.

Information Recorders

Persons who engage themselves in activities such as translation work, printing, publishing, data entry operators, etc. and have useful knowledge of the information they re-record, are also sometimes excellent sources of information. Technical translators, who are involved in recording commercial transactions in business houses, language interpreters may have information which is not recorded anywhere. Competent data entry operators possess special skills in advising the use of software packages. These types of skills/expertise get nowhere recorded and would never be available in any published sources.

Information Disseminators

Publishers, library professionals, documentalists, information specialists, extension workers, teachers, sales persons, consultants, advertisers, etc. are persons who are involved in disseminating information or knowledge, already collected and available in some form, each one having a particular purpose. They play an intermediary role in dealing with information already available in some form. They may be involved in dealing directly with various categories of users or involved in some publication activity. Here again their skills and knowledge may be a very useful source of information for certain types of enquiries.

Extension workers play a very important role in disseminating knowledge to agricultural farmers, low-cost housing it rural areas, family planning and health care to rural people; social health persons, social welfare workers and such others are also specialists not only in their subjects but also in carrying information with them to be passsed to the relevant groups in a most useful manner, using all forms of personal communication techniques.

Teachers and educators have been the most traditional and conventional disseminators of knowledge and information. These persons deal with persons in different age groups, cater to different categories of professionals and even experts. They are also the persons who are always most willing to assist.

Information Retrievers

We know persons working as classifiers, cataloguers, reference officers, indexers, abstractors, etc. are involved in creating tools for information storage and retrieval. Their nature of work makes them very closely associated with the subject areas they are handling. Their depth of knowledge of documents and subject ramifications, comes in very handy, to answer various types of enquiries relating to literature in a given discipline.

Information Technologists

This group includes computer hardware and software specialists who get involved in many aspects of system design, maintenance, and similar other services. Telecommunication specialists maintain design network architecture, establish networks and extend facilities to share resources. Other technologists such as media specialists also provide services in creating audio/video cassettes. Although these specialists work with transmissions and are not dealing directly with information contents, they help in adding value to contents of information. These consideration are very necessary in modem library and information services. Therefore, tapping sources of expertise, are increasingly essential.

As said earlier in this section, it must be noted that these groups of persons are only potential sources of information. It should not be misunderstood that these persons are always avail-able for consultation and assistance. Apart from their readiness or willingness or availability for help and assistance, their identification and location are not tasks of a easy nature.

We shall see in the next section how these sources of information can be usefully tapped, what sorts of enquiries they may respond to, and how to keep records in libraries to use these sources consistently.

Self Check Exercise

3)   List the categories of human experts. What are the possible limitations in using them as sources of information?

Note: i)   Write your answers in the space given below.

   ii)   Check your answers with the answers given at the end of this Unit.

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14.4   HUMAN RESOURCES AS REFERENCE SOURCE

Information Generators by their nature of work, produce primary literature. Many of them operate at the wave front of knowledge and have a good background of the literature of the

subject and also keep themselves updated with what is currently happening in their discipline. Therefore the nature of queries they may be in a position to respond would be relating to:

- new developments in a given discipline where the literature has not come out sufficiently;
- innovative skills that have been developed;
- new product development;
- new fields for aspiring entrepreneurs; and
- similar others pieces of information.

Information Gatherers operate mostly in the designing and production of secondary information. They will, therefore, be knowledgeable in information already published or available with them. They may possibly answer questions on .

- current events and activities
- definitions and meanings of new words, technical terms or subjects;
- persons of eminence in any given field; and so on.

Information Processor's acquaintance with information collected should provide clues to the type of enquiries they could answer. These may be relating to :

- analytical information on current activities;
- technical problems relating to software documentation;
- and so on.

Information Recorders may be useful in dealing with queries relating to:

- names of language experts available for interpretation work:
- problems of technical translation;
- technical skills to be picked up for data entry operations;
- similar others.

Information Disseminators constitute a large group. Each one of these groups may be approached for information pertaining to their specialisation.

Library and information professionals may be consulted whenever there is a possibility of identifying a bibliographic reference, historical and geographical information for which there are answers that could be obtained only from their personal knowledge or reference sources.

Extension workers render direct assistance to agricultural farmers with reference to various problems-cultivation of crops, such as the choice of high yielding variety of a seed, the duration of the crop and nature of water required, etc. and such other related issues.

Social welfare persons would be able to answer questions relating to their experiences in dealing with a special health problem of slum dwellers.

Banking persons could be useful for securing loans, travel agents for tour planning and ticketing or passports.

Information Retrievers may help in identifying a technical thesaurus which has not been published, automatic indexing, standards for abstracts for an abstruse subject in philosophy and so on.

Information Technologists may be useful in dealing with the various aspects of computer system selection for a particular set of activities, software selection and local or wide area networks and a number of related issues.

There are indeed many groups of consultants, information brokers, intermediaries and others who specialise in offering their services at a price, of course, to deal with the many enquiries mentioned above. Even so, to identify the right source of information may be a problem.

It is here that we need to approach referral centres who specialise in gathering such information and create the appropriate tools, including computer databases.

Self Check Exercise

4)   What type of information could be obtained from Extension workers and Social workers.

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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14.5   REFERRAL SYSTEMS-GENES1S AND GROWTH

We have already mentioned that libraries have been providing reference services using reference collections built up internally and offer services through borrowed materials that are not available in their stock. Reference service also includes occasional resort to identifying institutions other than libraries or persons which have the required knowledge to answer specific questions. But with the increasing complexity of human activities and their expanding dimensions, such specialized services of identifying experts who could serve as resources, or institutions in a discipline or work, has not been possible for most libraries, to build up this kind of facilities within their own premises. Preparation of names of individual experts, speciaiised institutions, various kinds of specialised activities, etc., require a great deal of time, effort, money. It also calls for special compiling techniques and skilled manpower to use them judiciously to provide referral services.

Therefore, in recent decades, referral services have been taken over by referral centres whose functions are to locate Sources of information with all the details of information required. This permits information seekers to get in touch with institutions or individuals to get what-ever information they require.

Referral services directs enquirers to a source of information which may be either a directory an organisation or an individual expert. To distinguish referral service from reference service, we should note that reference service is provided in libraries, directing the enquirer to a document available in the library. Often the information sought could be supplied, in addition to the document that may carry the required information. Referral service, on the other hand, provides only sources to information and no more.

Formal definitions, as given in Harrod's ***Librarian's Glossary*** is, that a Referral Centre is

1)   "an organisation for directing researchers for information and data to appropriate sources, such as libraries, information evaluation centres, documents and documentation centres and individuals". A *referral centre does not supply date or documents that carry the required information.*

2)   "is some sort of an ***Information Desk*** for the scientific and technical community which does not provide enquirers directly with the information they need, but suggest sources (organisation, facility, individual) likely to satisfy clients."

3)   "is an organisation for the indication of sources (of persons, institutions and publications) from which scientific information may be obtained on a given subject."

The versatility of access to sources have greatly increased with global and national computer networks of referral databases.

The basic purpose of referral is to ease the stress on a single in n institution whose functions have enormously increased in recent decades.

14.6   REFERRAL FUNCTIONS

A Referral Centre usually performs the following functions:

1)   collects information about information/data sources within the range or scope of either the subject or activity of the referral centre;

2)   prepares comprehensive inventory of the types of information/data services available from these sources with a detailed subject index to facilitate access;

3)   guides users to appropriate sources where from the required data or information may be obtained; and

4)   functions as an intermediary between enquirer and the organisation and/or individuals who possess specialised knowledge on the subject of enquiry.

To perform these tasks, referral centres have to be:

•   constantly in touch with subjects, experts in them and store all significant information relevant to its activities and subjects;

•   compiling directories of information sources, adding new information/data, modifying wherever necessary and updating during regular intervals;

•   analysing the compiled databases in terms of their frequency of use, types of information sought and persons seeking referral services and others to tune the activities for maximum use.

The following table sums up the essential functional difference between libraries and referral centres.

Library	Referral Centre
1. Provides not only sources of information but also documents carrying the required information and very often the needed information also.	Provides only sources of information.
2. Stocks primary, secondary and territory literature.	Stocks only access tools, such as literature/source directories, guides and lists.
3.Provides enquiry, reference, bibliographical and other services.	Provides only enquiry and referral services.

Self Check Exercise

6)   What functions do referral centres perform?

Note: i)   Write your answers in the space given below.

       ii)   Check your answers with the answers given at the end of this Unit.

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14.7   REFERRAL CENTRES

Referral centres have been established at international, regional, national and local levels.

The United Nations Environmental Programmes (UNEP) was established to provide referral service globally, for all sources of environmental information.

The Global Information Referral System of the United Nations Development Programme, provides comprehensive and up-to-date information of skills and capabilities available in developing countries.

The National Referral Centre(in USA) for science and technology of the Library of Congress, although primarily a national service, is of considerable value for other countries as well. An information source is defined by the LC Centre as "any organisation, facility or individual willing to and able to give authoritative response to scientific and technical enquiries out of an existing store of knowledge of expertise."

This centre maintain a file of over 9000 experts, containing details of names, addresses and a brief description of the information source.

With the advent of computers and communication technology, referral databases have been either created or supported by UNESCO.

No exclusive referral centres have been operating in India. Many of the national documentation and information centres such as the Indian National Scientific Documentation Centre (INSDOC), The National Social Science Documentation Centre (NASSDOC), Defence Science Information and Documentation Centre (DESIDOC), the National Documentation Centre of the National Institute of Health and Family Welfare, the Agricultural Research Information Centre, the Library and Information Services of the Bhabha Atomic Research Centre, The Small Enterprises National Documentation Centre (SENDOC) do provide referral services, in addition to their other services.

14.8   SUMMARY

This Unit deals with one of the important non-documentary information sources, namely human resources as experts, specialists.

Human expertise is available from a variety of institutions. Many of the experts functioning in various institutions, may be willing to share their knowledge and expertise with others or provide guidance and assistance to those who seek their services. These persons can be identified and useful reference tools could be compiled for accessing this type of valuable sources. Libraries usually do not compile such specialised tools. Therefore, these tasks have been entrusted to new institutions called referral centres.

Several categories of experts are identified and their reference value has been explained in this Unit.

Referral *services* perform these types of functions as distinguished from the usual library and reference services.

Some of the activities of referral centres, which enable them to perform their referral functions have been explained.

Some examples of referral centres at the international, national, regional and local levels have been cited.

14.9   ANSWERS TO SELF CHECK EXERCISES

1) There are human beings who have the necessary qualifications, training and expert knowledge obtained/acquired through research and experience, in their fields of specialisation. This expertise of persons may also be supplemented through their knowledge of literature sources, peers, institutions, historical development of the field, significant landmarks in the growth of the subject, including reference sources pertaining to a given field. These kinds of persons operate in different types of institutions (not necessarily always) at different levels with various responsibilities. They may also be willing to share their knowledge and skills with others, offer help or guidance to those who seek assistance. Such, persons called experts/specialists constitute a very valuable resource.

2) In libraries and information institutions, there are often enquiries on persons, institutions, intricate subjects at micro levels, training facilities, rules and regulations for various entrepreneurial activities, say, manufacturing diagnostic equipment's for various medical tests, and many others. The conventional reference sources stocked in the host institutions may not have the right resources to answer such enquiries and hence may have to be collected from other libraries and information centres. But it is also likely that the libraries from where the information is sought, may not also have the right and appropriate information sources. Under such circumstances, experts may be a source where such information can be usefully sought.

3) The following lists the categories of human experts.

   • Information Generators;

   • Information Gatherers;

   • Information Processors;

   • Information Recorders;

   • Information Disseminators;

   • Information Retrievers;

   • Information Technologists.

   The problems of using these categories of experts as sources are.

   • It is not easy to identify them and their locations, and

   • All such experts may not be available for consultation; sometimes they may have their own constraints.

4) Extension workers render direct assistance to agricultural farmers with reference to various problems regarding cultivation of crops, such as the choice of high yielding variety of

a seed, the duration of the crop and nature of water required, etc. and all other related issues.

Social workers would be able to answer questions relating to their experiences in dealing with a special health problem of slum dwellers.

5) With the increasing complexity of human activities and their expanding dimensions, specialised services of identifying experts who could serve as resources, or institutions specialising in a discipline or work, it has not been possible for most libraries, to build up this kind of facilities within their own premises. Preparation of names of individual experts, specialised institutions, various kinds of specialised activities, etc. from where information may be available, require a great deal of times effort, money; also call for special compiling techniques and skilled manpower to use them judiciously to provide referral services.

6) To perform the functions, referral centres constantly keep in touch with subjects experts in them and stock all significant information relevant to its activities and subjects; compile directories of information sources, adding new information/data, modifying wherever necessary and updating during regular intervals; analyse the compiled databases in terms of their frequency of use, types of information sought and persons seeking referral services and others to tune the activities for maximum use.

14.10 KEY WORDS

Abstruse   :   Whose meaning is hidden, hard to understand, difficult.

Experts   :   Persons with special knowledge, skill or training in a particular field.

Specialists   :   Persons who is an expert in a special branch of work or study.

Peers   :   Persons who is equal to another in rank, status or merit.

14.11 REFERENCES AND FURTHER READING

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UNIT 15 INSTITUTIONAL INFORMATION SOURCES

Structure

15.0 OBJECTIVES

After reading this Unit, you will be able to:

- understand that institutions are means and mechanisms for organising every human activity;

- perceive the different nature of institutions and their functions;

- comprehend the different types of information institutions and their evolutionary growth pattern;

- identify the specific functions of information institutions and their role in information organisation and delivery;

- grasp the reference value of information institutions; and

- cultivate the effective use of institutions in reference services.

15.1 INTRODUCTION

Human activities invariably cause generation of new information or knowledge which is recorded in some form or the other for immediate or future use. It is also significant, that almost every activity is pursued through an institution for which it has been created. In the last half a century, every society - developed or developing, has become a society of institutions.

Today, we see every major task is performed through an institution. Education, research, health care governmental functions, defence and security, business and industry, cultural activities- in fact, almost every human activity is performed through institutions. It is the performance of these institutions that determines growth, development or progress of any society. Institution building has, therefore, become a prerequisite for any organised human development. It is also to be noted that in every institution, it inhuman beings that perform the different functions with a set goals for the development of their society. Development obviously implies socio-economic, political, cultural, industrial every aspect of well being of people and society. This Unit focuses attention on these aspect of institutional growth and functions, and their utilisation as information sources.

While every institution has invariably an information component, in the sense that some kind of information is generated by it, in this Unit, we are particularly concerned with information institutions that are primarily active in the creation of knowledge/ information, and disseminate, store, retrieve, and deliver them in different forms to those who seek them.

Here, we shall study the evolution of information institutions, their growth patterns, their variety and functions, the effective way they can be used as information sources, the Indian scenario and the possible future trends.

15.2   INSTITUTIONS AS SOURCES OF INFORMATION

An institution is an organisation or establishment devoted to the promotion of a particular course or objective. It is expected to serve set goals, objectives and criteria for established preferences and priorities; respond to challenges and utilise opportunities. It has carefully conceived roles, well defined tasks, and a clear sense of purpose. Its programmes, infused with societal values, must be symbolic of what it stands for and its role in the society. It has a purpose, function and ability' to survive and a commitment to serve its client's relevant needs.

Every institution builds up its resources of finance and manpower through direct subsidies from government, funding agencies or earn funds through sale of its own products and services. In performing their activities, institutions generate information/ knowledge of various kinds, depending on their nature of activities. Some of these information get disseminated through formal channels such as journals, reports and special publications. Others get stored in the files of. the institutions in some form or the other. While published information get properly noticed in secondary sources, the information filed in the institutionshrecords, generally, don't get noticed in any secondary sources.

In addition to these recorded informations, experts performing their duties and responsibilities in these institutions, also become invaluable sources. We have already referred to in Unit 14, the value of human expertise as information sources.

Thus, institutions are sources of information in terms of their published and unpublished information. Very often unpublished information may be in the form of statistical data or other kinds of factual information, which may not be available from any other sources except the institution, which generates them.

I ibraries and information centres, therefore, should become acquainted with various types of institutions, their nature of work and activities, their publications and the types of unpublished data and information that may be available from them. Directories of institutions carrying all the details of functions and activities including their publications and other facts are also, sometimes available in published form. But most often one may have to tap referral centres to obtain the right location of these institutions and the way the information sought may be obtained.

Self Check Exercise

1)   Why are institutions important for reference service?

Note: i)   Write your answers in the space given below.

     ii)   Check your answers with the answers given at the end of this Unit.

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15.3 TYPES OF INSTITUTIONS

The process of information/knowledge transfer comprises a series of activities linked to each other like a chain. The main links of this information chain, are the generators (authors, writers, reporters, researchers, etc.), editors, publishers of primary and secondary sources, libraries, documentation centres, information agencies, on-line service vendors, information distributors, and finally the end users. Institutions invariably perform these link activities.

We can broadly group these institutions into three categories as given below:

- **Knowledge creating institutions**

    Research institutions and laboratories;

    Research and development establishments;

    Universities and professional institutions;

    Institutions of higher learning;

    Learned societies and professional associations;

    Government Ministries, Departments;

    Industries and Business Houses; and

    Similar others.

Each one of these research institutions, (belonging to public or private sectors), may be related to research in scientific and technological subjects, socio-economic, political and other subjects of social sciences, humanities and other types of creative literature and cultural activities like performing arts, etc. These institutions disseminate information generated by them through learned journals, research and technical reports, and other specialised publications.

Various executive, legislative and judicial bodies of governments also generate information of high research value which would, of course, not constitute information resulting out of research. But the potential value of this governmental information for research and development is immense. Statistical data, government legislations and their implications for various executive processes, significant judicial pronouncements and many other types of information generated by government agencies are as important as new knowledge created. All of these may not always be available in any published form. They may have to be sought from the respective institutions that generate them through specific requests.

- **Knowledge/information processing and disseminating institutions**

    Commercial publishers (Books, journals, others);

    Statistical organisations;

    Data centres;

    Similar others.

These institutions do not generate data, information or knowledge but have the means and mechanisms to collect and organise the assembled information and disseminate it in a form to suit different categories of customers.

These institutions produce primary and technical periodicals, statistical data and other types of factual information.

- **Institutions that service knowledge and information**

    Libraries;

    Documentation centres;

    Information centres;

    Information Analysis Centres;

    Referral centres;

Clearing houses;

Information Brokers;

Information industries;

PROs of and industrial organizations

Similar others.

The primary responsibilities of these type of institutions are to collect, store, process, disseminate and most importantly service knowledge/ information, already available in various pack-ages of primary or secondary forms. They create different access tools like indexing and abstracting services and distribute or deliver them to customers according to their needs.

These institutions, it must be noted, have evolved over a period of time. We could also perceive a typical pattern of growth of these types of institutions, reflecting the nature of demands for information/knowledge at different periods of time by users and their needs. This pattern of growth can be seen in three groups of information systems as given below:

1) Discipline-oriented information systems reflecting needs of academic studies, research in pure and applied sciences and the like;

2) Mission-oriented information systems reflecting, mostly government sponsored projects/ programmes such as Nuclear energy missions, Space research and the like;

3) Problem-oriented information systems reflecting the need for solutions to deal with various socio-economic and other developmental problems such as industrial planning, environmental problems and the like.

The word `system' is used here to indicate a particular type of information institutions that grew during these different periods, without any organical links but co-ordinating for purposes of inter-library co-operation.

Self Check Exercise

2)   What are the three types of information institutions that have evolved over a period of time?

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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15.4   INFORMATION INSTITUTIONS

Some of the essential features of the evolution of information institutions with their typical characteristics are discussed below:

Discipline - Oriented Information Systems

The fundamental basis for development of the first category of information institutions was to provide support to education, professional learning, research and development in different disciplines. The information/knowledge generated by the academic and research institutions, learned societies, professional bodies and the like, was generally disseminated through primary periodicals, monographs, seminars and meetings. Access to primary information was

through indexing, abstracting and bibliographic publications. Institutions facilitating documents and use were largely the academic libraries and other institutional libraries. Normally, the user communities form students, teachers, academicians, scholars, research and such others. The services were absolutely free except for a nominal fee for photocopies of journal articles. This traditional system has been in vogue for a long some constraints and limitations.

Mission-oriented information Systems

The basic governing principle for the development of information institutions category, was to facilitate built-in organisational information support to mission-oriented agencies. Research and development projects such as atomic energy research, development and use; space programmes and the like, were operating under government institutions teams drawn from different disciplines such as electronics, biology, medicine aeronautics chemistry, physics. Specialists engaged in work in these organisations require support facilities with greater speed, reliability, authenticity and accuracy. Tech: Lion centres were the new types of information service institutions that develop period. Besides the conventional journals and other similar primary publication current awareness services, newsletters carrying news on current developments ports, disseminating progress of research, current status of research and such co table publications of this period. Scientists, engineers, technologists, specialist in some social sciences and others were the users. There was a feedback mechanism system to ensure relevance of information supplied and its maximum utilization. A significant emergence during this period was the market-oriented information transfer through information was not generally priced, except for document delivery and the like.

Problem-oriented information Systems

The organising principle that necessitated the development of information inst third category was to provide information support facilities to societal probe; harnessing appropriate information. Systems that emerged during this period re text in which information is utilised for societal problem solving such as economic development, industrial planning, agricultural productivity, environmental protection, disaster management, etc.

Institutions that could handle the specific types of information required to solve problems of various kinds have been slowly but surely evolving. The new type of organism evolved to meet the demands of the new categories of users, are consultancies; brokerages, information companies and the like. Some of these agencies repackage information, collected from a variety of sources with validated and authenticated data customers to solve societal problems with supplied information. Persons who provide these kinds of services have the competence to analyse and interpret technical results i ate manner to suit the needs of clients so as to enable them to take well informed and responsible decisions in matters of public interest and promotion of private business. Naturally information of this type is not available without a price. Private entrepreneurs market-oriented organisational set-up, willing to take risks by investing large sums of money, to cater to information needs of consumers, have come up paving the way for the information industry.

An important aspect of this evolutionary growth has been that the latter systems planted the earlier systems but only supplemented them. However, with the increasing demands of information from specialists as well as laypersons, volume and varieties of information sources, spectacular advances of technologies, the earlier systems like libraries, documentation centres are transforming themselves to stay in the competition of information business.

Let us examine a few typical examples of institutions of each of the three categories of institutions, their scope of activities and services, and the possible trends for the future they tend to show. We shall also study the functions of the emerging new institutions and likely to respond to challenging demands.

15.4.1 Libraries and Documentation Centres

Libraries have been the oldest of information institutions, initially, supporting education, scholarship and scholastic studies, and subsequently moving into further dimensions. Public librar-

ies grew out of a social milieu for the provision of access to information and knowledge for the general public. This became a movement for state support to fund and run public libraries. With the rapid development of formal educational facilities at school, college and university levels, academic libraries took new shapes to support learning and teaching. University libraries built their resources to support to research also. Several research establishments also sprang up to conduct research in different disciplines. This led to establishment of documentation centres, enlarging the scope of normal library and bibliographic service facilities. Many of these came to be called documentation centres, growing as an extension of conventional library services. The emphasis and shift were towards specialised bibliographic and information services.

Special libraries were part of institutions, specialising in subjects like medicine, agriculture, or providing information support to industries and business houses, or serving specific clienteles. As they were not concerned with the information needs of larger populations, their collection were usually smaller, oriented to the areas of specialisation of their parent organisations. They offered services, placing emphasis on information as a unit of service not merely supply documents that may carry the required information.

Technical information centres emerged to meet the specialised information requirements of research complexes. They were either discipline or mission-oriented establishments.

These types of information institutions were the types of institutions that had evolved till the middle of this century.

15.4.2 Information Analysis Centres (IAC)

IACs were highly specialised types of information institutions that emerged to provide critical, analytical and evaluated support services to institutions involved in high level research and development establishments. An IAC `is a formally structured unit, specifically (but not necessarily exclusive) established for the purpose of acquiring, selecting, storing, retrieving, evaluating, analysing and synthesising a body of information and/or data in a clearly defined specialised field or pertaining to a specified mission with intent of compiling, digesting, re-packaging, or otherwise and presenting pertinent information/or data in a form most authoritative, timely and useful to a society of peers and management.'

This type of highly sophisticated service involve selection, analysis, evaluation, interpretation, synthesisation and packing the evaluated matter in a form that could be straight away used by a researcher. This was provided by scientific middlemen, who themselves were, in addition to being subject specialist of the level of a research scientist, skillful in using bibliographic and reference materials, and in technical writing.

The main activities and the resulting products of an IAC have been

Activities	Products
• Selecting and collection of documents	Bibliographies
• Document/Information	Current Awareness
• Indexing/Abstracting Customised searches	Indexed bibliographies
• Extraction Compilation (Unevaluated)	Descriptive reviews
• Evaluation Critical compilation of data Criteria for experimentation Recommendation Correlation of data	Critical Review

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Self Check Exercise

3) Describe briefly the characteristic features of the patterns of the three information systems that have grown?

4) State the activities and products of an IAC.

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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15.4.3 Emerging Institutions for Societal Problem Solving

We have indicated earlier that the types of institutions to deal with providing information support for problem solving were consultancies, brokerages, information companies, etc, These types of institutions have been called by different names but the type of information services provided have been to offer a highly need based information support facility, To illustrate this point, let us take an example of providing intensive information support service to an entrepreneur who is interested in starting a small scale industry.

Entrepreneurs require a variety of information when they get involved in the process of identifying and formulating industrial projects, raise various resources to implement them and keep them growing. While identifying a project, the person needs to have a checklist of projects that may suit his/her background, within the person's capacity to invest, relevant to the preferred location and such others. With the list of products or projects, the person has to under-take market research, and by process of elimination, select a project and prepare a detailed report. Thereafter he/she has to raise resources, arrange for land and building, plant and machinery, recruit personnel, erect and commission the equipment, develop products, establish marketing channels and sell the project, get customers feedback, keep competing in the market and try to grow. All the activities require a mass of accurate, authentic, reliable data and information, and also get them constantly updated.

If the entrepreneur wishes to compete in the international markets, the person needs to know about foreign trade information concerning importers, exporters, countries to choose, their industry and business profiles, sources of technology, raw materials, equipment, patents, quality standards, prices, government rules and regulations, taxes and duties, and so on.

Such information services have been well organised in the industrially developed countries, thanks to the skills available in collecting, selecting and organising data and information and knowledge. Information technology enables these services to be organised through computers alit communication networks, transmitted through e-mail, fax and other computer linkages. Information companies like Knight Rider International Inc., Compuserve, America Online

and World Trade Centre are some of the well known companies which have been revolutionising business and trade activities. In addition to these, Internet is proving to be a versatile medium for both information and communication netting, providing a world wide web.

These are the types of new information systems that are evolving, particularly in the private sector in many countries.

Self Check Exercise

5)   What are the information needs of a small entrepreneur?

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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15.5   INDIAN SCENE

With the dawn of independence, efforts were made in many directions for socio-economic development. Deliberate decisions were taken by the Government to harness science and technology for economic growth and development. In this process, a variety of institutions have been set up in every region of the country. Development of infra-structural facilities which are essential for organising appropriate and effective information systems and services, were given due attention. This naturally initiated the development of libraries and information institutions in the country,

The characteristic features of the three systems of information institutions mentioned in the earlier sections are reflected in the Indian evolution of information institutions to a certain degree. Some of the institutions that have come up in the first two categories of information systems are libraries, documentation centres attached to R & D establishments in science, technology, and social sciences, government agencies, many private and public undertakings, academic and research bodies, and so on. However, no proper linkages have been established to develop proper networks and communication systems to fully exploit resources built in these institutions. However, the efforts made in this direction by SAILNET and RAILNET may be considered as the initiatives in this direction.

Beginning from I 980s, efforts have been made to modernise and co-ordinate the resources in he country, through information systems like NISSAT, ENVIS, BTIS, etc. INFLIBNET, and number of city network of libraries.

Some sporadic efforts have been made to set up information institutions to specifically deal with problem solving. But this remains a serious desiderata at present.

15.6 REFERENCE VALUE OF INFORMATION INSTITUTIONS

No library or information institution can ever be able to build up a comprehensive collection of information to meet the information needs of even its own clientele. They have to draw upon the resources of other sister agencies and cognate bodies. In this context, it is prudent for a library or a information centre to know the information strengths of institutions of different kinds. While it is useful and important to be familiar with all the knowledge/information generating and disseminating types of institutions, we have placed our emphasis in this Unit primarily on information service institutions. The way in which they have grown very clearly indicates their potentials in terms of the information services they could offer. The reference value of each of these categories of information institutions is obvious. The success lies in acquiring the skill and ability to tap these institutional resources while answering questions that go beyond the resources of a library or a documentation or information centre. The activities of institutions, their research areas and disciplines, expertise of their research, technical and managerial personnel, their published and unpublished sources of information, etc, are important source materials. Referral directories may sometimes be available on institutions in a published form. But by and large, this type of information has to be collected and stored in a proper manner for easy retrieval by libraries and information institutions, appropriate to their needs. Institutions that undertake design and maintenance of computerised databases in such field of information will be certainly worth while creating.

15.7 SUMMARY

This Unit deals with institutions as sources of information. The, implication is that every human endeavour is invariably organised through institutions. While almost all institutions generate some kind of information, we are particularly concerned with three types of knowledge/ information institutions. These three are knowledge/information generating institutions through research and development activities; those that disseminate collected information through appropriate tools like journals, reports, etc; and the third concerned primarily with information services.

In discussing these three types, three patterns of evolutionary growth is highlighted. The first type of institutions support education, learning and teaching, R & D activities; the second are involved in publications of books, monographs, reports and such others; and the third collect, store and service collected information from a multitude of sources. These institutions have grown over a period of a century to specialise in different categories of service. Libraries, Documentation Centres, Technical Information Centres and Information Analysis Centres and Consultancies and Information Companies are typical examples representing different types of evolutionary growth.

Information institutions constitute a very important source for meeting information needs of a variety of groups of users, particularly when a library or an information centre has constraints of finding resources from its own stock of information. Just like a stock of reference materials, facilities to access online databases, use of CD ROM, information institutions serve as a reference source.

Libraries and information centres could profitably exploit these sources, if only they become aware of the potentials of these institutions as reference sources. These institutions carry published and unpublished information; they have an expertise in terms of their personnel: and they may also offer very highly need based services.

15.8 ANSWERS TO SELF CHECK EXERCISES

1)   In performing their activities, institutions generate information/knowledge of various kinds, depending on their nature of activities. Some of these information get disseminated through

formal channels such as journals, reports and special publications. Others get stored in the files of the institutions in some form or other. While published information get properly noticed in secondary sources, the information filed in the institutions' records, generally, don't get noticed in any secondary sources. In addition to these recorded information, experts performing their duties and responsibilities in these institutions, also become invaluable sources. These two strengths, make institutions very valuable source of information.

2) Discipline-oriented information systems reflecting needs of academic studies, research in pure and applied sciences and the like;

Mission-oriented information systems reflecting, mostly government sponsored projects/ programmes such as Nuclear energy missions, Space research and the like;

Problem-oriented information systems reflecting the need for solutions to deal with various socio-economic and other developmental problems.

3) The first type of institutions, libraries and documentation centres collect, store, organise, and service information through a number of bibliographic and information services. Largely these institutions serve learning, teaching and research functions.

The second types of institutions, particularly information analysis centres, are specialising in specific areas and involved in selective information gathering, analysis, synthesis and produce repackaged information products such as trend reports, state-of the-art reports which could be used by specialists in the disciplines. Persons who offer this service are subject specialists with knowledge and experience in repackaging critical and consolidated information. This type of service is offered to discipline-based research institutions or mission-oriented research projects.

The third type of institutions provide services to solve societal problems. These are highly need-based services, specifically oriented to provide support to problem solving. The new types of institutions that are emerging are consultancies, information companies, etc. This service is available only for a price.

4) The main activities and the resulting products of an IAC have been

Activities	Products
• Selecting and collection of documents	Bibliographies
• Document/Information	Current Awareness
• Indexing/Abstracting Customised searches	Indexed bibliographies
• Extraction Compilation (Unevaluated)	Descriptive reviews
• Evaluation Critical compilation of data Criteria for experimentation Recommendation Correlation of data	Critical Review

5) While identifying a project, an entrepreneur needs to have a checklist of projects that may suit his/her background, within the person's capacity to invest, relevant to the preferred location and such others. With the list of products or projects, the person has to undertake market research, and by process of elimination, select a project and prepare a detailed report. Thereafter he/she has to raise resources, arrange for land and building, plant and machinery, recruit personnel, erect and commission the equipment, develop products, establish marketing channels and sell the product, get customers feedback, keep competing in the market and try to grow. All the activities require a mass of accurate, authentic, reliable data and information, and also get them constantly updated.

If the entrepreneur wishes to compete in the international markets, the person needs to know about foreign trade information concerning importers, exporters, countries to choose.

their industry and business profiles, sources of technology, raw materials, equipment, patents, quality standards , prices, government rules and regulations, taxes and duties.

15.9 KEY WORDS

Institutions	:	An institution is an organisation or establishment devoted to the promotion of a particular object and to serve set goals, with objectives and criteria for established preferences and priorities; to respond to challenges and utilise opportunities, has carefully conceived roles, well defined tasks, and a clear sense of purpose. Its programmes, infused with societal values, must be symbolic of what it stands for and its role in the society. It has a purpose, function and ability to survive and a commitment to serve its client's relevant needs.
Information Institutions	:	These institutions collect, store, classify, analyse, synthesise, disseminate, and service information. Depending upon the nature of information and the type of institution that serves, the products will vary. Services will range from mere fact finding, providing references, or answering enquiries to highly sophisticated services like critical and evaluative repackaged reports and the like.
Information Service for		
Mission-Oriented Institutions	:	Research establishments which have target-based projects to do research on a multidisciplinary problem. The information supply here is highly related to the research projects, providing data and information whole are accurate and authentic. An Information Analysis Centres is a typical example.
Information Service for		
Societal Problem Solving	:	The service for this type of requirements are need-based, specific and highly timely and fast. Information consultancies, information companies are typical examples of this category. This information service is highly priced.

15.10 REFERENCES AND FURTHER READING

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UNIT 16   MASS MEDIA

Structure

16.0   OBJECTIVES

After reading this Unit, you will be able to:

- describe the idea what mass media is and its expanding dimensions;

- list the reference potential of mass media;

- identify the different types of experts and expertise available in mass media for providing reference and information services;

- design and develop appropriate tools and techniques to provide access to mass media in-formation; and

- pick up skills to exploit mass media for reference service.

16.1   INTRODUCTION

We have learnt in Units 14 and 15, that human experts and information institutions are information sources of high reference value and hence are useful as information sources. In this Unit, we shall study yet another institution complex, viz., Mass Media which disseminates information through both print and non-print media.

The importance of Mass Media arises out of the fact that every significant human event and activity of contemporary life is daily recorded and disseminated by mass media. Every subject from *army* to *zebra* comes under the purview of mass media so much so, it becomes a vital diary of contemporary human life which has not only of current but also of great historical value of global dimensions. Today, mass media is not a mere physical transmission of information, but a complex, integrated, intermixed and interactive system that has resulted in the seamless integration of data, text, images and sound within a single digital information environment, known as *Multimedia*. Mass media is also widening its scope to include not only conventional paper-print media but also a variety of audio-visual and electronic media. Public relations and advertisements also form parts of this field.

In this Unit, we shall study Mass Media in all its dimensions: multimedia which transmits mass communication in an integrated digital form; the experts who are involved in these systems as potential sources of contemporary information; and the skills to utilise these sources of information for reference and information services by libraries and information institutions.

16.2   WHAT IS MASS MEDIA?

Mass media here means communication through a number of physical transmission modes such as print, audio, visual, audio-visual and electronic forms to a general mass of common persons, irrespective of their position, intellectual attainments, or social status, etc. It is a means by which almost all current human affairs are collected, recorded and disseminated for the consumption of any common person. It is an instrument by which the general common public are kept informed of political activities of a state, international relations between countries, economic and business affairs, industrial relations, games and sports, cultural events and entertainments, and a host of other subjects.

There are two vital components of mass communication. First, the physical media and the second, the contents carried by the media for communication. Both these aspects have developed to a great extent; contents in terms of their scope and coverage and media on account of the fast and spectacular advances in its technology. The media has influenced contents to such an extent to say that *the medium is the message.* This means that the media of communication - whether it is human voice or printed text, neon signs or electronic impulses - influences the message, the sender, the audience and the effects of mass communication, far more significantly than ever before.

Mass media is typically represented by printed daily newspapers, weekly, fortnightly monthly magazines; broadcasting over radio, telecasting over television, and a number of other combinations of audio and visual communications such as Audio Cassettes, Video Tapes, Compact Discs of recorded music. This field has expanded very rapidly with the advances of information and communication technology. These have become very powerful tools in political, economic, business, cultural and in every other human activities. Let us examine the well established institutions of the mass media.

Self Check Exercise

1)   What do you understand by Mass Media? What are its components?

Note: i)   Write your answers in the space given below.

        ii)   Check your answers with the answers given at the end of this Unit.

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16.3   MODES OF MASS MEDIA

Some of the more important representatives of mass media are:

*   Print media - primarily newspapers and popular magazines;

- Radio broadcasting;

- Television, and audio-visuals;

- Public relations;

- Advertising and Advertisements.

We shall examine these with reference to their functions, products, experts and specialists involved, and media technology used. The sole purpose of this exercise is to identify the reference value of mass media for reference services.

16.3.1   Print Media

Among the print media that carry contents of mass communication, the daily newspapers occupy the centre. Today's newspapers bring out supplements almost every day relating to education, science and technology, business and industry, management, sports and games, cultural events, entertainment, and so on. Besides these daily supplements, they also bring out Saturday and Sunday magazines. They also bring out special supplements on occasions that are nationally significant, for example, Independence Day, Republic Day Teachers Day, Martyrs Day, or important religious festivals.

There are also daily newspapers exclusively devoted to economic and business affairs e.g., Economic Times they also cover matters relating to films and such other subjects of public interest and potential demand.

The fortnightly, weekly and monthly popular magazines are predominantly light reading material, having more entertainment and amusement features rather than informative or educative matter. They have, however, wide circulation both in English and Indian languages.

Newspapers carry news, commentaries, analysis and reviews on current significant events and activities, personalities, feature articles on subjects of current interest, sports and games, general information on weather, local programmes and activities, radio and television programmes, stock market news, business information and many others. Advertisements occupy a major share of space in almost every newspaper.

Except wealthy newspapers of industrial and business houses which have their own mechanisms for news supply, the others get' their news supply through Reuters, Associated Press, Press Trust of India, Indian News Agency and such others. Newspaper industries are well structured, in terms of administration and management and are staffed with persons who are academically qualified with professional training/experience, good technicians and technologists to use modern technologies effectively for production.

The editorial staff of newspapers include reporters, editors at various levels, analysts, and feature writers. The production staff comprises technologists, technicians with various professional experience and training and professional managers.

Many newspaper agencies, particularly the well established ones, bring out their products not only in print media but in microforms and electronic media as well. Some newspapers have good documentation and information service units also e.g., The Times of India, The Hindu and others are bringing out Internet editions.

Research libraries build up newspaper collections, because of their archival and historical research value and offer newspaper clipping service. Microfilms of newspapers are brought out for long time preservation.

Self Check Exercise

2)   What are the distinct features of the Print Media?

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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16.3.2 Radio Broadcasting

Radio broadcasting has been a major mode of mass communication. Akash Vani (All India Radio) has been offering this service from the beginning of this century in India without any competitor until the last quarter of a century. Radio stations located at various regions in the country, broadcast news in English and other Indian languages, news analysis, entertainment programmes of various kinds, music programmes - both light and classical, suitable programmes for women, children, farmers, industrialists, educational programmes for schools and colleges and professional institutions. Sports and games get a good share of broadcasts.

The use of satellites for programme distribution, the rise of automated broadcast technology and the widespread use of computers have added programming options and have improved radio stations' ability to improve operations with economy.

The personnel in radio broadcasting comprise directors, programme specialists, managers of different categories, besides artists, musicians, script writers, journalists and field workers, engineers and technologists, news readers and commentators, etc.

Self Check Exercise

3)   Who are the specialists who work for broadcasting agencies?

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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16.3.3 Television and Audio-Visuals

Television place in our daily lives today. It is a young mass medium, growing rapidly with the fast developing media technology to reach a very high level of sophistication in transmission. Satellite communication systems and multimedia have provided unlimited opportunities for telecasting a variety of programmes.

Television programmes range from entertainment to highly organised teleconferencing to project global news on a number of issues concerning political, social, economic and cultural affairs.

A great number of persons with different qualifications and expertise are involved in television programmes. News, views, reviews, discussions, etc. on current events and activities, instructional programmes for students at various levels, e.g., UGC programmes, IGNOU

programmes, live telecasting of national and international tournaments in sports and games, attract almost every human being irrespective or age, sex and occupation.

Programme designers, directors, script writers, technicians and technologists, artists, musicians, photographic experts, camera persons and many others constitute the staff of a television centre.

The television industry has grown enormously. There are more than a hundred television networks and stations operating in the world today. In India, besides Doordarshan, a number of private television networks are in operation, giving the viewers a variety of programmes to choose from.

Among the many audio-visual media used in mass communication, the video cassettes and CD-ROM are most influential. These are highly user friendly and closely linked with individual and group use. CD-ROM discs are extremely valuable for archival purposes. They occupy very little storage space. An encyclopaedia set can be encoded on a single CD with room to spare. Information or programmes that take up about 1000 floppy discs can be re-corded on one CD and transferred to the computer when needed. IGNOU has produced a number of Audio Cassettes and Video Cassettes on varieties of courses offered by IGNOU.

The production of audio-visual media is also a complex and intricate affair. Many types of specialists are necessary to produce a good video either for entertainment, or news commentaries, learning kits and others. Content creators, screen script writers, design and development experts, marketing specialists, production professionals aided by camera persons, editors and other technicians are involved in the production of a audio-visual programme.

Self Check Exercise

4) List some of the categories of programmes that are telecast by the television medium.

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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16.3.4   Public Relations

Public Relations(PR) is an activity, unrolling the building up of relationships through communication to inform, resolve conflicts and/or to improve understanding between persons. As demographic pressures have become more and more complex, communication among groups and individuals has become characterised by a very complicated and involved process which has led to the development of public relations as a new discipline e.g., various companies, factories have set up Public Relation Division headed by Public Relation Officers.

Communication experts and specialists in organisations help individuals and groups to foster mutually good relationships among themselves. They try to establish a two-way relationship between the sender of messages and receiver, between the employer and the employee, between the customer and the sales centres.

Although PR activity is often associated mostly with business and corporate interests. most societal problems, today., need PR as a way of maintaining and adjusting relationships with various types of people involved in different public activities.

The different mechanisms through which PR experts build up their contact with the public are paper-print brochures, pamphlets, graphic materials, audio and video materials, radio and television broadcasts, photographs, slides, filmstrips, motion pictures, floppies and such others. This has become a feature of mass communication, as it largely deals with various types of public in different contexts. These contexts may be in relation to building up the image of an organisation, to resolve conflicts between persons involved in sales and production, to establish goodwill in customers and keeping the public informed of policies and implementation by governments and in many similar aspects.

In PR activity, every means of communication is adopted and applied. All the expertise, techniques and technologies needed in mass communication are employed to bring out the varieties of PR products.

Self Check Exercise

5)   What are the features of Public Relations that justify its inclusion under mass media?

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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16.3.5   Advertising and Advertisements(ADS)

Advertising is considered part of mass communication for three reasons viz.

•   It provides financial support to mass communication;

•   Advertisements are usually mass based and hence all expertise required for mass communication are applicable here; and

•   Advertising is a pervasive part of modern culture, a medium to build up images of a society.

Advertisements are forms of communication that involve creativity, persuasion and impact of the messages carried by them. Most advertisements that we are familiar with, are consumer ads used to sell products and/or promote a brand of a product among individuals or organisations who are likely to be consumers.

Advertisements specially product advertisements describe the features at the products or services, usefulness and also compare with other products or services. These contain useful information and latest developments.

Advertising is becoming a major industry with numerous avenues for development. Advertising agencies choose their medium for their advertisements. Newspapers, popular journals that are paper-print based, television and broadcasting, video and audio cassettes, and in every medium of mass communication carry advertisements.

Generally advertisements are persuasive, influencing and undering habits and shaping behaviour and fashions.

As the advertisement field is expanding fast, specialists and experts in mass communication find enough opportunities to apply their expertise, methods and techniques in advertisements. All the different categories of personnel who are involved in other areas of mass communication are operating in advertisement agencies. Multimedia technology is fully utilised to produce advertisements.

Self Check Exercise

6)   Why are advertisements forming part of mass media?

Note: i)   Write your answers in the space given below.

   ii)   Check your answers with the answers given at the end of this Unit.

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16.4   SCOPE AND FUNCTIONS OF MASS MEDIA

The functions of mass communication are to entertain, inform, instruct, persuade influence, shape and sell all types of messages and information to large mass audiences. This audience includes children, students, young persons, adults of either sex, housewives, laypersons, experts, specialists, professionals; in fact every conceivable group in a society. It is never aimed at individuals but always at groups. All programmes of broadcasting and television, public relations products, advertisements are oriented to be relevant to the appropriate group ad-dressed.

The scope of mass communication could comprise almost every subject in which a society is interested. Although radio and television programmes devote most of their listening and viewing time to political events and activities, and entertainments, other programmes include aids to students in their learning process, information to industry and industrialists, general programmes of historical and geographical interests for non-specialists, travel and tourist information, and many others to inform the public on different matters.

The nature of the contents have to be simple and in the language of ordinary persons who would not, generally, have acquaintance with the jargon of a subject.

All elements of mass communication require high intellectual and imaginative inputs. Expertise in multimedia technology gives unlimited scope to obtain the best results in mass communication.

16.5   MASS MEDIA AS A SOURCE OF INFORMATION

As mass communication is a diary of contemporary events and activities of human beings, its impact on people is decisive. Public opinion is shaped through mass media and every political party is interested in promoting its own views on the public to capture political power. Business and trade interests are also promoted through mass media to be competitive in the business world. A great deal of attention, is therefore, given to mass communication, being one of the most powerful weapon. It is said that the industrially advanced countries are aiming to monopolise global business affairs through a powerful information and communication system.

It is, therefore, natural that librarians and information specialists show great concern towards providing access to the plethora of information, communicated through mass media

A variety of secondary sources have been designed to provide access to newspapers of every kind and region, to clippings in video cassettes and to other types of audio and video recordings. Many libraries and information centres have these sources in their stocks of reference materials. More importantly, an understanding of the available expertise in mass media is essential to supplement these reference sources.

The foregoing short account of mass media would help you to grasp the essentials of mass communication to explore the possibilities of us'ng them when needed. Not only the products of mass media are sources of importance, but also the expertise available in institutions of mass media, which includes information generated by them that do not get published and the expertise of specialists. These are of great value for answering questions that can be answered only through these sources.

An idea of the specialised persons involved in mass media can be got from the list given below:

- Artists (Art, Music, Commercial artists, etc.)
- Ads specialists (Sales promoters, designers, script writers, translators, etc.)
- Camera persons
- Computer specialists
- Correspondents
- Directors
- DTP specialists
- Editors
- Illuminations/light experts
- Musicians
- Managers of various types
- Network specialists
- PROs
- Producers
- Reporters
- Researchers
- Photographers
- Programmers for different types of productions
- Software documentalists
- Sound and acoustics specialists
- Subject specialists
- Writers (Scripts, descriptions, dialogues, etc

Information about these types of persons and their expertise is never easily available. They have to be personally contacted, if we wish to use them as resource persons.

As mass communication is a very active and live area of human life, various types of information that could not be available anywhere, would be got in mass media institutions, for example, a life sketch of an eminent person with all his background; a track event of an Olympic games with all the rankings of prize winners; the background of a political event,

Any resourceful and imaginative reference librarian or an information officer can use his judicious search capability to tap mass media for types of enquiries of the nature mentioned above.

Self Check Exercise

7) Justify mass media as an important information resource.

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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16.6   SUMMARY

In this Unit, the value and importance of mass media are explained to include them in the categories of information sources. Mass media is the communication of messages through a number of physical transmission systems. It has two components. First the contents and second the mode of transmission. There are several components of mass media. They are: Paper-print, Radio Broadcasting, Television and Audio-Visual media, Public Relations and Advertising and Advertisements. Each one of these carries programme to record contemporary events and activities, which represent the diary of current human life. These have great historical and archival value. Each of these media use modern multimedia technology to transmit their programmes and activities. A group of specialists with expertise in different aspects of mass communication are involved in designing and developing programmes. Most of it is a team work and meant for large audiences. Their information contents are disseminated quite well and most of these are available in secondary sources like newspaper indexes and summaries of current events and activities.

There are many other types of information generated by mass media that do not get noticed in secondary sources. Besides, the expertise available in terms of specialists who function in mass media. The media itself constitutes an important and very valuable information source. Their reference value cannot be exaggerated. Libraries and information centres should get familiarity with mass media institutions and experts operating them so that these can be exploited when necessary for reference service.

16.7   ANSWERS TO SELF CHECK EXERCISES

1) Mass media means communication through a number of physical transmission modes such as print, audio, audio-visual and electronic forms to a general mass of common persons, irrespective of their position, intellectual attainments, or social status, etc. It is a means by which almost all current human affairs are collected, recorded and disseminated for the consumption of any person. It is an instrument by which the general common public are kept informed of political activities of a State, international relations between countries, economic and business affairs, industrial relations, games and sports, cultural events and entertainments, etc.

   There are two vital components of mass communication. First, the physical media and the second the contents carried by the media for communication. Both these aspects have developed to a great extent - contents in terms of their scope and coverage and sophisticated media of communication using advances in its technology.

2) Some of the advantages of print media that distinguishes it from other ma s media are:

a) Print media representing daily newspapers and other popular magazines are cheaper than any other to use;

b) Any of these print media can be used anywhere and can be preserved for future use;

c) Contents can be read many times to understand their full impact.

d) Clippings can be made of items of importance and serviced by libraries without any serious problems;

e) It is one of the oldest methods of mess communication and hence, backfiles would be available for historical studies.

3) The personnel in radio broadcasting comprise directors, programme specialists, managers of different categories, besides artists, musicians, script writers, journalists and field workers, engineers and technologists, news readers, news editors and commentators, etc.

4) Television programmes range from entertainment to highly organised teleconferencing to project global news on a number of issues concerning political, social, economic and cultural affairs.

News, views, reviews, discussions, etc. on current events and activities, instructional programmes for students at various levels, live telecasting of national and international events in sports and games are some of the programmes televised by TV stations.

5) PR experts build up their contacts with the public through paper-print brochures, house journals, pamphlets, graphic materials, audio and video Materials, radio and television broadcasts, photographs, slides, filmstrips, motion pictures, floppies and such others. These aspects are features of mass communication, as it largely deals with various types of public in different contexts. These contexts may be in relation to building up the image of an organisation, to resolve conflicts between persons involved in sales and production, to establish goodwill in customers and keeping the public informed of policies and implementation by governments and in many similar aspects. PR specialise in activities that have a mass base in certain contexts.

6) Advertising is considered part of mass communication for three reasons viz.,

1) It provides financial support to mass communication;

2) Ads are usually mass based and hence, all expertise required for mass communication are applicable here;

3) Advertising is a pervasive part of modern culture, a medium to build up images of a society.

7) Mass media carries the contents of contemporary events and activities which are of vital interest to every citizen. While much of the information produced by mass communication gets organised and are available in the form of indexes and summaries, some of the other, generated do not get noticed anywhere. Besides, the experts involved in generating various programmes have special expertise which may not be available from any other source. Hence, institutions of mass media as well as those who operate them are vital information resources to libraries and information centres.

16.8   KEY WORDS

Advertisement	:	Messages to consumers to influence their choice for a particular brand of a product or service or for any other options.
Audio-Visuals	:	A medium that uses both audio and visuals to communicate contents.
Mass Media	:	Communication through a number of physical transmission modes such as print, audio, visual, audio-visual and electronic forms to a general mass of common persons, irrespective of their position, intellectual attainments, or social status, etc.

Multimedia	:	A complex, integrated, intermixed and interactive system that has resulted in the seamless integration of data, text, images and sound within a single digital information environment.
Mass Communication	:	Communications of contents to large mass audiences, irrespective of intellectual attainments, social status or any other aspect, through all mass media.
Print Media	:	Mass communication through paper-print, such as daily newspapers, weeklies, fortnightlies, monthlies, leaflets, posters and others.
Radio Broadcasting	:	Mass communication through radio.
Software Documentation	:	Documentation of various software features, as a user facility

16.9   REFERENCES AND FURTHER READING

Hishert, Ray Elden (et al). (1981). *Mass Media VI: An Introduction to Modern Communication.* New York: Longman.

Hunt, Todd and Ruben, Brent D.(1993). *Mass Communication: Producers and Consumers.* New York: Harper Collin -College Publishers.

IGNOU, (1995). MLIS- 02. Block 4, Unit 16. *Media Persons as Sources of Information.* pp. 57-72.

UNIT 2 TYPES OF REFERENCE AND INFORMATION ACCESS TOOLS

Structure

2.0 OBJECTIVES

This unit will introduce you to various types of reference and information access tools formerly called as Reference Books.

After reading this unit, you will be able to:

- identify various reference and information access tools;
- differentiate between various kinds of reference and information access tools;
- relate types of reference queries to their corresponding reference tools; and
- reason out the importance of reference tools in a library.

The activities at the end of this Unit will prepare you to locate any information required by the users from different kinds of reference and information access tools/sources available in your library. They will also help you to pick up the right tools/sources for locating answers to queries put to you.

2.1 INTRODUCTION

In the previous Unit, you have been given an overview of reference and information access tools, their need and importance in a library. Reference tools, also referred to as reference sources have undergone considerable developments since the early encyclopaedias which for a long time were the only sources of information.

Today's reference sources are authoritative, carefully designed to fit into a defined scope and to be accurate, objective and readable in treatment of information, logically arranged, appealing in format and useful in their special features.

The present day reference sources are so effective in their potential for enabling users to locate needed information that reference sources may be said to be the most efficient information retrieval devices devised by man. The library's reference collection has to be adequate to meet the users' information needs. The beginning of reference books can be traced to man's early attempts to record thoughts, concepts, ideas and events.

2.2 REFERENCE AND INFORMATION ACCESS TOOLS

In libraries, there are questions or queries all the time. The reference and information access tools are the most logical place to start with while providing answers to them. If for example, a user asks, - "Where can I find some information about Australia ?" - an encyclopaedia is the proper source of information. Or, another user wants to know, -" What are the names and addresses of some persons involved in Chemical Industry ?" - the answer will be available in a Directory. Or a third user queries, "How can I locate a few recent articles published in the subject of Information Technology?" - an indexing or abstracting journal in Information Technology - the particular subject, will be the most suitable source.

Man has been communicating over the centuries through various media and formats on a variety of subjects. All this eventually led to finding of information when it was wanted from various forms of materials. There is a large quantity of printed material available throughout the world today. Librarians and the library users have always put up with the problems posed by the r: tented literature as it is very much scattered not only in literary forms but also in various physical forms. The whole of available literature has been classified into three broad categories by several experts into - primary, secondary and tertiary sources of information. Knowing about primary, secondary and tertiary sources is useful as they indicate the relative currency and relative accuracy of the materials.

The primary sources are most original and current sources of information often not seen by anyone else before publication. These are in the form of journal articles, books or mono-graphs, reports, dissertations, pamphlets, conference papers, etc. Very often the primary source contains the research findings of a scientist. In order to control or use primary sources in the library, we make use of the reference works referred to as secondary sources like the indexes, abstracts or bibliographies.

An index is a secondary source if it is used to locate primary sources. A secondary source, thus, has information about original or primary information which is usually rearranged and modified for use by users. Thus, any work reporting about findings of others becomes a secondary source.

The tertiary sources consist of information which is collection of primary and secondary sources of information. Any sources not falling in the category of primary and secondary is a tertiary source. The tertiary sources usually list all kinds of secondary sources.

There are another type of information source which provides information of a particular query wherein specific answer is required, for example, address, telephone number of a person or institution. This is referred to as reference sources.

In reference work, access to various information and access sources is very important. The reference and information access sources are encyclopedias, dictionaries, biographical sources, geographical sources, fact finding sources, etc. All these are based on most of the information otherwise available but in a scattered way and thus fall in the category of secondary sources.

The various reference sources have been prepared and published keeping in mind the various types of reference queries.

In the subsequent sections we will study about the various kinds of reference sources which will provide answers to various type of questions related to books, facts, some organizations; places, trends, current awareness, background information, spellings, meanings, statistics, etc.

2.3 NATURE OF REFERENCE AND INFORMATION ACCESS TOOLS

Using reference books in libraries is a common practice. In the early times the books in the libraries were meant only to be read within the library. But later on when various categories of books became available, the reference books could be identified to be different from other books. The reference books are usually kept separately in libraries and are used only for the purpose of consultation or are only referred. Reference sources aid in the increase of knowledge of individuals and as one becomes more and more educated, the use of reference books is increased. .

A reference book is different from other books as it is meant chiefly for consultation rather than for continuous reading. Let us learn more about the origin of the reference books

2.3.1 Origin of Reference Books

A reference book is one which is designed by its arrangement and treatment to be consulted for definite items of information rather than to be read consecutively. For example, one looks up a dictionary only to find out the meanings of the words and not for continuous reading. A reference book therefore is a book published primarily for consultation rather than for continuous reading.

We can trace the origin of reference books to man's early attempts to record thoughts, concepts, ideas and events. When man first sketched the outlines of animals, he hunted, on the walls of the caves where he lived, we can say that the rudimentary form of reference books had begun. This is because these sketches were used by him to refresh his memory. Later on, man after he learnt to read and write began recording his thoughts on the clay tablets, tamrapatra (copper plates), cloth and leaves. Some of these are still found in many archives and museums.

Self Check Exercise

1) How is reference book different from other books?

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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2.4 TYPES OF REFERENCE AND INFORMATION ACCESS TOOLS/SOURCES

For many years, there was no problem in identifying the reference and information access tools or sources in libraries with regard to their physical aspect as the majority of the materials were only printed ones. But the situation is fast changing. It is true that printed sources still predominate but the others are fast becoming more obvious, more varied and more important. The printed books have been known to exist since the 16th century in the libraries. The news-papers and periodicals became visible only in the later part of the 18th century. It was only in the twentieth century and that too in the last two decades that came to distinguish the documentary sources from the non-documentary sources.

The printed sources of information have been in use for a long time and they have umpteen number of problems. Therefore, any alternative to them was welcomed by both the librarians and the library users. These non-print media reduce to a large extent the problem of study,

searching age. They have the ease of searching that results in quick reference. Although the new information media too have their own problems which include high cost and use of sophisticated equipment, still their very ease of handling and use has made them very popular with a wide variety of users.

On the basis of their very physical nature, use and arrangement, the reference and information access tools can be put into two broad categories: Documentary and Non-Documentary.

In the subsequent sections we will learn more about these two types of reference and information access sources.

2.5 DOCUMENTARY REFERENCE TOOLS/SOURCES

Various types of documentary reference tools (usually referred to as reference books) have been identified:

1) Dictionaries

2) Encyclopaedias

3) Bibliographies

4) Biographical Sources

5) Geographical Sources

6) Ready Reference Sources

7) Government Publications

8) Indexing and Abstracting Sources

9) Patents and Standards

10) Reference Sources for Current Events

Self Check Exercises

2) Name the two broad categories of reference and information access tools.

3) List five popular documentary sources of information.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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Let us now give you a brief overview of each of the above intentioned reference tools with some representative examples. The details of each of these sources are available in Block 2 and Block 3 (Units 6 to 13) of this course.

2.5.1 Dictionaries

A Dictionary is a book explaining the words of a language, or the terms of a subject, arranged in some definite order, usually arranged in alphabetical order, with explanation of their meanings and use. It also usually gives the Orthography, pronunciation, usage and meaning of each word. A dictionary is mostly compiled from the written and spoken words as its source. Later on new words and new meanings, when occur, are added.

Some of the uses identified for the dictionaries are:

1) Definition

2) Spelling

3) Pronunciation

4) Usage

5) Synonyms, antonyms and homonyms

6) Abbreviations, signs and symbols

7) Slangs

8) New words, new meanings for old words

9) Dialect

10) Foreign terms in English writings

11) Grammatical information

12) Etymology

Dictionaries differ according to the range of words they define and the kind of information they give about each word. There are four types of dictionaries: abridged, unabridged; bilingual and multi-lingual dictionaries. Dictionaries especially the ones purchased for the libraries are usually hard bound. It is important to remember that the larger the scope of the dictionary, the more expensive a dictionary is to produce and keep up-to-date. Those published by reputed publishers are usually current as they are updated every 3-4 years. The use of computers at present helps a lot in production of good quality dictionaries.

Examples

Oxford Dictionary.

Webster's New World Dictionary of American English. 3rd College ed. 1988.

Advanced Learners Dictionary of Current English

2.5.2   Encyclopaedias

An encyclopaedia is a systematic summary of the knowledge that is most significant to man-kind. It is a work containing information on all subjects or limited to a special field or subject, arranged in systematic (usually alphabetical) order. Encyclopaedias may be in one volume, in which case very brief information will be given, or they any be in many volumes in which the various kinds of matter will be comprehensive. Encyclopaedias are usually written by experts, and sometimes contain bibliographies and illustrations. It is different from dictionaries in the sense that dictionary tells "what", about a word whereas an encyclopeadia tells "what", "when", "how", "where", and "why" of an idea, a person, a place, air event or things.

Encyclopaedias are major reference sources, containing so much information that at one time, good encyclopaedias were referred to as the backbone of the reference service in the libraries. The etymology of the word encyclopaedia is Greek and means a cycle of instruction, which otherwise means good education. The term was first used in the book Johann Henrich Alsted's *Encyclopaedia Cursus Philosophici,* Herbom, 1608.

The first known encyclopaedia was written by Aristotle, the ancient Greek philosopher, which resulted from his assembled treatises. That is why Aristotle is referred to as the father of encyclopaedias although he never intended to write one. The first encyclopaedia to be published in English was John Harris's *Laxion Technicum,* or, *An Universal English Dictionary of the Arts and Sciences,* London, 1704. One of the' earliest encyclopaedias was the Spanish Archbishop Isidore of Seville's *Etymologiarum sine originum libriXX which was* completed in 623 A.D. More than a thousand manuscripts of this survived, and in printed form it had an undiminished appeal as late as the 17th century.

Encyclopaedias are of various types. Two major kinds are the General encyclopaedia like the *Encyclopaedia Britanica* and the subject encyclopaedias like the *Encyclopaedia of Religion.*

General Encyclopaedias

The popular general encyclopedias are most impressive by their size and number of volumes. The famous adult encyclopaedia are remembered as the ABC's - that is *Americana, Britannica* and *Collier's.* These encyclopedias are very useful for comprehensive coverage of various topics. For example, if one wants to know all about aeroplanes or butterflies, a good general encyclopedia would be a good starting point. For any American topic, say some historical aspect or geography of some place, the *Encyclopedia Americana* would be particularly useful.

Examples

Collier's Encyclopedia. 24 volumes. Annual Revision. First Published 1949-51.

EncyclopediaAmericana. 30 volumes. Annual Revision. First Published 1929-33.

The New Encyclopaedia Britannica. 15th Edition. *32* Volumes. Annual Revision. First Published as *The New Encyclopaedia Britannica* since *1974.* Published earlier as *Encyclopaedia Britannica* since *1768-71,* first edition.

Subject Encyclopaedias

The increased specialization in various subjects has resulted in users requiring more information in narrow fields. This has led to publication of subject encyclopaedias in various subjects. The subject encyclopaedias provide in a single volume much more detailed overview of a subject than that could be found in a single article in a multivolumed general encyclopaedia. However, subject encyclopaedias also exists in multivolume.

Example

McGraw-Hill Encyclopaedia of Science and Technology. 6th ed. New York: McGraw-Hill Book Company, *1987, 19* Volumes and Index.

Encyclopaedia of Library and Information Science. 1968-. 35 vols. Supplements 1-

Self Check Exercises

4) What kind of information is given in Dictionary?

5) Give the scope of information given in a general encyclopaedia Give two examples of general encyclopaedias that have international coverage.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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2.5.3 Bibliographies

A bibliography is defined as a well-organized list of written, printed or otherwise produced record of civilization, e.g., of books, articles in periodicals, etc. It serves the librarians and users in finding documents that they are not aware of (or not sure of existence). Usually common in the libraries are requests for documents by author, title or subject which are served

by help of library catalogue. But this fails when a part of a book is required or a book not available in a library is required, or when a type of material not available in the catalogue is being hunted for a user. At times, the author or the title supplied by the user may be incorrect. For all these problems, the bibliographic tools help in locating the needed materials.

During the course of their work, information specialists and librarians frequently consult bibliographies. Their use, therefore, includes selection, identification and verification and eventually location of materials..

Bibliographies are available in several forms. They can be universal, trade or national. An-other most useful form is the subject bibliography, which is meant for the research workers and for others in specialized areas.

Bibliographies should thus be complete, providing information access to the whole document or a part of it and be available in various forms. Bibliographies are of several types, details of which are available in Unit 3 of this Block.

Examples

British National Bibliography, British Library Bibliographic Services Division, British Library, *Boston* Spa, 1950-.

Cumulative Book Index, H.W. Wilson, New *York,* 1898-.

Forthcoming Books, R.R. Bowker, New *York,* 1966 -.

Indian Books in Print, New Delhi, 1967-.

2.5.4   Biographical Sources

A large part of the literature of reference consists of works that contain information about people, otherwise called the biographical sources. Their abundance can be explained simply by the fact that people are interested in people. Besides, all significant social, cultural and political events involve personalities and the reference librarians are called upon to provide biographical information about them all the time. For example, when a new President of India occupies office everyone becomes interested in knowing all about him, or if somebody receives some distinction in science, arts or literature we all are keen to know more about that person. All such queries are best answered through the biographical sources.

Biographical questions can be classified as follows:

a)   Notables (both living and dead), which include statesmen, artists, religious leaders, scientists, athletes, soldiers, philosophers, etc.

b)   Specialists, in science, social sciences, humanities; professionals from medicine, law, engineering, teaching community; persons in trade, business and industry.

c)   Socialites, from royalty, nobility, first families, social clubs.

d)   Persons from all walks of life, from a country, from a region, in the news recently, in advertisements, etc.

In order to answer queries about the categories of persons mentioned above, three kinds of sources have been designed:

1)   Universal and National Biographical Dictionaries

2)   Retrospective Biographical Dictionaries

3)   Current Biographical Dictionaries also called Who's Who

These sources take care of diverse inquiries about a person, living or dead, with regard to his date and place of birth, nationality, educational background, professional achievements, significant contributions in life, writings and works, important landmarks in life and brief sketch of personal life.

In addition to the biographical sources, this information is also available in other publications, for example, encyclopedias, yearbooks, newspapers, and dictionaries or at times, in directories.

Examples

International Who's Who. London : Europa Publications, 1935- annual.

Who's Who in America. Chicago : Marquis, 1899-.

India Who's Who. New Delhi : INFA.

Who's Who in Commerce and Industry, Chicago : Marquis. 1936-.

2.5.5 Geographical Sources

The geographical sources are a category of reference books that help in answering queries related to places. They provide information like description and location related to countries, states, regions, districts, cities, mountains, rivers, lakes and all places throughout the world. The geographical sources can be divided into four categories:

a) gazetteers

b) guidebooks, handbooks

c) maps and atlases

d) a globe

A gazetteer provides historical, political, cultural, social, industrial, demographic and administrative details about a place. It also provides geographic data and location by providing longitude and latitude.

A guidebook is a, handy book for travellers that gives information about a city, a county, a region, a religious place or about a building or a historical monument. These are usually meant for tourists and people who want to visit various places. The guide books usually provide all the information about routes, travel facilities, hotels to live in, cultural, social, religious aspects, eating places and shopping centre, etc.

A map is a graphic presentation of a place normally drawn to scale and it provides location and direction which otherwise is difficult to define by written documents. An atlas is a collection of maps bound up in the form of a book. If the map is a graphic image of earth drawn to scale, on the other hand a globe is a spherical representation of the earth's surface. It is a hollow ball of metal or plastic having the world map drawn on its surface.

Examples

The World Book Atlas, 1972.

Rand Mcnally Commercial Atlas and Marketing Guide, 1876-

Self Check Exercises

6) Enumerate different types of biographical sources with examples.

7) What are the different types of geographical sources?

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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2.5.6 Ready Reference Sources

The ready reference sources are those sources of information that help in locating the right and factual answers to questions. They usually contain brief, pinpointed answers and are serial publications. These are published annually and mostly cover information about the previous year. The ready reference sources are of different types, namely, yearbooks and annuals, almanacs, directories, handbooks, manuals, guides to statistical sources.

The **yearbooks and annuals** are sources issued each year to review developments during the year and to record current information of a descriptive or statistical type. Yearbooks often review and present the events of the preceding year. They can be general yearbooks or supplements to encyclopaedias. The general yearbooks cover annual activities internationally, nationally of an organization, of a subject. The 'supplements to encyclopaedias' on the other hand are meant to supplement main set of an encyclopaedia. They record major events of the preceding year providing update to the original encyclopaedia. For example, "*Britannica Book of the Year*" supplements *Encyclopaedia Britannica* and "*Americana Annual, an Encyclopaedia of Events*" supplements the *Encyclopaedia Americana*. A famous yearbook used by many Indians is the *Manorama Year Book 1996* - or *India: a Reference Annual*. The *International Yearbook and Statesmen's Who's Who, 1953* , *Statesman's Year-Book* and *Collier's Yearbook* are some examples of international yearbooks. Librarians find the *ALA Yearbook of Library and Information Services: A Review of Library Events,* 1976- a very useful document.

An **almanac** (also spelled as almanak) is a publication usually an annual, containing a variety of useful facts of a miscellaneous nature and statistical information. It was originally a projection of the coming year by days, months and holidays covering miscellaneous matters such as astronomical events, planetary tables, astrological predictions and anecdotes, etc. An almanac is different from an yearbook although both are annual publications. An yearbook is an annual compendium of data and statistics of a given year and records year's activities by country, subject of specialized area whereas an almanac usually covers retrospective information too. The difference therefore, is in coverage in the form of duration.

Almanacs can be grouped in three categories according to their scope, purpose and coverage of information. These are – astronomical, that provide astronomical projection of coming year; topical, or subject almanacs that cover some broad subject; and informational which are general almanacs and depend on government sources for statistical information.

The yearbooks and almanacs as combined publications provide recent information on a subject or personality with brief facts. Because of their recency, almanacs and yearbooks directly or by implication indicate trends in the development or regression of civilization. Besides this, events, persons, places of importance and scientific advances over the previous year are chronicled. They also contain informal indexes, directory and biographical information.

A **directory** is a document containing lists of names of residents, organizations or business houses in a city, a group of cities or a country, in alphabetical order, and/or in order of location in roads, or of firms in trade; classified and arranged in alphabetical order, or of professional people, manufacturers, or business houses in a particular trade or profession. A very famous international directory is *Yearbook of International Organizations*, published since 1948 biennially. An important feature of directories is their regular updation. *World of Learning*, another directory published since 1947, lists learned societies, research institutions, universities, libraries, etc., of the world

Another kind of directory is trade directories. A **trade directory** is concerned with one trade or a group of related trades. These directories are selective and usually have very limited coverage. *Kelly's Directory of Merchants* is an international trade directory in the area of shipping and manufacturing industries and *Kothari's Industrial Directory of India* is very popular with Indian trade community.

The **handbooks and manuals** serve as ready reference sources for a given field of knowledge. Here, emphasis is usually on established knowledge and not on recent advances. It is often difficult to distinguish between handbooks and manuals and both are often used as synonyms. It is a treatise on a special subject - a simple but all embracing treatment, containing concise information and being small enough to be held in hand (i.e., it is very handy), but strictly, a book written primarily for practitioners and serving for a constant revision or a reference. The scope of handbooks and manuals is usually limited to a specific area of interest and they serve

as a valuable source of information in a narrow field. Manuals are also referred to as instruction books and involve making, doing or performing some task. Examples: some annual handbooks are *The Guinness Book of World Record; 1955-, Marks Mechanical Engineer's Handbook* and *handbook of Chemistry and Physics,* 1920. Some popular manuals are regarding how to do gardening, cooking, learning a new language or learning photography.

Every library receives a number of queries dealing with statistical types of information which can be answered with the help of statistical sources. Statistical information is the outcome of the, collection, classification, analysis and interpretation of numerical data. Yearbooks, almanacs, encyclopedias, gazetteers and atlases provide various types of statistical information but special statistical sources are more reliable and up-to-date. They help in research and training and are of great importance to researcher and in decision making process. United Nations is publishing annually a *Demographic Yearbook* and *Yearbook of International Trade Statistics* which are special statistical sources.

2.5.7 Government Publications

All the government publications are referred to as the government sources of information. A government publication is that which is issued at government expense or published by the authority of a government body. In all the major countries, any publication in book, serial or non-book form bearing the imprint of a government, whether central, state, local or foreign and of inter-governmental organizations such as UNESCO, etc., is referred to as a government publication. These publications are authoritative, sometimes available free of charge and are of great value to the researchers.

Amongst the government publications, a category of documents is referred to as official publications, which are issued by a government or a government department and many times as serial publications. They are in the form of parliamentary documents, reports, journals, legislative papers, administrative publications, reports from the central or state governments, hand-books, bodies of law and decisions of Courts of Justice. The examples of government publications are many, as lots of publications are coming from United States, Great Britain and Indian governments.

Example

*Catalogue of Government Publications/*Government of India. New Delhi: Publication Division.

Self Check Exercises

6)   Enumerate different types of ready reference sources. Why are they called ready reference sources?

7)   What is the major difference between a yearbook and an Almanac?

Note: i)   Write your answer in the space given below.

   ii)   Check your answer with the answers given at the end of this Unit.

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2.5.8 Indexing and Abstracting Periodicals/Sources

The indexing and abstracting sources of information are referred to as the secondary sources of information as they provide access to the already published primary sources of information. They have a very important role to play in locating and bibliographical control of materials, as their volume and variety is on the increase all the time. This category of sources are in the form of indexing and abstracting periodicals.

An indexing periodical is one which regularly and systematically indexes the contents of periodicals and sometimes other forms of publications, either of a general nature or within specified subject fields.

On the other hand, an abstracting periodical is one that is, in addition to the above, involved in the preparation of abstracts, usually in a limited field, by an individual, an industrial organization for restricted use or a commercial organization. The abstract is prepared, published and supplied regularly to subscribers. It can be comprehensive or selective.

The functions of the indexing and abstracting services include keeping the user abreast of current literature in a particular field of knowledge, locating specific information from the literature of the subject field and providing bibliographic control of the published literature in the particular subject. Abstracts help the users to make a choice of documents relevant for their research/study, as they, to some extent, reveal the specific subject of the document. They also help the user to overcome language barriers, provide full bibliographic details of a publication and collect all the published information in various sources during a certain period, at one place. Their use in research is the chief reason for their popularity and that is why these services/sources are available in almost all fields of knowledge. The other reason is the maintaining of uniformity and consistency in rendering the bibliographic description and having a helpful order for the arrangement of the entries. These are published at regular intervals and the publications coming from the reputed publishers have very less time lag. This help in maintaining currency and uptodateness in a field of knowledge.

The indexing and abstracting sources are of many kinds depending on their coverage:

a) Comprehensive services

b) Geographical coverage

c) Subject coverage

d) Coverage by kind of document, e.g., patents

The details of the various kinds of indexing and abstracting journals will be dealt with in a separate unit (Unit 4 in this Block) subsequently. Given below are some typical examples of the indexing and abstracting services.

Indexing Periodicals

Examples

Applied Science and Technology Index. New York: H.W. Wilson & Co., 1958-.

Index to Indian Medical Periodicals. New Delhi: National Medical Library, 1959-.

Guide to Indian Periodical Literature. Gurgaon : Prabhu Book Service.

Library Literature. New *Yak:* H.W. *Wilson & Co., 1958-.*

Abstracting Periodicals

Examples

Biological Abstracts, Philadelphia: *Biosciences* Information Service, 1927-.

Chemical Abstracts. Columbus: Chemical Abstracts Service, 1907-.

Dissertation Abstracts. Ann Arbor: University Microfilms Inc., 1938

Indian Science Abstracts. New Delhi: INSDOC, 1965-.

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2.5.9 Patents and Standards

These two types of sources of information mostly belong to the literature of Science and Technology- Patent specifications are referred to as patents. A patent is a legal document by which a designated authority gives to the owner of an invention the exclusive rights to use or sell it. Patent specifications are important in most of the industrial/special libraries which collect them in their fields of interest.

Standards are common to all human enterprises. They are promulgated by government departments, a wide variety of non-governmental institutions, and many professional associations. The standards are published by the independent standards institutions and government departments to regulate the manufacture and design of specific goods, and to ensure uniformity in quality, size, shape and methods of manufacture. In India, standards are controlled by the Bureau of Indian Standards, New Delhi.

2.5.10 Reference Sources for Current Events

Current information has become an essential aspect of our daily lives. Every individual wants to have access to the latest and current information on any recent event that has taken place. The chief media for this kind of information are the newspapers, magazines, television and radio. The information loses its currency very fast. Thus there is need to have sources of information that provide current information all the time to sustain the thirst for information of the modern day users. A good solution to this problem is online access to information which has presently become quite cheap due to information available through the INTERNET. However many users still have to depend on the printed sources of information.

The various sources of current information are:

a)   Indexes to newspapers

b)   Indexes to general periodicals

c)   Radio and television broadcast.

d)   News summaries

The above mentioned sources provide current and handy information but it is to be remembered that they are difficult to compile and become obsolete very fast as their relevance is only with respect to the current information only.

Examples

Data India. New Delhi : Press Institute of India, 1976-.

The New York Times Index, New York: The New York Times. 1851-.

Kessing's Record of World Events. London : Kessings Publications, 1931-.

2.6   NON-DOCUMENTARY REFERENCE TOOLS/ SOURCES

There are other sources of information besides the traditional documentary sources, known as the non-documentary sources, which provide an immediate answer to certain queries. We frequently come across these reference sources in our pursuits to get information or to gain knowledge on certain areas. These sources can be observed to be of two kinds - the formal and informal sources. The formal sources are the one which are available through the properly established organizations, associations or in other words through formal channels. On the other hand the informal sources are through personal contacts, discussion with others or otherwise by any informal means.

The non-documentary sources can be classified into four categories:

a)   Human Resource

b)   Institutional Resource

c)   Mass Media

d)   Audio-visual Resource

Let us learn more about these resources.

2.6.1   Human Resource

The human resource refers to any individual serving as a source of information. This can be best illustrated by giving examples. If somebody is doing historical research, the best way to get information will be to go to particular place and talk to older persons of that area. Here the individuals from their memories can give a lot of information. Similarly if some people had witnessed some phenomenon, then they become the best sources of information on that phenomenon. Past history of an organization can be traced by talking to senior and older employees of the organization. In addition to the above, talking, interaction with fellow scientists, experts, specialists, family members gives a lot of insight into the various problems of a re-searcher. Similarly, the extension workers are also an important source of information

2.6.2   Institutional Resource

in many cases information not published in regular publications can be sought directly from research organizations in public, private or government setups. This then becomes the case of an institution being a source of information. Many times many institutions maintain their past records, annual reports or old documents not available in other place in their archives. These too are then institutional resources.

In addition to the above, industrial establishments have unique information which is unavailable elsewhere. The specialized information centers, referral centers, clearing houses, trade promotion councils, learned societies and associations, universities, colleges, etc. are examples of institutions as sources of information.

2.6.3   Mass Media

As we are all aware, the various communication media for the masses; that is, broadcasting and telecasting or a combination of the two are more effective than any printed document. The situation presently is very different and we have to contend with and consider the impact of these emerging new media on our society. Their value and benefits to the individuals cannot be denied and the technology in this area is advancing all the time. Almost every household today has the cable television being operated by many companies. They not only provide non-stop entertainment to people but also give information and instruction in many new and novel ways. For example, the news prepared by the cable companies are more analytical, critical and thorough and of local nature. Besides being private operators they do not have to face the hindrances of the bureaucracy.

In the future, the mass media channels of communication will have a bigger and better role to play in providing information to the masses.

2.6.4   Audio-Visual Media

Sometimes information cannot be conveyed by words alone. Librarian:, hive extensively made use of the audio and visual form the new technology to their advantage. Sound recordings on tape, reel-to-reel or cassette and audio cassettes have been of great help to libraries especially in providing services to the blind. In recent years, visual aids too have come to be used especially in educating the users in use of library services. *

The commercial and institutional production of visual and audio aids to education has become so substantial that many libraries are going for them. The British Library has compiled ad published a bibliography called the British Catalogue of Audiovisual Materials.

Videotapes were the first to come to market and were later replaced by video discs. Both the tapes and discs have considerable potential value as sources of information. Presently the Compact Discs are capturing the market as they have the advantage of high quality of sound and vision. The value of the audio-visual materials in libraries thus cannot be disputed.

10) List the various kinds of non-documentary sources.

Note: i)   Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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2.7   SUMMARY

Reference and information access tools popularly known as Reference Books are very important for searching information. Every type of query is satisfied by a type of reference tool from which the requested information can be provided. This unit acquaints you with various types of reference sources, the details of each one of them will be covered in the subsequent Blocks and Units of this course. This Unit therefore is in the form of an introduction to the various reference and information access sources.

The sources of information have been divided into two major categories, namely, documentary and-non-documentary. The documentary sources refer to the sources that are available chiefly in print media. These include the dictionaries, encyclopedias, bibliographies, year-books, manuals, biographical sources, handbooks, directories, geographical sources, etc. Each of the sources mentioned here is rich in content and style and due to this the reference sources are called the literature of reference. As already mentioned, the documentary sources are chiefly the print media but due to recent advances in technology, many of them are now also available on CD-ROM too. The details of this with various examples are available in the other units of this course.

The non-documentary sources too have a very important role to play since the last two decades. This is due to the fact that many times where the properly prepared expensive printed reference sources fail to provide information, the non-documentary sources may come in handy. Often many individuals are able to provide first hand valuable information which is not avail-able in printed sources so is the case with many institutions which have with them available information in its records which has no where been published. The present day is witnessing the current information available via the various channels of mass media. The audio-visual too provides many facilities, which the print media cannot due to several constraints like distance and difficulty in copying and consultation.

The reference librarian thus must possess a thorough knowledge of reference and information access tools so that the queries of the users can be matched to their sources.

2.8   ANSWERS TO SELF CHECK EXERCISES

1) A reference book is one, which is designed by its arrangement and treatment to be consulted for definite items of information rather than to be read consecutively. For example, one looks up a dictionary only for knowing the meanings of the words and not for continuous reading. A reference book, therefore, is a book published primarily for consultation only rather than for providing specific information and continuous reading.

2) Two major categories of reference and information access tools are (a) documentary and (b) non-documentary.

3) The most popular documentary reference sources are:

Dictionaries

Encyclopaedias

Bibliographies

Yearbooks

Handbooks

4) some of the uses identified for the dictionaries are: definition, spelling, pronunciation, usage, synonyms, antonyms, abbreviations, slangs, new words and new meanings of old words.

5) General encyclopaedias provide comprehensive coverage of information on various topics.

The two examples of general encyclopaedias are:

Collier's Enc, slapedia. 24 volumes. Annual Revision. First (Published 1949-51.

Encyclopedic; Americana. 30 volumes. Annual Revision. First Published 1929-33.

6) These source: take care of diverse inquiries about a person, living or dead, with regard to his date and place of birth, nationality, educational background, professional achievements, significant contributions in life, writings and works, important landmarks in life and brief sketch of personal life. Examples of biographical sources are: *Who's Who in America, Chicago :* Marquis, 1899- and *India Who's Who.*

7) The geographical sources can be divided into four categories:

a) gazetteers

b) guidebooks

c) maps and atlases

d) Globes

8) The ready reference sources are of different types, namely, yearbooks and annuals, almanacs, directories, handbooks, manuals, guides to statistical sources. These are called ready reference sources as required information can be found from these instantly.

9) An almanac is different from a yearbook although both are annual publications. A yearbook is an annual compendium of data and statistics of a given year and records year's activities by country, subject of specialized area whereas an Almanac usually covers retrospective information too. The difference therefore is coverage in the form of duration.

10) The non-documentary sources can be classified into four categories:

a) Human Resource

b) Institutional Resource

c) Mass Media

d) Audio-visual Resource

2.9 KEY WORDS

Current Awareness	:	To keep abreast of current developments and advances through the currently published literature.
Database	:	A collection of related items of information which together make the record for a single topic. It is mostly computer generated.
Index	:	The list of names, subjects, topics, etc. arranged in some order with indication of exact location.
Periodical	:	A publication intended to appear at intervals, regular or irregular, or an indefinite period, and usually having several features by different contributors.
Primary Document	:	A document that contains original, information published for the first time.

Secondary Document	**:**	A document, which presents the concepts of primary document in a condensed form or list them; in a helpful sequence.

2.10   REFERENCES FURTHER READING

Grogan, Denise J. (1992). *Practical Reference Work* 2nd ed. London: Library Association Publishing.

Grogan, Denise J. (1982). *Science and Technology: An Introduction to the Literature.* 4th ed. London: Clive Bingley.

Higgins, Gavin (ed). (1983). *Printed Reference Material.* 2nd ed. London: Library Association.

Katz, William A. (1992). *Introduction to Reference Work. Vol. 1:* Basic Information Sources. 6th ed. New York: McGraw-Hill.

Subramanyam K. (1981). *Scientific and Technical information Sources. N.Y.:* Marcel Dekker.

Activities

1)   Visit a library and observe the way the reference collection is arranged. Talk to the reference librarian and take out the various reference and information access tools as mentioned in the unit.

2)   Visit any large library say a university library or a special library. Collect two general encyclopaedias and two subject encyclopaedias. Study their introductory pages to know the scope and arrangement of the books.

3)   In any library, locate the various ready reference sources and try to categorize them according to the text in this unit

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UNIT 3   KINDS OF BIBLIOGRAPHIES

Structure

3.0   OBJECTIVES

In Units 1 and 2, the concepts of Reference Services and Reference Sources Information Access Tools have been discussed in general. In this Unit of the reference sources - Bibliographies is discussed.

After reading this Unit, you will be able to:

- define the role of bibliography;
- know the purpose of bibliography;
- describe the need, use and functions of bibliography;
- enumerate different types of bibliographies;
- identify the branches of bibliographies; and
- explain the concept of bibliographical control.

3.1   INTRODUCTION

In this Unit, we shall study bibliography in detail. We will begin by defining a bibliography and then establishing its need, uses and functions. You will also be familiarised with the various types of bibliographies and the branches of bibliographies: The importance of bibliographic control, in the present day context, cannot be disputed. The libraries and the librarians both have dependence on the bibliographic control.

With the tremendous growth of knowledge and wide variety of information available, it has presently become difficult for our users to keep themselves up-to-date. This problem can be overcome with proper keys or aids to access the vast amount of available information. A bibliography acts as a key to the large mass of information that exists today. The libraries can bring to the attention of their users the relevant information and knowledge with the help of bibliographies. Bibliographies are thus a useful tool for study and research. The present day information organisations cannot function without effective bibliographical tools:

This Unit will introduce you to bibliography, its needs and its usefulness in all types of information organisations.

3.2   BIBLIOGRAPHY

The bibliography is the chief class or form of reference and information access tools. It is a systematically produced descriptive list of records. The term bibliography is used very widely as it covers whole field of science of books as physical entities, their history, changing forms, the materials and methods of their construction. It is also considered to be both a science and art as it includes the description.

As already mentioned, a bibliography is a systematic list of documents prepared for a particular purpose on the basis of some criteria. These criteria may be documents on a subject, of a country or of the whole of available knowledge. We will now study about the origin and definitions of bibliography and know how it is different from a catalogue and an index. The word `bibliography' has originated from the Greek terms - *'biblion'* meaning a book and `*graphien'* meaning to write. Bibliography, thus, means `writing of books' which later on changed to `writing about books'.

There are a number of definitions available for the term bibliography. Some of the popular ones are given below:

a)   Bibliography is the art or science of correctly describing books (their literary contents, physical make up). (Van Hoesan, 1928).

b)   Bibliography is : (i) the study of the material form of books, with comparison in variations in issues and copies, as a means of determining the history and transmissions of texts, (ii) the art of describing book correctly with respect to authorship, editions, physical forms, etc., (iii) the preparation of lists of books, maps, etc., (iv) a list of books, maps, etc. (Thompson, 1943).

c)   Bibliography is the art of recording books and the science of making of books and their extant record. (Esdaile, 1963).

Besides the above, many more definitions are available. But over the passage of time, the earlier meaning of bibliography as the study of books as physical entities has shifted to the identification of the thought content in books. Presently to a library and information professional, a bibliography means the art of preparing a systematic list of books and the name of the list itself.

A bibliography is different from catalogues and indexes. A catalogue is basically a list of a given collection, for example of a library and does not include any items not available in the particular collection. An index of a book, for example, is also different from a bibliography. Although both provide access to information, the bibliography usually provides a single access point to information (for example, the first author) and the index provides multiple access points (for example, each of the several concepts treated in the document). Besides, in depth subject analysis is done in indexes so that a user can find specific concepts, e.g., reference to names of persons, places, events and topics. The catalogues and indexes both serve as sources for the compilation of bibliographies.

3.3   FUNCTIONS AND USE

In the last two decades there have been tremendous developments in production of documents. The volume of published literature has enormously increased. Bibliography or rather bibliographic control is a direct consequence of enormous growth in published literature.

The chief function of a bibliography is to help the users in locating the required information source in the fastest possible manner. Some of the functions of a bibliography are listed below:

a)   It is a systematic guide to the literature of the subject;

b)   It locates a title on a given subject and identifies the bibliographical details on it (author, publisher, date and place of publication, etc.);

c)   It serves as a selection tool in acquiring materials for the library;

d)   It helps in obtaining information on complete works, and about an individual author;

e)   It saves the time and efforts of researchers as it helps in selecting relevant and specific documents from the large universe of documents;

f)   It provides direction to researcher by indicating the areas where total research in a subject areas stands and its progress;

g)   It is useful for carrying out retrospective search for the purposes of research;

h)   It promotes application of existing knowledge and activates the creation of new knowledge; and

i)   It helps a librarian to be selective, in case the budget is rather limited.

The above mentioned functions of the bibliography indicate that the researchers cannot function without compiling or consulting a bibliography as it provides a guide to the literature of their study.

Bibliography has several other uses such as:

a)   Helps the users in locating documents of their interest;

b)   Helps in identifying and verifying bibliographic information of documents;

c)   Aids in locating information (materials) through the publishers or other libraries;

d)   Useful materials can be selected for building a sound library collection.

e)   Further helps in tracing the development of a subject;

f)   Duplication in research can be avoided and access to materials of interest can be provided especially to researchers;

g)   The bibliographies also perform the function of bibliographic control over the existing literature;

Self Check Exercise

1)   List some important functions of a bibliography.

Note: i)   Write your answer in the space given below.

ii)   Check your answer with the answers given at the end of this Unit.

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3.4   BRANCHES OF BIBLIOGRAPHY

A Bibliography can be defined as a well-organised list of written, printed or otherwise produced record of civilization. It serves to guide the librarians and users in finding documents that they are not aware of (or not sure about their existence). Usually common in libraries are requests for documents by author, title or subject which are served with the help of library catalogue. But, in case a part of document is required or a document not in a library is required or author/title of a document is incorrect, the bibliographic tools help in locating the needed materials.

Based on the activities, to aid the users, the following branches of bibliography can be identified:

•   Analytical or critical

•   Systematic or enumerative

- Descriptive

- Historical

- Textual

The above branches of bibliography have been identified for effective access to information and not just provide mere listings of printed documents. Of the five branches of bibliography, the chief concern of librarians and users is for analytical and descriptive bibliographies as these aid in study and research and provide detailed description of documents as material objects; and enumerative or systematic bibliography which is a listing of books.

Let us now know more about the various branches of bibliography.

3.4.1   Analytical

An analytical bibliography deals with the study and detailed description of documents. It examines the physical characteristics of documents, the history of the documents as physical entities. Physical entities here refer to the detailed analysis of the structure of the document and its description. It is concerned with the correct transmission of text from the beginning to end of the production. This form of bibliography, therefore, tries to provide the details of the existing documents especially printed books as physical entities. The history of paper and printing are also to be taken into consideration here.

In other words an analytical bibliography is the kind of bibliography which determines the facts and data concerning a publication by examining the signatures, catchwords, cancels and water marks, and making a record in an approved form of results.

3.4.2   Systematic or Enumerative

This kind of bibliography deals with the enumeration and classification of books. It also takes care of the assembling of bibliographical entries into logical and useful arrangement for study and research. A bibliography is a well-organized list of written, printed or otherwise produced record of civilization. We can define bibliography in relation to books, in practice it is concerned with all printed documents, including those that are brought out but not published. When the records are listed in any order alphabetically, logically, or according to some principle or in a systematic order, they are referred to as a systematic bibliography.

Systematic bibliographies are of many types and can be categorised according to certain characteristics which include:

- form - physical, intellectual or inner form

- language

- subject

- geographical area covered

- time factor/period covered

- producing agency

In other words, the concern is not mere listing of printed documents, especially published documents but with the effective listing of them so that they may be traced readily by authors, titles and subjects; and also by forms and series, wherever required. The systematic bibliography should lead to effective access to information. We will study more about this in the section on Bibliographical Control.

3.4.3   Descriptive

A descriptive bibliography is that area of bibliography which makes known precisely the material conditions of books, that **is,** the full name of the author, the exact title of the work, the date and place of publication, the publisher's name and printer's name, the format, the pagination, typographical particulars, illustrations and the price, and for old books, other characteristics such as the kind of paper, binding, etc.

The chief purpose of descriptive bibliography, thus, is to record bibliographic details of a document, which have been established during the process of analytical bibliography. Thus, analysis is the function of analytical bibliography and description is the function of descriptive bibliography. Descriptive bibliography adopts certain standards and techniques and records the results of analysis in a standard format. Presently, the importance of descriptive bibliography has decreased as there are standard practices followed in the production of books.

3.4.4   Historical

This branch of bibliography deals with the history of making books. It covers the history of writing, printing materials and binding, etc. The printed document from hand-written manuscripts the printed word has a long history. The use of paper, printing ink and printing presses and the revolution in the printing technology has many implications on the development of the writing materials.

Historical bibliography, thus, deals with the history and the methods of book production - printing, binding, paper making, illustrating and publishing.

3.4.5   Textual

The textual bibliographies are those bibliographies that help determine the effect of writing or the printing processes on the validity of the text. This kind of bibliography deals with textual variations between a manuscript and the printed book which means that the concern of this kind of bibliography is to determine the exact words, the author intended to convey to constitute his work. It is also the study and comparison of texts and their transmission through different printings and editions.

Self Check Exercises

2)   Name the branches of bibliography you are familiar with.

3)   Compare enumerative bibliography with descriptive bibliography.

Note: i)   Write your answers in the space given below.

      ii)   Check your answers with the answers given at the end of this Unit.

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3 5   TYPES OF BIBLIOGRAPHY

Bibliographies are regarded as most important tools in libraries and documentation centers. This is due to the fact that they allow free flow of bibliographic information on the published literature of all disciplines. Talking about types of bibliographies, most bibliographies are subject bibliographies but there cannot be effective subject bibliographies unless there are wide-ranging and efficient general bibliographies. Besides the subject bibliographies, the national bibliographies, also referred to as current bibliographies, are very popular as they can

be used for searching current and retrospective information. The other types of known bibliographies are the trade bibliographies and the universal bibliographies.

Let us know some more details about the various kinds of bibliographies.

3.5.1 Subject

The subject bibliographies form the largest group of enumerative bibliographies. It is defined as the one that deals with the materials pertaining to a single given subject which may be a place (for example United States), a person (Pandit Jawaharlal Nehru), a broad subject (Social Sciences, Computer Science) or a minute branch of any subject (Solid State Physics), a thing (Computers). Ranganathan defined a subject bibliography as the one that is a document bibliography confined to a specific subject field, instead of covering the entire universe of subjects.

The subject bibliographies may occur as independent publications or parts of documents. They will have a limited scope with regard to form of material, time span, sources of origin and language. They are usually either selective or comprehensive and may be current or retrospective. Depending on the contents of subject bibliographies, they can be divided into several categories, a few of which are given below:

a) Reference bibliographies

The subject bibliographies which are mostly used for reference fall into this category. These bibliographies are considered to be exhaustive bibliographies. It is often quite impossible to compile absolutely exhaustive bibliographies, recording every single published document on any subject because so much of published material escapes advertisement, legal deposit and the scattering of publications to books and journals is a problem which escapes the bibliographers vigilance. These types of publications therefore only aim to be exhaustive within chosen limits, which should be made clear by the bibliographers. Material published in foreign languages is also a major limitation.

The reference bibliographies can either be ad hoc, with occasional revisions or supplements or serial bibliographies with benefit of regular, at time frequent publication, and time saving cumulations. They also include indexing and abstracting services which are covered separately in a different Unit of this course.

b) Reading lists

Large sized subject bibliographies are important, especially when they have a wide coverage. But they are not enough as anyone wishing to study a particular subject, at whatever level, needs a carefully prepared select bibliography of it. Such a bibliography must be appropriate in scale and cautious in its inclusion of out-of-print publications. It must be helpfully arranged and annotated and reasonably up to date. The more suitable, the more usual name for this kind of bibliography is `reading list'.

The reading lists are quite common and produced by people who know or should know the literature they recommend. The reading lists are often prepared by teachers for distribution to students. At the end of textbooks, under the heading `Further Reading' is a common sight for all of us. This is also a type of reading list although, these may not be of good quality.

A bibliography or a reading list supporting a research article or a review article is usually very valuable for reference purpose as lot of effort goes into preparation of such lists.

c) Subject indexes and abstracting services

Searching of documents on a particular aspect of a subject can be a very time consuming effort if a large number of scattered references are to be gathered together. A helpful scanning of literature can be carried out by searching from the indexes of books and periodicals. There are also serials available, called indexing services, which include all details of the published documents in a helpful sequence. In some cases, the entries also include summaries of the texts, these are known as the abstracting services.

Most of the periodicals of reference value usually have their own indexes (when record of all the articles that appear in a periodical and are usually appended to a full volume of a periodical). Cumulated indexes, e.g., ten-year or five year cumulations are also available in many cases. Presently, computerised indexes on microfiche are also available.

The indexing and abstracting services have great importance for users searching documents for current and retrospective search of literature. The indexing services are usually an author-subject index of books, pamphlets, periodical articles, theses or any other media on any given subject. On the other hand, the abstracting services have some kind of classified or subject arrangement wherein the entries under a subject are arranged author-wise with all the bibliographic details and an abstract of the original text. The classified part is supported by author, title and subject indexes for searching.

You will study more on, indexing and abstracting services in Unit 4 of this Block.

Citation indexes, another kind of indexes, enable a researcher who has details of one reference to a subject in which he is interested, to find other references linked to it or cited which have been published later. The first such an index to be published was *Science Citation Index,* Philadelphia : ISI 1961-. The cifotein midexes on Social Science and Arts & Humanities and also publication by ISI.

Serial lists of the contents of the latest issues of the leading periodicals on a particular subject are a recent addition to the bibliographies which control periodical literature. The best known of this is the one published by the Institute for Scientific Information. U.S.A., that is, *Current Contents Life Sciences,* 1961-. There are other series also on different subjects.

Current awareness bulletins, especially prepared by special libraries also help their users by presenting the lists of new periodical articles, either as subject lists or as contents lists. They may also include lists of new books added to the library.

d)   Bibliographic reviews

Bibliographic reviews perform a combined function of providing information and judgment about tile items reviewed and therefore, serve as useful bibliographic contributions made to a particular subject field. These can be in the form of current advances, annual reviews or state-of -the-art on a subject area.

A good ample for this *is Annual Review of Information Science and Technology, 1966- .*

Self Check Exercises

4)   List the various kinds of subject bibliographies.

5)   Give two examples each of indexing and abstracting services you are familiar with.

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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3.5.2   National

The national bibliographies are serial publications which are current and attempt to list the publications of a particular country. They can be used to find current and retrospective infor-

mation. A national bibliography can be defined as a list of books, documents, pamphlets, serials, theses, dissertations or other printed material produced in a country, in the language of the country, by the people living in the country or elsewhere within a stipulated time limit. This may include audio-visual works, musical works, maps, globes and atlases, art reproductions, drawing and prints; and even works of fiction. It can also be defined as a publication containing bibliographies of nations or of one country.

As national bibliographies record the intellectual input of nations, these are an authoritative source for informing about the documents produced in a country. According to Dr. Ranganathan, they serve cultural, economic and social purposes.

The national bibliographies have several uses which include aiding librarians booksellers, publishers and users too, to select and buy the recent books. They are useful aids for bibliographical control of documents of a nation and act as guides to the book trade.

As already mentioned, the national bibliographies may be current and retrospective. Some of the national bibliographies, for example, that of United States and United Kingdom have inter-national importance. The Indian National Bibliography is useful to the librarians, users and scholars of our country.

Examples

1) *Indian National Bibliography (INB)*. Calcutta: Central Reference Library, 1957-Monthly.

INB is a classified record of current publications published in India. It is based on the publications deposited at the National Library of India under the `Delivery of Books Act of 1954'. Till 1972 the INB was divided into two parts: general publications and government publications. The two parts have been amalgamated now. INB contains two sections: the classified and the alphabetical. Full bibliographical details including author, title, imprint, and collation along with feature headings and class number according to Dewey Decimal Classification. Colon number is also given at the bottom of the entry. To facilitate bringing books in different languages under one sequence, all entries are transliterated into Roman script. First published as quarterly , with annual cumulation, the periodicity was changed to monthly in 1964 and continued upto 1977 (when the publication was suspended). With a gap in publication for 1978, 1979 and a combined set for 1980-83, the monthly periodicity has been resumed since January 1984. From January 1984 onwards 19th edition of DDC system is being followed. Entry details are now based on AACR II rules with slight modification.

2) *British National Bibliography.* London : British Library Bibliographic Services Division, 1950- Weekly

It is a weekly publication, which is cumulated at intervals and also publishes an annual volume. From 1976 onwards the cumulation is issued in 2 volumes: Subject catalogue arranged by modified Dewey number and alphabetical volume index providing separate author/title, and alphabetical subject approach. The entries are based on the books deposited at the Copyright Office. It aims to record every new book published in Great Britain with exceptions that generally go with a national bibliography. Cumulated subject indexes and cumulated alphabetical indexes have been issued at five yearly and three yearly cumulation. BNB CD-ROM machine readable version containing data for 1950-1985 is available on disc. Microfiche edition is also available.

3) *Cumulative Book Index: A World List of Books* in English Language. New York: Wilson, 1898- Monthly.

Cumulative book index popularly known as CBI is for USA what *BNB* is for Great Britain. It originally recorded only US publications. Since 1928, it started including books published in English language throughout the world. Therefore it is international in scope. It does not include government publications, maps, music score, book with fewer than 50 pages, ephemeral material etc. The entries are arranged in one alphabetical sequence by author, title, and subject. A directory of publishers and distributors appear at the end of each issue. Issues are published every month except July and August and are cumulated annually.

3.5.3 Trade

A trade bibliography is a list of books and other materials which are printed and available in a country for sale, through publishers, booksellers or trade agencies. Their chief function is to promote book trade. They serve commercial purposes and thereby help as well by boosting sales. The trade bibliography can be defined as one which is a list of books and other reading materials available for sale by the booksellers, printers, publishers and distributors of such publications. They can be national or international in scope. The unpublished documents like dissertations, theses, publications of societies, etc., are usually excluded in the trade bibliographies. Also excluded are unpriced and government publications.

The trade bibliographies can be lists of documents by individual booksellers or publishers, lists of publications of an individual country, second-hand books list and periodical lists of all documents in print of a particular country. There are both current as well as retrospective trade bibliographies.

Examples

- Indian *Books in* Print. Delhi : Indian Bureau of Bibliographies, 1955-
- *Inrlian Book Industry.* Delhi : Sterling, 1969-
- *British Books in* Print. London : Whitaker, 1965-
- *Publishers' Weekly, (American Book Publishing Record., New York :* R.R. Bowker, 1960-
- *Books in Print.* New York : R. R. Bowker, 1948-

For further information on trade bibliographies refer to Unit 9 of this course.

3.5.4 Universal

A universal bibliography is one that includes everything that is published, issued or processed in the field of knowledge from the beginning to the future. Dr. Ranganathan defines a bibliography to be universal when it includes all published materials, whether books or part of them or periodicals or articles in them or combination of them, on all subjects, in all languages, in all countries, at all times. In other words, a universal bibliography is one that records all documents, produced in all languages in all countries of the world, without restriction of the theme.

The preparation of a universal bibliography of the above nature appears to be a mammoth task almost impossible to achieve. Bibliographers for the last many years have been trying to accomplish it. There are a lot of limitations for preparation of such a bibliography due to the tremendous growth of knowledge and literature in the last 30-40 years. Besides, language is a major barrier. Another constraint is the way to compile and arrange the entries in the bibliography. Introduction of computers have however reduced some of these problems.

There have been many early attempts for preparation of such bibliographies. One of the few well-known events in the history of universal bibliography is the valiant attempt made by two Belgian Scholars, Paul Otlet and Henri La Fontaine, starting in the year 1895 and into early years of the twentieth century. They attempted to create a universal classified bibliography of books and important periodical articles. Although millions of entries were accumulated on cards at the headquarters of the scheme, in Brussels, the venture failed through due to lack of international financial support, but out of it came the now well known FID - International Federation for Information and Documentation and the Universal Decimal Classification (UDC).

As mentioned earlier there are no known published universal bibliographies but some possible exatnples in this directions can be published catalogues of British Library Reference Division,. British Library, WK), Library of Congress of US, and Bibliotheque Nationale of France.

3.5.5 Statistical

A statistical bibliography is prepared in order to shed light on the processes of written communication and of the nature and cause of development of a discipline by means of counting and analysing the various facets of written communication.

It is also the assembling and interpretation of statistics relating to books and periodicals in order to:

a)   determine the national or universal research use of books and journals;

b)   demonstrate historical movements in a discipline; and

c)   ascertain in various situations the general use of books and journal.

There are very few examples of this type of bibliography. One representative example is *Abstract of British Historical Statistics* by B.R.Mitchell and Phyllis Deane published in 1962 by Cambridge University Press. A publication of Central Statistical Office (CSO) of U.K., *Guide* to *Official Statistics* gives details of publications providing statistical information in Government Departments of U.K.

Self Check Exercises

6)   What are the uses of national bibliography?

7)   List different types of trade bibliographies.

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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3.6   BIBLIOGRAPHIC CONTROL

If for any distinctive body of printed literature of subject, or a physical or literary form - we can easily find complete and accurate information on all the items which may be asked for we say that the bibliographic control for that group of documents is good. But in actual practice, bibliographical control is seldom perfect, even when it is exerted over a subject of narrow extension range.

Bibliographical control would also be difficult enough if it were concerned only with writings printed as separate entities. But it is concerned also with those published as parts of separate publications - articles in periodicals and chapters or sections in books with multiple contributors. These concealed contributions to knowledge therefore may be of great value but might be overlooked when they would be of particular use were it not for the initiative and industry of bibliographers.

Bibliographical control can be defined to mean the mastery over written or published records, which is and for the provided by purpose bibliography. Bibliographical synonymous with effective access through bibliographies.

The purpose of bibliographical control is location of information source or of materials and the speed with which it can be located. Therefore, the librarians should have access to complete records of human civilization and culture and then the ability to organise them effectively for use.

Bibliographical control consists of four aspects:

a) Complete recording of all types of printed and other types of library materials;
b) Systematic acquisition of these materials in libraries and other information organizations;
c) Location of materials through union catalogue, union lists and like devices; and
d) Provision of subject bibliography in all areas.

For any distinctive body of printed materials, i.e., of a country, a subject or of a physical or literary form, we can find full and complete information which is required, one can say that the bibliographical control of that set of documents is very good. But in reality the bibliographical control of all types of materials is very difficult, as we are concerned with not only published materials or printed materials but also parts of materials, articles in journals, and any other type of material published or not published.

The bibliographical control actually became efficient or visible only after the World War II due to the efforts of UNESCO which lay emphasis on publication of national bibliographies by all the countries of the world. But the formal event which is considered to be a landmark was in 1974 when IFLA announced Universal Bibliographic Control as one of its core programmes. In the last one decade or so some of the limitations of the bibliographical control have been overcome due to the use of on-line computerised bibliographic records.

The key factors in bibliographic control are subject, form (physical and literary), place, time, scope (a bibliography may be selective or exhaustive) and the amount of details given in the individual entries. The number of bibliographies thus is going to be very large if all the subject areas are to be taken into consideration. But in actual practice this has to have some limitations as otherwise their use will be impossible. Therefore, for usage purposes, small bibliographies on a large number of topics are prepared so that the publications are convenient to use.

3.6.1 Bibliography of Bibliographies

These are lists of bibliographies to help users in choosing bibliographies. They help in tracing bibliographies. The bibliographic control of bibliographies presents many difficulties due to many reasons. The main reason being the total number of usable bibliographies being considerable. Besides this, it is difficult to find out whether or not a bibliography exists on a given topic, suitable for a particular user, and also whether it is worthwhile getting hold of it if not in the stock. The last reason is the cost as the major bibliographies are expensive to buy and house.

The bibliographic control of bibliographies thus is somewhat patchy. A very famous publication Besterman's *World Bibliography of Bibliographies* is presently out of date. The only choice left to the user thus is H.W. Wilson's half-yearly *Bibliographic Index 1937,* Many of the major bibliographies in current use may be found in Walford's *Guide to Reference Materials* or in Sheehy's *Guide to Reference Books.*

In the near future, many of our bibliographical queries may be satisfied fully by the online databases.

3.6.2 Universal Bibliographic Control

The bibliographic control of documents at the international level has always been a problem. Librarians have been concerned about this problem which is increasing over the last five decades due to enormous increase in number of publications as well as variety of publications.

The effort for compilation of a Universal Bibliography has already been mentioned earlier.

Thus there are no known universal bibliographies as such. But after the second World War, UNESCO took leadership and emphasised that if all nations maintain their current national bibliographies, it might lead to having an effective control on the publications universally. Many years have passed but still nothing concrete has come out of this.

The Universal Bibliographic Control (UBC) programme sponsored by IFLA in 1974, appeared to be far more realistic, as it was based on the recognition of the fact that effective bibliographic control must begin within individual countries, and that the exchange of bibliographic

information between them is facilitated if there is international agreement on bibliographical description. The UBC programme has since been merged with IFLA's another programme, namely the International MARC and is presently known as UBCIMP.

IFLA and UNESCO have also been in collaboration in this regard and their efforts have resulted in programmes like- International Standard Bibliographic Description (ISBD), Inter-national Serials Data System (ISDS), Cataloguing-in-Publication CIP) and Union lists of Serials.

3.6.3   Bibliographical Activities in India

In India, presently a large number of organisations are engaged in providing bibliographic services at various levels. At the national level organisations like National Library, Calcutta, INSDOC in Science and Technology, National Medical Library in Medical Information and NASSDOC in Social Sciences are carrying out various bibliographic activities which involve international and national information sources.

The *Indian National Bibliography* is being brought out by the National Library since 1957 as our Government recognized the importance of bibliographical control at the national level. Bibliographies of books in Indian regional languages have also been compiled by INB.

The Association of Indian Universities (AIU) has been bringing out a series of bibliographies on Doctoral Dissertations accepted by Indian Universities since 1957 thus providing bibliographic control on dissertations.

NASSDOC has brought out bibliographies on various subjects/topics in social sciences and is also carrying out indexing and abstracting services in these areas.

INSDOC has been bringing out Union Catalogues of Scientific Serials from various regions of India besides its popular periodical Indian Science Abstracts. The various computerised data-bases of INSDOC are also efforts to bring about bibliographic control in various kinds of S &T publications.

NISSAT Sectoral Information Centres and Documentation Centres at special libraries in India have compiled various bibliographies for use of their clientele. Bibliographies of books in Indian regional languages have also been complied. One of the example of this nature is in Marathi language. Shankar Ganesh Date compiled Marathi Grantha Sudhi covering the period 1832 to 1960 published in 2 volumes. After death of S.G. Date, S.G. Date Suchi Mangal, has been established at Pane. This has also compiled a bibliography of articles published in Marathi language in 6 volumes. Attempts are being made to compile bibliographies in other languages.

Self Check Exercises

8)   Give a brief account of IFLA's UBC programme.

9)   What is the function of Bibliography of Bibliographies?

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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3.7 SUMMARY

The Bibliographies as pointed in the various sections above are essential aids and guide to trace and identify various publications. They also help in discovery of information in the publications. As a lot of effort, time and expense is involved in preparation of bibliographies which results in their being quite expensive. This has another implication too as they have mostly only institutional buyers due to their very nature. Therefore, very few commercial publishers bring out bibliographies and very few specialise in them.

They are very important for library work and for the research scholars to carry out their research work. Their other use is for identification of documents, their existence and also for selection of materials for the libraries. They have to be thus complete and available in various forms like universal, national, trade and subject bibliographies.

Another kind of bibliography not covered in the various sections of this Unit is the Author Bibliography. This kind of bibliography usually does not receive much attention from users and libraries but they are produced usually for book collectors especially Users interested in antique type of books and the antiquarian book trade. Many biographers and critics too find them useful for their work. A good author bibliography must be exhaustive in coverage which means that every single publication of the particular author must be included.

Some bibliographies are quite huge in size and they have no other use than that for reference purpose. Many times there are defects in bibliographies which are due to lack of sufficient funds, imagination. The compilers have to be therefore, very careful while compiling bibliographies especially with regard to dates of publication, description of titles and publishers names. A good bibliography should be arranged according to some subject classification with the entry under author's name. Here an author index is usually very helpful

Lastly, the need for bibliographic control cannot be disputed. Due to enormous amount of publications, `literature explosion' has taken place. The potential users find it very difficult to use the documents they require and the bibliographical control of publications aids them by providing information timely, speedily and efficiently.

3.8 ANSWERS TO SELF CHECK EXERCISES

1) The chief function of a bibliography is to help the users in locating the required information source quickly. Some of the functions of a bibliography are listed below:

   a) It is a systematic guide to the literature of the subject.

   b) It locates a title in a given subject and identifies its bibliographical details (author, publisher, date and place of publication, etc.)

   c) It serves as a selection tool in acquiring materials for the library.

   d) It helps in obtaining information on the complete works of an individual author.

   e) It saves the time and efforts of researchers as it helps in selecting relevant and specific documents from the large universe of documents.

   f) It provides direction to researcher by indicating the areas where total research in a subject areas stands and its progress,

   g) It is useful for carrying out retrospective search for the purposes of research.

2) The five types of bibliographies most popularly known are:

   Analytical

   Systematic or enumerative

   Descriptive

   Historical

   Textual

3) An enumerative bibliography covers both primary as well as secondary works. It de-scribes any specific document irrespective of the fact whether it is a true representation of the edition or not. It also serves as the often used reference tool for research scholars.

On the other hand, a descriptive bibliography covers only primary works and their latest editions, if any. It always looks to an ideal copy of the book for its description. It does not have much importance in the present day context due to standard practices followed in the production of books.

4) Various kinds of subject bibliographies are :

Reference Bibliographies

Reading Lists

Subject Indexes and abstracting services

Bibliographic Reviews.

5) Examples of Indexing Services:

Index Medicus, 1960-

Applied Science and Technology Index, 1958-

Examples of Abstracting Services:

Chemical Abstracts, 1907-

Biological Abstracts, 1927

Indian Science Abstracts, 1965-

6) Some of the uses of a national bibliography are:

a) It helps to inform the users about the published literature of a country.

b) The librarian receives assistance in their cataloguing and classification work.

c) It serves as the book selection tool for librarians, booksellers and users.

d) It acts as a guide to book trade.

e) Special subject bibliographies can be compiled from national bibliographies.

f) It helps in the bibliographic control of a country's publication output.

7) Various types of trade bibliographies are:

Lists of second hand books

Lists of individual publishers and booksellers

Books-in-Print

International trade bibliographies

Lists of all the works in print in a country at a particular point of time.

8) The Universal Bibliographic Control (UBC) programme sponsored by IFLA in 1974 is based on the recognition of the fact that (a) effective bibliographic control must begin within individual countries i.e., every country should bring out its National Bibliography and (b) that the exchange of bibliographic information between them is facilitated if there is international agreement on bibliographical description. The UBC programme has since been merged *with* IFLA's another programme, namely the International MARC and is presently known as UBCIMP.

9) These are lists of bibliographies to help users in choosing and in tracing bibliographies. The bibliographic control of bibliographies presents many difficulties and the bibliography of bibliographies helps to overcome these.

3.9   KEY WORDS

Author Bibliography	:	An author bibliography is a complete list of all the works or writings of an author. It also includes lists of all documents written about an author.
Bibliographic Description	:	The description of a work of literary or musical composition giving particulars of authorship and others who have contributed to the presentation of the text, title, edition, date, particulars of publication.
Bibliography of Bibliographies	:	These are lists of bibliographies to help users in choosing bibliographies.
Catalogue	:	A catalogue is an orderly list of items in a library, or some distinct part of it or of the stocks of a group of libraries called the Union Catalogue.
Index	:	An alphabetical list of names of authors, places, persons, subjects, topics, etc., with indication to exact location.
National Bibliography	:	It is a list of books or works published in a country or about a country or in the language of a country.
Retrospective Bibliography	:	A bibliography which lists books published in previous years as distinct from a current bibliography which records books recently published.
Select Bibliography	:	This lists only some specially selected material on a subject or a topic to meet the needs of special category of people.
Union Catalogue	:	This is a catalogue of holdings of a group of libraries and is published to aid library co-operation by inter-lending or resource sharing.

3.10   REFERENCES AND FURTHER READING

Davinson, Donald. (1981). *Bibliographic Control.* 2nd ed. London: Clive Bingley.

Guha, B. (1983). *Documentation and Information: Services, Techniques and Systems.* 2nd ed. Calcutta: The World Press

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UNIT 4   INDEXING AND ABSTRACTING PERIODICALS

Structure

4.0   OBJECTIVES

In this Unit we discuss indexing and abstracting periodicals as information access tools. After reading this Unit, you will be able to :

- define indexing and abstracting (I&A) periodicals;
- describe their scope and utility;
- enumerate different types of I&A periodicals with examples; and
- explain the importance and uses of I&A periodicals.

4.1   INTRODUCTION

The first three Units of this block dealt with study of reference sources. They give an over-view of reference and information access tools, various types of reference books and several kinds of bibliographies. In this Unit of the Block, we shall study indexing and abstracting periodicals, which are reference tools for accessing recent literature in a subject or a discipline.

Indexing and abstracting periodicals are called secondary publications. They are the access tools to already published primary documents such as, articles/papers in newspapers and periodicals, research papers, reports, patents, conference proceedings and so on. They are also referred to as indexing and abstracting services as they are used to provide information, services.

As a consequence of growing increase in the volume of literature, published specially in periodicals, the indexing and abstracting periodicals have proliferated. Consequently, the need to have bibliographical control and easy access to the ever-growing world of information and knowledge is also increasing. As broader subject areas may result in covering a rather unmanageable volume of literature output, indexing and abstracting periodicals are now brought out

in more narrow specialised subject fields. Not only the number of indexing and abstracting periodicals is continuously on the increase; but also the number of articles and the documents covered by these periodicals.

In order to bring out the indexing and abstracting periodicals, a large volume of literature is collected, processed, organised and stored in a machine-readable form. Such stored information is now days familiarly known as databases, which are used for search and retrieval of information. They are available in different media and physical formats such as floppy discs, microforms, CD-ROMS, Digital Versatile Discs (DV--D) and are also accessible on internet.

In this unit, we shall study in detail various aspects of these indexing and abstracting periodicals, their functions, need, use, types and quality.

4.2 DEFINITION, FUNCTIONS AND NEED

Indexing and abstracting periodicals are categorised as secondary publications. These secondary publications present the contents of the primary documents in a systematic condensed form. They together list and arrange the relevant items from the primary documents for easy and quick access. Indexing and abstracting periodicals, though report current literature, are useful for retrospective search also and they have a permanent use. They are different from Current Awareness Services, whose use is temporary and emphasis there is on quick reporting of current literature.

4.2.1 Definition

The word `index' is derived from the Latin word `indicare' meaning `to point out' or `to show'. An indexing periodical is an access tool to a systematically arranged list of periodical literature providing complete bibliographical references of already published individual items of primary documents, which a republished in regular interval. It is organised in a convenient manner to search the location of entries. An Index can be alphabetical, classified, chronological, geographical or numerical. They are access tools to identify and locate the required information which appeared in a particular periodical,

An `abstract' according to ALA Glossary (1983) is `an abbreviated, accurate representation of a work, usually without added interpretation or criticism, accompanied by a bibliographical reference to the original work when appearing separately from it'. An abstracting periodical, in addition to having the above-mentioned features of an indexing periodical, gives the information content of the primary documents in a condensed form. Quite often it functions as the *surrogate of the original* primary publication, as in the Chemical Abstracts.

In short, the major difference between indexing and abstracting services lies in the form and content. Indexing periodicals provide lists of articles with bibliographical details arranged in user-friendly order to enable a user to trace the needed information easily and quickly. Abstracting periodicals not only list the bibliographical details but also provide abstracts of documents in a specific field or a group of subject fields helping the reader for his choice of an article or a paper.

4.2.2 Functions

The **primary functions** of indexing and abstracting periodicals are:

i) to keep scholars and information users abreast of current literature in their fields of interest. They can be benefited from scanning the issues of indexing and abstracting periodicals. This can be termed as *current use function*;

ii) to find information on the literature of the subject fields as and when need arises. The indexing and abstracting periodicals are key tools to librarians and information workers for day to day reference and bibliographical work, though research scholars also use them extensively. This can be termed as *retrospective search function; and*

iii) to provide bibliographical control of literature output either by country or by subject or by kind of materials, if the aim of the indexing and abstracting services is exhaustive coverage. This can be termed as *comprehensive use function.*

The **secondary functions** are:

i) to help users get over language bather, particularly in the case of abstracting periodicals;

ii) to obtain correct and complete bibliographical details of particular items of literature, when there is any doubt;

iii) to look up for information on a topic, which may not have been well covered by books, encyclopaedias, etc.;

iv) to make known the work of individual scientists or scholars;

v) to serve as a source for carrying out statistical, bibliometric and sociological studies on the growth and pattern of literature, indicative of research and development efforts taking place; and

vi) to help users to get information which is otherwise scattered in other sources.

4.2.3 Needs

At present the number of research journals published in the world is or 130,000 according to *Ulrich's International Periodicals' Directory*. The number of articles published in these journals may amount to millions of items. Thus, the volume of primary literature, published specially in periodicals is growing at a fast speed and rate. It is, therefore, impossible for scholars to know about the documents in which they may be interested. Due to problems of scatter and seepage of information, the scholars are unaware of literature in a particular subject appearing in totally alien sources published in various countries. The scholars cannot remain self-satisfied with available literature, if they have to keep pace with changing dimension of knowledge. In such a complex situation, scholars require some help to save their time and effort in locating and having access to information from a huge stockpile of information sources. The I & A periodicals are convenient tools to provide scholars a bird's eye view of literature of their specific interest easily and quickly. They cover information from vast volume of primary literature scattered in a numerous sources in fewer pages. The abstracting periodicals help users in further reducing the effort of scanning by giving an idea of the information content of documents and its relevance to the purpose.

The I & A periodicals also fulfil the requirements of scholar who needs to scan information from the earlier literature on the subject for a problem undertaken for study or research.

The I & A periodicals are tools of reference and constantly consulted in libraries and information centres. A representative collection of I & A periodicals in various disciplines are sub-scribed to by the library to fulfil the demand of users. These periodicals m iced for identifying documents which contain specific information needed to answer numerous enquiries of users and for developing a state-of-art review or compiling a bibliography on a specific topic. Libraries and information centres generate many information services and products based on the materials contained in the I & A periodicals.

4.2.4 Qualities

Coverage: In order to fulfil the functions enumerated above (see 4.2.2), the I & A periodicals should, as far as possible, be *comprehensive* in reporting the literature so that they can be relied upon as an exhaustive source of information. It is necessary, at least, to specify and maintain consistency in the scope and criteria of coverage so as to ensure the user as to what to expect.

Time lag: The indexing and abstracting periodicals should report literature with as little time lag as possible after publication of the original so that the most recent and current information is made available to the users.

Indexes: The indexing and abstracting periodicals should have high retrieval efficiency through provision of quality *indexes*. The search should yield optimum recall and relevance of desired information.

The Bibliographic description: The citation should be accurate and according to established standard practices. The abstract should be of a high quality in scientific and textual presentation.

Ease in consultation: The indexing and abstracting periodicals should be easy, convenient and quick to consult. Due attention should be paid to the presentation and arrangement of entries as well as their physical production.

Having discussed the need and functions of I & A periodicals, and their required qualities, we shall now describe how the I & A periodicals achieve their objectives through their presentation and other features in Section 4.3

4.3   SCOPE AND PRESENTATION

I & A periodicals point out only to the existence of source of information and do not carry actual information. Indexing periodicals give bare bibliographical description of primary documents. They are not, therefore, substitutes for the original documents. If fully expressive titles of the documents are not given, the bibliographical information carried by the indexing periodicals may tend to be misleading. On the other hand, abstracting of documents helps the users to have an idea of the thought content of the documents and its relevance to their research interest. Many times they substitute the original documents various aspects like coverage and arrangement of entries, indexes that are provided and other helpful features are dealt with in this section.

4.3.1   Scope

I & A periodicals attempt to cover current literature with as little time lag as possible. Because of time and effort involved in production, speed of reporting literature is not a foremost consideration as in the case of current awareness type publications.

I & A periodicals may be exhaustive or selective in coverage of literature depending upon the purpose. Indexing periodicals, because of comparative ease in production, may aim at an exhaustive coverage of literature. Abstracting periodicals have to be necessarily selective in coverage, as all documents may not be suitable for abstracting from the point of view of their content. Thus, abstracting periodicals may, in some cases, include documents with bibliographical description giving indicative abstract only.

I & A periodicals may cover all kinds of primary documents such as books, journal articles, pamphlets and bulletins, reports, patents and standard specifications. In some cases, the cover-age may be limited to a particular kind of documents. There are also I&A periodicals devoted to unpublished literature and sources such as research reports, university theses and dissertations, proceedings of conferences, seminars, meetings, etc. are also covered therein.

4.3.2   Presentation

The important consideration in the matter of presentation of entries in indexing and abstracting periodicals is of maintaining uniformity and consistency in rendering the bibliographical description throughout. For each document sufficient and adequate bibliographical description is given for easy identification and location. The minimum details required for the purpose are author(s), title and locus (source from where the document has appeared). The index-

ing and abstracting periodicals usually follow established standards for the purpose. A few additional details which the indexing and abstracting periodicals have found it worthwhile to include are: name of the institution where the work reported upon has been done, address of authors, translated title and the language of the original document. Some services provide class number to the entries according to the chosen scheme of classification. The entries bear a running serial number which also serves as index number. It is obvious that abstracts are an additional feature of abstracting periodicals. In the presentation of abstracts also, standard practices are followed. There are different types of abstracts such as indicative, informative and detailed abstracts. What type of abstract is given is a matter of editorial policy.

Two most co on methods of arrangement of entries in Indexing and abstracting periodicals are grouping the entries according to broad subjects ad within them by author or chronological order and backed up by a table of content and several indexes as well as by alphabetical subject headings. In some cases, a classified arrangement maybe followed. In current awareness lists, there are many ways of presenting and arranging the entries. They are not to be mistaken as necessarily relevant to the purpose of indexing periodicals.

Some indexing periodicals, especially those that follow the arrangement of subject headings, cumulate the entries from issue to issue to make up an annual volume or for two or more years.

The provision of various types of indexes enhances the retrieval efficiency of indexing and abstracting periodicals. Considerable care and attention are, therefore, paid to the preparation of indexes. The common types are : author and subject or key word indexes. Some may give title index also. Specialised indexes, such as patent index, formula index, ring index, taxonomic index and geographical index are provided in certain periodicals. They have specific purpose and value in retrieving information. Indexes are provided in each issue and are also cumulated volume/year-wise: Major services such as the Chemical Abstracts have cumulated indexes for multi-volumes.

A few other helpful features of Indexing and Abstracting periodicals are detailed contents page, list of journals covered, list of standard abbreviations used and explanatory note on how to use and find out from the periodicals.

Some producers of indexing and abstracting periodicals such as *Psychological Abstracts* may offer photocopying service for the items covered, an indication of which will be found in the preliminary pages.

The periodicity of the indexing and abstracting periodicals is mostly dependent upon the volume of literature that would be available for coverage in a year. For example, CA is published every week with cycle whereas Indian Science Abstracts is published fortnightly.

Self Check Exercise

2)   Describe the essential features of presentation in I & A periodicals.

Note: i)   Write your answer in the space given below.

          iii) Check your answer with the answers given at the end of this Unit.

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4.4   TYPES

An omnibus service covering the literature published in the whole world is an impossible task and is not attempted. It is not required even from the user's point of view. Hence I & A services are usually brought out with the scope narrowed down to particular subject, country

or kinds of documents. The scope is defined in relation to purpose. Overlapping in coverage is not uncommon or easy to control within these different types of I & A periodicals.

4.4.1   Comprehensive Services

Centralised agencies in countries such as the former USSR, France, Japan and China have been attempting comprehensive I & A services to cover all types of literature in the entire field of science and technology. The main purpose is to overcome language barrier in the matter of providing access to world information to their scientists, of which a significant part would be in foreign languages.. Even though these services ate produced by a centralised agency, they are brought out in a number of series devoted *to the* main subject areas on consideration of ease in physical production and convenience of use.

Examples

1) *Referativnyi Zhurnal,* 1953- Periodicity varies. Published in more than 40 separate series, each devoted to specific field in science and technology. Published by the All Union Institute for Scientific and Technical Informtion (VINITI), Moscow.

2) *Pascal Explore, 1985* (Supercedes Bulletin Signaletique, 1961-1984) 10 issues/year. Published in several series according to major subjects. Published by the Centre National de la Recherche Scientifique, Centre de Documentation et Technique, Paris.

4.4.2   Citation Indexes

Citation indexes are unique from the point of view of technique followed. They are based on citations made in current documents. They follow a novel method of detecting *subject* relationship of documents through citations, and are claimed to be a useful tool for subject retrieval. The fact of the association through citation is transformed into an index keeping the direction from cited to citing documents. The *ALA Glossary of Library and Information Science* (1983) defines Citation Index as an index consisting essentially of a list of works which have been cited in other, later works and a list of the works from which the citations have been collected.

Citation Index is the contribution of Eugene Garfield of the "Institute for Scientific Information"(ISI); Philadelphia, USA.

Examples

1) *Science Citation Index*

    a)   Science Citation Index (SCI). Philadelphia: ISI, 1965-

        It provides access to 3300 leading scientific and technical journals of the world in all disciplines. Apart from journals some books are also covered. It is available in various physical formats and media. Printed form is published 53 times a year. Back issues are available in annual, five year and ten year cumulations through 1965 from ISI, Philadelphia. CD-ROM version is published since 1988, 4 times a year. Fourth disc is an annual cumulation. Back volumes are available through 1980.

        The SCI comprises several parts like citation index, source index, the permuterm subject index and the corporate index.

        The `Citation Index' provides access to full bibliographic data. It is arranged alphabetically by cited author. It provides year of citation, name of the journal, volume number and page number. Under the cited author, name of the author, name of the journal, citing year, volume number and page number are given.

        The `Source Index' is an alphabetical list of citing authors accompanied by co-authors. It provides standard bibliographic details of the source items, viz., name of the journal, volume and issue numbers, year of publication, number of references, accession number of the document assigned in ISI collection, language, etc.

The `Permuterm Subject Index' - it indexes the articles by subject mainly the significant key words in the title.

The `Corporate Index' is arranged under the name of the organisations. It provides citation for all items attributed to the organisation and published during the period indexed.

b) *Science Citation Index with Abstracts, 1992* - Monthly

CD-ROM Format is available in eleven cumulative updates with an annual cumulation. Back Volumes are available through 1991.

c) *Science Citation Index -Journal Citation Reports* (JCR), 1974- Annual

This publication is a unique cito-analytical product, and functioning as a mine of information for all important scientific and technical journals of the world. It provides ranked list of journals by total citations, impact factor, immediacy index, and the number of previous two years citations in the references of the current year issues of *SCI* source journals. It also provides lists of SCI journals by category, ranked by impact factor. The Journal Half-life Package section comprises cumulative chronological distribution of citations from citing to cited journals, and journals ranked by half-life. Citing and cited journal listings along with the distribution of citations in various journals over different years are also given. JCR is also available in CD-ROM (Annual) and Microfiche (Annual) formats.

2) **Social Sciences Citation Index**

a) *Social Sciences Citation Index* (SSCI). Philadelphia: ISI 1973-

It provides access to over 1700 leading Social Sciences journals in various disciplines as well as selected relevant item from over 3300 leading scientific and technical journals &the world. It also covers some monographs. Indexes are on the pattern of *SCI* It is available in various physical formats and media. Printed form is published three times a year, with annual and multi-year cumulation. CD-ROM published four times a year started from 1989. Fourth disc is an annual cumulation. Back volumes are available through 1981.

b) *Social Sciences Citation Index with Abstract, 1992* - Monthly (12/year)

CD-ROM Format in eleven cumulative updates with twelfth disc as an annual cumulation. Back volumes are available through 1992.

c) *Social Sciences Citation Index-Journal Citation Reports* JCR is also available in CD-ROM (Annual) and Microfiche (Annual) formats.

In both these examples, the Citation Index (1) (a) and (2) (a) provides access to complete bibliographic information whereas Citation Index with Abstracts includes abstracts provided by authors in addition to index and are available only in CD-ROM format. The JCRs of the Citation Indexes offer a systematic and objective means of determining the relative importance of journals with regards to –

- how frequently a journal has been cited;

- by which journals, a journal has been cited;

- how soon after publication and for how long a journal has been cited; and

- which journals are cited by a particular journal.

3) **Arts and Humanities Citation Index. Philadelphia: ISI, 1978-**

It provides access to over 1150 leading arts and humanities journals and includes individually selected items from over 6,800 relevant science and social science journals in a broad range of several disciplines. Print form is published six times a year and CD ROM three times year. First issue of CD-ROM was produced *in 1992.* Back volumes are available through 1980, form ISI, Philadelphia.

4.4.3 Current Contents

Current Contents (CC) includes content pages of important journals in different fields to pro-vide a quick current awareness service. CC is a weekly service to ensure that information reaches quickly and easily to readers. It is published by Institute for Scientific Information (ISI), Philadelphia, USA covering combination of related disciplines in six separate subject areas.

Examples

1) *Current Contents with Abstracts: Agriculture, Biology and Environmental Sciences,* 1970-

   (Formerly CC: *Agricultural, Food and Veterinary Sciences).* It covers the contents pages of approximately 975 important journals in these subjects.

2) *Current Contents with Abstracts: Clinical Medicine,* 1973-

   (Formerly CC: *Clinical Practice).* It includes the table of contents from 1,000 of the leading clinical journals.

3) *Current Contents with Abstracts: Engineering, Computing and Technology*

   (Formerly CC: *Engineering & Technology and Applied Sciences).* It contains the table of contents from approximately 1,030 of the world's leading journals in a broad range of disciplines

4) *Current Contents with Abstracts : Life Sciences, 1958-*

   (Formerly CC: *Chemical Pharmaco-medical & LifeSciences). It* provides contents pages of 1,370 of the world's important journals in Life Sciences.

5) *Current Contents with Abstracts: Physical/Chemical and Earth Sciences,* 1961-

   (Formerly CC: *Physical and. Chemical,. Sciences* formed by combining CC: *Physical Sciences* and CC: *Chemical Sciences).* It includes the table of contents from *925 impor*tant periodicals of the world in these subjects.

6) *Current Contents with Abstracts: Social and Behavioral Sciences, 1969-*

   (Formerly CC: Behavioral, *Social and Educational Sciences). It* includes the table of contents from approximately *1,570 of* the world's leading journals in a broad range of disciplines.

   Current Contents (CC) and *Current Contents with Abstracts (CCA) of* all subjects are available in a varied range of physical formats. CCs are published every week in paper format and diskettes. CCAs are available in diskette's as well as CD-Roms.

Each issue of CCs and CCAs has a table of contents. The table of contents of various journals in a discipline are organised, rearranged and reproduced in an easy to scan format. Each issue has `Title *Word* Index' to locate articles on a given topic. `Author Index' and directory of addresses of authors help the readers to contact the authors for reprints. Journal index in print medium facilitates the reader to locate every issue of a journal "published in CCs during last four months.

4.4.4 Coverage by Geographical Area

There are indexing and abstracting services with coverage limited to literature of a particular country. Many countries bring out national I & A services with a view to achieve bibliographical control of domestic literature and to disseminate them. As it is difficult to have comprehensive coverage of all subjects in one, there are subject specialised services with coverage limited to a particular country. I & A services are also devoted to particular kind of documents of a country

National I and A Services in different subjects

Examples

1) Indian Science Abstracts. New Delhi: Indian National Scientific Documentation Centre, 1965 Fortnightly.

2) *Indian Psychological Abstracts and Reviews.* New Delhi: Sage Publications India, 1972.

3) *Indian Literary Index.* New Delhi: Sahitya Akademi, 1988-. Semi-annual.

4) *Indian Management Abstracts.* Calcutta: Information Research Academy, 1972-. 4 issues/year.

5) *Canadian Business Index.* Toronto: Micromedia Limited, 1975-. 12 issues /year.

6) *Korean Science Abstracts.* Korean Institute of Economics and Technology, 1969-.6 issues/year

7) *Romanian Scientific Abstracts.* Bucharest: Academia de Stilntc Sociale Si Politica. Intrarea Ministenuui, 1973-. 12 issues /year

8) *Sri Lanka Science Abstracts.* Colombo : Natural Resources, Energy and Science Authority, 1977-. 4 issues/year.

9) *Abstracts* of *Hungarian Economic Literature.* Budapest: Vilaggaz Dasagi Tudomanyos Tanacs, 1971-. 6 issues/year

10) *Australian Family and Society Abstracts.* Melbourne: Australian Institute of Family Studies, 1984-. Annual. Formerly Australian Family Studies Database. Now available online and CD-ROM format. Printed format ceased with 1991 edition.

4.4.5   Coverage by Specific Subject

By far, I & A services are predominant in subject fields. In older services, the subjects covered used to be broad but now, with the volume of literature increasing rapidly, 1&A services are appearing in more and more narrow and specialized subjects. The indexing and abstracting services cover world literature and all kinds of documents. They are extensively used in literature search.

Examples

1) *Agricultural and Enviornmental Biotechnology Abstracts.* Bethesda, US: Cambridge Scientific Abstracts, 1993-

   Subjects covered are biochemistry and biophysics. Print form (1993). Published-7 times per year and Internet (1994) -12 times a year. Various options are available with varying cost according to requirement.

   - Internet only-Current+complete backfile
   - Print+Internet-Current+l year backfile
   - Print+Intemet-Current+5 year backfile

2) *Biological Abstracts.* Philadelphia: Biosciences Information Service, 1926- Semi-monthly.

   It abstracts and indexes current published research from biological and biomedical periodical literature published worldwide. It is available as a printed publication, or magnetic tape and online as part of the BIOSIS preview database. Abstracts in the main section are arranged by entry number under alphabetical subject headings. Each issue also includes: author index, biosystematic index, generic index, concept index and subject index. Each entry includes: entry number; author; institutional affiliation and address; article title; abbreviated journal title; volume and issue numbers page numbers; year of publication; original language if other than English; and information abstract Microfilm or microfiche formats are also available by subscription.

3) *Chemical Abstracts and Indexes.* Columbus, US: *Chemical Abstracts Service, 1907*-Weekly.

   Subject covered is chemistry and allied disciplines. The Documents covered include journal articles, patents, reviews, technical reports, monographs, conference proceedings, symposia, disserations, and books. Abstracts in the main section are arranged by entry number under 80 subsections within 5 broad subject categories. Each issue also

include key word index, patent index and author index. Cumulated six monthly volumes includes general subject index, chemical subject index, formula index, ring index, author index, and patent index. Volume indexes are cumulated every five year as CA collective indexes. Print form published 52 times per year. CD-ROM published since 1996 is avail-able 12 times per year. Microfiche format published 52 times per year is available in combination with the print edition.

4) *Index Medicus. 1979-* Monthly. Bethesda : National Library of Medicine.

The new series of *Index Medicus* was started from 1960 onwards. It indexes about 150,000 article titles every year from over 2250 biomedical journals, by author and title, giving citation under each entry. Available as a printed publication and as an online database (MEDLINE). An abridged version, *Abridged Index Medicus* and an annual cumulation, *Cumulated Index Medicus* are issued separately. The index is produced from the computerised MEDLARS system.

5) *Library and Information Science Abstracts (LISA).* Ticeherst, Great Britain World Wide Subscription Services, 1969- Monthly.

It covers about 600 periodicals, books and other literature dealing with Library and information science. Abstracts in the main section are classified by subject. Each issue also includes detailed subject index, author and proper name index and journal index. *LISA Plus-Library and Information Science Abstracts* published by Bowker Saur, East Grinstead, Great Britain in CD-ROM format since 1992. It is published 4 times a year.

6) *Linguistics and Language Behaviour Abstracts and Cumulative Index (LLBA)*

This is available in various formats: *LLBA Disc- Language and Linguistics Behaviour.* CD-ROM (1993-) published 2 times per year from 1973 -. LLBA Disc is available for mono user and LAN for 2-4 users, 5-8 users and 9-12 users; *LLBA Disc* Internet-published by Silver Platter Information BV - Amsterdam-NC, 2 times per year. It is available for monouser, 2-4 users, 5-8 users and 9-12 users.

7) *General Science Index.* Bronx, US: H.W. Wilson Co., 1963-

This is available in various formats:

- Paper Form (1963-) (10 times per year)

- CD-ROM- 1984-, (12 times per year). It includes annual cumulation.

- CD-ROM & Internet (1984-) (12 times per year) by Silver Platter Information BV-Amsterdam, NL

It provides a guide to current information in 139 English Language Periodicals in the Physical, Life and wealth Sciences.

8) *General Science Abstracts*

a) General Science Abstracts

It is available in the following formats:

CD-ROM (1984-) 12 times per year (First issue in 1992). Ovid Technologies, Amsterdam NC. Available for one, *two* or three users simultaneously.

CD-ROM & Internet (1984-) 12 times per year (First issue in 1995). Silver Plat-ter Information BV-Amsterdam, NL

General Science Abstracts Including Index (1984+) 12 times per year (First issue in 1994). H.W. *Wilson* Co., Bronx, US. It is available four, nine and twelve updates a year.

9) *Social Science Index*

It has been produced by three different publishers varying in physical formats, number of updates and simultaneous users on LAN.

Wilson Social Science Index includes citations to articles and book reviews in over 350 English Language periodicals of the world. The coverage in Social Sciences providing information of several multi-faceted, inter-disciplinary fields. The database holds a total of 4,7,500 records to which 40,900 are added annually.

a)   H.W. Wilson Co., Bronx, U.S.

Print form- (4 times per Year) including annual cumulation CD-ROM (1983-) (12 times per year). First Issue published in 1987

b)   Orid Technologies-Amsterdam, NL

CD-ROM-(1983-) 12 times per year-First issue appeared in 1994. It is available for single user as well as on LAN for 2 and 3 users.

c)   Silver Platter Information BV-Amsterdam; NL

CD-ROM & Internet- (1983-) 12 times per year. They are both available for one user and on LAN for 2-4, 5-8 and 9-12 users.

10)   *Social Science Abstracts*

a)   Social Science Abstracts

CD-ROM (1983-) (12 times per year) - First issue published in 1996 Silver Platter Information BV-Amsterdam, NL. It is available for mono user and on LAN for 2-4, 5-8 and 9-12 users simultaneously.

b)   *Social Science Abstracts including Index* (1983-) (12 times a year). H.W. Wilson Co.-Bronx, US. First issue appeared in 1995. It is available in 4, 9 and 12 updates per year with variation in cost.

11)   *Humanities Index*

It has been also produced by three publishers varying in physical formats, number of updates and LAN users simultaneously. Wilson Humanities Index provides 2,84,800 records from over 350 English language periodicals of the world. It includes feature articles, interviews, bibliographies, reviews of motion pictures, operas and ballets, short stories, plays, poems and book/reviews.

H.W. Wilson Co., Bronx, US.

Print form (4 times per year) including annual cumulation. CD-Rt, n - (;P83) (12 time per year). It is available for single user as well as for 2 and 3 users.

Silver Platter Informtion B.V. Amsterdam, NL

CD-ROM and Internet (1984-) (12 times per year). They are available for single user and on LAN for2-4, 5-8 and 9-12 multiple users ata time.

12)   *Social Work Abstracts Plus*

It includes information on the fields of social work and human services. The database provides coverage from over 450 English journals in all areas of the profession including theory and practice, areas of services, social issues and problems.

- Print form (1965-) (4 times per year). National Association of Social Workers, Annapolis JCT, US.

- CD-ROM and Internet (1977-) (Twice a year)-Issue on CD-ROM was pub Fished in 1992. Silver Platter Information BV-Amsterdam, NL.

4.4.6   Coverage by Kind of Documents

I & A periodicals are also devoted to specific kinds of documents such as periodical articles, patents, theses, conference proceedings, translations, research reports and newspapers. They can either have international or national coverage. They cover either all subjects or a particular subject.

1)   **Patents**

   a)   *Indian Chemical Patents.* Pane: National Chemical Laboratory

   b)   *German Patents Gazette.* London: Derwent Publication, 1968. 26 issues a year. Section 1 covers chemical patents.

   c)   *Patent Preview and Specifications.* London: Derwent Publications, CD-ROM-52 times per year. Subjects covered are law, pharmacology and Toxicology.

   d)   *Patents Abstracts of Japan.* Kyoto, Japan: Japan Patent Information Organisation, 1976. 12 times per year. Book/files are available from 1976 onwards only in CD-ROM format. Subjects covered are law and technology.

2)   **Translations**

   a)   *National Index of Translations.* New Delhi: Indian National Scientific Documentation Centre, (INSDOC), 1982- 12 times per year.

   This has ceased publication. The back issues are however useful for retrospective information.

   b)   *British Reports, Translations, Theses.* Boston Spa.: British Library Bibliographic Division, (1971-). (12 times per year).

   c)   *World Translations Index,* Delft: International Translations Centre, 1978- . 10 times per year.

3)   **Theses/Dissertations**

   a)   *Dissertation Abstracts*

   It is produced in varied physical formats by three publishers.

   i)   University Microfilms International, Ann Arbor, US

   Dissertation Abstracts Intemational-A,B&C.

      Print form - 28 times per year

      CD-ROM (1993-), (4 times a year). First issue published in 1986. Back files available from 1861-1981, 1982-1987. It is available for single user as well as on LAN for 2-3 and 4-6 users.

   ii)   OVID Technologies-Amsterdam, NL.

   CD-ROM (19904 (12 times per year). First issue published in 1993. It is available for single user as well as on LAN for 2-3 and 4-6 users.

   iii)   Silver Platter Information BV-Amsterdam, NL ,

   CD-ROM & Internet (1861- and 1981-). (12 times per year). First issue appeared in 1996.

They are available for single user as well as on LAN for 2-4,5-8 and 9-12 users.

   b)   *Indian Dissertation Abstracts.* New Delhi: Indian Council of Social Science Re-search (ICSSR), 1973.4 times per year.

   c)   *Bibliography of Doctoral Dissertations of Indian Universities.* New Delhi: Association of Indian Universities. Annual

4)   **Periodical Literature**

   a)   *Australian Periodical Index* .Sydney: New south Wales Public Library, 1950-. It is published as a supplement to the Library's Monthly Catalogue from 1956. It covers Australia, New Zealand, S.W. Pacific and the Antarctic.

   b)   *Index to Indian Medical Periodicals.* New Delhi: National Medical Library, DGHS,. 1959, 4 times a year,

   c)   *Canadian Periodicals Index.* Ottawa: Canadian Library Association, 1948-. 12 issues a year.

   d)   *Guide to Indian Periodical Literature.* Gurgaon: Indian Documentation Service (1964-). 4 times a year. Bound as annual cumulations.

5)   News Paper Indexes

A)   Indexing Single Newspapers

   a)   *Index to Financial Times.* London: Financial Times Business Information, 1981, Annual.

   b)   *Index to Times of India.* Bombay: Bennet, Coleman, 1973-. 3 times a year.

   c)   *It was compiled by Micro film and Index service, Reference Department. Ceased publication after publishing a few issues.*

   d)   *New York Times Index. New York: New York Times, 1913-. 24 issues a year. Annual cumulations available from* 1948.

B)   Indexing Multiple News Papers

   a)   *Canadian News Index.* Toronto: Micromedia, 1977, 12 issue a year with annual cumulation.

   b)   *Newspaper Index. Wooster, Ohio:* Bell & Howell, 1972-. 12 issues a year with annual *cumulation.*

   c)   *The African Newspaper Index. Longley Park: Current Documents and Information, 1981-. 2 issues a year.*

   d)   *Indian Press Index. Delhi: Delhi Library Association, 1968- 12 times a year*.

6)   **Conference Proceedings**

   a)   *Index to Conference Proceedings.* Boston spa.: U.K British Library Bibliographic Division, (1970-)

   b)   *Directory of Published Proceedings and Proceedings in Print* **(1968-).** 10 issues a year.

   c)   *Conference Paper Index*

       Print form (Six times a year). Cambridge Scientific Abstracts, Bethesda, OS

       Internet 12 times per year-first issue was published in 1994. Backfiles are available only on internet with varied options and costs viz. Current +complete backfile.

       Backfiles are available for print plus internet current for complete file.

       Curent + Five Years Back file

       Current + One year Back file

   d)   *Forthcoming International Conference on Military Science and Technology.* Delhi: DESIDOC.

7)   Report Literature

   a)   ***Report Index.,* Leatherhead, Great Britain: Longley Associates** Print form (1979+). 6 Times Per year.

       CD-ROM, 3 times pet-year

       The subjects covered are economic situation and theory

   b)   ***Index to Business Reports.* Yorkshire: Quarry Press, (1978-).; Twice a year.**

4.5 USES OF INDEXING AND ABSTRACTING PERIODICALS

As explained earlier, I & A services find use among librarians and information workers as well as information users. Their efficient use is important from the point of view of obtaining optimum recall of sought literature with high relevance and in the least possible time. Library and information workers acquire skill in using the I & A periodicals as part of their professional training and later by field experience. Information users would require special training and orientation in the use of I & A. This is taken care of now-a-days by user education programmes.

4.5.1 Services Available

With availability of many I & A services, the selection of proper ones for a specific enquiry on hand would be the preliminary step. There are tools of a tertiary kind to know about the availability of abstracting and indexing services to meet various requirements. Some examples are:

i) *US National Federation of Abstracting and Indexing Services: A World Guide to Abstracting and Indexing Services.* Washington : NFAIS, 1963.

ii) *International Federation for Documentation: Abstracting Services,* Vol. 1, Science, Technology, Medicine and Agriculture, vol. 2. Social Sciences, Humanities. The Hague, 1969.

iii) *Ulrich 's International Periodicals Directory:* (Carries a list of abstracting and indexing services in addition to other primary reference sources).

4.5.2 Selection

The next point of consideration is whether to select a tool which has a broader subject scope or a narrower one more specific to the subject of enquiry or both. There is merit in using either of these and it would be a matter of experience to select the proper tool for the nature of enquiry on hand. In some instances, a single abstracting and indexing services may not be relied upon to provide coverage of all literature of interest and there may be a need to consult many services. While selecting a specific I & A periodical, it is worthwhile to find out its extent of coverage of literature and adequacy for searching for required information. There is usually a `how to use' section in the preliminary pages of I & A periodicals. You should read this carefully before consultation of the tool. As the cost of International abstracting periodicals is exhorbitant, many librarians in India depend on these periodicals available in other library, rich in their collection, in near about location. Such resources sharing programmes are encouraged due to establishment of city Library Networks in India.

4.5.3   Use

The indexes are the mainstay of I & A periodicals. Without them, consultation would be difficult and uncertain. After making up your mind about a specific approach, you should consult the most suitable type of index for locating the information. The key words you are familiar within the subject may be different from the index terms used for the same concept in abstracting and indexing services. You must, therefore, be prepared to look up many alternate index terms/subject headings. There may be changes in the index terms/subject headings from one volume to another of the same abstracting and indexing periodical. Such vagaries have to be kept in mind. If multi-volume cumulated indexes are available, they could be used. This will save time in searching.

There is usually delay, especially i.e. the ease of abstracting periodicals; in reporting literature after it has been published. For that matter, the indexing and abstracting periodicals cannot be expected to be up-to-date (usual time-lag is six months or more). Indexing periodicals are often of limited use as titles are not proper guides to the contents of the documents and this aspect must be kept in mind. For a complete search, some of the core primary journals may have to be consulted, through services like `Current Contents

4.6   SUMMARY

This Unit is an introduction to the study of indexing and abstracting periodicals. Indexing and abstracting periodicals have evolved out of necessity to provide access/retrieval tools, in the context of vast expansion knowledge and output of literature. The fact that their number has been continuously increasing points out to their value and importance. A familiarity of the various types of abstracting and indexing periodicals and acquisition of skills in using them effectively are essential to library and information workers in their routine responsibility of carrying out literature searches. Many of the information services and products are generated by libraries on the basis of materials contained in indexing and abstracting periodicals. Scholars have also a great use for them to keep themselves aware of current information.

4.7   ANSWERS TO SELF CHECK EXERCISES

1) The primary functions of I & A periodicals are:

- to keep users abreast of current literature of their interest

- to find specific information in their subject field

- to help in the retrospective search of literature

- to provide bibliographical control of literature

The secondary functions are:

- to help users get over language barrier

- to obtain correct and complete bibliographical details of particular items of primary literature not available to the user.

2) i) Maintaining uniformity and consistency ill rendering the bibliographical description.

ii) Adopting most helpful order of arranging the entries to facilitate easy and convenient consultation of the I & A service.

iii) Providing various types of indexes to enhance the retrieval efficiency of 18c A periodicals.

iv) Additional helpful features are: detailed contents pages, list of standard abbreviations used, and explanatory note on how to use the service.

3) a) i) Referativnyi Zhurnal, 1953 -. VINITI, Moscow

ii) Bulletin Signaletique, 4961-84. CNRS, Paris

b) i) German Patents Gazette Sect 1. Chemistry, 1968-

   ii) Australia-Official Journal of Patents,

c) i) New York Times Index, 1951-

   ii) Indian Press Index, 1968-

4.8 KEY WORDS

Access	:	Points of approach to information.
Current Awareness	:	To keep abreast of current developments/advances as seen through recent literature.
Databases	:	A collection of related items of information which together make up the record for a single topic/aspect. Usually computer generated.
Machine-Readable	:	Information stored in electronic media such as magnetic tape, disc and CD-ROM.
Primary Document	:	That which contains original information or the first formulation of any new observation, experiment, idea, etc.
Recall	:	To retrieve from a store of information items which are relevant to a query.
Relevance	:	To retrieve from a store of information items which are precise and relevant to a query.
Scatter	:	Lying in different places; not situated together.
Secondary Document	:	That which presents the contents of primary document in a condensed form or list them in a helpful way so that existence of primary documents is known and access to them made easy.
Seepage	:	Slow leaking through or slow but continuous flow.

4.9 REFERENCES AND FURTHER READING

Guha, B. *(1983). Documentation and Information: Services. Techniques and Systems,* 2nd *ed.* Calcutta: The World Press.

National Federation of Abstracting and Indexing Services, Philadelphia (1973). *NFAIS Report* No. 6 : Member Service Description.

Ranganathan, S.R. *(1963). Documentation and Its Facets.* Bombay: Asia Publishing House. Chapter B1.

UNIT 5 REVIEWS, STATE-OF-THE-ART REPORTS, TREND ETC.

Structure

5.0 OBJECTIVES

In the previous Unit we discussed about indexing and abstracting periodical which is designed to meet exhaustive approach to information. Here, we discuss State of the Art Reports which instead of referring to primary documents provides the brid's eye view of a subject. After reading this Unit, you will be able to:

- indicate the scope and purpose of the state-of-the-art reports;

- identify various types of the state-of-the art reports;

- distinguish between the different types of the state-of-the art reports;

- understand the basic process involved in their preparation; and

- provide services to clientele by making effective use of the state-of-the art reports as reference sources.

5.1 INTRODUCTION

Society does not remain static. The new developments in socio-economic system result in a constant and purposeful social change. A number of resources are needed to create positive conditions for future development. Information is an important commodity and a vital resource needed for development in addition to other resources. The accessibility of the information to its potential user is possible only if it is available in organised and consolidated forma However, there are a number of impediments to the fruitful use of information. They

are:

- rapid explosion of information;

- problems in comprehension of information due to non-familiarity with languages;

- terminologies, cultural framework or formats in which it is available; and

- doubtful validity and reliability of information.

A number of solutions have been proposed and implemented to solve these problems from time to time by providing information services in different forms. They are specialised skills of classification, indexing and abstracting, translations in different languages and bibliographic organisation. Different approaches have been tried for improving accessibility of information.

In the earlier two Units, we have acquainted you with different kinds of bibliographies and indexing-abstracting periodicals. They are secondary reference sources useful for locating

primary documents containing original information. In this Unit, we intend to introduce you to different types of the state-of-the-art reports. This Unit discusses the state-of-the-art reports describing their purpose, framework and functions. It also discusses criteria for evaluating such information sources.

5.2   PURPOSE AND PRESENTATION

The State-of-the-Art Reports are of several types. They vary marginally in the presentation of the content. However, their main purpose is to present consolidated information available in various forms and to repackage the same in a condensed form for the users. The need for consulting this type of source arises when a particular user desires to know about the development of a particular area in which he has not been interested so long. This requires basically consolidation work. The basic objectives of information consolidation are:

- to enhance the effectiveness of information transfer;

- to encourage intensive use of information scattered all over for developmental activities; and

- to fulfill information requirements of the potential users by repackaging information in evaluated and synthesized form.

This category of reference source is generally serial publications but they differ in frequency and format subject periodicals having regular frequency. They contain articles dealing with current and significant trends of development in a specific field. They are compiled from primary sources but are arranged according to some definite plan. They deal with already published knowledge in a more organised and systematic way. They are more frequently refer^red to than the primary sources because they provide organised and consolidated information in useful packages which are self-sufficient.

In short, they occupy an intermediate position between a technical journal and collection of handbooks or monographs. Subject journals publish articles pertaining to recent development in scientific or technical fields or result of a particular research to make it accessible to the subject specialists. After a few years, the concrete and related results in similar areas are combined to publish a comprehensive handbook, sourcebook, monograph or treatise. The state-of-the-art reports such as reviews, advances, progresses, surveys, trend reports and so on are published to bridge the gap between these two types of publications: They are published periodically to present in a suitable form, analysis of the progress made through research and practice.

Self Check Exercise

1)   Enumerate the basic objectives of information consolidation.

Note: i)   Write your answers in the space given below.

ii)   Check your answers with the answers given at the end of this Unit.

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5.3   TYPES OF THE STATE-OF-THE ART REPORTS

The state-of-the-art reports can be grouped into three categories (for the sake of convenience).

- Reviews and Surveys;

- Advances and Progresses; and

- Trend Reports.

The difference between these categories of reference sources is marginal. They cover topics of current significance of a particular rapidly advancing field of a subject. They bring together articles pertaining to diverse aspects of a particular field at intervals for a wider audience. They publish critical articles and surveys, based on published literature, research in progress and trends in development. They are addressed to specialists in the field, viz;

- Scientists, engineers and professionals engaged in research and development activities;

- Managers, economists and business entrepreneurs engaged in small and large scale business, commerce, marketing and industries;

- Technicians, supervisors and communicators; and

- Policy makers in government.

The authors designated to write these articles are internationally known experts. They present in a nutshell the results of research and summaries of technical writings and make it intelligible and interesting for specialists in the field. They have played major role in the advancement of the subject they review. They use a variety of styles for presenting the new development

5.3.1 Reviews and Surveys

A review is a survey of the primary literature in a specific subject field covering specific period. It may be considered as a critical synthesis of the state of knowledge or advances in a given subject or its sub-discipline, In other words, reviews and surveys are critical examination of information and literature on a particular subject or topic. They are often considered the highest level of intellectual reprocessing of information. A critical or an evaluative review or survey done by a specialist often highlights gaps in the research field and suggests new avenues for research. They not only cover what has been published but also stimulate thinking,

Reviews are of two types. (1) First, the bibliographic reviews, which emphasize bibliographic approach evaluating continuation in a subject or subject-oriented approach (2) the second, focussing on particular scientific or technical problem and its solution. Most of the reviews combine both these aspects.

&Mews appear in different forms and vary in frequency. The most well known are the annual series in specific subject fields. Annual Reviews Inc., California, US is a publisher interested in the advancement of the sciences. It has published high quality, reasonably priced Annual Review volumes in more than 25 major disciplines such as Physical and Natural Sciences, Medicine and related Sciences, Computer Science, Sociology, Psychology, Public health and so on. The volumes are organised by editors and editorial committees who invite eminent authors to contribute critical articles reviewing significant developments within each major discipline. They also appear in quarterly or monthly review journals, Reviews also appear as articles in primary journals. The titles of such reference sources contain terms like, Review of…, Annual Review of…., World Review of..., International Review of..., Review of Research in….., etc.

some of the examples of `Reviews' are:

1) *Annual Review* of Information *Science and Technology* (ARIST).

2) *Macromolecular Reviews;* ed. by A. Peterlin et. al. Wiley, 1982.

3) *Reviews of Environmental. Continuation and Toxicology fed. by G. W. Ware. Springer, 1991.*

4) *Annual Review of Psychology.*

Reviews k Names of Journals

1) *Review of Plant Pathology* (Available different physical Formats).
    Wallingford, Great Britain : CAB International

    Paper   --   1922- 12 times per year

    Diskette   --   1922- 12 times per year

    Internet   --   1996- 12 times per year

2) *Review of Higher Education.* Baltimore : John Hopkins University Press.

    Paper   --   1978- 4 times per year

    Internet   --   1996 4 times per year.

3) *Reviews in Fish Biology and Fisheries.* Andover, Great Britain : Chapman and
    Hall

    Paper   --   1991- 4 times per year

    Internet   --   1996- 4 times per year

It should be noted that the term `review' can also mean a `book review'. Again it is
often found that many works having a word `review' in their titles are not always
reference sources. This can be illustrated by taking the following examples.

- *Review of Research in Education.* Itasca: F. E. Peacock, 1973. It is an annual
  whereas *Review of Educational Research is* published as quarterly journal by
  the American Educational Research Association, Washington.

- *Mathematical Reviews* is an Abstracting Journal and Review of Scientific
  Instruments and Physical Review are both research periodicals, which are
  published annually or irregularly.

Some of the examples of `**Surveys'** are :

1) *Cancer Surveys : Advances and Prospects in Clinical, Epidemiological and
    Laboratory* Oncology/edited by John Tooze New York : Cold Spring Harbor,
    1982. Irregular

2) *'National Readership Survey' Annual.* London : - National Readership Surveys
    Ltd., 1989

3) *Fifth Survey of Research in Education.*

4) *OECD Economic Surveys.* Paris : Organisation for Economic. Cooperation and
    Development.

    Paper   Annual -25 vols.

    CD-ROM   1994-95- annual.

Surveys as Journal

Examples

1) *General Social Surveys.* Chicago ;National Opinion Research Center, 1972 -
    (Twice a year). It is also available in microfiche.

2) *Surveys and Reviews in Gerontology,* Israel : Israel Gerontologicas Society,
    1969 - (4 times a year). (Text in Hebrew). (Formerly till 1995 it was named as -
    Israel Gerontological Society: Information Bulletin).

3) *Surveys in High Energy Physics; an international journal'.* Amsterdam,
    Netherlands: Gordon & Breach, 1980 - (2 times a year).

4) *Internet Surveys (12 times a year).* It is a newsletter available only online.

5.3.2   Advance and Progresses

These categories of reference sources are generally serials, but they differ in format
and frequency rather than in content from `Reviews' and `Surveys'. All these terms
are used synony-

mously for a continuous series of reference books. The use of these terminologies, therefore, causes considerable confusion. By and large, it is noticed that the tittles used are Advances in ..., Progress in..., Recent Progress in ....Report on Progress in..., Survey of Progress in .... and so on. These are synonymous.

Examples of Advances

1) *Advances in Librarians**. New York: Seminar Press, 1971-.

2) *Advances in Biophysics.* Biophysical Society of Japan (Published by Elsevier Science Ireland Ltd., Ireland). 1968 -. Annual.

3) *Advances in Horticulture and Forestry. Jodhpur : India Annual Scientific Publishers.*

4) *Advances and Technical Standards in Neurosurgery / ed. by Kraytenbuhi H. et al. Annual. Vienna, Austria :.Springer Verlag.*

5) *Advances in Computers. New York: Academic Press, 1960 -. Annual.*

Examples of Advances- Journals

1) *Advances in Atmospheric Sciences, Available* in English and Chinese Languages. Chinese Committee of Meteorology and Beijing *Atmospheric* Physics, *China : 1984* (4 *times* a year).

5.3.3   Trend Reports

The main purpose of a Trend Report is to fulfill the specific information requirement of a specialist reader on a particular subject. It provides an account of the general direction of research in the subject based on **a** review of the documents on current developments. Trend Report is a highly useful LAC (Information Analysis and Consolidation) product, which facilitates the specialists in their research work. These may be adhoc documents in a particular subject or sometimes serial publications.

It provides first hand information about the research and development work that are being carried out in a country or throughout the world, in a consolidated form. This saves the time of the researcher, which can be utilized effectively for the research work. Trend Reports *are* generally produced in house by various R&D organisations.

The trend reports are also produced by International organisations like World Bank, UNESCO, FAO etc. and by other commercial publishers.

Examples of Trend Reports

1) *Trends in Banking in OECD Countries.* (1985). Paris : OECD.

2) *Trends in Solid Mechanics/ed.* by J.F Banding A.M. and Van Der Heijden (198). Khunwar Academic. 256p.

3) *Trends in Food Science and Technology. Mysore* Association of Food Science and technology (1989).

4) *Trends in Cancer Research.* New York : World Health Organisation (1996)

UNESCO has come up with a series *on New Trends in Teaching of Different Science Subjects.* These publications present a thorough review and exemplification of current knowledge and practice in the field with wide coverage of material and ideas.

The titles under this series are:

1) *New Trends in Biology Teaching*

2) *New Trendy in Chemistry Teaching*

3) *New Trendy in Mathematics Teaching*

4) *New Trends in Integrated Science Teaching.*

5.4 USES OF THE STATE-OF-THE-ART REPORTS

With information explosion, it has become difficult for the researches to keep track of all the publications in their field and the current trends in research. The indexing and abstracting services cannot cope up with the specific subject requirement of the specialist readers. The State-of the Art Reports, Reviews, Trends Reports, etc., can solve this problem to a great extent by providing consolidated information on specific subjects. The utility of such publications is two fold: one from the point of view of the historical development of the subject and the second from the point of view of the individual researcher. From the point of view of the historical function, these publications provide:

1) evaluation of the published literature;

2) Collection of information from the various sources;

3) Extraction of the necessary information, and

4) Identification of the emerging specialists.

From the user point of view, the following functions are served:

1) notification of the published literature;

2) Current awareness about the subject and other related fields; and

3) Back-up for literature searching to be carried out in future.

Self Check Exercise

2) Discuss the functions of State-of-the-Art Reports, Reviews Trend Reports, etc.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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5.5 EVALUATION

Like any other reference sources, the following general criteria for evaluation are applicable for the State-of-the-Art Reports and similar publications:

1) Quality of information in relation to:

- Precision and accuracy

- Authenticity

- Credibility of the sources

- Recency

2) Scope and Coverage in terms of

- Completeness of information.

- Comprehensiveness of subject or topic covered.

3) Appropriateness in terms of

- Needs and requirements

- Avoiding information overload

- Befitting the levels of sophistication. and language

4) Haggle and Hassle free in terms of:

- No time lag i.e. published at regular intervals

- Ease of access

5) Costs involved, i.e.

- Direct cost of obtaining the service

- Indirect cost of post processing

Apart from the above general criteria, the following special criteria for evaluation are needed to assess the quality of the state-of -the-art reports and similar other publications.

1)	Completeness	:	Comprehensive coverage of the literature.
2)	Perspective	:	It should be directed towards the given subject.
3)	Analysis subject.	:	It should be thorough, with in-depth analysis of the
4)	Synthesis format.	:	The material should be produced in a compact
5)	Value added database.	**:**	It should serve as an addition to the information
6)	Utility	:	It should be able to serve multiple purposes.

5.6   SUMMARY

Information explosion and availability of information in variety of languages and formats creates problem for their effective use. Information consolidation and repackaging can solve these problems to a great extent. State-of-the-art reports, Trends Reports, Reviews, Advances, etc., are examples of information consolidation and repackaging which can overcome the barriers in the use of information. In this Unit various categories of State-of-the"-art reports have been discussed along with their utility and evaluation aspects.

5.7   ANSWERS TO SELF CHECK EXERCISES

1) The objectives of information consolidation are:

- to enhance the effectiveness of information transfer;

- to encourage Intensive use of information scattered all over for developmental activities; and

- to fulfil information requirements of the potential users by repackaging information in evaluated and synthesized from.

2) The functions of State-of Art Reports, Trends Reports, Reviews, etc. are:

i) From the point of view of the historical development of the subject:

a) evaluation of the published literature,

b) collection of information from the various sources,

c) extraction of the necessary information, and

d) identification of the emerging specialists.

ii)   From the point of view of the researcher:

      a)   notification of the published literature.

      b)   current awareness about the subject and other related fields.

      c)   Back-up for literature searching to be carried out in future.

5.8   KEY WORDS

Consolidation of Information	**:**	It involves investigation of all primary documents for a particular subject, collection of information, analysis and checking of validity and consolidating for dissemination.
Repackaging of Information	:	Collection of information for different sources and in different for mats and putting them together and presenting in another form to facilitate the work of the user.

5.9   REFERENCES AND FURTHER READING

Atherton, Pauline (1977). *Handbook for Information Systems and Services.* Paris: Unesco.

IGNOU, MLIS-04, Block 3 - *Information Products,* Unit 11 - State-of -the Art Reports and Trend Reports. PP. 27-40.

Saracevic, Tetko (1996). A *Course in Information Consolidation: A Handbook for Education and Training in Analysis, Synthesis and Repackaging of Information.* Paris: Unesco. PG 1-86/WS/14.

Activities

Visit any library in your town, and study the-contents of the State-of-the-Art Reports discussed in this unit.

UNIT 6   DICTIONARIES

Structure

6.0   OBJECTIVES

After reading this Unit, you will be able to:

- write one or two lines about dictionaries in general;
- classify the dictionaries into different categories;
- identify the specific types of dictionaries for answering queries;
- assess the value of a dictionary before acquiring it,
- locate the examples of different types of dictionaries;
- group them in their appropriate categories; and
- answer questions by referring to various types of dictionaries.

6.1   INTRODUCTION

In this Unit, we intend to:

- define and explain the scope of dictionaries;
- inform you about the alternate names used for dictionaries;
- state the innovative techniques used by combining features of dictionaries with other reference sources;
- introduce you to different types of dictionaries;
- acquaint you with problems of dictionaries;
- enumerate the uses of dictionaries; and
- suggest guidelines to evaluate a dictionary before adding it to your reference collection.

Here, we have elaborately discussed the varieties of dictionaries listed under each type of dictionary. They are not the exhaustive lists of existing dictionaries but are only some important ones which you may normally come across.

The science of compiling a dictionary is called Lexicography. Lexicographers adopt many innovative techniques and compile dictionaries of varied aspects of languages, linguistics and several disciplines. In order to acquaint you with the features of varieties of dictionaries, you have been asked to do some activities at the end of this Unit.

6.2   DEFINITION AND SCOPE OF DICTIONARIES

Dictionary is the most widely known and used reference book. Almost every household possesses a dictionary. All school children are taught to use a dictionary to help them under-stand the meaning and use of words and pursuing independent studies. It is one of the most common reference books referred to by the people all through their life.

The word `dictionary' is derived from the medieval Latin word `dictionarium' - a collection of words. It originates from the term `diction' meaning `a mode of expression'. A dictionary generally deals with the collection of general words either of a language or of special terms of a particular subject. It usually defines terms and gives their alternate meaning, usage, etc. Some dictionaries give derivation and history of words top. The words are arranged in some definite order, usually alphabetical. Sometimes the entries are arranged in classified order and are presented in related groups. In a nutshell, a dictionary deals with words, their meaning and uses.

6.2.1   Alternate Names for Dictionaries

There are some reference books, which also deal with words but are known by various other names. They have identical purpose with a slight difference *in* scope. They are known as:

a) Glossary   b) Lexicon   c) Thesaurus   d) Vocabulary

a) Glossary

The word `glossary' originates from the Latin word `glossarium' meaning `a collection of words peculiar to a field of knowledge'. Each entry in a glossary is known as a `gloss' meaning `a word', `a comment', `an explanation' or `an interpretation'. It is an alphabetical list of terms and explanations often of specialised or technical nature (such as a glossary of computer terms). Sometimes it is linked with a particular text (such as Glossary of Indian terms in an English novel). Glossaries typically appear at the end of book as appendices. The person who compiles glossary is a glossarist. The Central Hindi Directorate has brought out a large number glossaries. Some examples of glossaries are given below

i) **Technical Glossaries :** *Glossary of Indian Religious Terms and* Concepts/Narendra Nath Bhattacharyya. Columbia: South Asia Pub., 1990.

It seeks to explain the basic significance of various terms and concepts which characterises different religious systems of India.

Glossary of Indian Medicinal Plants. New Delhi: CSIR, 1956; a supplement brought out in 1968.

Scientific names of the plants together with their popular synonyms and medicinal value of each plant are described.

A Shakespeare Glossary/C.T. Onions; enlarged and revised by Robert D. Eagleson; Oxford: Harendon Press, 1986:

Contains terms appearing in William Shakespear's works-plays etc. Every definition is accompanied with at least one quotation from the text of a play or poem.

The A. L. A. Glossary of Library and Information Science Terms /edited by H. Young.

Chicago: American Library Association, 1983.

Comprehensive Glossary of Technical Terms / prepared by Central Hindi Directorate. Delhi: Ministry of Education, Govt. of India, 1973-74.

-Science: Vol.1-A toK &.Vo1.2-LtoZ

-Humanities :Vol.! -A to K & Vol.2 = L to Z

b) Lexicon

It is derived from a Greek word `Lexicon', meaning 'dictionary'. Each entry in the Lexicon is known as `Lexis' meaning `a word'. Lexicon is a dictionary of words of a language, arranged alphabetically giving meaning in another language. It is chiefly applied to dictionaries of Greek, Syrian, Arabic, Latin and Hebrew languages.

Examples:

English - Chinese Lexicon of Women Law/ ed. by Sharon K Hom and Xin Chunying. Paris : Unesco, 1995.

Elsevier's Russian - English Dictionary/ Paul Marcura. Amsterdam: Elsevier, 1990.4v.

It is the most extensive listing of vocabulary till-date in the areas of humanities, social sciences and fine arts.

Greek - English Lexicon/by Henry George Liddell and Robert Scott. Ed.9; revised by Henry Stuart Jones and Roderick Mcenzie. Oxford: Clarendon Press, 1925 - 40. Issued in 10 pts. between 1925-1940.

In recent years, the scope of a lexicon has been widened. There are two types of lexicon:

1) The lexicon of a language or dialect and

2) The lexicon of writers or individual works.

The lexicon of a language or dialect is concerned with semantics and etymology. The lexicon of any language forms a complex system. Its words are linked with one another-both, in sound form (i.e., homonyms and paronyms) and meaning (i.e., synonyms and antonyms). These groups of words form thematic groups, for instance, kinship terms, terms for means of transportation, etc. A lexicon of a language also includes words of different origins, borrowed and coined words adapted in the language after coming in contact with other people.

Longman Lexicon of Contemporary English/ed. by M.C. Arthur. London : Longman,1981.

The lexicon of writers or individual works is the subject of stylistics and poetics. It contains not only natural words but also obsolete words. It covers historical words, archaisms and neologisms.

c) Thesaurus

The term `thesaurus' also has its origin in Greek. It means `a storehouse' or treasury' or `a repository'. Peter Mark Roget was the first person to use `thesaurus' for English dictionary in 1852. The term is now used in two different senses.

Traditionally it was developed to aid literary men in finding the most appropriate alternate word to express an idea. The words in a thesaurus are, therefore, arranged by ideas. All other synonyms of an idea with varying shades and different grammatical form are brought together under one word in the first part. The second part is a list of words arranged alphabetically, but instead of giving meaning, it guides to the appropriate entry number in the first part.

Roget's International Thesaurus. Ed.3. New Delhi : Oxford and 1BH, 1978.

Samanantra Kosh / by Arvind Kumar and Kusum Kumar. New Delhi : NBT, 1996. 2v. The first thesaurus in Hindi which contains 1,60,850 expressions arranged under 1100 headings and sub-headings.

The Original Roget's Thesaurus of English Words and Phrases, revised and modernised new edition/by Robert A. Dutch. New York: St. Martins, 1965.

Longman Pocket Roget's Thesaurus. Harlow: Longman, 1986.

The Oxford Children's Thesaurus. Oxford : Oxford University Press, 1986.

In recent years, the word `thesaurus' has undergone a change. Now, thesauri are compiled in various subjects which resemble synonym dictionaries. They are compiled (a) to provide subject headings list for indexers and searchers and (b) to provide an effective language interface between people and manual or computer data storage systems. They are useful to the libraries in information retrieval.

Unesco : IBE Education Thesaurus. Ed.5. Paris : Unesco, *1991.*

It is a **multilingual** list of terns for indexing and retrieving documents and data in the field of Education.

Spines Thesaurus: A "Controlled and Structured Vocabulary fi)r Information Processing in the Field of Technology for Development, Ed.2. Paris : Unesco, 1988.2v.

d) Vocabulary

The name `vocabulary' originates from a medieval Latin word `vocabularium' . It is often used for a stock of words and phrases with brief explanations and meanings restricted to a single work or author. The entries are usually arranged in alphabetical order.

It encompasses:

i)   words of a language, e.g., vocabulary of basic Hindi.

ii)   words available to or used by an individual, e.g., vocabulary of Shakespeare.

iii) words appropriate to a subject or occupation, e.g., vocabulary of Commerce.

iv)   word list developed for a particular purpose e.g. an international vocabulary of technical theatre terms:

v)   a list or set of code words, gestures, symbols, style or colours.

An International Vocabulary of Technical Theatre Terms in 8 languages. (American, Dutch, English, French, German, Italian, Spanish, Swedish). New York : Theatre Arts Books,1959.

Consolidated Basic Hindi Vocabulary (Classes Ito VIII) */ Compiled by* Uday Shankar and Jai Narain Kaushin. New Delhi : National, 1982.

"Vocabulary, English Somali, Somali-English". Mogadishu : Office of the FAO Representative, 1989. It has been compiled to help foreigners who are interested in acquiring some knowledge of the language.

The second one is based on the research study undertaken by seven scholars. It incorporates basic, comprehensive, Hindi vocabulary for children from classes one to eight. It ascertains the comprehensibility of students of different grades. The number under each grade and against each word indicates the difficulty in understanding the specific word. It is a very useful book for the teachers, authors and all those who address school children.

6.2.2   Combination of Dictionary and Other Reference Sources

With a view to capture larger market, publishers have resorted to producing dictionaries which combine in them the features of a) encyclopaedia b) thesaurus c) or even handbooks. This has resulted in following types of publications:

a)   Dictionary-cum-Thesaurus

b)   Encyclopaedic Dictionary

c)   Dictionary-cum-Handbook

a)   Dictionary-cum-thesaurus

Collins has merged two essential reference books into one by combining Collins English Dictionary and New Collins Thesaurus:

The Collins Dictionary and Thesaurus in One Volume / *ed.* by William T. Mcleod. London: Collins, 1986.

b)   Encyclopaedic Dictionary

Dictionary makers are engaged in producing dictionaries with many illustrations and special lists, as the users appreciate finding all possible information from one single dictionary. There are some dictionaries having both-lexicographical and encyclopaedic features. They are known as encyclopaedic dictionaries.

Century Dictionary and Cyclopaedia with a New Atlas of the World / ed. by William Dwight Whitney, rev. ed. N.Y. Century, 1911. 12 vols.

It defines general, biographical and geographical terms and explains them with illustrations.

The Oxford Reference Dictionary / ed by Joyce M. Hawkins. Delhi :Oxford University Press, 1986.

This new illustrated dictionary is both, an up-to-date, authoritative dictionary and a concise encyclopaedia.

We have some subject encyclopaedic dictionaries too.

Encyclopaedic Dictionary of Mathematics/ ed. by Kiyosi Ito. 2nd ed. Cambridge: MIT Press, 1986.

It is prepared by the Mathematical Society of Japan. The first edition was published in 1976. The second edition has been revised to bring it up-to-date and expanded to include more subjects in applied mathematics. The encyclopaedic feature of the dictionary has been further strengthened by adding many special lists, definitions, biographical and geographical names, inventions, major languages, weights and measures, chemical elements and compounds and illustrations.

It is rather difficult to draw a dividing line between dictionaries and encyclopaedias. Some classical dictionaries are in reality encyclopaedias whereas some concise encyclopaedias are nothing more than dictionaries: In short, the basic difference between the two is that a dictionary deals with the words whereas an encyclopaedia provides information on topics and subjects.

c)   Dictionary and andbook

Dictionary and Handbook of Nuclear Medicine and Clinical Imaging / by Mario Polturalde: Bocaraton, Fla.: CRC Pr., 1990.

The first part is a dictionary of brief definitions. Accompanying handbook consists of tables on subjects, viz. properties of elements and radio is otope, radioactive *decay, etc*.

Self Check Exercise

Note: i)   Write your answers in the space given below.

　　　　ii)   Check your answers with the answers given at the end of this Unit.

1)   Fill in the blanks:

• ………………..is the valuable source of synonyms and antonyms arranged in a ………………..order.

• ………………explain and defines words and phrases belonging to a single work of author.

• Glossary   explains   the   technical   terms   of   a particular…………………………..or ……………………….

• Encyclopaedic dictionary has both ………………. and ………..features combined in one.

2)   Why are subject theasauri compiled in recent years? Give two reasons.

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3)   Differentiate between lexicology and lexicography. Give two main differences.

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## 6.3 DIFFERENT TYPES OF DICTIONARIES

Though dictionaries are defined as reference books consisting of words and phrases, they cover almost every field of interest. We have a wide range and variety of dictionaries. They are divided into different categories according to their nature and scope of contents. Usually, librarians categorise them into the following four groups as it facilitates them in the organisation of the reference collection.
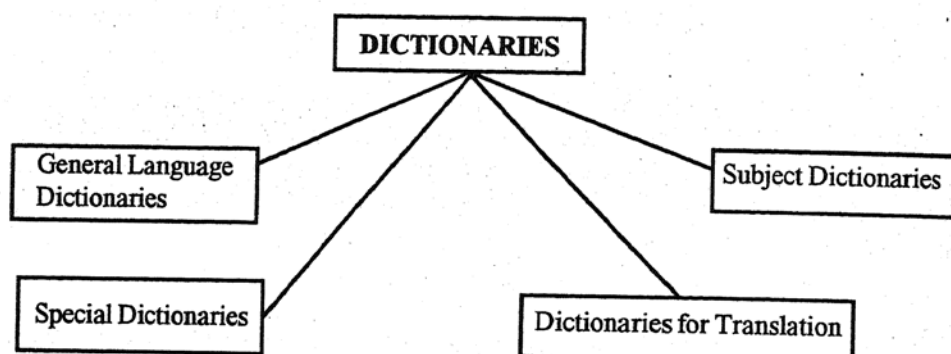
Now, we will discuss each of the above four types of dictionary in detail. They are subdivided into several kinds and illustrated with suitable examples.

6.3.1 General Language Dictionaries

They are called general dictionaries as they deal with the common words of a language. They are most popular and readily used dictionaries. These may be classified into three groups according to the purpose, size, volume and user's age.

a) According to purpose	i)	Prescriptive
	ii)	Descriptive
b) According to size	i)	Unabridged
	ii)	Semi-abridged or Desk
	iii)	Abridged or Pocket
c) According to user's age	i)	Children
	ii)	Junior
	iii)	Adult

a) Prescriptive and Descriptive Dictionaries

Dictionaries are compiled for two basic purposes

   i)   to set authoritative standards for spelling, pronunciation, meaning and usage, or

   ii)   to record the words of a language with all their spellings, pronunciations, meanings and uses.

The dictionaries compiled with the first purpose are known as `prescriptive'. They contain only the standard and approved words worthy of use. They omit slang, coined or borrowed expressions. Dr. Samuel Johnson's `*Dictionary* of *the English Language'* is a very apt ex-ample of a prescriptive dictionary.

The descriptive dictionaries are compiled with the second purpose. They include all the acceptable words used at the time of compilation. The words are collected and recorded from contemporary sources of the literature – popular, literary and technical journals, magazines and newspapers. `Oxford *English Dictionary'* and `*Webster's Third New International Dictionary'* fall in the group of descriptive dictionaries.

The following are some of the examples of dictionaries according to different sizes, volumes and user's age;

i)   Oxford *Family of English Dictionaries. Oxford :* Clarendon Press.

ii) *Webster Family of American Dictionaries.* Springfield, Massachusetts : G.C. Merriam.

Category	Members of the Oxford Family	Members of the Webster Family
Unabridged multivolume dictionary for adults	Oxford English Dictionary. Ed.2/ ed. by John Simpson and Edmond Weiner. 1989. 20 vol. Also available compact edition. 2 vols.	Webster's Third New International Dictionary of the English Language. 1981 (48 pages of Addenda of new words).
Semi - abridged or desk dictionaries	New Shorter Oxford English Dictionary / ed. by Brown Lesley. 1993. 2 vols. Concise Oxford Dictionary of Current English. / ed. by R.E. Allen. Ed.8. 1990.	Webster's Ninth New Collegiate Dictionary. [1983]
Abridged or Pocket dictionaries for Juniors	Pocket Oxford Dictionary of Current English / ed. by Della Thompson. Ed.8. 1992. Oxford Mini Dictionary / ed. by J.M. Hawkins. Ed.3. 1995.	Webster's Vest Pocket Dictionary. 1981. Webster's Ninth New Collegiate Dictionary. Ed.8.1983 Webster's Intermediate Dictionary. 1977.
School dictionaries for Children	Oxford Illustrated Junior Dictionary / ed. by R. Sansome and Reid. 1991.	Webster's New Secondary School Dictionary. 1961. Webster's School Dictionary. 1980. Webster's Elementary Dictionary. 1971.

Cassell's New Latin-English, English-Latin Dictionary /by D.P. Simpson. London : Cassell, 1959.

Encyclopaedic Dictionary of Persian, Arabic and English / by Francis Johnson. New Delhi: Commonwealth Pub., 1990. 3 vols.

An Indian reprint of 1852 edition. Arabic and Persian words are listed in one sequence fol lowed by English equivalent or explanation.

Russian - English Dictionary / ed. by Al Smirnitsky. Moscow : Russky Yazyk Pub., 1987.

Allied Chambers Transliterated Hindi, Hindi-English Dictionary / compiled by H.W. Wagenaar /ed. by S.S. Parikh,. New Delhi: Allied Chambers, 1993.

Modern Hihdi-English-Hindi Dictionary / by C.B. Misra. Bangalore: Alok Bharti, 1991.

Efforts are being made to make the dictionaries simple, informative and easy to use. One such general dictionary has been published by Collins.

Collins Cobuild English Language Dictionary / compiled by English Department of University of Birmingham. London : Collins, 1986.

It is specially developed and complied with advanced computer technology for learners and teacher of English. The kind, quality and presentation of information are considerably different from the other general dictionaries. Along with the main text, there is an extra column of notes about the structure and meanings. To save space, these notes are abbreviated and the key to abbreviations is given for reference. The main entries are self-sufficient and it is not necessary to consult the extra column of notes for everyday purposes. It is designed for a wide range of users.

The examples of Hindi dictionaries of various sizes, volumes and user's age are as under:

Unabridged
Multi-volume
Hindi dictionary
for adults
→ Hindi Shabda Sagar / ed. by Shyamsunder and others. Varanasi : Nagari Pracharni Sabha, 1965-75. 11 vols.

Brihat Hindi Kosh / ed. By Kalika Prasad and others.Varanasi: Gyanmandal, 1992.

Unabridged
→ Bhargava Adarsh Hindi Shabda Kosh / ed. by Ramchandra Pathak. Ed.16. Bhargava Books, 1984.

Self Check Exercise

4)   Explain the basic distinction between prescriptive and descriptive dictionaries.

Note: i)   Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.
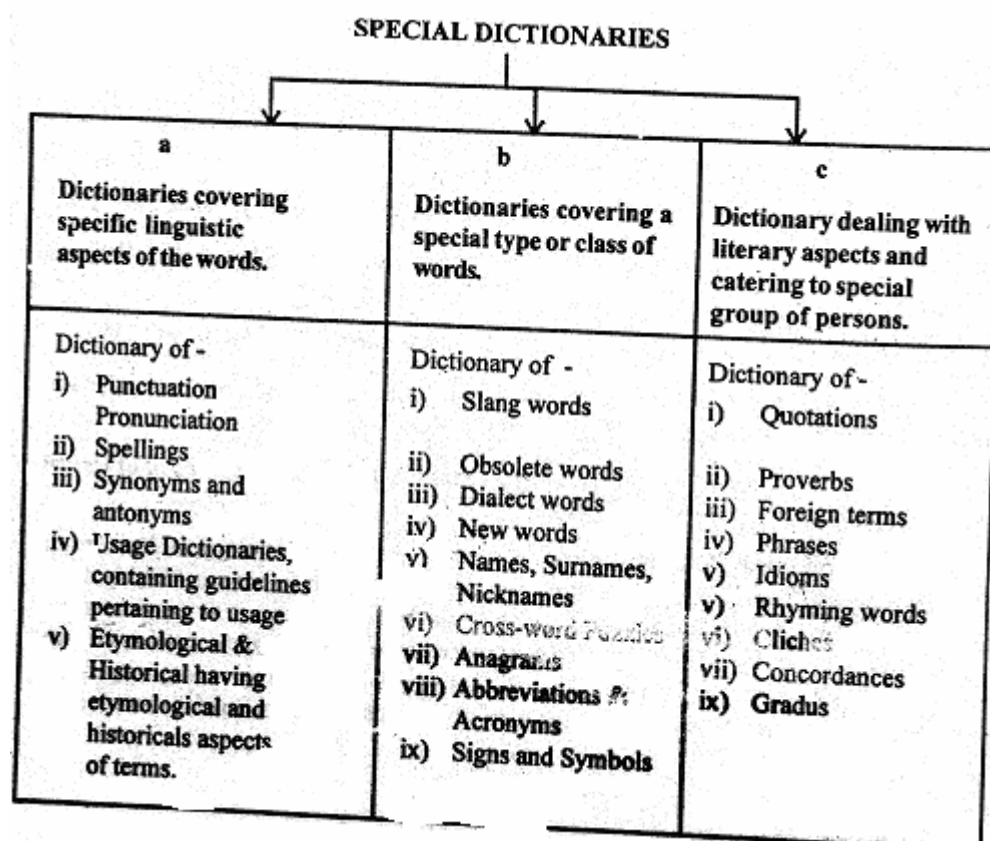
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6.3.2   Special Dictionaries

The dictionaries, which are compiled for a special purpose or aspects of a language, are called special dictionaries. Most of these aspects of words, which are separately dealt with in special dictionaries; are also covered in general dictionaries. Hence, they are sometimes known as supplementary wordbooks. They deal with the special aspects of the words much more comprehensively than the general dictionaries. There are numerous forms and varieties of specialised dictionaries. Here, they are divided into three groups according to their content and scope.

SPECIAL DICTIONARIES

a	b	c
Dictionaries covering specific linguistic aspects of the words.	Dictionaries covering a special type or class of words.	Dictionary dealing with literary aspects and catering to special group of persons.
Dictionary of - i) Punctuation Pronunciation ii) Spellings iii) Synonyms and antonyms iv) Usage Dictionaries, containing guidelines pertaining to usage v) Etymological & Historical having etymological and historicals aspects of terms.	Dictionary of - i) Slang words ii) Obsolete words iii) Dialect words iv) New words v) Names, Surnames, Nicknames vi) Cross-word Puzzles vii) Anagrams viii) Abbreviations & Acronyms ix) Signs and Symbols	Dictionary of - i) Quotations ii) Proverbs iii) Foreign terms iv) Phrases v) Idioms vi) Rhyming words vii) Cliches viii) Concordances ix) Gradus

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A) Dictionaries covering specific linguistic aspects of the words

i) Dictionary of Punctuation

Punctuation is one of the important aspects of written language which aids in understanding and correct reading of passages. It is a set of conventional signs, spaces and various typo-graphical devices used in written and printed texts. It makes the meaning of the passage clear by separating the sentences and words into meaningful units. The dictionaries of punctuation help us to make correct use of punctuation marks.

Punctuate It Right / by Harry Show. New York : Earned & Nobel, 1963.

You Have A Point There : A Guide to Punctuation and Its Allies / by Eric Partridge. London : Hamish Hamilton, 1953.

ii) Dictionary of Pronunciation

Pronouncing dictionaries deal exclusively with the pronunciation of words. They aid us in understanding the correct pronunciations of words, proper names of persons and places.

English Pronouncing Dictionary / by Daniel Jones /ed. by Peter Roach apd James Hartman. London : Cambridge Univ. Pr., 1996.

Daniel Jones uses the international phonetic transcription to denote correct pronunciation. He gives a glossary of phonetic terms.

How to Pronounce It / by Alan Strode & Campbell Ross. London Hamish Hamilton, 1970. After giving the correct pronunciation, it gives wrong ones to explain the difference.

iii) Dictionary of Spellings

They do not-define words. They include selected words giving priority to those which are difficult to spell. They cover words which are not spelt according to their pronunciation.

Cassell's Spelling Dictionary / comp. by Mary Waddington. 1969.

Entries are arranged in alphabetical order. The derivatives of the word are listed under it. It is a very useful aid to the typists who can locate spellings of all the derivatives of a particular word at one place.

Dictionary of Spelling : British and American / by Michael West. Longmans, 1964.

As the title suggests, it lists the American variations of British spellings in alphabetical order. *Awful Spellers Dictionary /* ed. by Oliver Stoner Wolfe, 1964.

It covers a small number of words which are often misspelt. He arranges the entries of wrong spellings in alphabetical order and gives correct spellings against them. The index at the end lists the correct spellings in alphabetical sequence.

iv) Dictionary of Synonyms and Antonyms

Thesaurus, discussed alongwith the alternate names used for the dictionaries in 6.2.1, is one of the well-known sources for synonyms. General dictionaries usually give synonyms and antonyms. There are numerous dictionaries devoted entirely to these two 'nyms'. These dictionaries are very useful to authors and enthusiasts of crossword puzzles. However, they should be used with caution and checked with the other dictionaries for the difference in shades of meanings.

*Webster's New Dictionary of Synonyms: A Dictionary of Discriminated Synonyms with Ant*onyms *and Analogous and Contrasted Words* / ed. by G & C Merriam Co., 1980.

Though the main title includes only synonyms, it covers antonyms too. The main entry of a word gives its meaning, use and synonyms. It carefully distinguishes between different shades of meaning of each synonym. It gives quotations illustrating the distinctions. At the end of each entry, it gives antonyms together with analogous and contrastive words by prefixing them with asterisks.

Hindi Paryayavachi Kosh / comp. by Bhola Nath Tiwari. *Delhi :* Prabhat Pmkashan, 1990.

Bahudeshiya Brihat Paryayavachi Kash / ed. by Bitola Nath Tiwari. Delhi: KitablVlahal, 1990.

v) Usage Dictionaries

Some of the comprehensive dictionaries define varying usage of words by giving illustrations in the form of sentences or quotations. Usage dictionaries deal extensively with grammar, syntax, style, idiom, and usage of right words. But they do not give reasons for these usages. They also discuss the common errors of usage in present day speech and writing.

A Dictionary of *Modern English Usage* / *by* H.W. Fowler. Ed. 3 / ed. by Robert William Birchfield. Oxford: Clarendon Pr., 1996.

Hindi Shabdavali our Proyog / *comp. by* Sita Ram Shastri. Agra: Kendriya Hindi Sansthan, 1979. 2 Pts.

It is a programmed dictionary prepared for non-Hindi speaking learners.

vi) Etymological and Historical Dictionaries

Etymology means the science of the origin and history of words. Etymological dictionaries give the history of words, their origin and derivation in the development of a language. It gives the change in the meaning and usage, the adaptation of borrowed and coined words to express certain aspects, reflect the history of language and the civilization and culture of its people.

The Barnhart Dictionary of Etymology / ed. by Robert K Barnhart. N.Y.: H.W. Wilson, 1988.

It traces the origin of the basic vocabulary of modern English; contains over 30,000 entries together with glossaries of language names and linguistic terms as also of literary works listed in etymologies.

The Concise Oxford Dictionary of English Etymology / ed. by T.F. Hood. Oxford: Clarendon Press, 1986.

It provides clear and succinct accounts of the origin, history and development in meaning of some basic words and a wide selection of derivations.

Origins : A Short Etymological *Dictionary of Modern English* / by Eric Partridge. Ed. 4. London Routledge and Kegan Paul, 1966.

b) Dictionaries Covering a Special Type or Class of Words

The second group of special purpose dictionaries covers specific class of words. These words may or may not be included in the general dictionaries. They are of various types. We have given below a few important types with examples.

i) Dictionary of Slang Words

Words that are commonly used in every day conversation with friends or colleagues but are not suitable for formal communication or good writing are called slang words.

The previous trend of omitting slang words in a dictionary is fast changing. This change is accepted even by the editors of "Supplement of the Oxford English Dictionary". But, we have some specific dictionaries which record only slang words, their definitions, quotations and detailed information regarding their origin. They also cover slang words used by special people in different regions and vocations.

A Dictionary of Slang and Unconventional English Colloquialisms and Catch Phrases, Solecisms and Catechisms, Nicknames, Vulgarisms and Such Americanisms as have Naturalised / by Eric Partridge and Paul Beale. London: Routledge & Kegan Paul, 1984.

.Oxford Dictionary of *Modern Slang /* ed. by John Simpson and John Ayto. Oxford: Oxford University *Press,* 1993.

New Dictionary ofAmerican Slang/ al. by Robert L. Chapman. Nevv York ; Harper & Row, 1986.

ii) Dictionary of Obsolete Words

There are words, which were in use earlier but have disappeared from the current use of language. These words are known as obsolete and so, are omitted from the modern English dictionaries. Dictionaries recording such obsolete words are termed dictionaries of obsolete words.

They are useful for the students and teachers of English literature to understand the literature and language of particular periods.

Dictionary of Early English / by Shipley. New York : Philosophical Library, 1955.

Dictionary of Archaic and Provincial Words, Obsolete Phrases, Proverbs and Ancient Customs from the 14th Century. 13 ed. London : Routledge & Kegan Paul, 1989. *2* vols.

Adikaleen Hindi Shabdkosh / comp. by Bholanath Tiwari and Risal Singh. Delhi: Prabhat Prakashan, 1968.

iii) Dialect Dictionaries

A dialect is the variety of a language spoken by people in different areas with variations in pronunciation, vocabulary and phrases. Such dictionaries dealing with the dialect words are known as dialect dictionaries.

English Dialect Dictionary : Being the Complete Vocabulary of All Dialect Words still in Use/ is known to have been in use during the last 200 years. / ed. by J. Wright. 6 vols. London : Oxford Univ. Press, 1981 (Reprint).

It gives pronunciation, etymology and exact geographical areas where it is used. It includes American and Colonial words used in Great Britain. It contains illustrative quotations too.

American Dialect Dictionary / by Harold Wentworth. New York : Crowell, 1944.

It deals mainly with a dialect in the form of localisms and regionalisms. It gives more than 60,000 quotations showing their usage.

iv) Dictionary of New Words

Dictionaries are revised from time to time to make them up-to-date. Many new words are coined or borrowed from other languages and added to a language. Some dictionaries cover such new words, which are not included in the old dictionaries. " *Barnhart Dictionary Companion* is a quarterly publication begun in 1982 to record new words and their meaning still to be included in a dictionary. *Webster 's Third new International Dictionary* brings out supplement from time to time recording new words. *12000 Words: a supplement to WTND* was published in 1986."

Dictionary of New Words / by Berg. London: Allen & Unwin, 1953.

v) Dictionary of Names, Surnames and Nicknames

Dictionaries covering either the personal names, nicknames or surnames are called dictionaries of names. Nickname is an altered name or a shortened name instead of the real name.

The Penguin Book of Hindu Names/by Maneka Gandhi. New Delhi: Viking, 1992.

In addition to explaining the meaning, the book also gives a list of sources from where the word ht originated.

Complete Book of Muslim and Pars/ Names/by Maneka Gandhi & Ozair Hussain. N.Delhi: Indus Pub., 1994.

Oxford Dictionary of English Christian Names /comp. by E.G. Withycombe. Edl. Oxford: Clarendon Press, 1950.

It is useful for selecting a name for a new born baby. It attempts to cover all the names in use since 14th century.

The Oxford Mini Dictionary of First Names/ ed. by Hanks and Hodges. Oxford: University Press, 1986.

It is a guide to the meaning and origin of nearly two thousand names in common use in the English speaking world.

Dictionary of British Surnames/by Percy Hide Reaney. London: Routtedge & Kegan Paul, 1958.

It omits the surnames which are also place names and takes into consideration only the surnames of English men.

American Nicknames, Their Origin and Significance/by George Earlie Shankle. Ed.2. New York :Wilson, 1955.

It lists nicknames of the Americans. It also mentions the origin and significance of nicknames.

vii) Dictionary of Crossword Puzzles

These dictionaries are very useful for crossword enthusiasts in solving the crossword puzzles. The words are arranged according to the number of letters they contain with a brief definition.

Gem Dictionary for Crossword Puzzles. London : Collins

Longman Crossword Solver's Dictionary /by Anne R. Poradford. Harlow : Longman, 1986. *Webster 's Official Crossword Puzzle Dictionary/ed.* by Merriam Webster, 1981.

viii) Dictionary of Anagrams

Anagram is the Word made by changing the order of the letter in the given word, e.g., male-lame.

Longman Anagram Dictionary / by R.J. Edwards. Harlow : Longman, 1985.

It lists over 2,00,000 anagrams and phrases listed by length in alphabetical order. It is a comprehensive, computer compiled anagram dictionary ideal for solving crosswords, word puzzles, scrabble, etc. It is an ideal companion to *"Longman Crossword Key"* and *"The Longman Crossword* Solver 's *Dictionary"*

ix) Dictionary of Abbreviations and Acronyms

Abbreviations are the shortened form of long words, viz., e.g., = for example., acronyms are the words formed from the initial letters of names., e.g., WHO for World Health Organisation. Most of the unabridged dictionaries, encyclopaedias, almanacs, yearbooks, handbooks, etc. include abbreviations and acronyms. But a special dictionary covering only abbreviations and acronyms is very helpful as a reference tool.

Acronyms, Initialism and Abbreviations Dictionary. Ed. 18 / ed. by Janitufer Mossman. Detroit Gale Research, 1993.3v.

v.l   Acronyms, initialism, and abbreviations dictionary

v.2   New acronyms, initialisni and abbreviations. Inter-edition supplement

v.3   Reverse acronyms, initialism and abbreviation dictionary

It is a basic guide to abbreviations. It is quite often revised to keep it up-to-date. Entries are arranged alphabetically. Apart from abbreviations and acronyms, it covers anonymous, i.e., nameless or pseudonyms, i.e., different names used instead of the real names especially by authors, contractions, initials and nicknames, signs and symbols, short forms, etc.

x) Dictionary of Signs and Symbols

This special dictionary does not deal with words but still it is a part of language dictionary as the signs have meanings.

The Book of Signs/by Rudolph Koch. New edition. Constacle, 1995

It contains not only signs/but also symbols used from the earliest to middle ages by primitive people and early Christians.

C) Dictionaries Dealing with Literary Aspects and Catering; to Special Group of Persons

The third group of special purpose dictionaries cater for the special type of persons, i.e. poets and writers. They deal with the literary aspects rather than language. Some of the important dictionaries under the group are

i)	Quotations	iv)	Phrases
ii)	Proverbs	v)	Idioms, Euphemism
iii)	Foreign Terms	vi)	Rhyming Words

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vii)   Cliches

viii)   Concordances

ix)   Gradus

i)   Dictionary of Quotations

"Quotation is a pithy one or two sentence, made as a remark by an eminent person in course of a lecture, speech or in a book of fiction or non-fiction. It describes a situation or characteristic of a person by type in a few words which, later on is used by others to describe similar situation or person. It is not uncommon for library user to come to the library seeking exact words or context or person with whom a particular quotation is associated."

The dictionary of quotations is a very useful aid of reference collection. It is referred to identify and verify a particular quotation. It records quotations belonging to a particular subject, by a given author or for a special occasion.

Concise Oxford Dictionary of *Quotations.* New ed. Oxford University Press, 1982.

Macmillan Dictionary ofPolitical Quotations /comp. by Lewis D. Eigen and Jonathan P. Siegel. New York: Macmillan. 1993.

It is arranged alphabetically by topics, e.g. Bureaucracy, Democracy, etc.

The New Quotable Women/comp. by Elaine Partnow. New York: Facts on File, 1992.

This is a compilaton of quotations from eminent women of the world, arranged chronologically and under period by women. It consists of about 1500 quotations collected from utterances of 2500 women throughout the history. The text is supported by indexes - women name index, quotations arranged by subject index, etc.

Oxford Dictionary of Quotations / ed. by A.J. Augarde. London: Oxford University Pr., 1991.

Bartlett, John: Familiar Quotations: *A Collection of Passages, Phrases and Proverbs* /revised by Emily Morison Beck. Ed. 15. Boston: Little Brown, 1980.

Bloomsbury Dictionary of Quotations. London : Bloomsbury, 1986.

It contains wide-ranging, informative and interesting quotations. It is a very handy, useful and accurate reference book. The entries are arranged alphabetically by author. It provides an extensive index based on key words listed in alphabetic order.

ii)   Dictionary of Proverbs

Dictionaries of proverbs list proverbs in alphabetical order under the first significant key word with cross references to other important words.

Concise Oxford Dictionary of Proverbs/comp. by John Simpson and Jennifer Speak. Ed.2. London : O.U.P., 1993.

German- Hindi Kahavat Kosh/comp. by *Gulab Bhati.* Jodhpur : German Vidyapeeth Pub., 1991:

A World Treasury of *Proverbs from Twenty Five Languages.* New York : Random, 1946.

The Prentice-Hall Encyclopaedia of World Proverbs : A Treasury of *Wit and Wisdom through the Ages.* Englewood cliff, N.J.,: Prentice-Hall, 1986.

It is a collection assembled from all over the world numbering about 18,500 given in English with language of origin indicated.

iii) Dictionary of Foreign Terms

This dictionary covers, foreign words and phrases regularly used in English language. It is a very useful source of reference.

A Dictionary of Foreign Words and Phrases in Current English/by Alan Joseph Bliss. New York : Dutton, 1966.

It gives a brief definition of each foreign word and phrase with the country of its origin.

iv) Dictionary of Phrases

Brewer's Dictionary of Phrases and Fables/by E.C. Brewer. Ed. 14/ed. by Ivon H. Evans. N.Y.: Harper and Row, 1989.

v) Dictionary of Idioms

They are very useful for the writers to check the meaning and usage of idioms. Each idiom is defined and used in a sentence.

A Book of English Idioms/by V.H. Collins. Longman, 1956.

A Second Book of English Idioms. Longman, 1956.

A Third Book of English Idioms. Longman, 1960.

They record idioms and idiomatic phrases in alphabetical order under the first key word.

The Oxford Dictionary of Current Idiomatic English/by A.P. Cowie and R. Mackin. London: Oxford University Press. *1975-83.*

Vol. 1: Verbs with Prepositions and Articles, 1975. Vol.2: Phrase, Clause and Sentence Idioms, 1983.

It is a very useful reference book for advanced students and teachers. It is comprehensive and gives detailed information on possible sentence patterns with illustrative quotations from a wide range of 20th century writing.

vi) Dictionary of Rhyming Words

These dictionaries are very useful to verse writers. They differ from the general dictionaries in the nature of arrangement. In this dictionary, all the rhyming words are grouped together.

The Poets Manual and Rhyming Dictionary/by Frances Stillman. New York Crowell, 1965.

The Complete Rhyming Dictionary and Poet's Craft/ed. by Clement Wood; rev. by Ronald J, Bogus. N.Y. : Doubleday, 1990.

vii) Dictionary of Cliches

Cliches are expressions or ideas which have become outdated due to their frequent use. They are the idiomatic phrases mostly found in writing rather than speech.

A Dictionary of Cliches with An Introductory Essay/by Eric Partridge. 5th ed. London : Routledge and Kegan Paul, *1978.*

It lists, defines and dates cliches which have been stereotyped by their repeated use. In the preface, Partridge defines Cliche as "an outworn commonplace, a phrase or short sentence that has become hackneyed that careful speakers and scrupulous writers shrink from it because they feel that its use is an insult to the intelligence of their audience or public."

viii) Concordance

A concordance is an alphabetical index of important words used in a particular work. Usually, it is followed by citation of the passages concerned.

A Concordance of the Quraan/by Hanna E. Kassis. London: Univ. of California Pr., 1983. Words are listed under roots from which they originate.

Critical Word Index to Bhagavadgita/by Prahlad C. Divanji. Delhi: Munshiram Manoharlal, 1993.

A 1946 edition reprint, the index is divided into three parts - index of primary word unit; secondary and other units; common index of all the words in the two parts.

ix) Gradus

The word *`grades'* is used for a dictionary which aids in writing of poetry.

5) Enumerate criteria that differentiate special dictionary from a general dictionary.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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6.3.3 Dictionaries Useful for Translations

"Dictionaries giving meaning of words from one language into another language/languages are known as bilingual or multilingual dictionaries. We are all familiar with English-Hindi, English - Tamil or English-Urdu dictionaries. They are used as an aid in learning a foreign language. They are also used in translating text of foreign language book, etc. in local language and vice-versa.

When a dictionary is compiled to give meaning of a word of one language into more than one languages, such a dictionary, as is evident, is known as multilingual. In bilingual dictionaries, word of one language is explained in the other language; some times such explanation may exceed even a sentence. Multilingual dictionaries restrict themselves to only providing with equivalent term in other languages. Such dictionaries also are made use of to provide descriptors for subject headings. They are also considered part of comparative linguistics." Thus multilingual dictionaries may be grouped as:

a) Bilingual dictionaries, giving meaning in one or two other languages.

b) Multilingual dictionaries giving equivalent words in three or more languages.

a)   Bilingual Dictionaries

Mostly compiled as an aid to learning a foreign language, they are available in various sizes ranging from pocket size to multi-volume sets. British publishing firms Collins, Cambridge University Press, Cassell and Oxford University Press have provided a large number of bilingual dictionaries. Harrap of US are also a leading publisher of bilingual dictionaries from English to other European languages.

A typical English language bilingual dictionary offers a foreign word and its equivalent word in English in the first part. The process is reversed in the second part by giving the English word first followed by the equivalent foreign word. They are available ih various sizes and volumes. They are well-illustrated by the members of the Harrap's family of French and English Dictionaries published simultaneously by Harrap at London and Scribner at New York.

Harrap's a New Standard French and English Dictionary/edited by J.E. Mansion; completely revised and enlarged edition by R.P.L. Ledesert and Margaret Ledesert. London: Harrap; New York : Scribner, 1972-1980.

Part 1   French into English   Two Vols.

Part 2   English into French   Two Vols.

Harrap's *Modern College French and English Dictionary/by LE.* Mansion; completely revised and enlarged edition in one volume by M.Ferlin and P.Forbes and edited by D.M. Ledesert and R.P.L. Ledesert. New York: Scribner's, 1972.

Harrap's Concise Student French and English Dictionary/by J.E. Mansion. New ed./by P.H. Collin and others, 1978.

Harrap's Pocket Student French and English Dictionary. New York : Scribner, 1957.

The Cassell's series of bilingual dictionaries is very famous. Cassell's series is available in various European languages such as French, German, Italian, Spanish, Latin etc. They are published by Macmillan in America and under the Cassell imprint in England. The American edition of *"Cassell's New Latin Dictionary: Latin-English/English-Latin"* has been published by Funk and Wagnalls in 1960. Cassell is famous for publishing standard bilingual desk dictionaries. Most of them have been revised many times.

Oxford University Press and Collins are also well-known for their bilingual dictionaries in important European languages in two sizes – unabridged and concise or pocket.

Oxford Bilingual Dictionaries	**Collins Bilingual Dictionaries**
The Oxford Harrap Standard German-English-German Dictionary, 5vols. and The Pocket Oxford German Dictionary	Collins Klett German-English/English-German Dictionary, 2vols. and Collins Pocket German Dictionary
Oxford has brought out unabridged and concise dictionaries of European languages – French, Italian, Russian, Greek, Turkish, Arabic and Chinese.	Collins has published unabridged and concise editions of French, Italian and Spanish in one volume.

Sometimes, it is easy to convey information by pictures than description and explanations. The Oxford-Duden pictorial bilingual dictionaries have identified about 28,000 objects. They contain illustrations and their names in both the languages. It extensively covers vocabulary of science and technology, industry and commerce, engineering and medicine, arts and architecture, leisure and objects of daily use. They are very handy for students, tourists, translators and business people. They are available in:

> French and English,
>
> German and English,
>
> Spanish and English,
>
> Dutch and English,
>
> English and Japanese

Now, let us have some examples of bilingual dictionaries of Sanskrit and Hindi. Sir Moneier Moneier-Williams' name is familiar to all the scholars. He has compiled English-Sanskrit and Sanskrit-English dictionaries way back in 1851.

A Dictionary of English and Sanskrit/by Sir Monier Monier-Williams. Lucknow : Akhil Bharatiya Sanskrit Parishad, 1956.

The first edition was published in 1851. It was reprinted lithographically in India from the sheets of the first edition.

A Sanskrit-English Dictionary : Etymologically and Philologically, Arranged with Special Reference to Cognate Indo-European Languages/by Sir Monier Monier Williams. New edition greatly improved and enlarged in collaboration with Prof. E.Lehmann, Prof. C. Cappeller and others. Oxford : Clarendon Press. 1999.

It was reprinted in Delhi by Motilal Banarasidass in 1963.

Apte, Vaman Shivram. *The Student's English - Sanskrit Dictionary.* 3rd ed. New Delhi: Motilal Banarasidass, 1920. Reprinted 1987.

Apte Vaman Shivram, *The Student's Sanskrit English Dictionary.* 2nd ed. Delhi: Motilal Banarasidass, 1970. Reprinted 1993. (1st ed. 1890)

The examples of Hindi bilingual dictionaries are as under:

Brihat English-Hindi Dictionary/by Hardeo Bahri. 2vols. ; ed. Varanasi: Gyanmandal, 1969.

An English-Hindi Dictionary/by Father Kamil Bulke. 3rd ed. New Delhi: S. Chand, 1981.

Practical Hindi-English Dictionary/by Mahendra Chaturvedi and Bholanath Tiwari. Delhi : National, 1970.

Sankshipta Hindi-English Dictionary/by Mahendra Chaturvedi and Bholanath Tiwari. Delhi : National, 1972.

India being a multi-lingual country, there are numerous bilingual and trilingual dictionaries offering Hindi or English as first language and their equivalents in any other Indian language and vice versa. These dictionaries are very useful to language learners and translators.

The Central Hindi Directorate, Department of Culture, Government. of India has published more than twenty bilingual dictionaries, about half of them are Hindi-based and the other half are regional languages based.

The Directorate has also brought out Hindi based foreign and Indian language dictionaries and Indian and foreign language-based Hindi dictionaries.

Hindi - Chini Kosh, 1988

Hindi - Fransisi Kosh, 1988 German - Hindi Kash. 2 pts. 1990

Hindi - English Dictionary of Common Words, 1983

In addition there are tri-lingual dictionaries brought out by The Central Hindi Directorate.

Hindi - Gujarati - English, 1984

Gujarati - Hindi - English, 1988

Hindi -Marathi - English, 1988

Marathi - Hindi - English, 1986

The following are some more examples of bilingual dictionaries.

An English - Hindi dictionary/ by ICamil Bulke. Ed. *3.* New Delhi : S. Chant!, 1981.

Oxford Hindi - English dictionary /by IL S. McGregor. London: Oxford university.Pr., 1993.

B)   Multilingual Dictionaries

The second type useful for translation are known as multilingual or polyglot dictionaries. They give equivalent words in three or more languages. The arrangement of entries in the polyglot dictionaries have not been standardised.

They are arranged alphabetically by the main language with the equivalent words in the other language covered in a tabular form. Separate alphabetical indexes for each language represented are given as appendices at the end.

Twenty-one Language Dictionary/by H.L. Ouseg - Owen, 1962.

It is a multilingual dictionary of a small number of common words and expressions covering 21 languages. It is arranged alphabetically by the English words and has equivalent words of 20 languages. It has twenty appendices-one for each foreign language. Each appendix has alphabetically arranged list of words with their appropriate English equivalent

Bhartiya Vyavahar Kosh /ed. by Vishwanath Dinkar Naravane. Bombay : Tribeni Sangam, 1961.

Naravane's multilingual dictionary of simple and common words of day-to-day use covers fifteen Indian languages and English. Words of the other languages are transliterated in Nagari script, except English.

As explained above, multilingual dictionaries restrict themselves in providing equivalent term in other than base language. They have become common only after the advent of computers. Elsevier of Amsterdam have published quite a few multilingual dictionaries. These are found in subject dictionaries. Such dictionaries restrict themselves generally to one subject and are very common science and technology.

Yugarasmi's Illustrated English, Malayalam, Tamil, Hindi, Arabic Dictionary. Trivendrum: Yugarasmi Pub. Co., 1988.

6.3.4   Subject Dictionaries

Dictionaries dealing with the terms of a particular subject are known as subject dictionaries. The rapid development in all the fields of knowledge, has necessitated in the compilation of subject dictionaries devoted to the specific subject fields, occupations and professions. This is especially true for the fast advancing subjects of science and technology. General dictionaries cover most of the terms of the subjects in humanities. As specialisation increases, so do the scientific dictionaries. They differ from general language dictionaries in two ways:

1)   They include specialised technical terms of a particular discipline not usually found in general dictionaries. These technical terms are coined, borrowed, adopted, adapted and invented by specialists and experts in the fields.

2)   They give detailed descriptions of words. They not only define the terms but explain and comment on them.

Some subject dictionaries are meant for general public whereas most of them are published for subject specialists and students. They are found in various forms according to the size, volume and language. They can be

i)   Unabridged or abridged

ii)   Unilingual

iii)   Bilingual and multilingual

i)   Unabridged or abridged

Some unilingual dictionaries are unabridged although examples of abridged dictionaries are also available.

The McGraw-Hill Dictionary of Modern Economics: A Handbook of Terms and Organisations/ by Greenwald. 4th ed. New York : McGraw-Hill, 1983.

The Concise McGraw-Hill Dictionary of Modern Economics/ed. by *Douglas* Greenwald. New York McGraw-Hill, 1984.

ii) Unilingual

The American Dictionary of Economics /ed. by Douglas A L Auld and others. N.Y.: Facts on File, 1983.

Revised edition of the *Penguin Dictionary of Economics/by* Bannock etc.

Pustakalaya Vigyan Paribhasa Kosh. New Delhi : Central Hindi Directorate, 1988.

Dictionary of Information Science and Technology/comp. by Walters. London : Academic Press, 1992.

Brihat Paribas Shabd Sangraha: Vigyan Khand. New Delhi : Central Hindi Directorate, 1990. 2 vols.

A Dictionary of the Social Sciinces /ed by Julins Gould and William L. Kolb. N.Y.: Free Press, 1964.

Harrod's Libraries Glossary and Reference Book/ compiled by Ray Prytherch. 6th ed. Hauts, England : Gower Publishing, 1987.

Dictionary of Library and Information Science : English-Hindi, Hindi-English / compiled by Pandey S.K. Sharma and O.P. Gupta. New Delhi : Ess Ess Publications, 1986.

IGNOU : *Glossary of Terms in Library and Information Science (English-Hindi).* New Delhi : IGNOU, 1999.

iii) Bilingual and Multilingual

German - English Technical and Engineering Dictionary/by L. De Vries and T.M. Herrmann. 2nd ed. New York : Mc Graw-Hill, 1968.

English-German and Technical and Engineering Dictionary/by L.De. Vries and T.M. Herrmann. 2nd ed. New York : McGraw Hill, 1968.

Elsevier 's Dictionary of Television, Radar and Antennas in Six Languages/by W.E. Clason. Amsterdam : Elsevier, 1955:

Subject dictionaries are not confined to major disciplines or subjects. Numerous dictionaries are compiled solely to deal *with the* vocabulary *of specialised topics.*

Dictionary of Clocks and Watches / by E.Bruton Arco, 1962.

Tobacco Dictionary /by R.Jahn. New York : Philosophical Library, 1954.

The Diamond Dictionary/by. L.L. Copeland. Los Angles : Geological Institute of America, 1960.

There are some renowned publishers who have published dictionaries on various subjects. They contain explanation and accurate definitions of technical teams. They include brief biographies of eminent subject specialists, names and addresses of agencies and institutions be-longing to the particular subject field. They are encyclopaedic in nature as they give illustrations and descriptive information. As the new technical terms are either coined or borrowed and added frequently to the subject fields, subject dictionaries become out-of-date very fast. To keep the pace with such additions, they have to be regularly revised and new editions are published often. In fact, before referring to a subject dictionary, specialists will first glance through the year of publication.

Some of the leading publishers like McGraw Hill, Elsevier, Penguin, etc. have published popular series of subject dictionaries in various disciplines. They are the most well known sources of reference in the academic and special libraries.

Unlike the European languages, the tradition of subject dictionaries in our country is still very weak. Barring Government. sponsored agencies such as The Bureau for Promotion of Urdu or the Central Hindi Directorate, private-level publishing of subject dictionaries is yet to pick up.

Self Check Exercises

7)   Answer the following four questions.

Note: i)   Write your answers in the space given below.

        ii)   Check your answers with the answers given at the end of this Unit.

a) Subject dictionaries complement general dictionaries in two ways. What are they?

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b) Write in 30 words why relatively fewer dictionaries are published in Humanities and Social Sciences than in Sciences.

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c) Why subject dictionaries are frequently revised? Write in five lines.

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d) What kinds of aspects are recorded in subject dictionaries.

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6.4   USES OF DICTIONARIES

In section 6.3, we have discussed various kinds of dictionaries. We also tried to state their uses while discussing them. The uses of a dictionary depend to a large extent on the type of dictionary. Usually, dictionaries are used to verify pronunciation, spellings, meanings or usages of words. Bid, these are common uses. Dictionaries can be referred for varied purposes. In this section, we will pinpoint uses of each type of dictionary.

a) General Language Dictionaries

General language dictionaries are usually used for four broad purposes such as,

i)   a quick reference tool

ii)   a language standardiser

iii)   a language recorder and

iv)   a vocabulary builder

i)   Dictionary as quick reference tool

They act as quick reference tools as they are often consulted to verify spelling, syllabication, hyphenation, pronunciation and meaning of a word. They give further information about the origin, part of speech and usage of a word. In addition to this, they may also include abbreviations and acronyms, tables of weights, measures, currencies of various countries etc. Some dictionary record specialised information by giving homonyms, synonyms, antonyms. Many unabridged dictionaries cover geographical and biographical information regarding the places and persons.

ii) Dictionary as a language standardiser

In eighteenth century, it was common to compile prescriptive dictionaries to standardise the spelling, pronunciation, meaning and usage of words. Standardisation has been accepted as one of the objectives of lexicography even in the twentieth century. But the difference lies in the methods of compilation. In the eighteenth century, standardisation was based on the opinions and judgements of the compilers alone whereas now, it is achieved by gathering the evidence from carefully scrutinised inventory of words from the recorded sources of the language and the usage of the speakers. This helps in elimination of variation in spellings and usage of the words.

iii) Dictionary as a language recorder

General unabridged dictionaries such as Oxford English Dictionary act as a language recorder. It traces the developmental trends of the language by recording etymological details of the words, their history, origin and derivation. Thereby, it provides historical records of the changes undergone in the meanings and usages of the words from time to time. It is compiled from the descriptive point of view.

iv) Dictionary builds vocabulary

The systematic and regular use of dictionary clears doubts regarding the spelling, meaning and usage of words. It enricher the word power by helping in building proper vocabulary and ensuring accurate n se of words in context.

b) Special Dictionaries

Special dictionaries are grouped into four major groups. They are dictionaries dealing with:

i) Linguistic aspects of words

ii) Special class of words

iii) Literary aspects of words

iv) Words meant for specific type of persons

i) Special dictionaries dealing with the special aspects of the language help to check pronunciation, spellings, meaning, usage and etymology of words. They are useful in finding antonyms, synonyms and homonyms.

ii) Special dictionaries covering a special class of words are helpful in locating full forms of abbreviations and acronyms and meanings of signs and symbols. They cover slang, obsolete and dialect words which are usually not included in the general dictionaries. They specially deal with new, coined, or borrowed words, difficult, curious and troublesome words. They also cover names, nicknames and surnames of people and place name of particular countries.

iii) Special dictionaries dealing with the literary aspects of the language aid in finding suit-able proverbs, quotations, idioms, phases, foreign terms etc. They also cover words used by particular author or in a particular work.

iv) Some dictionaries are compiled with specialised approach to include words meant for specific type of persons. For instance, rhyming dictionaries and gradus are meant for poets. Dictionaries of folktales and nursery rhymes are meant for small children and parents and teachers teaching in nursery and primary schools.

Dictionaries of crossword puzzles and anagrams are useful aids for enthusiasts of crossword puzzles.

c) Bilingual and Multilingual Dictionaries

There are bilingual and multilingual dictionaries, a good number of translating dictionaries pertaining to various foreign languages as well as specific subjects. They normally provide exact equivalents of the words in a foreign language and are very useful in translating works of a specific subject from one language to the other Travellers also use dictionaries of such nature. In India various languages are spoken and written. Such dictionaries are useful for translating novels, poems or works from one language to other/another language/s. Some com-

prehensive unabridged bilingual dictionaries are useful aides to the librarians, students, research scholars and the translators. They are also useful in learning a foreign language.

d) Subject Dictionaries

They include words, phrases, expressions, and technical terms of a particular subject: Some of these are technical and so they do not find place in general language dictionaries. They are used by the subject specialists and students. The interlingual subject dictionaries are good sources of information for the translators and subject experts.

6.4.1   Dictionaries : Some Problems

According to one estimate "every minute of every day including Sunday, six people buy an Oxford dictionary"'. This only shows the usefulness of dictionary as a reference source. Yet to get full amount of help from a dictionary one must try to acquaint oneself with the peculiarities of different dictionaries.

Spelling: One major difficulty in the way of use of a dictionary is looking up words with incorrect spelling. Slight variations in remembered and actual spelling will result into disappointment.

Meaning: A word may carry more than one meaning, some archaic, others common. There are dictionaries which place common meaning first, whereas some dictionaries arrange various meanings in chronological order.

A word may have two opposite meaning (chiffed: pleased, displeased) and a small dictionary may restrict itself to only one meaning.

Where a word has both a popular meaning and, as a term, technical meaning, care should be taken in looking in the context of use before opening a dictionary.

New Words: Languages like human society are undergoing continuous change. New words are coined each day. No standard dictionary can keep pace with such fast movement. English language is better served on this count *with Barnhart Dictionary Companion, a quarterly pub*lication updating general dictionaries.

Usage : Words undergo change in meaning. Usage is one of the most delicate characteristics of language. Cultural groups, geographical areas, closed societies (of anti social elements) class of people, all affect the meaning of a word. Hence to study the context of use and looking up a proper dictionary of slang, euphemism, colloquial use - will alone solve problem.

Innovative compilations have been attempted to meet unconventional approach of dictionary users: *Ologies and isms,* (Detroit, Gale, 1986) is a dictionary of 15000 words that end in ology, ism, ics, graphy, metry, archy, cider philia, phobia, mancy, et al. It helps users who have an idea theory and want to look up its meaning. *Benrtein's Reverse Dictionary or Roget'.s Thesaurus* type compilations are also helpful in such situations.

Self Check Exercise

8)   Match the following

Group A lists four major types of dictionaries discussed in this unit. Group B consists of eight statements, two each denoting the uses of the dictionaries. Against each type of dictionary in group A – two boxes are provided. Fill in the Roman numbers for Group B to match with the type of dictionary.

Group A

a)   General dictionary ☐ ☐

b)   Special dictionary ☐ ☐

c)   Bi/Multi-lingual dictionary ☐ ☐

d)   Subject dictionary ☐ ☐

Group B

i)   help in solving crossword puzzles

ii)   useful for the translators

iii) assist in enriching word power

iv)   beneficial to the students of management

v)   recorder and standardiser of a language

vi)   helpful aid to the scientists

vii) useful to learn a foreign language

viii) useful aid to poets

6.5   EVALUATION OF DICTIONARIES

We have acquainted you with different types of dictionaries and their various uses in Sections 6.3 and 6.4 of this Unit. In this section, we will touch upon some evaluation criteria which are useful for you in assessing the value of any dictionary you intend to acquire either for your personal use or for the reference collection of a library.

The advancement in lexicography as science in the last few decades has resulted in the publication of a number of new dictionaries. At the same time, the old ones, have often been revised, updated and brought out as new editions with more accurate information and in a new format. It is not possible for the librarian to purchase all the available dictionaries. At the same one cannot expect any dictionary to be perfect. Dr. Johnson rightly observed while comparing dictionaries with watches that "the worst is better than none and the best cannot be accurate and self-sufficient. Language undergoes change continuously y as new words are added and old ones become obsolete. Thus, the librarian has to examine the dictionary carefully before addition to the collections. He has to assess the value both in terms of money and contents. The criteria for evaluating the dictionaries are

i)   Authority

ii)   Scope or purpose

iii) Word arrangement and word treatment

iv)   Format

v)   Special features

i)   Authority

The authority of a dictionary can be determined by the reputation of its compiler(s)/editor(s), associates and publishers. Usually, a linguist et a philologist helped by experts in pronunciations, spellings, etymology and various subject fields together produce a dictionary. The authoritativeness of these compilers and the experts can be evaluated on the basis of their qualifications and scholarly contributions in their fields.

The publishing history of particular dictionary also plays an important role in assessing the value of the dictionary. As language undergoes continuous change by adding newly coined and borrowed words and deleting obsolete words, it is essential to revise dictionaries periodically. Hence, a publication which has been revised and updated regularly within a few decades can be considered reliable and dependable.

Again, there are some publishers well-known in the field of lexicography since last two to three centuries. G. & C. Merriam, Funk and Wagnall and McGraw-Hill in United States and Oxford University Press, Longman and Cassell, Cambridge in Britain are some of the notable publishers who specialise in the field of publishing dictionaries. They have published various types of dictionaries and kept them up to date by bringing new editions at regular intervals. Elsevier and Penguin have also published various subject dictionaries and earned good name in last few decades.

ii)   Scope and Purpose

The scope of the dictionary can be evaluated by examining the basis for word selection adopted by the compiler and the size of the vocabulary. The scope and purpose of a particular dictionary can be assessed by going through its preface and introduction. The category in which it falls and the type of readers for whom it is compiled help us to determine the purpose of the dictionary.

iii)   Word arrangement and word treatment

In most of the dictionaries, entries are arranged in alphabetical order. The arrangement of the vocabulary is either letter-by-letter or word-by-word. Usually, the dictionary users are aware of its arrangement and can consult it easily. However, the well-designed dictionary with proper guidance regarding its use makes it easier for the users to refer it. The keys to the abbreviations used and the method of indicating pronunciations should be self-explanatory. There should be consistency in arrangement, form and order of the entries.

Normally, all the dictionaries record spelling, pronunciation, syllabication, parts of speech, etymology, definition, usage, synonyms, antonyms, etc:

Pronunciations are commonly indicated with the help of diacritical marks. The variation in pronunciations at different places should be made clear. The pronunciation represented by a particular phonetic symbol should indicate the same sound.

Variations in spellings in the language used by people in different countries should be indicated clearly in the dictionary.

Etymology and history of words recorded with dates enable the user to mark the changes in meanings and usage of a word over a period of time.

Parts of speech indicated by using the abbreviations should be self-explanatory. A key to the abbreviations used should be given either in the beginning or at the end for the user's reference.

Dictionaries are mostly referred for the meanings of the words, so the definitions should be accurate, clear and precise.

iv)   Format

The physical format of the dictionary should be compatible with efficient use. Size, binding, paper, print and appearance should be examined carefully while evaluating a particular dictionary.

Size

The size of a dictionary depends upon the coverage and the number of entries. A single compact volume is preferable to multi volume set. A tall, thin volume is handy to use rather than a short, fat book.

Binding

As dictionaries are used often by many users, it is advisable both for the librarians and the individuals to purchase hardcover editions.

Paper

Opaque and thin paper should be used for dictionaries. The thickness of the paper adds to the weight and physical bulk of the dictionary.

Print

One should consider relevant technical and mechanical points while evaluating print of a dictionary such as the print-size, use of bold face type, spacing between words, clarity in print, adequate margins on both sides, enough space at the columns if the page is divided, thumb indexes for each alphabet; guide keys, plenty of this devices and tables, natural illustrations in proportionate size and so on.

Appearance

While considering the above criteria for the functional appeal and efficient use, the over-all

appearance of the dictionary should be pleasing and appealing.

v)   Special features

Some general and subject dictionaries include some encyclopaedic features in dictionary. They add to the value of a dictionary as it becomes a convenient ready reference tool.

- Geographical and historical details of different places including size, population and other census figures.

- Biographical sketches of some notable persons in different fields.

- Names of famous social, political, economic, religious, educational organisations, institutions and associations.

- Maps, sketches or illustrations of words which are difficult to explain.

- Coloured pictures of flowers, fruits, vegetables, insects, birds, animals, automobiles etc. with natural colours and proportionate sizes.

- Tables of weights and measures.

Apart from the above special features, dictionaries also have abbreviations and acronyms, signs and symbols, comparative tables of pronunciations, foreign terms, word and phrases used in various subjects, rhyming words, idioms and their usage etc. In short, unabridged dictionaries can provide all types of information needed for ready reference.

Librarians should judge the value of a dictionary for the reference section by examining it carefully with the help of the check points discussed above.

Self Check Exercise

9)   Fill in the blanks in the following statements.

Note: i)   Write your answer in the space given below.

  ii) Check your answer with the answers given at the end of this Unit.

  i)   The reputation of the lexicographers can be judged from their ………………………………………and
………………………………………

  ii) Word arrangement in the dictionaries is alphabetical, either…………………………………or ………………………………..

  iii) The dictionary which has been often………………..and………….......is made available in new editions periodically is considered authoritative.

  iv) The thick papers used in printing a dictionary makes it………..and………………………..

  v)   The scope and purpose of the dictionary can be, assessed from its…………..and…………………………………………..

  vi) A tall, thin, single volume of a dictionary is preferred to a……………set.

6.6   SUMMARY

In this Unit, we have tried to emphasise the importance of dictionary as one of the most useful reference tools. We have introduced you to the basic characteristics of dictionaries known by alternate names such as Glossary, Lexicon, Thesaurus, Vocabulary and Wordbook. The compilation of two reference sources in one, by combining features of either thesaurus or encyclopaedia with those of dictionaries is also discussed. Later, we have acquainted you with four major types of dictionary and their uses. Various examples of general, special, translating and subject dictionaries are identified to give you a clear picture of the vast variety of dictionaries. Lastly, we have outlined some basic check points to evaluate the value of dictionaries. You should now attempt the activities given at the end of this Unit and search for some more examples of dictionaries and locate answers for the questions from various types of dictionary. This will equip you to answer any queries from the readers without difficulty.

6.7   ANSWERS TO SELF CHECK EXERCISES

1)

- Thesaurus is the valuable source of synonyms and antonyms arranged in a Classified order.

- Vocabulary explains and defines words and phrases belonging to a single work of author.

- Glossary explains the technical terms of a particular dialect or subject.

- Encyclopaedic dictionary has both Encyclopaedic and Lexicographical features combined in one.

2)   In recent years, subject thesauri are compiled to provide

- Subject headings lists for indexers and searchers;

- An effective language interface between people and manual or computer data storage systems.

3)   Lexicology is the study of the origin and meaning of words; Lexicography is the science of making dictionary.

Lexicology is a theoretical science and lexicography is an applied science of linguistics.

4)   Prescriptive and descriptive dictionaries are compiled for different purposes.

Prescriptive Dictionaries	Descriptive Dictionaries
They are compiled to set authoritative standards for spellings, pronunciations meanings and usage. Hence, they include only standard and approved words of a language.	They are compiled to record the words of a language with all their acceptable spellings, pronunciations, meanings and uses at the time of compilation.

5)   General dictionary includes most of the words covered by different varieties of the special dictionaries but the special dictionary deals comprehensively with words of one specific linguistic or literary aspect of a language.

6)   i)   Dictionaries for Translation are either bilingual or multilingual.

ii)   They record a limited vocabulary.

iii) They give equivalent words but do not define them.

iv)   They include pronunciation, stress, parts of speech and genders.

v)   They do not cover historical and etymological details.

7)   a)   i)   Subject dictionaries include highly technical terms of a specific subject which are not usually recorded in general dictionaries.

ii)   Subject dictionaries not only give meanings but give accurate description, definition and illustrations to explain the terms.

b)   As most of the unabridged, comprehensive general dictionaries include the terms of subject in social sciences and humanities, we have relatively more dictionaries in science and technology subjects than in humanities and social sciences.

c)   The new technical terms are coined, borrowed and regularly added due to fast advancements in all disciplines of knowledge. Hence, they get out-of-date and are to be revised frequently.

d) Subject dictionaries usually record the following information:

    i) Authentic definition of each terms.

    ii) Accurate description and explanation.

    iii) Illustrations to explain the terms.

    iv) Biographies of eminent subject specialists.

    v) Name and addresses of agencies and institutions.

8)

Group A	Statement number from Group B to be filled in the Boxes.	
a) General dictionaries	iii	v
b) Special dictionaries	i	viii
c) Dictionaries of Translation	ii	vii
d) Subject dictionaries	iv	vi

9)   i) *Qualifications and Scholarly Contributions*

    ii) *Word-by-word or Letter-by-letter*

    iii) *revised, and, updated*

    iv) *heavy and bulky*

    v) *preface* and *introduction*

    vi) *short, fat, multi-volume* set.

6.8 KEY WORDS

Acronyms	:	Word formed from the initial letters of a group of words, e.g., IGNOU.
Anagram	:	Words or phrase made by rearranging the letter of another word or phrase, e.g., cart-house is an anagram of orchestra.
Antonyms	:	Word that is opposite in meaning to another.
Archaisms	:	Archaic word or expression Archaic-primitive; especially of words, etc. a language, no longer in current use.
Cliche	:	Phrase or idea which is used so often that it has become stale or meaningless.
Inflections	:	1. Suffix used to inflex a word (e.g. -ed, -ing).
		2. The way that you speak, for example when you emphasise particular words.
Morpheme	:	Smallest meaningful unit into which a word can be divided. e.g., un-like-ly contains three.
Neologisms	:	A neologism is a new word or expression in a language or a familiar word or expression that is now being used with a new meaning; a formal word.
Polyglot	:	A multilingual, knowing, using or writing in many languages.
Scrabble	:	Game in which words are built up on a board marked with squares, using letters printed on blocks of wood, etc.
Synonyms	:	Word or phrase with the same meaning as another in the same language, though perhaps with a different style, grammar or technical use.

6.9 REFERENCES AND FURTHER READING

Cheney, Grances Neel. (1980). *Fundamental Reference Sources.* 2nd ed. Chicago: American Library Association.

Higgens, Gavid, (Ed.) (1980). *Printed Reference Material.* New Delhi : Oxford & IBH.

Katz, Willam A. (1992). Introduction to Reference Work, Vol. 1. Basic Information Sources. 6th ed. New York: McGraw-Hill.

Krishna Kumar. (1996). *Reference Service. 5th* ed. New Delhi :Vikas.

Sheehy, Eugene P. (1986). *Guide to Reference Books.* 10th ed. Chicago: American Library Association .

Whittaker, Kenneth. (1966). *Dictionaries.* London: Clive Bingley.

Activities

1) Collect two examples for each of the following. Do not repeat the same examples given in the unit.
   a) Glossary

   b) Lexicon

   c) Thesaurus

   d) Vocabulary

   e) Encyclopaedic dictionaries

2) Try to locate some examples of special dictionaries which have not been given in the text.

In order to collect the examples for the above two activities, you can either visit big university or special libraries or search them from Guides to Reference Sources and Publishers' catalogues.

UNIT 7   ENCYCLOPAEDIAS

Structure

7.0   OBJECTIVES

In the previous Unit, we acquainted you with various types of dictionaries and their uses. We also suggested some guidelines, which can be useful in evaluating dictionaries.

After reading through this unit, you will have a fair idea of trends in the development of encyclopaedias from ancient to modem period and you will be able to:

▪ describe the characteristics and uses of encyclopaedias;

▪ distinguish between the general and special encyclopaedias;

● identify a particular encyclopaedia for answering a query received from a reader; and

● assess the value of any new encyclopaedia before adding to your reference collection.

7.1   INTRODUCTION

In this Unit, we aim to introduce you to a very common and familiar reference and information source called "Encyclopaedia". We intend to:

● trace the historical development of encyclopaedias;

● state and illustrate various types of encyclopaedias; and

● enumerate the uses of encyclopaedias, and suggest some check points to evaluate them before their acquiring for the library.

A few sample examples are given to explain the features of different kinds of encyclopaedias but they are not enough to scan the vast world of encyclopaedias. To help you know many varieties of encyclopaedias, you will have to search for more examples in each category by visiting big libraries, or from publisher's catalogues, book selection tools and guides to reference sources.

The activities at the end of this unit will prepare you to locate any information required by the readers which could be found out from different encyclopaedias, available in your reference section.. In case, the required encyclopaedia is not available in your library, you will be able to suggest the titles. This will help the reader to refer them in some other libraries,

7.2   DEFINITION AND SCOPE OF ENCYCLOPAEDIAS

The word `encyclopaedia is derived from the Greek word `enkyklios paideia' meaning 'general education'. It meant `circle of knowledge' or `circle of learning' or `a complete system of

The meaning of the term has undergone a considerable change during its long history. The term encyclopaedia is now applied to any reference work of one or more volumes consisting of articles pertaining to all branches or some special branch of human knowledge, usually arranged in alphabetical order. At the end of every article, it gives an exhaustive bibliography or references. It may also contain several illustrations, diagrams, photographs and sketches of notable persons, places or objects to assist the user in better understanding of the subject. A detailed index with cross-references helps tracing the spread over information in the articles easily and quickly.

The purpose of the modern encyclopaedia is to condense current and essential information in a short and simpler form to make it accessible to the non-specialist. Encyclopaedias are secondary sources. It can be general information for the layman or subject information for specialists. Encyclopaedias are also called `cyclopaedias' when they are limited to a specific subject.

Self Check Exercises

1) i) List four main characteristics of modern encyclopaedias.

ii) Fill in the blanks:

a) The word 'encyclopaedia' is derived from the……………………………word …………………………….meaning…………………………………………………

b) Subject encyclopaedias are also known as……………………………………

Note : i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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7.3   HISTORY OF ENCYCLOPAEDIAS

Encyclopaedia has a very distinct and distant past. Man always has an inner urge to share his knowledge with his contemporaries and people of future generation by maintaining records. Though Aristotle and Plato were pioneers in systematising all available knowledge, it was Pliny, the Elder who in 77 A.D. produced the first encyclopaedia *Wisteria Neturalis'.* It contained a series of anthologies on topics such as Botany, Zoology, Metallurgy, Cosmography, Astronomy, Medicine, Magic, Fine Arts, etc. They were in thirty-seven volumes arranged in classified Order. It was translated in English as *'Natural History'* in ten volumes.

During the Middle age, several scholarly and notable works of encyclopaedic nature were produced. They range from Marcus.Terentius Varro's `*Disciplinarium Libel Lk" to the* works of Boethius, Cassiodorus and Isidore of Seville. The similar efforts were made in Arabia and China. Isidore's *Etymologies or Origins 'and* Woe.. t tf Beattvais's'Speculum *Majus'* (The Greater Mirror) were the most famous medieval encytl. - edias. But Paul Scalich used the word 'encyclopaedia' for the first time in his '*Encyclopaedias Seu Orbits Methodical*

In the Seventeenth Century, Lou is Moreri and Pirre Bayle were famous encyclopaedists. Louis *Moreri's `Le Grand Dictionnaire Historique' (1674)* inspired Pierre Bayle to write criticism

entitled `Dictionnaire Historique et Critique,' a milestone in European criticism and philosophy. However, Johann Heinrich Mated was the first to apply the term `encyclopaedia' in mod-em sense by arranging the content in seven classified heads in his `Encyclopaedia Septem Tomis Distincta' in 1630. It was produced subjectwise in thirty-five volumes.

The eighteenth century was the classic age of encyclopaedias. In 1701, Vinceno Maria Coronelli produced the first Italian encyclopaedia `Biblioteca Universale Sacraprofana' which was arranged in alphabetical order. The first English alphabetical encyclopaedia was John Harris's `Lexicon Technicum' or `Universal English Dictionary of Arts and Science' in 1704. Harris was first to get articles written by the subject specialists and include bibliographies. Ephraim Chambers' Cyclopaedia in two volumes published in 1728 superseded that of Harris. He was the first to provide cross reference and opinions of different schools of thought.

Apart from this English venture, the other countries also made good efrerts in producing encyclopaedias. 'John Mills translated Ephraim Chambers' Cyclopaedia in French. Of several German encyclopaedias, the largest and best was Johann Heinrich Zedler's `Grosses Vollstandiges Universal Lexicon' in sixty four volumes (1732-50). Denis Diderot edited his famous `Encyclopaedie du xviii Siecle' in which he included artilces from notable contributors including Voltaire, Rousseau, Montesqni iituffon, Condillac etc. The first edition of `Encyclopaedia Britannica' appeared in three volumes in Edinburgh in 1771. It was immediately accepted by English speaking world and two enlarged editions were published in 18th Century. In 1796, Brodie us ' Konversations Lexikon ' consisting of short and simple articles was published in German. It occupied a prestigious position throughout 19th Century.

The encyclopaedia became a popular form of publication in 19th Century. The first edition of `Encyeiopaedia Americana' published in 1829 is the landmark in the history of American Encyclopaedias. The advanced printing technology made publishing of encyclopaedia a potential and profitable business. `The Metropolitana' (1817-45) and `The Penny Cyclopaedia' (1833-43) were two successors to the "Britannica 'in England.

The first edition of Chamber's Encyclopaedia by Andrew Findlater in 1850-68 is another important British encyclopaedia. In France, Pierre Larousse and Augustin Bover published the `Grand Dicfionnaire Universal du xix Siecle ' (1975-76) having combined qualities of dictionary and encyclopaedia.

Twentieth Century has produced numerous encyclopaedias of all types and with many innovations in approach, coverage, readership, etc. The Great Soviet Encyclopaedia' 1926-47 appeared in sixty-five volumes. Many editions of the `Encyclopaedia Britannica' and the `Ebcyclopaedia Americana' have been published as they have won recognition in English speaking world. Many encyclopaedias have been published for children. `The Book of Knowledge', `World Book Encyclopaedia', `Compton's Pichared Encyclopaedia' and `Britannica Junior Encyclopaedia' are a few popular examples.

Efforts to compile encyclopaedia on western pattern were made in India in the middle of the Nineteenth Century. BidyakalpadntmaArthata Mbidha BidyalisayakaRecna (Encyclopaedia Bengaliensits) by Rev. Krishnamohan Benerjee was published as early as 1846-51 in 13 volumes. Similarly Cyclopaedia of India and of Eastern and Southern Asia by Edward Balfour was printed in 1857 at 1VIadras.

The first two decades of the 20th Century saw Jnanacakra Yani Gujarati Encyclopaedia in 9 volumes (1918). Post-independent India saw a spurt in the activities of encyclopaedia compi-Winn in various Indian languages. Hindi, Tamil, Bangali, Marathi and Malayalam languages in India and Urdu (from Pakistan) have already got general encyclopaedias. Other languages are also on their way to have an encyclopaedia of their own.

Hindi Vishwakosh. Varanasi : Nagri Pracharni Sabha, 1960-70. 13 vols.

Vigyanam Timananthpuram : Balan Prakashan1956-69.6 vols.

Marathi Vishwakosh. Bombay : Maharastra Rajyasakitya Sanskriti Mandal, 1973.

Sankshipta Odia Jnanakosha : Encyclopaedia Orissana. Cuttack: New Students Store, 1963,-65. 4 vols.

	A		**B**
1	Encyclopedia Britannica	1	First Encyclopedia having articles written by subject specialists
2	Johann Heinrich Alsted	2	Voltaire, Rousseau, Montesquieu, Condillac contributed articles
3	Pierre Larousse and Augustin Bover	3	Etymologies or Origins
4	John Harris	4	First edition appeared in three volumes in 1771
5	Isidore of Service	5	Encyclopedia Septem Tomis Distincta
6	Encyclopaedie dux viii Siecle	6	Grand Dictionnaire Universal dux ix Siecle

Note :   i)   Write your answers in the space given below.

iii) Check your answers with the answers given at the end of this Unit.

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7.4   VARIOUS TYPES OF ENCYCLOPAEDIAS

In the previous section, we have surveyed the genesis and development of encyclopaedia as one of the most popular reference sources. Every library whether small or big, has a few encyclopaedias in its reference collection on which the librarian usually depends to answer the queries received from the readers. Twentieth century has seen a considerable growth in number and kind of encyclopaedia due to sudden proliferation of knowledge in all fields. In this section, we will acquaint you with various types of encyclopaedias. In order to organise the collection in the reference section effectively, they are divided into two main categories, namely, *general* and *special or subject* encyclopaedias according to the scope, purpose and coverage.

The dif teronce in scope and coverage of general and special encyclopaedia is evident. General encyclopaedia contains a collection of articles giving essential information about all the branches of knowledge. They are arranged either in alphabetical or classified order by subjects or names.

They are intended for the general readers. It is a common practice to bring out supplements to encyclopaedias to keep them up-to-date but revised editions are published occasionally. It is rather a huge and highly expensive task to produce an authoritative general encyclopaedia. In contrast to this category, special or subject encyclopaedia is a collection of articles limited to a specific field of area. They are generally arranged alphabetically by subject and names. They are designed to satisfy the needs of the specialists interested in a particular subject. They are published in abundance in almost all the subject areas due to expansion of literature in every field and increasing demand from the users. The cost of publishing is comparatively less due to its limited scope and coverage.

The encyclopaedias can be further divided by using any one of the following characteristic :

i)   Size or volume, i.e., one or two volume set or multi-volume set.

ii)   User's age, i.e., adult, junior, children.

iii) Area covered, i.e., universal or regional/national.

iv)   According to language.

An encyclopaedia may possess more than one of the above characteristics. A multi-volume set may be for adult or for children. Similarly a children encyclopaedia may restrict its scope to only India or South Asia.

Now, let us examine these general and special encyclopaedias in detail with suitable examples.

7.4.1 General Encyclopaedias

General encyclopaedias cover all the existing branches of human knowledge. They are most popular and extensively used reference sources. They are classified into different categories according to format, user's age, coverage and language. Some popular examples are mentioned below.

a) Comprehensive Multi-Volume Encyclopaedia for Adults. - English Language

The New Encyclopaedia Britannica. 15th ed. Chicago: Encyclopaedia Britannica Inc., 1974.

30 volumes.

The first edition of Encyclopaedia Britannica was published in 1768-1771 in 3 volumes. The fourteenth edition published in 1929 was revised and reorganised till 1973. In 1974, the fifteenth edition was published as the *"New Encyclopaedia* Britannica" consisting of thirty volumes. It has three parts.

i)   Propaedia - 1 volume

ii)   Micropaedia -10 volumes

iii)   Macropaeida - 19 volumes

i)   *Propaedia,* a guide to the set, gives outline of knowledge and is a schematic introduction to articles in Macropaedia.

ii)   *Micropaedia, a* study guide contains brief information for ready reference and acts as a detailed index to the set by giving volume and page reference to articles in the Macropaedia. Cross references are freely given throughout the 10 volumes. Users needing broader details can refer to Micropaedia and save time whereas those who want minute facts can refer to Macropaeida to get elaborate information.

iii)   *Macropaedia* containing knowledge in depth has lengthy articles. It covers major topics of human interest and is intended to educate the serious readers. They are written by well-known experts and include selective and annotated bibliographies. It has international approach and universal coverage. Since 1938, every year `Britannica Book of the Year' is* published to update the information and *it* also follows policy of continuous revision.

iv)   The new edition was criticised foi not providing an index to the set, hence in 1985 print, a two-volume index was also published iin king it a set of 32 volume. The Encyclopaedia volumes were also re-numbered as

Propaedia	-	1 volume
Micropaedia	-	12 volumes
Macropaedia	-	17 volumes
Index	-	2 volumes

Encyclopaedia Americana. New York : Groiler, 1976.30 volumes,

The first edition was published in 1903-1904 as a 16 volume set. The 1912 edition carried its title only "Americana"

The encyclopaedia, for the most part contains short articles on very specific *subjects.* The encyclopaedia is strong on American towns and cities with abundance of biographical sketches of eminent personalities.

A completely new revised edition was published in 1918-20, which has become succeeding editions.

It is good, comprehensive multi-volume encyclopaedia for general use. Most of the articles are

signed but bibliographies are not often updated. It has adopted the continuous revision policy. Every year some articles are revised but new editions are not published.

Since 1923, *"Americana Annual : An Encyclopaedia of Events"* has been published to record the events of the previous year.

Chambers's Encylopaedia. New rev. ed. London : International Learning Systems Corporation, 1973. 15 volumes.

It was first published in 1850-1867. It was based on *Brokhaus.* ft was continuously revised. In 1950, it was completely updated. The later editions are the revised editions of 1950 edition. It has short articles contributed by subject specialists and signed with initials. It is international in scope. All the articles do not have bibliographies. Volume 15 contains an atlas, gazetteer and general index of articles in classified order.

Chamber's Encyclopadia Yearbook is published from 1968 onwards.

Funk and Wagnalls New Encyclopaedia. New York : Funk and Wagnalls, 1983. 27 volumes.

It is the best choice for the small library and a family. The information is current and well organised. It has a good index and adequate illustrations.

b) Popular Multi-volume Encyclopaedia for Adults

These encyclopaedias are for high school and college students. They are written in simple language and popular style. They can be of great interest to the layman.

Collier's Encyclopaedia with Bibliography and Index/by William D. Halsay. New York : Macmillan, 1982. 24 volumes.

It was first published in 1949 in 20 volumes. It was continuously revised. It consists of 25,000 signed articles written by about 5000 contributors and editors. Biographies are exhaustive. The Index entries are clearly displayed. It contains illustrations and maps.

Collier's Encyclopaedia Yearbook, 1968 - covers the events of the previous year arranged in alphabetical order.

The Macmillan Family Encyclopaedia. 2nd rev. and updated ed. London : Macmillan, 1982. 21 volumes.

It was originally published in 1980 as "*Academic American Encyclopaedia '. Articles* are brief, often signed and half of them have short bibliographies. There are ample cross reference's. It is also meant for adult inquisitive readers. It strikes a good balance between the academic and popular approach.

Encyclopaedia International. New York : Grolier, 1970. 20 volumes.

It was first published in 1963-64 and is continuously revised. The articles are in clear and concise style and easy to understand. It has signed articles. Only a few articles have bibliographies. They are arranged in alphabetical order and are accurate, concise and unbiased. It has a comprehensive and well organised index.

c) Multi-volume Encyclopaedias for Junior and Children

There are many junior and children encyclopaedias as they are mostly referred by school going children although these are also interesting and informative for adults.

Oxford Junior Encyclopaedia. Rev. ed. London **:** OUP, 1961. 12 volumes,

It was first published in 1961. It is designed for the inquiring minds of children over ten years. Each volume is of one particular subject arranged in alphabetical order. There are no bibliographies. Articles are in simple language.

Children's Britannica. London : Encyclopaedia Britannica, 1981. 19 volumes

It was first published in 1960. The American edition is known as *'Britannica Junior* It is continuously revised and has lucid language of text, clear print, illustrations, etc. It is owned by many families as it is moderately priced.

New Book of Knowledge. New York : Groiler. 21 volumes.

It is the most famous set of encyclopaedia among the pre-school children's encyclopaedias. It Encyclopaedias was first published in 1912 as *"The Book of Knowledge"*. The title changed from 1966. The set is meant for children of 7-14 years age group. It excels in coverage, authority, recency, objectivity, etc. compared to other children encyclopaedia sets.

Young Students Encyclopaedia. Rev. ed. Middletown: Xerox Education Publications, 1980. 21 volumes.

It is intended to be of use for children from 7 to 13 years of age. It has many small articles and numerous illustrations.

New Caxton Encyclopaedia. 5th ed. London : Caxton, 1979. 20 volumes.

It has unsigned articles with coloured illustrations. The text is less adequate and does not-contain bibliographies. It is expensive.

World Book Encyclopaedia. Chicago : World *Book* Childcraft International, 1989. 24 volumes.

It was first published in 1917, It is one of the best all-purpose junior encyclopaedia for school children above 10 years of age and is available at most of the American schools and public libraries. It is revised continuously. It is arranged word by word alphabetical order. It has short signed articles with bibliographies.

The World Book Yearbook reviewing events of previous year is also published every year.

Compton 's Pictured Encyclopaedia and Fact Index , Chicago: Compton, 1981. 24 volumes.

It was first published in 1922 as *Compton's Pictured Encyclopaedia.* It *is* well organised junior encyclopaedia planned especially for high school students. It is also useful for inquisitive adults. `Fact Index' gives small sub-divisions for long articles of broad subjects in alphabetical order. It gives brief biographical sketches.

Merit Students Encyclopaedia . New York : Macmillan. 20 volumes.

It was first published in 1967, It has all signed articles with a bibliography in *long* articles. The set is meant for school going children having orientation of American school curricula. It has inadequate cross-references but vol. 20 carries a subject index with over 1,25,000 references..

d) One and Two Volume Adult and Junior Encyclopaedia

Since last half a century, publishers are concentrating on producing one and two volume encyclopaedias due to rising costs of production and advertising. They are arranged in alphabeticil order and do not need to have an index. They contain brief information and universal facts. They are more reliable, economical and handy to use.

The New Columbia Encyclopaedia/ ed. Wild Harris and J.S. Levy. 4[dt] ed. New York: Columbia University Press, 1975.

It was first published in 1935 as `The Columbia Encyclopaedia'. It is a compact volume and planned for quick reference. It contains over 59,000 concise articles designed for the small library and family. It includes short biographical sketches and geographical information. Each article has a short bibliography of two to three articles. It contains neaps and line drawings.

The Random House Encyclopaedia. New rev. ed. New York : Random I-louse, [1983].

It is comparatively a recent addition to encyclopaedias. It is in two parts - Colorpedia and Alphapedia.

The Colorpedia consists of short articles grouped in seven sections. It contains many illustrations in four coloured photo plates and drawings. Every section progresses from broader to narrower subject, e.g., `Universe' to `Man and Machines'.

Hutchinson's 20th Century Encyclopaedia. 7th rev. ed. London : Hutchinson, 1981,

It was first published in 1947. It has short entries consisting small black and white illustrations. It provides abbreviations, customary forms of address, weights and measures, geographic-`World atlas' of 31 pages in colour. It is regarded as an outstanding one-volume encyclopaedia for children above 14 years age.

The Lincoln Library of Essential Information. 43rd ed. Ohio: The Frontier Press, 1985. 2 volumes

Pear's Encyclopaedia : A Book of Reference and Background Information for Every Day Use: Bamgaty, Sufflocks : Pelham books, 1968-69.

They are very informative and compact encyclopaedias useful for small libraries and families.

General Encyclopaedia- Hindi and other non-English Languages

We are much familiar with English language encyclopaedias. Other European languages have also a rich tradition of producing general encyclopaedias. In fact the German language encyclopaedia has served as model for some later date English language encyclopaedias.

Encyclopaedia Universalis Paris : Encyclopaedia Universalis, 1968-74.20 volumes.

Vohnhes 1-16   A-Z general entries

Volume 17   Organum

Volumes 18-20   Thesaurus or analytical index.

"Organum" is intended as a kind of summary or overview of human knowledge. The articles are long under fairly broad headings.

Bolshaia Sovetskaid Entsiklopedia. Ed.3. Moskva, 1970-77.30 volumes.

Translated and published into English as Great Soviet Encyclopaedia by Macmillan, it is the most comprehensive Soviet encyclopaedia.

Der Grosse Brockhaus. Ed.16. Wiesbaden : Brock halls, 1952-63. 14 volumes.

The most recent complete edition of a standard German encyclopaedia, earlier editions of which influenced encyclopaedia making in many countries of the world.

Hindi Visva-kosh. Varanasi : Nagri Parcharini Sabha, 1960-71. 12 volume.

The only major Hindi encyclopaedia, but very much imbalanced, no bibliography at the end.

e) National and Regional Encyclopaedias

It is common to have national and regional encyclopaedias for the citizens of the country in their own national-regional language. They are inclined to deal elaborately with the history, geography, art, customs, culture, social, political and economic conditions of particular country. General encyclopaedias of particular countries may also have national bias. They may not deal with minor facts of the other countries and the major aspects are dealt in brief. Hence, the national encyclopaedias in English or its own national language may be more useful for the people of the nation or those who want to know more about a particular nation. Let us now examine a few examples of the national and regional encyclopaedias in the language of their own countries or in English.

'Encyclopaedia Britannica', `Encyclopaedia Americana ', 'Encyclopaedia Francaise ' cover more detailed information about their own nations than other general encyclopaedias. They have otherwise international coverage.

Cambridge Encyclopaedia of India, Pakistan, Bangladesh, Srilanka, Nepal, Bhutan and Maldives/ed. by Francis Robinson. Cambridge : University *Press, 1989.*

Encyclopaedia of India/ed. by P.N. Chopra and Prabha Chopra. Delhi : Again Pralcashan, *1987. 2 volumes.*

"An effort has been made to deal with all aspects of the country and the life of the people of India, its flora, fauna, physiography**,** fairs and festivals - religion, literature, famous people, etc. At the end, gazatteer of India has hem appended. A detailed chronology of events from pre-historic times to the present has also been given at the end.

Cambridge Encyclopaedia of the Middle East and North A filed. Cambridge Cambridge University Press, 1988.

The Oxford Encyclopaedia of the Modern Islamic World/ed. by John L. Esposto. Oxford.: *Oxford* University *Press, 1995.* 4 *volumes.*

750 articles organised under five major categories : Islamic thought and practice, Islam and Encyclopaedias politics, Muslim communities and societies, Islam and society and Islamic studies. Articles range from large ones running upto 10000 words to brief ones of 500 to 1000 words.

7.4.2 Special or Subject Encyclopaedias

There used to be a limited number of subject encyclopaedias in 19th century, but now, there is encyclopaedias for almost every subject. Modern subject encyclopaedias first became avail-able in philosophy and religion. Rendolf Eisler published his *Worterbuch der Philosophischen Segriffe* in 1889 and *Encyclopaedia of Religion and Ethics* came out in 1908-27. As general encyclopaedias have to cover all the subjects, they are dealt with in broad perspective and minute details are not covered; whereas subject encyclopaedias aim to serve the subject specialists and cover all sub-topics elaborately.

In past, subject encyclopaedias used to be multi-volume sets in broad subjects namely science and technology, social sciences etc. but now, encyclopaedias are published for each discipline and are restricted to one or two volume sets which are handy to use. They are excellent ready reference aids for the specialists who want to tr' ce information about a particular subject. They are economical as the librarian of the special libraries has a choice to acquire only those encyclopaedias needed by the readers instead of procuring costly multi-volume sets which occupy lots of space.

It is common for any reference librarian or the reader to turn to a general encyclopaedia for the information but in order to get in depth information on any subject, it is better to refer to subject encyclopaedias. A handbook is a working tool which gives facts and data to assist the user with the presupposition that he has some knowledge of the subject whereas subject encyclopaedia is a source of background information in detail and gives articles to the readers about the subject by making it elaborate. It helps the reader to self-educate himself thoroughly on the subject.

It is impossible to cover the countless subject encyclopaedias available in various. subjects. A few important examples of special encyclopaedias available in big university and special libraries are listed here.

a) Multi-volume Subject Encyclopaedias

McGraw-Hill Encyclopaedia of Science and Technology. Ed. 6. New York : McGraw-Hill, 1987.20 Volumes.

International Encyclopaedia of Social Sciences/ed. by David L. Sills. New York : Macmillan and Free Press, 1968-80. 18 volumes.

It is not a mere revision of the *Encyclopaedia of Social Sciences* but a completely new work. Disciplines included anthropology, economics, geography, history, law, political science, psychology, psychiatry, sociology and statistics. A complete volume devoted to biographies of 215 social scientists was published as volume I R̥ in 1980.

Encyclopaedia of Library and Information Science /ed. by Allen Kent and Harold Lancour. N.Y.: Dekker, 1968-69. 35 vols.+ supplements. Volumes 34 and 35 are author and subject index respectively.

Supplements which are still in progress, are designed to update existing articles, treat new topics, add biographies of important figures recently diseased and to cover certain topics omitted from the main set because of late receipt. Each supplement volume is arranged in a separate alphabetical sequence.

Grzimek"s Animal Life Encyclopaedia. N.Y.: Van Nostrand Reinhold, 1972-75. 13 viols,

v.I lower animal; v.2 insects; v.3 Mollasks and echinoderms; v.3-4 fishes; v.6 Reptiles; v.7-9, Birds v. 10-13 Mammals. Each volume is made up of chapters by an international group of scholars.

Encyclopaedic Dictionary of Physics: general, nuclear, solid state, moleculars, chemical, metal and vacuum physics, astronomy, geophysics, biophysics and related subjects. London Pergamon, 1961-64. 9 volumes.

Dictionary of Art London ; Macmillan, 1996. 34 volumes.

A monumental work prepared by 6700 scholars from 120 countries. It is claimed to have summed up current knowledge about every thing from pre-historic cave paintings to multimedia installations of lesbian erotica. Texts have been translated from 26 languages.

The New Palgrave: A Dictionary ofEconomics/ed, by J. Eatwell [et al.]. London : Macmillan, 1988. 4 volumes.

Prepared by the combined efforts of about 900 scholars, it has 2000 signed entries.

Marshall Cavendish Illustrated Encyclopaedia of Discovery and Exploration, 1990. 17 volumes.

Each volume is devoted to exploratory travels in various direction arranged by chronology. Beginning with first exploration in volume one to reaching the moon in the penultimate volume.

Encyclopaedia of Indian Literature/ed. By Amaresh Datta, [et al.].New Delhi: Sahitya Akademi, *1987-92.6 volumes.*

Surveys literary movements, trends; notes on established Indian authors and on significant books in 25 Indian languages.

Encyclopaedia of Indian Culturesby R.N. Saletore. New Delhi : Sterling, 1981-85.5 vols. Story of Indian culture encompassed in about 400 articles, beginning from the earliest time to the 19th century. Every topic is discussed from three angles: Brahamnical, Budhist and Jain.

b) One to Three Volume Subject Encyclopaedias

Bhartiya Itihas Kosh/by Sachchidanand Bhattacharya; tr. by Gyanchand Jain, [et al.]. Lucknow Uttar Pradesh Hindi Sansthan, 1989.

Covers ancient medieval and modem periods of the Indian history. Describes, in brief, people, places and events of historical significance.

Encyclopaedia of Indian Archeology/ed. by A. Ghosh. Lieden : Brill, 1990. Compiled under the auspices of the Indian Council of Historical Research.

Dictionary ofililodern Indian History, 1707-1947/ by Purshottam Mehra. New Delhi : Oxford University Press, 1987.

In alphabetically arranged 400 entries, it covers places, events, leaders, political parties, etc. Appendices are given on Indian chronology, glossary of Indian terms, list of Governor-Generals of India, 1774-1947.

Encyclopaedia ofIndian Tribals/by Shive Kumar Tiwari. New Delhi : Rahul Pub., 1994.2 vols. Reeards names, alternative names, population appearance and physical built, religious belief': Entries are arranged alphabetically by the name of the tribes.

Golden- Treasury of Science and Technology. Ed. 2. New Delhi : Council of Scientific and Industrial Research, 1993.

A book of alphabetically arranged entries on scientist, scientific discoveries, scientific terms and events explained in simple language. There are eight appendices: List of Nobel Laureates upto 1993; derived units; multiplication factors; conversion factors; Greek alphabets; physical constants; sub- atomic particles; amino acid.

A Conceptual Encyclopaedia of Guru Gm-with Sahib/by S.S Kohn. Delhi : Manohar, 1992. Explains concepts of Sikhism and compares their connotation in other religions

Social Science Encyclopaedia /by Adam Kuper and Jessica Kuper. New York: Routledge and Kegan Paul, 1989.

Contains 700 signed articles contributed by 500 scholars from 25 countries. Provides broad introductory essays on all major social science disciplines, biographical data on key scholars and theoreticians. Each entry is followed by a brief bibliography.

Cambridge Encyclopaedia of English Language/by David Crystal London: Cambridge University Press, 1995.

Concise Encyclopaedia of Special Education /ed. by Cecil. R. Reynolds and E.

Fletcher-Janzen, N.Y.: *Wiley, 1990.*

Covers history, structure, variety and range of uses of the English language world-wide.

3) i) List five differences to distinguish between general and special encyclopaedias

ii) State four major criteria used for classifying the general and scial encyclopaedias.

iii) Match the following number of `A' with its counterpart in 'B'

A	B
1. Random House Encyclopaedia	1. Propaedia, Micropaedia and Macropaedia
2. Encyclopaedia	2. Encyclopaedia of Education
3. Encyclopaedia Britannica	3. Collier's Encyclopaedia Yearbook
4. Special Encyclopaedia	4. Colorpedia and Alphapedia
5. Supplement of Encyclopaedia	5. National Encyclopaedia

Note : i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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7.5   USES OF ENCYCLOPAEDIAS

We have surveyed different types of encyclopaedias in Section 7.4 In this section, we will discuss various uses of these encyclopaedias. An encyclopaedia is a store house of knowledge and provides information on all subjects. They form the backbone of the reference work in a library. Most of the users consider reference book as encyclopaedia without differentiating them with each other. Even though number of reference books are available in the library, librarian first turns to encyclopaedia for tracing information. In olden days, encyclopaedias were referred only by elite but now, the are used by all the common people. They are very popular among students and research scholars.

i) Encyclopaedias are looked for concise, digested and in some cases simplified account on a topic on which otherwise there may be abundance of available literature.

ii) Encyclopaedias also help us in such cases where the topic of enquiry is very restricted in scope and the library has no book on the topic.

iii) Encyclopaedias generally present information in an impartial manner, giving all the view points on a subject.

iv) They attempt to provide essential historical background to the topic of enquiry:

v) References generally listed at the end of a brief or detailed description are selective and provide important help for further study of the topic.

vi) Very often encyclopaedias are the only source for biographical information on an other wise minor figure not covered in standard biographical dictionaries.

vii) The earlier editions of encyclopaedias have their own value. They are a rich source for an account of state of knowledge at a given time on any topic that may be omitted from

subsequent writings on the subject. Encyclopaedia Britannica 9th and 11th editions are often cited as examples for their scholarly articles.

viii) The index is the most valuable part for accessing information on topic not featured in the main body of an encyclopaedia. The following table gives an idea of the extent to which indexes have detailed subject analysis in some encyclopaedias :

Name of Encyclopaedia	No. of entries	No. of entries in index
Encyclopaedia Americana	53,120	3,53,000
Collier Encyclopaedia	25,000	4,00,000

ix) The role of illustrations in making a subject more comprehensible can be hardly overemphasised. Colour plates, black and white photographs and line drawings in encyclopaedias not only add to their aesthetics but are a great help in clarifying descriptions.

x) Scholarly treatment of subject is one point on which editors of encyclopaedias lay special emphasis. Without denying the truth in the statement "Do not rely on encyclopaedic work, suspect every statement and do your best to verify it". "General encyclopaedia can serve as a gateway to understand the most profound or intricate knowledge human beings have yet produced". As Grogan has rightly pointed out, New Britannica availed the services of 4300 scholars including Nobel Laureates, Milton Friedman and Linus Pawling, etc., in preparing the set

Let us examine the use of various kinds of encyclopaedias

i) *General Encyclopaedia is* usually referred to get background information on any subject. They are used to find out information about unknown subjects or refresh the memory, the bibliography at the end of each article enables the readers to delve into the depth of the subject for extensive study.

They also assist in enriching the general knowledge of a person and self-educate the layman. They act as continuous link between the teacher and the tough and a guide for a common man who can approach them without hesitation. They provide facts,, illustrations, biographical, geographical and historical information In other words, general encyclopaedias cover almost all sorts of information which are found in other reference sources viz. dictionaries, year-books, almanacs, directories, biographical and geographical sources such as atlases, census reports, gazetteers, handbooks, manuals, etc. In fact, encyclopaedias enjoy high popularity and attract more users due to multi-dimensional information available in them. But, a user has to be cautious that they only serves as an introduction to the subject and for further information, some other sources have to be consulted. It should be born in mind that a general encyclopaedia should not be considered reference source for research.

ii) *General Encyclopaedia - English Language*

The uses of the non-English western language encyclopaedias can be summarised as under:

• The collection of foreign language encyclopaedia in university, college and school libraries is useful for foreign language teachers and learners.

• They are useful for those who do not have proficiency in English language.

• They can be referred by the foreign language learners with the help of bilingual dictionary to know more about the country and to get proficiency in the language.

• They help the learners to imagine the life style of the people of a particular country.

iii) *Regional/National Encyclopaedia:* Libraries all over the world possesses English language encyclopaedias in non-English languages which are rich in information. They should not be overlooked. The national encyclopaedia of a country provides detailed information about history, literature, culture, customs, festivals, geographical details, socio-economic and political conditions etc. of the country.

• The articles regarding the specific aspect of a country moved with accurate details in foreign, national encyclopaedias are not dealt with in detail in regional general encyclopaedias.

• Certain special topics such as biographies of notable persons, historical, topographical, cultural, socio-economic, political conditions of a small country may be either completely

omitted or discussed in less detail in general encyclopaedia. Such information is available in detail in national encyclopaedia of the country concerned.

iv) *Special Subject Encyclopaedia:* It is rather common for the reference librarian to receive queries regarding specific subjects. The answer of such queries can be searched from the subject encyclopaedias. A user frequently wants to know something `on or about' a particular subject. He not only seeks detailed data on a specific subject but also expects well-organised overviews for the purpose of research. A user may refer to general encyclopaedia for an introductory outline or concise account of a subject sufficient enough to get familiarised with a subject. He can go for further information to a specialised subject encyclopaedia.

A librarian may guide a research scholar to a subject encyclopaedia as a stepping stone to a more extended research. The researcher can focus on the important aspects of the topic and can explore further on those guidelines. He can also refer to the sources mentioned in the bibliography appended to the article. But a research scholar should be cautious to note with care the year of publication of the reference sources as well as sources in the bibliography so as to refer to the latest publications to get updated and reliable information.

The single volume subject encyclopaedia aims to bring together in a nutshell, all the points discussed in various sources. Hence, it becomes concise and handy reference tool to refer to narrow and specialised topics on which no books have been published.

Subject encyclopaedia is valuable reference sources for the biographies of the subject specialists who have not gained enough popularity to be on international scene for inclusion in the general encyclopaedias. But his significant contribution to the subject can enable him to find place in the subject encyclopaedia.

Self Check Exercises

4) i) Enumerate important uses of foreign language encyclopaedias.

   ii) Fill in the blanks:

   a) Special Encyclopaedia is a………………………..to more extended research.

   b) The…………………appended to articles in special encyclopaedias help the research scholars to scan through literature for further research.

   c) General encyclopaedia helps in enriching……………of a common man.

   d) A research scholar should be cautious to check ……………………of the encyclopaedia and the references given in the bibliography to get latest, updated information.

   iii) List any four uses of general encyclopaedia.

Note: i) write your answers in the space given below.

   ii) Check your answers with the answers given at the end of this Unit.

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7.6 EVALUATION OF ENCYCLOPAEDIAS

In the previous section 7.5, we have seen that encyclopaedias are most heavily and extensively used reference sources. A good and useful collection of general and special encyclopaedias form the backbone for the reference work in any library. The strong collection of general and special encyclopaedias in English and other languages ensure efficient reference service in a library. In this section, we will discuss various check points which can help in the selection and assessing the value of encyclopaedias before the acquisition for the library.

It is a very expensive venture to produce an authoritative set of encyclopaedia as it involves overall planning, engaging subject experts to write articles, competent indexers to provide exhaustive index, layout artists and photographers for providing apt illustrations, efficient editorial, accurate printing and proof reading, adequate advertising through reviews in journals catalogues and announcement leaflets to booksellers, distributors, librarians etc. All these cannot be done cheaply. Reputed publishers recognise this fact by their experience in the field of publishing encyclopaedias and incur considerable expenditure to produce an authoritative work so as to earn the profit in turn.

The prices of the authoritative sets of encyclopaedia are quite high, as the publishers have to meet with the expenses of high cost of production. Therefore the librarians have to make careful selection of the encyclopaedia and judicious expenditure depending upon the avail-ability of funds and space. Again, the librarian has also to consider the needs of the reader. They should be used intelligently to get the maximum benefit. It is not possible to produce a perfect and complete encyclopaedia, as it is difficult to include all the existing information: Hence, the librarian should assess their value and find out their merits and demerits before acquiring them.

The checkpoints for evaluating encyclopaedias are :

a)	Authority	b)	Scope and purpose
c)	Treatment	d)	Arrangement
e)	Format	f)	Revision
g)	Limitation	h)	Special features

Let us now examine each of these points in detail.

a) Authority

The authoritiveness of an encyclopaedia can be judged by the reputation of the editor, consult-ants, contributors who are responsible for producing it. The reputation of the editors, consult-ants, contributors can be assessed from their academic qualifications and such experience of publications in past. The success of an authoritative encyclopaedia also depends upon the reputation of the publishers and editorial staffs such as proof readers, indexers, artists, photographers, etc.

The publisher can be reliable and dependable only if he has gained recognition and reputation due to past experience of producing encyclopaedias. He has to take pains in producing each and every edition by continuous revision to keep up the name in the world of encyclopaedias. The editorial staff should be highly proficient in their skill and should do their jobs conscientiously. It is necessary to have a competitive, experienced and efficient team to produce a reputed encyclopaedia. It cannot be produced by a single individual.

b) Scope and Purpose

Editors usually state the scope and purpose of the encyclopaedia in the preface and introduction. After proper scanning, the buyers should check a few items in the volumes to verify whether the promises are carried out or not. The scope of an encyclopaedia covers plan, range and selection.

i) *Plan:* The encyclopaedia work should have a definite plan. The articles should be even in length and content and continuous editorial supervision should ensure that the plan is followed consistently.

ii) *Coverage:* The topics should be complete in coverage. It varies according to the needs of the users. The facts provided in the encyclopaedia should be accurate and reliable.

iii) *Selection:* There should be balance in the selection of topics and dealing with different periodical events, subjects, countries, etc.

c) Treatment

Readability, objectivity and style are the three important criteria of topics in encyclopaedias.

i) *Readability:* The topics covered by the encyclopaedia should be readable and easily understandable. The information should make the unfamiliar subject clear to the user. The standard and the quality of the articles should be in tune with the readers' need and should be comprehensible both for the scholars and layman.

ii) *Objectivity:* The articles should be objective without having any national, political or religious bias. National encyclopaedias may deal extensively with the national topics but there should not be exaggeration. As far as possible, they should be neutral and not prejudiced.

iii) *Style:* As we have already discussed, encyclopaedias are meant for the varied audience of different age group and coverage. They have different style. The scholarly style is for the learned scholars, popular style for the common men and the college students, easy, lucid and simple style for children. Hence, the reference librarian should be conscious in selecting encyclopaedias to suit the needs of the readers.

d) Arrangement

The articles of the encyclopaedias are arranged either in alphabetical or classified order de-pending upon the nature and size of articles and the editors plan for their presentation. Some encyclopaedias have long articles whereas the others have small ones. The arrangement of the articles in the encyclopaedia should be such that users can locate the information easily and quickly.

It is usually found that the articles are arranged either in word or letter by letter alphabetical order. They have comprehensive, alphabetically arranged index covering all the minor topics and giving `see' and `see also' cross-references wherever necessary. The table of contents listing the topics should lead the user to the required information. Some single volume encyclopaedia has detailed table of contents but not index. The multi-volume sets have a comprehensive index in the last volume with the cross-references.

e) Format

The format of an encyclopaedia depends upon the physical make up of an encyclopaedia. It refers to the (i) general appearance, (ii) presentation of articles, illustrations, diagrams, maps, tables, etc., (iii) quality of paper, (iv) printing, page make-up, (v) binding etc.

i) The physical appearance of an encyclopaedia, the cover page, the printing of title on the cover and spine etc. should be appealing to the eye of users. The size of the volume should be handy.

ii) The presentation of the articles should be well planned. The illustrations, plates, maps, tables, drawings, diagrams, photographs etc. should be accurate and in natural colours. They should be positioned with the text in such a way that users find it easy to under-stand the topics. The maps and index are generally provided in the last volume. It be-comes inconvenient for the readers to refer to, two volumes at a time and results in waste of time. Hence, it is necessary to at least give a sketch map of the country with the text even though the atlas is given with the index.

iii) The paper should neither be thin nor thick to add to the volume. It should be opaque and of good quality.

iv) The typography should be clear and legible. As an encyclopaedia is packed with lots of material, it is essential to have small but legible typefaces to bring down the expenditure and size of the volume. The headings and sub-headings should be in bold type faces with the marked distinction and easy to catch the attention. There should be enough margin and sufficient space on all the sides, between the column lines and letters.

v) As encyclopaedia is bulky and has to be used very often, it should be hardbound losing leather, table or calico. This will enable it to sustain the wear and tear of frequent and rough handling. The title of the encyclopaedia volume number, coverage of alphabetical sequence should be clearly indicated on the spine of the volume.

f) Revision

It is difficult and costly venture to produce a really authoritative encyclopaedia. They get out of date in a course of time due to dynamic nature of knowledge. Hence, they have to be updated and revised at some intervals. They can be revised using different methods.

i) *Publication of Annual Supplementary Volume:* Some publishers publish a supplement to encyclopaedia every year updating the facts that have undergone change and covering important events of that particular year. One has to lake sure whether the arrangement of the supplement is similar to that of the basic set.

ii) *Periodical Revision :* There are some publishers who produced the revised and reset edition of the entire set of an encyclopaedia after a specific interval of time. This enables them to publish a revised, new edition updating the knowledge.

iii) *Continuous Revision Policy* Some publishers employ permanent editorial staff who carry on systematic revision of incorporating changes in the contents of the articles. The articles covering the continents, states, cities, towns, villages that undergo changes various other reasons are regularly updated. Thus, the changes in such articles due to new developments are incorporated whereas the other articles remain stable.

The reference librarian should be cautious while examining the so-called new editions of the set. The publisher may claim to have continuous revision policy but there is a big gap between the actual revisions carried out and the claims made of updating. It is often found that changes are made in some evident science and technological fields but the other subjects are completely neglected.

g) Limitations

Every set of encyclopaedia has some limitations and the librarian must be vigilant about these limitations.

i) In order to keep the size of the volume under control, some good articles are omitted to yield to the pressure of including the new subjects. This effects the overall coverage of the set in a long run.

ii) It serves only as a background source of information. Reader has to refer to special encyclopaedias or those mentioned in the bibliographies appended to articles for de-tailed information.

iii) It is not possible to update annually incorporating all the literature in every field of knowledge by bringing out the supplement to encyclopaedia. The purpose of bridging the gap is not fulfilled by publishing the supplements.

iv) The national encyclopaedias do not follow the rule of objectivity but suffer from bias. The popularity of the publication is marred due to exaggeration in praising their own, country and not giving clear picture of the developments in other countries.

v) The general encyclopaedias cannot treat all the topics equally and include all the developments in each and every field. Thus, it becomes necessary to publish more subject encyclopaedias to give detailed information in specific subjects.

h) Special Features

The prestige of the encyclopaedias is enhanced by some of the unique features employed in the publication of encyclopaedias.

i) Most of the major articles in the encyclopaedia are appended with the *bibliography for* further reading. Some encyclopaedias provide bibliography in classified manner in the last volume. The current, exhaustive, updated bibliography in each subject is very useful for readers to pick up the thread and progress forward.

ii) The appendices and *separate lists* of measures and weights, abbreviations, pronunciation, errata etc. enhance the value and are very handy to glance through information.

iii) The unique feature of the encyclopaedia is the exhaustive index giving `see' and 'see also' cross references to enable the user to locate the information quickly and easily.

iv) The comprehensibility of the encyclopi edia increases with the proper *illustrations* in the

form of photographs, sketches, maps, diagrams, charts, tables etc., given at the appropriate places in the articles.

v) The inclusion of *guidelines for using* the volumes and contents of each volume in the introductory pages are the important features to render help to the information seekers.

The librarian should be guided by the above criteria for purchasing valuable sets of encyclopaedias for the reference section. There are some secondary evaluation sources and library journals which review the new additions to the encyclopaedias. They should be properly scanned through before taking decision. There are some unscrupulous publishers who give copy right permissions to various other publishers for publishing a particular set. The same set of encyclopaedia is published by two to three publishers under different titles. They cause unnecessary duplication of expensive sets in the library which could be replaced by some other sets. Let us examine a few examples.

Arete Publishing Co. had published a set of encyclopaedia for students of high schools and colleges in 1980. This encyclopaedia has been published by three different publishers in different names.

- *The Macmillan Family Encyclopaedia.* 2nd fully rev. and updated ed. London : Macmillan, 1982.21 volumes.

- *Academic American Encyclopaedia.* Danbury : Groiler, 1983.21 volumes.

- *Lexicon Universal Encyclopaedia.* New York : Lexicon, 1984.21 volumes.

Similarly there is one more multi-volume encyclopaedia which has been published in two separate names by different publishers.

- *Encyclopaedia International.* New York: Lexicon, 1982.20 volumes.

- *The Webster Family Encyclopaedia.* Webster, 1984. 20 volumes.

Secondly, there is London based publisher namely Roydon Publishing Co. who has published one volume encyclopaedia. in the same year with two different titles.

- *The College Encyclopaedia. London :* Roydon; 1985.

- *The University Encyclopaedia* London Roydon, 1985.

These encyclopaedias are very costly. It is difficult to acquire a set with the limited budget available for reference books. Hence, librarian should be very cautious in evaluating these encyclopaedia sets lest they may unnecessarily get duplicated.

Self Check Exercises

5) i) Enumerate various features essential for producing authoritative set of encyclopaedia.

ii) List eight check points to assess the value of an encyclopaedia.

iii) Fill in the blanks:

- The format of an encyclopaedia depends upon five criteria namely,

a) ……………………………………………………………………...

b) ……………………………………………………………………...

c) ……………………………………………………………………...

d) ……………………………………………………………………...

e) ……………………………………………………………………...

- The authoritativeness of an encyclopaedia can be judged from the reputation of

a) ……………………………………………………………………...

b) ……………………………………………………………………...

c) ……………………………………………………………………...

- The scope of an encyclopaedia depends upon three criteria namely,

  a) ……………………………………………………………………………..

  b) ……………………………………………………………………………..

  c) ……………………………………………………………………………..

- The three important aspects of the treatment of an encyclopaedias are:

  a) ……………………………………………………………………………..

  b) ……………………………………………………………………………..

  c) ……………………………………………………………………………..

- Encyclopaedia can be revised using three methods:

  a) ……………………………………………………………………………..

  b) ……………………………………………………………………………..

  c) ……………………………………………………………………………..

Note: i)   write your answers in the space given below.

      ii)   Check your answers with the answers given at the end of this Unit.

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7.7   SUMMARY

In this unit, we have introduced you to one of the most popular and frequently used reference source namely encyclopaedia. We have discussed scope and, purpose of encyclopaedias. We have surveyed the genesis and growth of encyclopaedia from ancient time to modern period giving a few examples of encyclopaedias in different languages. We have also acquainted you with different types of encyclopaedias, their characteristic features and uses. Lastly, we have outlined some basic guidelines to assess the value of any encyclopaedia before, adding it to the reference collection of a library.

In order to have better knowledge of the contents of various kinds of encyclopaedias, you should attempt to do `activities' given at the end of the unit. In the process of looking for more examples of the encyclopaedias and evaluating a few you will be well informed about the information available in them. This will prepare you to face and answer confidently the queries posed to you by the readers.

7.8   ANSWERS TO SELF CHECK EXERCISES

1) i)

- Modern encyclopaedia is a single or multi-volume reference source consisting of articles pertaining to all branches of human knowledge usually arranged in alphabetical order.

- A fairly exhaustive bibliography is given at the end of every article.

- It contains several illustrations, diagrams, photographs, and sketches by notable persons for better understanding of the subject.

- It contains a detailed index with cross references to locate the information easily and quickly.

ii) a) Greek, `enkyklios paideia', `general education'.

    b) `Cyclopaedias'.

2) • A1 - B4

    • A2 - B5

    • A3 - B6

    • A4 - Bl

    • A5 - B3

    • A6 - B2

3) i)

General Encyclopaedias	**Special Encyclopaedias**
a) It contains a collections of articles providing essential information about all the branches of knowledge.	a) It is a collection of articles limited to a specific field of area.
b) They are arranged either in alphabetical order.	b) They are arranged usually in alphabetical or classified order.
c) They are intended for general readers.	c) They are designed to satisfy the needs of the subject specialists.
d) They are occasionally revised to bring new editions. Annuals or supplements are brought out to keep them up-to-date.	d) They are published in abundance in all subjects to satisfy the user's demands due to knowledge explosion in all fields.
e) It is a huge and expensive task to produce an authoritative general encyclopaedia.	e) The cost of publishing is comparatively less due to its limited scope and coverage.

ii) General and special encyclopaedias can be further classified according to

    a) Size and format

    b) Users age

    c) Area coverage

iii) A1 - B4

    A2 - B5

    A3 - B1

    A4 - B2

    A5 - B3

4) i) Foreign language and National/Regional encyclopaedias are useful

    • for foreign language teachers and learners directly or with the help of bilingual dictionary.

    • for learners of foreign language to imagine the life-style of people.

    • for those who do not have proficiency in English but can read other foreign languages.

    • for accurate details of a particular country not dealt with in general encyclopaedias.

    • for biographies, historical, topographical, socio-economic, cultural and political condition of a country, which do not get many places in general encyclopaedia.

ii)

    a) Stepping stone

b) Bibliographies

c) General Knowledge

d) The year of publication

iii) Four uses of general encyclopaedias are -

- They enrich general knowledge.

- They provide information *on* known topics to refresh the memory.

- They help to self-educate by referring to more sources given in the bibliography at the end of each article.

- They provide facts, illustrations, biographical, geographical and historical information.

5) i) Some of the essential features of producing authoritative set of encyclopaedia are

- Overall planning

- Selecting subject experts to write articles

- Competent indexer to provide exhaustive index

- Layout, artists, photographers for providing apt illustrations

- Efficient editorial team

- Accurate printing and proof reading

- Adequate advertising to promote sale

ii) The eight check points to judge the value of encyclopaedias are -

Authority	Scope and purpose
Treatment	Arrangement
Format	Revision
Limitations	Special features

iii) The format of an encyclopaedia depends upon five criteria namely-

a) Physical appearance

b) Presentation of articles including illustrations

c) Quality of paper

d) Typography

e) Binding

- The authoritativeness of an encyclopaedia can be judged by the reputation of

- *The editors, consultants and contributors;*

- *The publisher and*

- *The editorial staffs i.e. proof readers, indexers, artists, photographers etc.*

The scope of an encyclopaedia depends upon three criteria.

i) Plan

ii) Coverage

iii) Selection

The three important aspects of the treatment of encyclopaedia are:

a) Readability

b) Objectivity

c) Style

The three methods of revising an encyclopaedia are:
a)   Publications of annual supplementary volume
b)   Periodical Revision
c)   Continuous Revision Policy

7.9   KEY WORDS

Cyclopaedia	:	Synonym of Encyclopaedia. This term is used when it is limited to a specific subject.
Kosh	:	Hindi term for dictionary.
Viswa Kosh	:	Hindi term for encyclopaedia.

7.10   REFERENCES AND FURTHER READING

Bibliography of Dictionaries and Encyclopaedias in Indian Languages. Calcutta: National Library, *1964.*

Cheney, Frances *Neel,* (1980). *Fundamental Reference Sources.* 2nd ed. Chicago: American Library Association.

Grogan, Denis, (1992). *Science* and Technology: *An Introduction to the Literature.* 4th ed. New York : Mc Gnaw - Hill.

Krishna Kumar, *(1996). Reference Service.* 5th ed. New Delhi Vikas. Scholberg, Henery, (1986). *Encyclopaeidias of India. New* Delhi: Promila.

Stevens, Rolland and Smith, Linda, (1986). *Reference Work in the University Library.* Littleton : Libraries Unlimited.

Activity
i)   Collect three examples from each of the following types of encyclopaedias which are not mentioned in the text of this unit.
A)   General, one or two volume, adult encyclopaedias.
B)   General, one or two volume, junior encyclopaedia.
C)   General, one or two volume, children encyclopaedia.
D)   General, Multi-volume, adult encyclopaedia:
E)   General, Multi-volume, junior encyclopaedia.
F)   General, Multi-volume, children encyclopaedia.
G)   General, Multi-volume encyclopaedia in any non-English, non-Indian languages.
H)   General, Multi-volume encyclopaedia in any Indian languages.
I)   General, Multi-volume national encyclopaedia.
J)   General, Multi-volume national encyclopaedia.
  −   Education
  −   Social Sciences
  −   Humanities
  −   Science and Technology
ii) Evaluate according to the checkpoints one encyclopaedia of the above ten types. You may visit reference section of any big university or special library or refer to any guides to reference sources, book-selection tools, publishers' catalogues to trace the examples for the activity (i). For activity (ii), you must thoroughly scan through the encyclopaedias to judge the value properly.

UNIT 8 HANDBOOKS, MANUALS, YEAR - BOOKS, ETC.

Structure

8.0   OBJECTIVES

In the earlier two Units, we have acquainted you with various types of dictionaries and encyclopaedias. They form an important part of the reference collection and serve as the backbone of the reference services.

The purpose of this Unit is to introduce you to a variety of ready reference sources. They have specific scope, purpose and uses.

After reading this Unit, you will be able to:

- differentiate between various kinds of ready reference sources;

- identify a particular type of ready reference source to trace the required information; and evaluate the value of any such reference tool before acquiring it for your library.

The activities at the end of this Unit will enable you to come across numerous examples of ready reference sources in various disciplines. They will also assist you to pick up the right tools for locating answers to the queries handled by you.

8.1   INTRODUCTION

In this Unit we intend to introduce you to various types of ready reference sources. They are year-books, almanacs, directories, hand-books, manuals, guides and so on. They are called ready reference sources as they are referred to answer the factual queries. They are usually serial publications useful in getting brief and pinpointed answers. As it is usual to describe ready reference service as fact-finding service, ready reference sources are also known as" fact- books thoroughly up-to-date".

The ready reference sources which are published annually and known as yearbooks usually cover the information about the last three months of the previous year and first nine months of the next year to release it in the beginning of the current year. But there are some which cover the same period which is printed on the title page.

e.g.   *Manorama Year Book, 1998.* 33'ed. Kottayam: Malayala Manorama, 1998.

The date `1998' in the title is the imprint date and not the year covered. In order to publish and release 1998 year book, it has to go to print by October 1997. So it covers last three months of 1996 and first nine months of 1997. For example, *India: A Reference Annual 1996.* New Delhi: Publication Division, 1997, covers events of 1996.

The ready reference sources are in a way related sources of information. They are complementary as well as supplementary sources to encyclopaedias. In other words, extra sigiificant

information is added usually or periodically to already existing information in encyclopaedia, by publishing various yearbooks. This helps to update, complete and improve them. However, certain classes of ready reference sources have altogether different type of information than that found in encyclopaedias. Thus directories, advaaces, and guidebooks not only update information, but add new information.

Self Check Exercise

1) Enumerate the different types of ready reference sources, Why are they called ready reference sources?

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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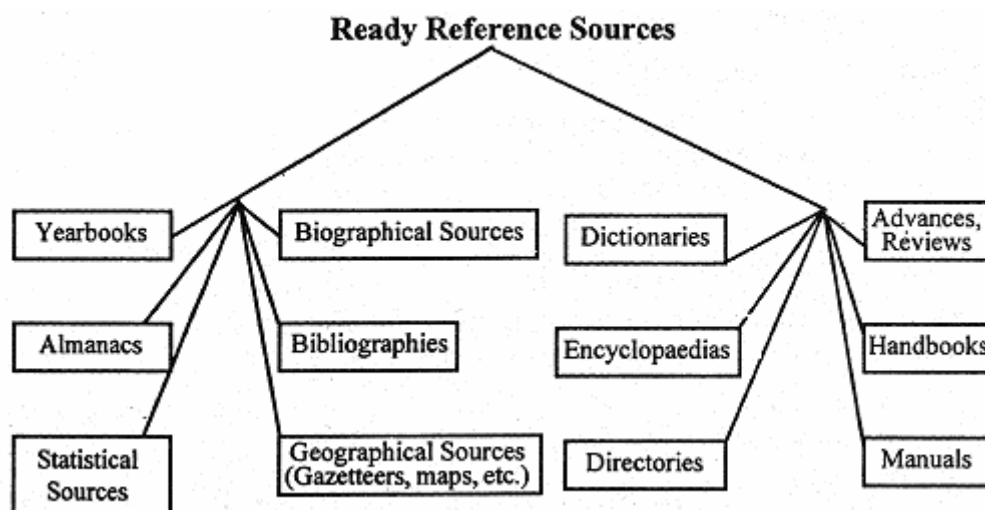## 8.2 DIFFERENT TYPES OF READY REFERENCE SOURCES

There are many types of ready reference sources. These sources satisfy fact-finding queries or in certain cases, material-finding queries. They may be grouped into six to twelve main classes:

In this Unit we shall restrict ourselves to study in detail the definition, scope and purpose of yearbooks, almanacs, directories, manuals and handbooks.

8.2.1 Yearbooks

Yearbooks are also known as annuals. As it is evident from the literal meaning of the term, a yearbook is a serial publication issued every year. It is called a compendium because it provides comprehensive account in a concise form of otherwise a vast subject. It contains current information on one or more subjects - in brief, descriptive or statistical form. Yearbooks are published as independent publications or as supplements to an encyclopaedia. Therefore, year-books can be divided into two major groups:

55

a)   Yearbooks

b)   Supplement to Encyclopaedias.

a) Yearbooks

The basic purpose of yearbooks is to record annual developments in a geographical area, in a subject discipline or in an organisation. Depending upon the geographical area covered year-books can be:

a)   International or

b)   National/Regional

Again both International as well as National/Regional yearbooks can be grouped according to their scope: (i) General, (ii) Subject, (iii) Organisational.

International Yearbooks - General

International yearbooks of a general nature are very handy, authentic and reliable manuals of descriptive and statistical information about each country of the world. They also include information about international and regional organisations such as, the United Nations and the Commonwealth or SAARC, etc. They cover descriptive and statistical survey of each country - its area, population, constitution, government, political parties, trade and industry, communications, finance, defence, social welfare, transport, tourism, educational and cultural institutions, etc. They also give a brief list of references on the country. Some contain even biographies of internationally known personalities.

Europa Year Book: A World Survey. London: Europa Publications, 1959. Annual. 2 vols.

It started publication in 1926, In its present two volume form brought out since 1959, it provides wealth of information about all countries of the World.

- *International Year Book and Statesman's Who's Who.* East Grinstead, *W.* Sussex: Reed Information Service, 1953. Annual.

- *Statesman 's Yearbook: Statistical and Historical Annual of the States of the World* . London: Macmillan, 1864 . Annual.

International **Yearbooks - Subject**

Unlike general yearbook of international scope, a subject yearbook restricts itself to cover world wide development in a particular subject field. It describes activities of organisations in the field, data on the subject and major trend in research in the subject.

- *World Armaments and Disarmament, SIPRI Yearbook.* Stockholm: Stockholm International *Peace* Research Institute, 1968-69. Annual

It gives reports on world military expenditure, arms production, strategic nuclear weapons, satellites and on the arms trade, Each yearbook has special articles too.

- *Green Globe Yearbook of International Cooperation on Environment and Development.,* Oxford : Oxford University Press for the Fridtj of Naziism Institute, Norway, 1992. Annual.

It reveals as openly and objectively as possible the controversies, conflicts and constraints encountered in promoting, development and protecting environment.

International Yearbooks - Organisational

Yearbook of the United Nations. New York: United Nations, Dept. of Public Information, 1946/47. Annual.

It summarises the activities, proceedings and decision of the United Nafions and its agencies and associated international organisations.

National/Regional Yearbooks - General

National Yearbooks provide descriptive and statistical account of a specific region or country. They include area, population, government and constitution, administration, economy, social welfare, commerce, communications and other major services. They include annual events and activities of the nation. Usually, national yearbooks are government publications.

- *India: A Reference Annual.* Delhi: Publications Division, 1953. Annual. From 1998, the title *is India 1998 (year* is added)

- *Britain: An Official Handbook.* London: Statistical Office, 1948. Annual.

National/Regional Yearbooks - Subject

Yearbook on India's Foreign Policy/ed. by Satish Kumar. New Delhi Sage, 1982-83. Annual.

Family Welfare Programme in India Yearbook. New Delhi : Ministry of Health and Family Welfare.

National/Regional Yearbooks – Organisational

Library Association Yearbook. London : Library Association. Annual

It contains records *of various* committees *and* sub-committees *of* the Association, it's of'ice. bearers, list *of* members etc.

American Baptist Churches in the U.S.A. Yearbook. Valley Forge, Pa. 1973. Annual.

It includes records of the biennial meeting of the Association and reports of activities of the national boards.

The ALA Yearbook; A Review of Library Events. Chicago : ALA, 1986. Annual.

b) Supplements to Encyclopaedias

Since last six decades, the leading publishers of important encyclopaedia sets have begun issuing yearbooks. They are known as "Supplements to Encyclopaedias". The first such year-book was published for *"Encyclopaedia Americana"* in 1923. The basic objectives of bringing out these annual supplements are :

- to update the basic set;

- to summarise the year's major events; and

- to promote their sale by giving psychological realisation to the customer that the set is always kept updated by incorporating latest developments.

Their prime function is to supplement the main set of encyclopaedia. But in reality, it is observed that these yearbooks are related to their present encyclopaedias only by name. They are usually issued to record the major events of the preceding year rather than updating the original encyclopaedia set, as claimed by the publishers. They vary in their coverage, arrangement, quality and quantity of illustrations, presentation, inclusion of special features, index and so *on. "The Americana Annual"* includes articles under the broad headings whereas *"Britannica Book of the Year"* contains a large number of relatively brief articles on the year's events and special sections on biography and chronology. It possesses a detailed index with `see' and `see also' references and an extensive guide. They are useful to make an easy search.

Usually, the information covered in these supplements is not always incorporated in the later revised editions of the encyclopaedia sets. So, the complete file of these supplements provides the librarians and users a fairly comprehensive view of the events over a period or time. Thus, it is essential for every large library to acquire these supplements regularly.

Some of the examples of important supplements to encyclopaedias are discussed here by grouping them into three categories.

a) Adult Encyclopaedia Supplements

b) Juvenile Encyclopaedia Supplements

c) Subject Encyclopaedia Supplements

a) Adult Encyclopaedia Supplements

They serve as annual supplements to encyclopaedia meant for adults.

Americana Annual, An Encyclopaedia ofEvents. New York: Americana Corporation, 1923. Annual

Britannica Book of the Year. Chicago: Encyclopaedia Britannica, 1938. Annual.

Chamber's Encyclopaedia Yearbook. London: International Learning Systems, 1968. Annual.

It was published as *"Chamber's Encyclopaedia World Survey"* by Newnes, London, 1952-65. It ceased publication and was superseded by "Chamber's Encyclopaedia Year Book" from 1968.

b) Juvenile Encyclopaedia Supplements

These are annual supplements to young people's encyclopaedias meant for children, students, and youths.

Compton Yearbook: An Illustrated Factual Record of Outstanding Events. Chicago Compton, Annual.

It is a supplement to the "Compton's Pictured Encyclopaedia" having a well illustrated, factual record of important events.

World Book Yearbook, An Annual Supplement. Chicago: Field Enterprise Education Corp. Annual.

It serves as supplement to "World Book Encyclopaedia" and records major events of the year.

c) Subject Encyclopaedia Supplement

The supplements to subject encyclopaedias are very useful for the subject specialists. They cover important development of a particular year.

McGraw Hill Yearbook ofScience and Technology. New York: McGraw-Hill, 1962. Annual. It is a supplement *to McGraw-Hill Encyclopaedia of Science and Technology* and keeps it up-to-date between the publications of two editions. It is an important ready reference tool for the scientists, engineers, students and science teachers.

The American LibraryAssociation Yearbook. Chicago: American Library Association, 1976. Annual.

It is a supplement to one volume ALA *World Encyclopaedia of Library and Information Services*. There is a difference in scope between the encyclopaedia and the yearbook. The encyclopaedia covers the world whereas the yearbook deals with America. But it serves as a very useful ready reference tool for the librarians and information scientists, students and teachers of library science.

Self Check Exercises

2) Fill in the blanks:

    i)   General yearbooks are grouped into four categories according to their,…………and………………………

    ii)   International yearbooks include information about all the……………... of the…………………………

    iii)   The prime function of the supplement to Encyclopaedias is to…………....... ……….......................the main set of …………………………..

    iv)   National yearbooks provide annual events and activities of a……………

3) Enumerate three objectives of publishing annual supplement to encyclopaedia.

Note: i)   Write your answers in the space given below.

      ii) Check your answers with the answers given at the end of this Unit.

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8.2.2   Almanacs

In the previous Section 8.2.1, you have been introduced to different types of yearbooks. This section deals with almanacs.

Like yearbooks, almanacs are also periodically published ready reference sources with similar objectives. Almanac literally means calendar of months and days containing astronomical and nautical information about the sun, moon, tides, anniversaries and so on. It is an annual calendar covering miscellaneous matters such as astronomical events, planetary tables, astrological predictions and anecdotes. But the meaning of the word `almanac' has undergone semantic change in recent days. The common meaning of almanac is an annual compendium of statistics and facts, both current and retrospective. It can broadly cover a particular region or subject or it can be limited to a particular nation, country or state. Thus, while the *Shorter Oxford English Dictionary* defines an almanac as "an annual table or book of tables, containing a calendar of months and days usually with astronomical data and information". Harrod's glossary calls it "a publication, usually annual, containing a variety of useful facts of a miscellaneous nature and statistical information". Librarians frequently use them as ready reference sources of statistics.

At this juncture, let us compare and contrast between the yearbooks and almanacs. Though they are two distinct types of reference books, still they are similar and closely related to each other in scope and use. They are always grouped together as ready reference sources. They have fixed periodicity and are published every year. The major distinction between the two is in coverage in the form of duration. A yearbook is an annual compendium of descriptive and statistical data of the past year whereas the almanac inevitably covers retrospective information too. Again a yearbook is published annually but almanacs vary in periodicity e.g., *Congressional Quarterly Almanac* or the *Almanac of American Politics* (biennial), *Almanac of Famous People* (irregular).

Almanacs are grouped into three distinct categories according to the scope, purpose and coverage of information.
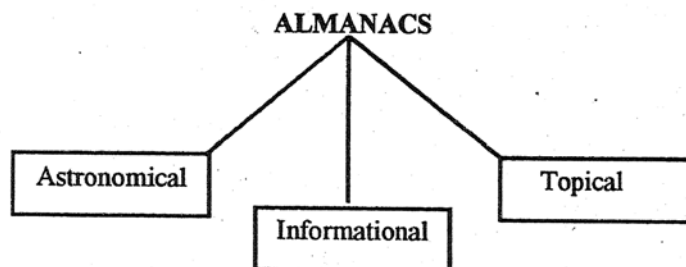
a) Astronomical Almanacs

Every country issues astronomical almanacs annually. They give *astronomical* and *astrological* projections of coming year.

- *Indian Ephemerics and Nautical Almanac.* Delhi: Controller of Publication, 1957. Annual.

- *Astronomical Almanac. London:* HMSO, *1989.* Annual

This mixes *Astronomical Ephemerics and Nautical Almanac* (US) *and Astronomical Ephemeris* (London) and is a standard source of astronomical data.

b) Informational Almanacs

Informational almanacs are basic general almanacs. They depend heavily on government sources for statistical information. They follow the same pattern of subject matter published every year with revised statistics. They cost less and most of the libraries acquire them for their reference section. They are also purchased by the students and common people to enrich their general knowledge and prepare for competitive examinations.

- *World Almanac and Book of Facts.* New York: World Telegram, 1868. Annual. (Title and publisher vary)

- *Information Please Almanac, Atlas and Yearbook.* New York: Simon and Schuster, 1947 Annual. (Title and publisher vary)

- *Whitaker'sAlmanac.* London: Whitaker, 1869. Annual.

- *The Readers Digest Alamnac and Yearbook.* New York: W.W. Norton, 1966. Annual (Publisher varies)

c) Topical Almanacs

Topical almanacs are also known as subject almanacs as they cover some broad subjects. They are usually annual or biennial publications. So they are called yearbooks or compendia.

The Sportsman's Almanac /by Carley Farquhar. New York: Harper, 1985.

Almanac of Business and Industrial Financial Ratios. Englewood Cliffs, N.J.: Prentice Hall, 1971. Annual

The Almanac ofAmericanPolitics: The Senators, The Representatives, Their Records, States, Districts/comp. by Michael Barone, [et al.]. Boston: Gambit, 1972. Biennial.

Self Check Exercises

4) i) What is the major difference between a yearbook and an almanac?

   ii) Explain clearly the statement. The meaning of the word 'Almanac' has undergone change.

Note: i) Write your answers in the space given below.

   ii) Check your answers with the answers given at the end of this Unit.

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8.2.3 Directories

In section 8.2.2 we have dealt with various types of almanacs and illustrated each of them by giving suitable examples. In this section, we will introduce you to directories. A directory is one more category of ready reference tool possessing rich information needed by the library users. Every library receives a number of queries for directory-type information. So, it is essential for the reference librarian to acquire different kinds of directories suitable to answer these queries satisfactorily: Directories are tertiary reference sources which aid the searcher in using the primary and secondary sources.

Directories can be institutional providing information regarding the name, structure, functions, objectives, operational activities, addresses, officers; members, etc., of various types of institutions. There are directories of persons, which cover information about the name, ad-dress, status, academic qualifications, profession, experience, affiliations, etc., of individuals. The entries in the directory are systematically arranged in alphabetical or classified order. The term `directory' is also used for a list of events, newspapers, periodicals and so on. They vary in kind, scope, purpose and size.

Apart from yearbooks and almanacs which provide a separate section of the directory, such information can also be located in encyclopaedias; biographical sources, geographical sources and also some government and -institutional publications. But 'a reference librarian usually prefers to consult a directory first, as he is sure to get the information from it. Sometimes, he may have to search for directory-type information from other reference sources.

There are variouskinds of directories. It is not necessary that the word `directory' should always appear in the title. For example

World of Learning. London: Europa Publications: 1947. Annual.

It enlists learned societies, research institutions, *universities,* libraries, museums and so on. It gives date of establishment, faculties, senior administrative and academic staff members, etc. A separate section on UNESCO, international council and organisations is included.

National Register of Social Scientists in India/by N.K.Nijhawan. New Delhi : Concept *(for* ICSSR), 1983.

It is a directory of social scientists numbering about 7500 which provides information about their academic background, research interest, positions held and current addresses.

Again, there are a number of titles consisting the terms `Encyclopaedia', `Yearbook'. Hand-book', `Register', `Guide', etc., but in reality, they are directories. Let us examine the following titles:

Encyclopaedia of Associations. Detroit: Gale Research Co., 1956. Biennial. 3 vols.

Vol. 1 - It is a guide to all types of national and international organisations.

Vol.2 - It includes a geographic index arranged by state and city and an executive index listing alphabetically the chief executive of the organisations enlisted in the first volume.

Vol.3 - It contains the information about the new associations and projects added in between the two editions of the encyclopaedias.

Yearbook ofInternational Organisations . Brussels: Union of International Associations, 1948. Annual.

It is a comprehensive directory of currently active international organisations and associations. It is published both in English and French.

Universities Handbook: India. Delhi: Association of Indian Universities, 1975. Biennial. It provides information about various aspects of Indian universities.

American Register of Exporters and Importers. New York: American Register of Exporters and Importers Corporation, *1946.* Annual.

It lists about 25,000 American export and import concerns. It also provides product indexes in English, French, Spanish and German.

Guide to the Coalfields. /ed by R.C. Sansom. Fuel and Metallurgical Journals Ltd., 1986. As the title suggests, it provides information regarding coalfields.

This shows that there are a number of such directories where either the word `directory' does not necessarily appear in the title or it is replaced by the words such as 'Encyclopaedia', `Yearbook', Handbook', `Register', `Guide', etc.

Directories can be basically international, national, regional and local. They can be grouped into two major categories.
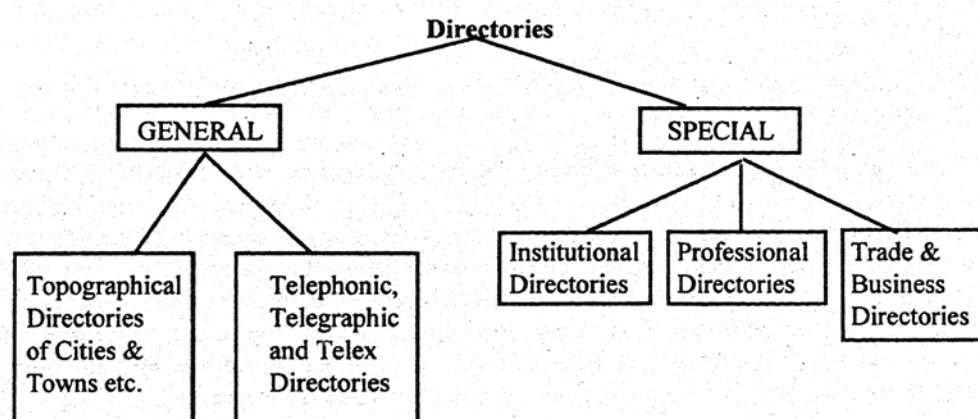
a) **General Directories**

General directories are further divided into two groups:

* Topographical Directories of Cities and Towns

- Telephonic, Telegraphic and Telex Directories.

Topographical Directories of Cities, Towns, etc.

These are also known as local or city directories. Most of these publications are government publications. They include guides to post offices, army and navy, posts, city guides, etc. They are valuable source of information.

Directory of Cities and Towns in India/by O,P. Sharme..Delhi Kripa, 1989.

Geographical area, population, city status, name of the parent districts are provided for 4023 cities and towns.

Cities *of the World, a compilation of* current information of cultural, geographical and politi*cal conditions in the countries* and cities *of six continents based upon US Dept.* of State 's post/ reported by Monica M. Hubbard and Beverly Baer. Ed. 4. Detroit : Gale, 1993. 4 vols.

Great Britain Post *Office:* Post *Office* Guide. London: Statistical Office, 1856-.

It was called `British Postal Guide' from 1856-1879. It varied in frequency but usually it is an annual with supplements. Since, 1937, associated volumes entitled `Post *Office Le 's* United Kingdom' and `London Post Offices* and *Streets'* are published irregularly.

Thacker's Indian Directory. Calcutta: Thacker',s Press and Directories, 1870. (99th edition in 1971).

It is a comprehensive and up-to-date directory providing state wise information regarding the government and its officials, trade, commerce, educational institutions, societies etc.

Some of the Indian city directories are :

Assam Directory and Tea Areas Handbook. Calcutta: Assam Review Pub. Co.

Comprehensive Calcutta City Guide and Directory. Calcutta: Newman & Co., 1959.

Kerala City Guide *and* Directory/Compiled by Esjeays. 2nd ed. Madras: G.S.S. Iyer and Sons, 1966.

Telephone, Telegraphic and Telex Directories

Telephone Directories

Every nation, country, state and city have telephone directory giving information about telephone numbers of subscribers.

These are usually compiled by Posts and Telegraphic department of various national and state governments. It lists the subscribes in alphabetical order. It also provides address along with the subscribers phone number.

All *India Telephone Directory: Classified According to Trade and Professions, Government Departments, Individuals,* Institutions *etc.* 5th ed. Baroda: Indian Export Trade Journal, 1970. 4 vols.

The National Directory of Addresses and Telephone Numbers. New York: Bantam Books , 1977. Irregular.

In U.S.A., Bell *and* Howell Produces microfiche for 360 major current Bell Telephone Company directories for urban communities and regions in U.S.A. Some city directories have re-verse telephone number services such as, `Numerical *Telephone Directories'.* Some directories have a classified section, some are `an alphabetical listing of residents and business, a list of streets in alphabetical order with business and residential occupants listed in a dictionary order, and a numerical listing of telephone numbers directing to the subscriber's name and address. The R.L. Polk Company of Detroit founded in 1870, *has issued* over 800 such directories. It has also published a directory for banks and direct mail concerns.

Every city in India has its own local directory. These directories are published by the State Governments and after agencies at regular intervals.

Delhi Telephone Directory :1999. New Delhi : Mahanagar Telephone Nigam, 1999. 3 vols.

It used to be published irregularly but since the formation of Mahanagar Telephone Nigain Ltd., it has been published regularly.

The directory is in three volumes having general section in alphabetical order. It also incorporates blue pages for State and.Cen vernmentsandYellowpages containing around 1600 classified heads for different products and services.

This is an indispensable reference source for locating telephone numbers, addresses, organisations, names and designation of offices located in Delhi. It is a highly reliable source of information.

Telephonic and Telex Directories

Directories giving information regarding telegraphic telex addresses or fax numbers, are *very* useful *ready* reference sources. They can have international, regional, national or local coverage.

.Iaequer and Waldmann World Telex. Darmstadt: Telex - Verlag Jaequer and Waldmann.

It is published annually in four volumes with quarterly supplements. In first two volumes, entries *are* arranged in alphabetical order - one for the European countries *and* the other for the rest of the world. Volume three is classified by activity and the fourth contains a consolidated answerback code index. It is known for its highest reputation and comprehensive cover-*age.*

Marcon's International Register. New *York :* Telegraphic Cable and Radio Registry,

It is international in coverage. The alphabetical arrangement in separate columns for telex numbers, answer back code and cable address makes it convenient to refer it. A classified section is followed by *an* index of cable address.

All India TelegraphicAddress Directory. Baroda : Indian Export Trade Journal, 1969. Irregu-lar.

It is a national telegraphic directory covering telegraphic addresses of India.

b) Special Directories

Special directories can be international, national, or local in coverage. They are divided into three main groups:

- Institutional Directories

- Professional Directories

- Trade and Business Directories

Institutional Directories

Try to recollect some Yearbooks which have been covered in the section 8.2.1 viz. `Europa Yearbook', `Statesman's Yearbook' and `Yearbook of the United Nations' which include lists and descriptions of international organisations. Again, we have also discussed in this section, some information sources *which are* actually institutional directories but the word 'directory' does not occur in the title or it is replaced by terms yearbook, handbook, encyclopaedia, guide, register etc. Here, we will introduce you to some more yearbooks and directories dealing exclusively with information regarding institutions. They cover the structure, functions, objectives operational activities, addresses, office bearers, members and other important information about different organisations, institutions, associations etc.

Let us now examine a few examples of institutional directories:

Commonwealth Universities Yearbook Directory to the Universities of the Commonwealth and the Handbook of Their Associations. London: Association of Commonwealth Universities, 1914. Annual.

It was published as `Yearbook of the Universities of the Empire' from 1941-46 and `Yearbook of the Universities of the Commonwealth' from 1948-57.

It is a very useful reference tool consisting of detailed information about the universities of

Commonwealth countries published in four volumes. The countries are listed alphabetically and within each country, further arrangement is alphabetical by name of the university. It includes information regarding the year of foundation, principal officers, teaching staff, important administrative staff, affiliated or associated institutions, statistical information of library, courses, admissions, degrees, scholarships, vacation etc.

Directory of Scientific Research Institutions in India, 1989. New Delhi : INSDOC, 1989. 6 vols.

Vol, 1- C.S.I.R. , I.C.M.R., D.R.D.O., I.C.A.R.

Vol.2 - Central Government Institutions, State Government Institutions.

Vol.3 - U.G.C.

Vol.4 - Medical, Engineering and Agricultural Institutions.

Vol.5 - Medical, Engineering and Agricultural Institutions.

Vol.5 - Public Sector undertaking, private sector undertaking, international and other institutions.

Vol.6 - Cumulative Indices.

Directory of Educational Research Institutions in the Asian Region. 2nd ed. Bangkok: UNESCO Regional Office for Education in Asia, 1970.

It covers about 170 institutions of educational research listed country wise. The term educational research has been broadly used to mean both development and dissemination. It provides information about name, address, designation of the head, year of foundation, administrative departments, list of selected research projects completed and those in pipe-line, journals, list of selected publications, summary of selected publications and so on. It provides index to educational research projects in Asia at the end. It is a very reliable and informative reference source for education planners and research scholars.

Directory of Indian Public Libraries : A Selected List of Libraries Assisted by the RRRL Foundation./ed. by B.P. Barua. Calcutta: Naya Prakash. 1986.

It covers names and addresses of more than 6000 public libraries in India assisted by the Raja Rammohun Roy Library Foundation from 1972-73 to 1984-85. It is not a comprehensive list but is a valuable source of information of public libraries. It enables us to know the developments in relation to the period of its coverage.

Women's Studies in India: A Directory of Research Institutions/comp. by Gulnaz A.Khan. Delhi: Ashish, 1993.

Professional Directories

The past four decades have witnessed the growth of international, national and local professional associations whereby scholars of a particular field voluntarily get together to foster their knowledge of the *field:* They strive to promote scholarship and to broaden *their* activities by organising seminars, conferences and workshops, undertaking research projects, publishing journals, *bulletins,* newsletters, seminar proceedings, monographs and project reports. These associations publish their membership directories which have proved to be *very* useful information *sources* to locate the talented scholars *in* various disciplines.

World Directory of Mathematics. International Mathematical Union, 1979.

It enlists 20,000 names of the experts in mathematics within a particular country or area.

International Directory of Marine Scientists Rome : Food and Agriculture Organisation, 1977.

It enlists over 10,000 specialists *from* 90 countries and is produced by using computer. International Directory of Anthropologists Ed. 5. Chicago: University of Chicago Press, 1975.

First four editions were published between 1938-67 by different bodies. It covers biographical data of *more* than 43,000 anthropologists and provides geographical, chronological and subject *indexes.*

International Directory of Philosophy and Philosophers. Ed. 2. Ohio: Philosophy Documentation Centre, Bouling Green University, 1966.

First edition was published with the aid from UNESCO. Second edition has been issued as a companion volume to `Directory of American Philosopher' in two parts. Part I covers international philosophical organisations and part 2 lists colleges, universities, institutes, research centres, philosophical associations, journals, and publishers of philosophical works. It also enlists the member of the above organisations.

International Directory of Translators and Interpreters. London : Pond Press, 1967.

It enlists more than 2100 translators and interpreters throughout the world with both subject and geographical approach.

These examples are confined to one particular discipline and profession but has a world wide *coverage. We* will now provide examples of the directories of particular professional experts limited to one specific country, organisation and societies.

Fire Research Specialists : A Directory. Washington: National Bureau of Standards, 1977. *American Architects Directory* . 3rd ed. New York : Bowker, 1970.

Directory ofMembers ofRoyal Institute of British Architects.

American Medical Directory. American Medical Institute. 2 vols.

A. L.A. Membership Diredory. Chicago : American Library Association, 1950. Annual.

Directories of Libraries and Who 's Who in Library Profession in Delhi/ed. by N.K. Goil, [et al.]. New Delhi : Delhi Library Association, 1964.

Trade and Business Directories

Almost all countries have their directories of trade, business, manufacturers and industrialists. It is not possible for the general international directories to cover all the aspects of trade and business in detail. Thus, it has to be selective and limit its coverage to major topics. But, subject and professional directories dealing with specific field and occupation can cover de-tailed information about the major important topics and provide minute particulars about theca. A few examples of trade and business directories of different nations are given below.

Kelly's Directory of Merchants, Manufacturers and Shippers of the world: A Guide to the Export and Import Shipping and1trIanufacturing Industries. London: Kelly's Directory, 1880. Annual.

It is published in two volumes. First volume covers Great Britain, Northern Ireland, Republic of Ireland, Isle of Man and the Channel Islands. Second Volume covers Europe, America, Asia, Africa and Oceania. It is a very useful directory arranged in alphabetical as well as classified lists.

Directory ofAmerican Firms Operation in Foreign Countries/compiled by Juvenal L.Ange. 7th ed. New York: World Trade Academy Press, 1967. Irregular.

First edition was issued in 1955. It gives a list of nearly 3200 American corporations, which run more than 15,000 business enterprises in foreign countries. Part 1 is an alphabetical index of American corporations and part 2 lists the international distribution of corporations alphabetically by country.

American Register of Exporters and Importers. New York: American Register of Exporters and Importers Corporation, 1946. Annual.

It lists about 25,000 American export and import concerns. It also provides product indexes in English, French, Spanish and German.

Kothari 's Industrial Directory of India. Madras : Kothari Enterprises, 1936. Annual.

Kothari's Industrial Directory of India: 1988-89. 10th ed. Madras: Kothari Enterprises, 1988.

This edition has been thoroughly revised not only in contents but also in the format and get-up. It describes economic development, population and employment, the rules and regulations regarding industrial activities, the policy changes in relation to business and industry, new export-import policies from 1988-91 etc. It provides over all picture made in public and private sectors covering essential aspects of Indian economy. It provides useful brief surveys of various industries under important material heads. The new sections of `Electronics' and `Learning Finance and Investment' are added in this edition.

1996 edition is divided into two parts, the first part gives general information on the Indian economy; in the second part are profiles of major industries arranged by broad subjects e.g. Banks, Cement, Chemicals, etc.

PHD Chamber of *Commerce and Industry: Directory of Members,* 1988.15 th ed. New Delhi : PHD House, 1988.

The PHDCCI directory of members is an important reference manual providing valuable information about manufacturing and export potential of the Northern region. It includes information regarding six *statespnd two Union* Territories of North India. They are Uttar Pradesh, Punjab, Rajasthan, Haryana, Himachal Pradesh, Jammu and Kashmir, Delhi and Chandigarh. It includes alphabetical and classified index of members with membership number. It provides detailed particulars regarding the members also.

All *India Book Trade Directory : 1986-87.2nd* ed. Delhi : Modem Publications. 1987,

It provides district wise alphabetical list of book sellers, publishers, distributors, exporters, importers, representatives of various publishers, wholesalers, retailers, library suppliers, paper merchants, printers, stockists, etc. The information regarding location of the district, pin code number, geographical, rail rout indicators, banking facilities, name of the proprietor, year of establishment, postal address, telegraphic address, telephone and telex numbers, language of publications, specialisation of supply in particular subjects, etc. are covered in detail.

Directory of *Publishers Registered under the ISBN System/comp* by K.P. Rajora. New Delhi : Saraswati B.K, 1993.

A directory of more than 1600 Indian publishers who have been allotted ISBN number as on 31st March 1993.

Self Check Exercise

5) What are the different types of directories?

6) Why are they called ready reference sources?

7) What information can be searched from institutional Directories?

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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8.2.4   Handbooks, Manuals, Guide-books

We have a very large group of ready reference sources consisting of handbooks, manuals, sourcebooks and guide books. It is difficult to distinguish them from one another as they have common scope and identical purpose. These terms are used synonymously as they have similar features. They are also known as compendia as they contain concise and comprehensive account of given fields of knowledge.

The word `handbook' is borrowed from German word 'handbuch' meaning ' a small book or a treatise giving useful facts.' The literal meaning of the term `handbook' is the book which is 'handy' to use as it contains all sorts of facts and `handy' to carry it conveniently in hand. A `manual' is a corresponding word derived from Latin term `manuals'. It means a guide book, a compendious book, an abridged handbook or a concise treatise which can be referred for guidance in any occupation, art or study. They are essential ready reference sources consisting of `facts to know' and `instructions to do'. They are sometime known as 'instruction books'.

They are usually single volume reference tools. All the handbooks may not be providing facts of popular interest. There are countless subject handbooks consisting of articles based on re-search reports. In order to understand them it is essential to have basic knowledge of the subject. The information *is* provided in 'compact and concise form but illustrated by various diagrams, graphs, data, equations, formula, principles, symbols, tables, procedures. They have limited scope because they deal with the minute details of the specialised subjects meant for a small group of specialists. In fact, they are valuable for their depth of information in a narrow subject field.

There is a rapid increase in publishing of handbooks and manuals. There are countless hand-books on specific subjects. With the growth of knowledge, they become out of date and revised editions have to be published. They are reliable and indispensable reference tools for libraries. They can be grouped into following categories :

Various Types of Handbooks and Manuals:

a)	General handbooks	e)	Official handbooks
b)	Statistical handbooks	f)	*Tables*
c)	*Historical handbooks*	g)	*Practical handbooks*
d)	*Literary handbooks*	h)	*Subject handbooks*

Let us now examine a few examples of each type ˙of handbooks, manuals, guide-books or source books.

i) General Handbooks

They provide facts regarding the first, best of everything. They cover information to satisfy the curiosities and inquisitiveness of the people in almost all the fields of knowledge. The subject-wise arrangement of content and exhaustive index are useful to locate the information easily and quickly.

- *Famous First Facts/by Joseph N.* Kane. Ed.4 . New *York: H.W.* Wilson, 1981.

It is a very, valuable reference tool giving facts not only for enriching general knowledge but also useful for scholars and researchers. The content is arranged alphabetically by subject. It enlists facts geographically, chronologically and by personal name.

- *Awards Honours and Prizes/ed.* by Gita Siegman. Ed.78. Detroit: Gale Research, 1987. 2 *vols.*

It includes the awards, honours and prizes in a wide variety of fields. It lists American, Canadian and international awards alphabetically under the name and subject. It also describes the awards with names and addresses of the sponsors. It provides subject and geographical indexes. It does not give the names of the winners.

- *Awards Honors and Prizes : Recipients* ed. by Gita Siegman. Detroit: *Gale Research,* 1988.

This volume gives name of the recipients *of the aWards,* honours and prizes.

- *Guineas Book* of World Records. New York : Sterling, 1955. Annual.

It provides facts and figures on records of human achievement, space, arts, scientific world, animal and plant kingdom, etc. It gives content and detailed index for quick search. The success of the publication has resulted in publishing a series called `Guiness Family of Books' having titles such as ' *Guiness* Sports *Record Book Guiness Book of Surprising Accomplishments'* , `Guiness Book of Extraordinary Exploits and so on. The editions of the 'Guiness Book of World *Records'* are available in twenty-five languages.

- *Shanti Swamp Bhatnagar Prizes for Science and Technology: Awardees and Citations, 1958-1984.* New Delhi: CSIR, 1986.

- *Hinduja Foundation Encyclopaedia of Nobel Laureates,* 1901-1987/complied by A.K. Bagchi. New Delhi: Konarak Pub., 1988.

- *National Teachers Award and Those Who Received it: 1958-to* date/compiled by S.S. Gandhi. New Delhi: The Defence Review, 1987.

ii) Statistical Handbooks

Statistical handbooks cover information regarding various aspects in numerical form. They are also produced by the Governments of different countries. They are very handy for social scientists and research scholars.

- *Handbook of Labour Statistics.* Shimla: Labour Bureau, 1991.

- *European Historical Statistics: 1950-1975/by* B.R. Mitchell . 2nd rev. ed. New York: Facts on File, 1980.

iii) Historical Handbooks

Every library receives queries regarding dates and events in history. Historical handbooks provide information regarding events, discoveries, achievements in literature, music, art, science and technology in a particular year in different countries of the world. They are usually arranged alphabetically or chronologically. They also provide historical information of the world.

- *The Time Tables of History: A Chronology of World Events Based on W. Steins Kulturfahr Plan/by* Bernard Grunt. Rev. ed. New York: Simon & Schuster, 1987.

- *Rulers and Governments of the World.* London and New York: Bowker, 1977-78. 3 vols.

  Vol.1- Earliest to : 1491/compiled by Martha Ross

  Vol.2 - 1492-1929/compiled by Bertold Spuler

  Vol.3 -1930-1975/compiled by Bertold Spuler and others.

- *The People's Chronology: A Year by Year Record of Human Events from Pre-history to the Present/by* J. Trager. Rev. ed. New York: Henry Holt, 1992.

iv) Literary Handbooks

There are number of literary one volume handbooks and companions, which are very useful to get information for ready reference queries on literature, literary works literary characters, publication dates, authors, brief summary of classics and master pieces, etc.

- *The Oxford Companion to American Literature/by James* D.Hart. Ed 5. New York: Oxford University Press, 1983.

The Oxford companions are also available for English, French, German, Spanish and Classical literature.

- *The Cambridge Guide to English Literature.* Cambridge: Cambridge University Press, 1983.

- *Dictionary of lndo-Persian Literature/by* Nabi Hadi. New Delhi: Indira Gandhi National Centre for Arts, 1995.

- *Bharatiya Sahitya Kosh/ed. by* Nagendra. New Delhi National Publishing *House,* 1981

- *Victorian Life and Victorian Faction: A Companion fir the American Reader/by Jo* McMurty. Hamden: Archon, 1979.

- *A Chronological Outline of British Literature/by* Samuel J.Rogal. Westport: Greenwood, 1980.

v) Subject Handbooks

There are countless number of subject handbooks in various disciplines. They are very useful to the academicians and specialists in respective fields. As new research and developments are taking place regularly, these reference books become out of date very quickly. Some of them

are revised regularly whereas the others are updated at irregular intervals.

- *Handbook of Special Librarianship and Information Work/ed.* by Patti Dossett. London: ASLIB, 1992.

- *Handbook for Members of Rajya Sabha.* New Delhi : Rajya Sabha Secretariat, 1996.

- *Handbook of Information Resource Management/ed.* by Jack Robin and Edward M. Jackowski. New York : Marcel Dekker, 1987.

- *Electronics Applications Sourcebook/ed.* by *Harry* L. Helms. New York : McGraw Hill, 1986. 2 vols.

- *Oxford Handbook of Criminology/ed.* by Mike Maguire and others. Oxford: Clarendon Press, 1994.

- *The American Movies Reference Book : The Sound Era/by* Paul Michael. Englewood Cliff, N.J.: Prentice Hall, 1969.

- *Third World Economic* Handbook/by *S.* Sinclair. Ed. 2. London: Euro Monitor Publications, 1989.

vi) Practical Handbooks

Handbooks and manuals providing specific instructions or clear directions to do, to make, to operate, to learn, to perform specialised jobs are called practical handbooks. They are also known as instruction manuals. They are further classified in different groups as:

a) Family Health, First Aid Handbooks

b) Home Maintenance Handbooks

c) Etiquette and Manners Handbooks

d) Cooking Recipes Handbooks

e) Recreation, Handicrafts and Hobbies Handbooks

f) Self-taught and Learn Yourself Handbooks

g) Equipments and Appliances Handbooks

There are number of practical handbooks of different categories already available in the market and many more are added every year. Some of the examples are as follows :

a) Family Health and First-Aid Handbooks

There are a number of health guides and first-aid handbooks which serve as very useful reference tools for families. They provide information regarding various diseases, their symptoms, precautions to be taken, medicines and home remedies, instruction regarding first-aid, prevention measures for certain sicknesses etc.

- *Where There Is No Doctor: A Village Health Care Handbook/by* David Werner. California: Hesperian Foundation, 1977.

  (4th Indian edition revised by the Voluntary Health Association of India, New Delhi, 1984.)

- *Your Guide to Health/by* C.RAnderson. Poona: Oriental *Watchman, 1976.*

- *Listen to Your Body: A Head to Toe Guide to more than 400 Symptoms, Their Causes and Best Treatment/by* Ellen Michaud et.al. Bombay: Rajendra Publishing House, 1992.

- *Your Guide to Health/by C. R.* Anderson. Poona Oriental Watchman, *1976-*

b) Home Maintenance Handbooks

They have wider scope and include information on interior decoration, gardening, maintenance of clothes of different materials, various household aspects, their care taking and maintenance. They serve as useful guide and companion for housewives:

- Women's Home Companion Household Booked. by Henry Humphrey. New York; Colier, 1948.

- *101 things for Housewife To Do : A Practical handbook for the Home/by* Lillie B. and Arthur Hourth. Philadelphia : Lippincott, 1954,
- *Around the House Like Magic/by* Jean E. Laird. New York : Harper & Row, 1967.

c) Etiquette and Manners Handbooks

Etiquette handbooks deal with the rules for formal relations in elite society or polite social behaviour among people in a particular class, society or profession. They cover information regarding various social customs, manners and human relations. Separate handbooks for elderly people, boys, girls, youth and women are available to facilitate each category of people to regulate their behaviour accordingly. Etiquette handbooks or guides are published for different occasions such as party manners, table manners, letter writing etc.

- *Etiquette, the Complete Modern Guide for Day-to-day Living and Correct Way/by* Frances Benton; co-edited by General Federation of Women's Clubs. New York: Random House, *1956.
- *The Random House Best Pocket Handbook of Etiquette.* New York: Random House, 1962.
- *Business Etiquette Handbook.* Englewood Cliff: Prentice Hall, 1965.
- *A Young People's Guide to Manners/by* John Barclay and Leila Hanley. New York: Random House, 1967.

d) Cooking Recipes Handbooks

There are numerous recipe books *giving* information about various delicious dishes of different countries. They provide information on vegetarian and non-vegetarian dishes. They also give hints regarding selection and purchase of ingredients, nutritive values, tables of calories, weights and measures, setting the tables, glossary of various food materials, etc,

- *Vegetables Delights: A Collection of 650 Recipes/by* Malini Bisen. Bombay: Wilco, 1969.
- *Nutrition Cookbook.* Hawthorne: Culinary Arts Institute, 1975.
- *The Working Woman 's Cookbook/by Vimla* Patel. New Delhi: India Book House, 1979.
- *101 Jams, Pickles, Candies and Squashes/by* Barbara LaI.New Delhi: Vikas, 1986.

e) Recreation Handicrafts and Hobbies Handbooks

A large number of useful handbooks and manuals are published in this category of practical handbooks. They help in providing recreation in leisure house through practising various handicrafts, playing games or promoting hobbies. They include pottey, wood work, weaving, needle work, stitching, knitting embroidery, crocheting, gardening, flower arrangement, interior deco-ration, photography, ceramics, oil painting, fabric painting, drawing, sketching, stamps collection, coins collection, playing various indoor and outdoor games etc.

- *Crafts for Your Leisure Years/by Cora* Bodkin and others. Boston: Houghton Miffilin, 1976.
- *Crafts and Hobbies.* New York: Arco *Pub., 1964.*
- *Creative Embroidery: A Complete Guide/by Anne Spence. New York: Harcourt, Brace, Javonovich., 1970.*
- *Stitch by Stitch Needle Work for Begirmers/by Carolyn Meyer. New York: Harcourt, Brace, Javonovich, 1970.*
- *Ikebana of Japan: Heika Style/by Houn Ohara. Tokyo: Shufunotorno, 1970.*
- *Carol Curtis' Complete Book of Knitting and Crocheting with An Introduction/by Eloise Davison. (Carol Curtis, Pseudonym). New York: Pocket Books, 1954.*
- *Knit to Fit: A Comprehensive Guide to Hand and Machine Knitting/by Ida Riley Duncan. New York: Liveright Pub. Corp., 1963.*
- *Arco 's New Complete wood Working Handbook/by Jeannette T, Adams. Rev. ed. New York : Arco, 1975.*

- *Handbook of Greek Pottery: A Guide for Amateuresby* Robert S. Folsom. Greenwich: New York Graphic Society, 1967.

- *ABC of Potted Plant/by* Gay Nightingale. New York: Arco, 1974.

- *To-day's Guide to Green House Gardening/by* Bob Price. London: Lugcombe, 1916.

f) 'Self-taught' or 'Learn Yourself' Handbooks

There are a number of practical handbooks, which provide information and instructions about how to do, to make, to learn, to operate without getting any personal coaching: They are called self-instructional materials usually known as `Self-taughts' or `Learn Yourself handbooks. They are available for learning languages, to play games or musical instruments, to operate machines and equipment and so on.

- *Learn Hindi in 30 days/K.* Srinivasachari. Madras: Balaji Pub., 1970.

- *Learn Kannada through* English/Ranga Rao. Ed. 2 . Madras: Balaji Pub, 1972.

- *Learn Tamil the Easy* Way/Rev. Sowmya.Ed. 2. Madras: Swadesamitran, 1966.

- *Learn Electronics in 5 Minutes 37 Seconds/M.* Clifford. Bombay: Taraporevala, 1969.

- *Learn* Photography/ed. by J. Chakraborty and B. Sengupta. Calcutta: Photographic Assn. of Dunn Dum, 1981.

- *Learn to Play on Harmonium/Ram* Avtar. New Delhi : Punkaj Pub., 1984.

- *Learn Magic/Henry* Hay. Dover. 1975. .

- *Learn to Play Golf the Simple* Way/Jaffrey K. Smith. Cartton, 1986.

- *Learn to Drivel* rev. ed. George Hansel. Warner Bks, 1987.

- *Learn to Cook Without Preservatives: Try Swayam Singh's Gourmet Cooking/Swayam* P.Singh; ed. by B.K. Singh. 1979.

- *Learn to Make Children's Clot "es/Sue* Locke. 1987.

g) Equipment and Home Appliances Handbooks

Most of the electronic gadgets and home appliances have their manuals to explain their operations. There are number of handbooks and manuals which explain the theory and practice of modem equipments and their problems or repairs. There are comprehensive, straightforward reference tools which bridge the gaps between the scientists/technicians and laymen. They are informative and make the people realise the infinite connections between our lives and the machines.

- *How Things Work- The Universal Encyclopaedia of Machines.* London: Granada, 1972 . 2 vols.

- *Car Repairs Properly Explained: Maintenance and Adjustments/by* B.C. Macdonald. Ed. 7. Surrey: Elliot Right Way Books.

vii) Tables

There are numerous handbooks presenting numerical and quantitative information in tabular form. As mathematics, physical sciences, engineering and technology are largely concerned with quantification, we have countless handbooks of science having numerical information in tabular form. It is convenient to present numerical data in tables where existence of language barrier is absent. Hence, we have quite a few handbooks of tables in multi-languages in differ-eat countries. Users find it easy to locate and grasp the data available in tabular form. Scientific and technical data regarding boiling and melting points, density, atomic weights, solubility, mathematical calculations for daily wages, taxes, etc. can be very well presented in tables.

- *International Tables for X-ray Crystallography* Birmingham: Kyoch Press, 1952-62. 3 vols.

- *Tables of Physical and Chemical Constants/by G.W.C.* Kaya and T.H. Lay.Ed. 14. Longman, 1973.

- *Climatological Tables of Observatories in India, T931-1960/by* Meteorological Dept. Government *of* India, New Delhi, 1983.

- *Nuclear Tables/by W.* Kunz and I.Schintimeister. N.Y.: Pergamon, 1963.

- *Industrial Engineering Tables/by S.* Eilon. N.Y.: Van Nostrand, 1962.

- *Table of Isotopes/by* C.M. Lederer and V.S. Shirley. 7th Ed. New York: Wiley, 1978.

- *Penguin - Honeywell Book of Tables/by* F. W. Kellaway. Harmondsworth: Penguin, 1969.

- *Logarithm and Other Tables with Useful Data: General and Chemical* /compiled by V. L. Pradhan. 2nd ed. Poona: Dastane Bros., I

viii)   Official Handbook

In order to have consistency in following office rules for people working in Central and State Government offices, rules and regulations have been formulated for various aspects. These are published as handbooks which are extensively used by government servants.

- *Swamy's Handbook 1990 for Central Government Servants/by* Muthuswamy and V Brinda . Ed. 16. Madras: Swamy Publishers, 1989. Annual

Such Swamy's compilations are available for various aspects of service rules in the form of handbooks and guide books such as:

- Fundamental Rules and Supplementary Rules -- 5 parts

  Pt. I   General Rules

  Pt. II   T.A. Rules

  Pt. III Central Civil Services (Leave) Rules

  Pt. IV D.A. with rates and Ready Reckoners

  Pt. V BRA and CCA

- General Financial Rules

- House Building Advance Rules

- General Provident Fund Rules

- Staff Car Rule

- Leave Travel Concession Rules

- Reservations and Concessions for S.C. and S. T., etc.

- *Chaudri s Compilation of the Civil Service Regulations: Main Rules (Corrected upto 1st April,* 1986)/by S. Lakhi Singh Chaudhri and Satya Chaudhri. Hoshiarpur: Chaudri Publishers, 1986. 5vols.

  Volume I   -   Fundamental Rules

  Volume II   -   Supplementary Rules

  Volume III   -   Civil Service Regulations

  Volume IV   -   Civil Service Regulations

  Volume V   -   Civil Service Regulations

Now, we will acquaint you with a few well-known manuals and guides.

Manuals

- *Manual of Law Librarianship: The Use and Organisation of Legal Literature/ed. by* E.M. *Moys.* London: British and Irish Association of Law Librarians, 1976.

- *Today's Librarian: A Practical Manual for Academic Librarians/by S.* Morgan and *M. Heery.* London: Aslib, 1996.

- *A manual of Style: For Authors, Editors and Copywriters. Ed. 12. Chicago: University of Chicago, 1969.*

- *The McGraw-Hill Style Manual/ed. by M. Longyear.* New York: McGraw Hill, 1983.

Guides

- *Guide to Current National Bibliographies in the Third World/by G.E.* Gormen and J.J.Mills. Ed.2. *London:* Zell, *1987.*

- *The World Guide to Performing Art Periodicals/ed.* by C.Edwards: *London:* International Theatre Institute, 1982.

- *Entail for Librarians/by* Simmon Pride. *London : Aslib, 1994.*

- *Engineers' Guide to Product Information: Sources and Use* / ed. *by* Raymond Wall. Lon*don:* Aslibo l*992.*

Self Check Exercises

8) Enumerate eight types of handbooks.

9) Match the following number of 'A' with its counterpart in 'B'.

	A		B
1.	Family Health Handbooks	1.	Established knowledge
2.	Handbooks/Manuals	2.	Baking book
3.	Cooking Recipes Handbook	3.	Knit to fit
4.	Official Handbooks	4.	Where there is no doctor
5.	Recreation & Hobbies	5.	Staff car rules

10) List 7 Practical Handbooks.

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11) Fill in the blanks:

i) Handbooks deal with .... knowledge.

ii) Subject handbooks contains .... based on ....

iii) The term 'Handbook' is derived from .... word .... meaning
....

iv) Rules and regulations for government servants can be located from
....

v) 'Tables' present .... data in .... form.

vi) The word 'manual' is derived from .... word .... meaning
....
....

Note: i) Write your answers in your own notebook.

ii) Check your answers with the answers given at the end of this Unit.

8.3   USES OF THE READY REFERENCE SOURCES

We have surveyed various types of ready reference sources viz., yearbooks, almanacs, supplement to encyclopaedias, handbooks, manuals, guides, source books, etc., in Section 8.2. They are known by different names due to their varied content, coverage and usage. The yearbooks, supplements to encyclopaedias and almanacs are often called `facts' or `trends' -sources as they are referred to locate brief; concrete, factual details involving current developments and trends in human progress. Even though yearbooks and almanacs are related sources and can be refereed to locate short fact-finding answers to trend questions, there is a sharp contrast between the two. Traditionally, almanacs used to be general and yearbooks were specific pertaining to one particular subject. But now, we have quite a few subjects almanacs which are specific and general yearbooks which are as broad in coverage as, general almanacs. The essential difference between the two is that the yearbook covers recent developments of any particular year whereas an almanac includes both current and retrospective information.

Again, directory type information is found in many yearbooks and almanacs but they cover only limited number of important organisations and personalities in the field as they have less space for .inclusion of such information. Directories are special tools meant only for institutional and personal information and hence, they present their detailed and exhaustive account. Again, though `almanac' and `yearbook' are compendia of useful data and statistics, special statistical sources can give accurate and reliable information.

We have also surveyed a large groups of ready reference sources in Section 8.2.4. Handbooks, manuals, sources books and guide books are usually single volume, handy hand books dealing with established knowledge and not the current developments. They contain articles for subject specialists and facts of popular interest for general public. Hence, it is essential for a reference librarians to have an adequate knowledge about all these ready reference sources so as to approach the right source for seeking the needed information.

After surveying the characteristics and outlining the differences between each category of the ready reference sources dealt with in this Unit, let us now examine the scope, coverage and usage of these sources.

1) Yearbooks and Almanacs

They are referred to trace varied information about each country. They are compiled to cover important developments, activities and statistics in various fields in a particular year. They include:

- Major developments in science and technology; Short account of the current political, social and cultural events of the year;

- Statistical information in various fields especially economics, commerce and business, trade and industries, transport and communication, tourism, defence etc.;

- Chronological listing of important annual events;

- Summaries of major events in sports, achievements, prizes, awards etc. in different fields of activities;

- Brief biographical data of well known people in different fields and obituaries of notable personalities;

- Particulars regarding capitals, area, population, languages, religion, currency of the nations of the world;

- Current trends, research and development in various subjects; and

- Annual recent information to serve as supplement to encyclopaedias.

2) Directories

Directories are very useful to locate answers to agency or bibliographical quiries as they cover information about organisations and their members, as well as notable personalities in various fields in the world. They include:

- list of organisations or persons arranged systematically in alphabetical or classified order,

- names and addresses of organisations and persons including their telephone number, fax number, telegraphic and telex address;

- functions, objectives and activities of organisation; and

- list of office bearers and members, their official and residential addresses, designation, qualification, working experience, achievements, publications etc.

3) Handbooks, Manuals, Source-books and Guide-books

They are handy, single volume ready reference sources on a specific subject in a variety of forms. They deal with already established knowledge. They are:

- compendia of facts in shorthand form consisting of diagrams, graphs, tables, equations; formulas, principles, procedures, instructions etc.;

- concise treatise of facts of popular interests;

- self-instructional manuals to operate and repair machines and equipments, to cook various kinds of recipes, to learn languages, etiquettes and manners, to learn to play games and musical instruments, to carry on with hobbies etc.

- guides to family health and first aid;

- rules for government servants; and

- handbooks for historical and literary information as well as various subject specialists.

8.4 EVALUATION OF READY REFERENCE SOURCES

There is a tremendous increase in the importance and use of the ready reference sources due to availability of variety of information. They serve as important reference sources for all sorts of people - from students to research scholars and professors, general readers to business executives involved with facts and trivia, housewives to retired persons who are interested in utilizing their spare time and getting satisfaction of doing some useful activities. In order to satisfy the users' demands, enormous varieties of ready reference sources are brought out by publishers all over the world. They are abundant in number and kinds. No library can afford to procure many of them due to limited funds available for the acquisition of reference tools. Most of them are regular annuals or biennials and so, recurring expenditure is involved. Many libraries place standing orders for some well-known serial publications to get them soon after they are released and without any gap in the file. A reference librarian is tempted to buy number of such sources when the announcement leaflets are received but one has to be choosy in selecting the sources considering the type of the library, needs of the users and types of queries usually received in the library. Needs of the university libraries differ from those of the pubic libraries. Special libraries of social science institutions need different types of sources than those of science and technology libraries. Hence, it is necessary to evaluate each and every source before adding them to the collection. The criteria for the evaluation of this large variety of ready reference sources are : authority, scope, arrangement, treatment, format special features, Index, Bibliographirs etc.

Let us now discuss each of these criteria in detail.

i) Authority

The authoritativeness of the ready reference sources can usually be assessed on the basis of the reputation, credibility, experience and educational qualifications of the publishers, compilers, and editors. The sources should be up-to-date, accurate and reliable.

ii) Scope

The scope of the work can be-judged from its purpose stated in the preface and introduction: The scope of this variety of ready reference sources differs from each other. They can be either

general or restricted to a specific language, subject or area. Their coverage can be comprehensive or selective, current or retrospective, international, national, regional or local, pertaining to a subject or a profession, etc.

iii) Arrangement

The arrangement of this ready reference sources also differ from one another. It can be alphabetical, chronological, geographical or classified. Whatever may be the method of arrangement, it should be systematic and consistent. It should facilitate the users to search required information easily and quickly.

iv) Treatment

The serial ready reference source such as yearbooks, almanacs, supplements to encyclopaedia, published at regular intervals should be checked for their up-to-dateness, accuracy, thoroughness, reliability, simplicity and objectivity. The style of two groups of advances and subject handbooks should be scholarly where as manuals and practical handbooks should be simple and popular.

v) Format

The value of the format can be determined by verifying the following aspects of the ready reference sources.

a)   *Size:* Ready reference sources are usually single volume tools. Some handbooks are avail-able in multi volumes. They should be handy.

b)   *Typography:* The size and style of the type faces should be clear and legible. The proper spacing between the letters, words and lines and layout of the columns improve the readability of the sources. The distinct difference between the headings and sub-headings by using the bold letters or different sizes of the letters facilitate the usability of the sources.

c)   *Paper:* Good quality papers should be used for durability. Thin and opaque papers reduce the weight and make the size of the source handy.

d)   *Binding:* Binding should be of leather, rexin or calico cover and should be light but strong enough to withstand heavy and rough use.

e)   *Physical Appearance:* The physical get up and appearance should be appealing, functional and pleasing with golden or ink print lettering.

iv) Special Features

Most ready reference sources are of specific frequency i.e. annual, biennial, or published at specific or irregular interval. They are referred to answer factual and trend questions. So, by their very nature, they become out of date soon after the latest editions are published. It is necessary therefore, to check them for the special criteria.

a)   *Recency: As* ready reference sources are referred to locate information on dates, events, persons, organisations or specific subject, they should be checked for recency. Some few well-known events, changes in addresses, recruitment of eminent scholars, important dates, inventions or notable achievements of the previous year are included or not.

b)   *Brevity:* Since most of these sources are browsed through to enhance general knowledge, the information should be available in brief, pinpointed, factual form which are *easy* to locate and remember. The long descriptive articles are meant for serious study.

c)   *Trends in Development:* They should indicate trends in development. One should be able to see the continuity in development over the years whether it is scientific advances, sociological research, political events, personalities or organisations.

d)   *Methods of Compilation:* They are varied types and are different in their nature, scope and coverage. Hence, one has to look for the method used *for* its compilation. The data may be collected from the primary or secondary source. Sometimes either census or survey method is used for compilation.

v) Indexes

The whole purpose of ready reference source is defeated, if the user is not able to locate the required information easily and quickly. Thus, it is necessary to have detailed, exhaustive indexes - chronological, alphabetical, classified and geographical having cross reference of *`see '* and *`see also'* and additional keys or citations. These will provide guidance to interested readers to locate the information and also assist them to refer the primary sources if they want more details.

vi) Bibliographies

The references and bibliographies given at the end of the articles in hand-books are very useful to the subject specialists for further reference. As they are secondary or sometimes even tertiary sources, the references will help them to refer to the primary sources for more information and authoritative data.

The above checkpoints are very useful to judge the value of any ready reference source before adding it to the collection. The thorough scrutinization of these tools in the light of the above guidelines makes the reference librarian familiar with the sources and information available in them.

Self Check Exercises

12) State six evaluation criteria to judge the value of ready reference sources.

13) Match the following number of A with its counterpart in B.

	A			B
1	Arrangement	1		Accuracy, objectivity, reliability
2	Authority	2		Clear and legible type faces
3	Index	3		Current or retrospective
4	Typography	4		Alphabetical or classified
4	Treatment	5		*'see' & 'see also'* references
6	Scope	6		Reputation of publishers

14) Enumerate the special features for evaluation of ready reference sources.

15) List five criteria of format to assess ready reference sources.

Note : i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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8.5   SUMMARY

In this Unit, we have surveyed various types of ready reference sources giving a few examples of each category. They are very useful to answer fact finding questions. Reference librarian and library users depend on these sources for ready-reference queries. We have also discussed various criteria to judge the value of these sources before adding them to the library collection. The diagram given below gives the panoramic view of the types of ready reference sources discussed in this Unit.
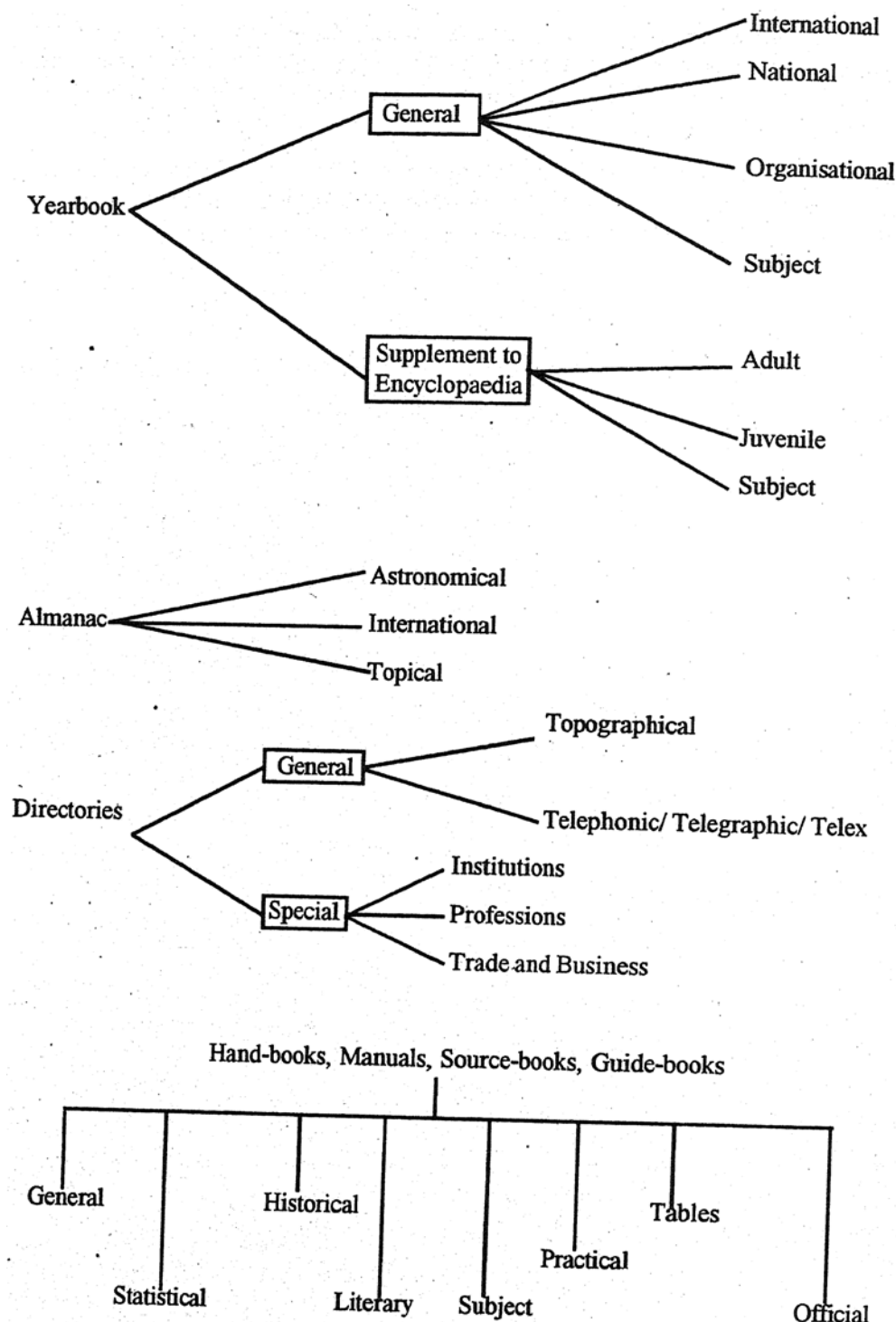
8.6   ANSWERS TO SELF CHECK EXERCISES

1) Yearbooks, almanacs, directories, handbooks, manuals, sourcebooks and guides are ready reference sources. They are called ready reference sources because they are referred to answer factual questions. They are useful to provide brief, pin-pointed answers.

2) i)   Scope, Coverage and Purpose

    ii) Countries, World

    iii) Supplement, Encyclopaedia

    iv) Specific Nation

3) The three objectives- of publishing annual supplement to encyclopaedia are to:

    i) up-date the basic set

    ii) summarise the year's important events

    iii) make the customers psychologically feel that the set is always kept updated and there/by promote the sale of the same.

4) i)   The major difference between a yearbook and an almanac is in coverage. A year-book covers the information of the past year whereas an almanac covers both cur-rent and retrospective information.

    ii) Almanac is an annual calender covering information about astronomical events, planetary tables, astrological predictions and anecdotes. But, this original meaning of the almanac has undergone semantic change. Now, almanac is an annual compendium of current and retrospective statistics and facts. It can be international, national, regional, local or pertaining to a particular subject.

5) i)   Directories can be divided in two major groups

- General Directories; and
- Special Directories

    General directories are of two types:

- Topographical directories
- Telephonic, Telegraphic and Telex directories

    Special directories are of three types:

- Institutional directories
- Professional directories
- Trade and business directories

6) Directories are called ready reference sources as they are referred to locate short and factual directory-type information.

7) Institutional directories provide information regarding the name, address, structure, functions, objectives, operational activities, officers and members and their addresses etc. of various types of institutions.

8) i)   General handbooks

    ii)   Statistical handbooks

    iii) Historical handbooks

    iv) Literary handbooks

    v)   Subject handbooks

    vi) Practical handbooks

    vii) Tables

    viii) Official handbooks

9) A1 - B4

    A2 - B1

    A3 - B2

    A4 - B5

    A5 - B3

10) i)   Family health and first-aid

    ii)   Home maintenance

    iii) Etiquette and manners

    iv)   Cooking recipes

    v)   Recreation, handicrafts and hobbies

    vi)   Self-taught and learn yourself

    vii) Equipment and home appliances

11) i)   Established

    ii)   Articles, research reports

    iii) German, `handbuch', a small book or a treatise of useful facts

    iv)   Official handbook

    v)   Numerical, tabular

    vi)   Latin, `Manualis', a guidebook, a compendious book, an abridged handbook or a concise treatise.

12) Authority   Scope   Arrangement

    Treatment   Format   Special features

13) A1 - B4

    A2 - B6

    A3 - BS

    A4 - B2

    A5 - BI

    A6 - B3

14) There are six special features for assessing the value of ready reference sources.

15) Five criteria of format to evaluate ready reference sources are size, typography, paper, binding and physical appearance.

8.7   REFERENCES AND FURTHER READING

Cheney, Frances Neel. (1980). *Fundamental Reference Sources.2nd* ed. Chicago : American Library Association.

Grogan, Denis. *(1992).* Science and Technology *An Introduction to the Literature 4th* ed. London: Clive Bingley.

Katz, William A .(I 982) Introduction to Reference Work. *Vol. I. Basic Information Sources.* 4th ed. New York'. RQc Graw Hill.

Ksishan Kumar (1984) : *Reference Service* 4th ed. New Delhi : Vikas.

Stevens, Rolland and Smith, Linda C. (1986). *'Reference Work in the University Library.* Littleton : Libraries Unlimited.

Activities

Visit any big university or special library and persue through guides to reference sources, publisher's catalogues, book selection tools, or collection of reference sources in libraries. Try to collect as many examples of ready reference sources as you can and classify them in different types of ready reference sources we have surveyed in this unit. Also evaluate a few reference sources according to the evaluation criteria discussed in this unit.

UNIT 9 STANDARDS, PATENTS, TRADE CATALOGUES ETC.

Structure

9.0   OBJECTIVES

In the earlier Units, we have studied references sources like bibliographies, encyclopaedias, dictionaries etc., which are available in most of the libraries. In this Unit we discuss another type of documents such as Standards, Patents, etc. which provide valuable information that may not be available in any other sources.

After reading this Unit, you will be able to:

- understand the importance of standards and identify information sources for standards;

- describe patents as a source of information;

- enumerate various sources for patent information; and

- discuss the importance of trade catalogues and bibliographies.

9.1   INTRODUCTION

Due to advancement in science and technology and mostly after World Watt II, a new variety of information sources has emerged in the universe of knowledge. These are Patents and Standards. These reference sources are mostly acquired and preserved by Research and Development organisations, laboratories of CSIR, industries and manufacturing firms. Patents focus on the latest inventions whereas standards bring quality and uniformity in producing varieties of products.

Standards and Patents are unique sources of technical information. Both concern device or specification described for the first time for manufacturing, preparing or fashioning an item of use in day to day life or a chemical or an instrument that may improve the situation for the better as against the existing process, product, or device.

Trade catalogue issued by publishing industry are proving now useful to know information about latest publications as the number of publications brought out by publishers all over the world are enormously increasing.

Thus in this Unit, the students are introduced to these types of information sources for standards, patents and trade catalogues.

9.2   STANDARDS

Standard relates to quality of product in use in our daily life. They cover not only house-hold goods, but the various products that we need for living in this world: food, shelter cloth, trans-port, communication-almost all facets of our life. According to ISO, standard is a technical specification or other document available to the public drawn up with the cooperation and consensus or general approval of all interests affected by it, based on the consolidated results of science, technology and experience aimed at the promotion of optimum community benefits and approved by a body recognized on the national, regional or international level.

Standards are essential for quality control and certification. Some contain more information one could expect. They not only provide specifications of products but help in a large spectrum of activities ranging from international trade to testing components of various daily use machines and equipments. In fact some even serve as superb text books. However, compliance with standard does not of itself confer immunity from legal obligations to manufactures and producers of various items of use by consumers. Standards are arrived at voluntarily but when included into legal requirements they become mandatory. They have been claimed to be part of the system of directive and regulation for health and safety requirements.

For example, the ream or tyre of a cycle are at same dimensions. Hence it is possible to use tyres of different manufacturers. Even a battery cells are produced (for example) by different companies. The battery produced by any company can be adjusted to any camera or watch operated on battery cells. Papers are also of standard sizes. For example A4 size paper is generally used for typing theses and dissertations submitted to universities.

Standards are laid down by international bodies, by regional bodies and by national system. Two major international bodies are the International Organization for Standadrisation (ISO), Geneva, Switzerland and the International Electro-Technical Commission (IEC). ISO is the specialised international agency of about 87 countries representing more than 95% of the world's industrial production. Established in 1947, its primary objective is to replace the often divergent national standards with an ISO standard. ISONET, the ISO information network is a world wide network of National Standards Information Centres.

The International Electro-Technical Commission was set up in 1906. It plays vital role in breaking down technical barriers to trade round the world. Each nation has its own standardising agency, for example ANSI, DIN, ASTM etc.

standard formulation and certification marking have been a long standing activities in India. The Indian Standards Institution was established in 1947 as a registered body. It gained statutory power under the Indian Standard Institution (certification marks) Act 1952. It started functioning as Bureau of Indian Standards (New Delhi) abbreviated as BIS, from April 1987. The Bureau consists of members representing the government, industries, technical institutions, consumer bodies, and the members of the Parliament. Located in Delhi, the Bureau has a network of regional offices in Mumbai, Calcutta, Chandigarh and Chennai. Branch offices are at Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Guwahaty, Hyderabad, Jaipur, Patna, Rune and Thiruvantapuram. For library science, information science, documentation related standardization, the BIS has a Sectional Committee-MSD 5 (Documentation and Information Sectional Committee).

Bureau of Indian Standards works through expert committees. These expert committees first draft a standard. These draft standards are circulated among concerned expert institutions and firms, industries, research laboratories. On the basis of the feedback, these are finalised and revised. These standards are included in *the BIS Handbook* produced by Bureau of Indian Standards.

9.2.1   Information Sources for Standards

Standards: A Resource and Guide for Identification, Selection, andAcquisition/Patricia Ricci and Lind Perry. St. Paul, Minn: StirtzBernardo, 1990.

A convenient inventory of national and international, govermental and industrial organisations that develop voluntary standards and specifications. Also includes listing of libraries, standards vendors, consultants of standards, newsletters and a bibliography of standards publications.

The KWIC Index of *International Standards.* Ed. 6. Geneva: ISO and IEO, 1993.

It is a single comprehensive reference source that helps to identify all existing international standards on any given subject resulting from the activities of ISO, IEO and 26 other international organisations.

Index and Directory of.Industry Standards. Colorado, USA: Information Handling Services. 1991. 7 volumes.

Vol.1 - US standards *(subject* wise)

Vol.2 - US standards (numeric index)

Vol.3-4 - International and non-US standards (subject wise)

Vol.5 - International and non-US standards (numeric index)

Vol.6 - DIN German standards (subject wise)

Vol.7 - DIN German standards (numeric index)

It lists over 1,38,000 standards from 400 national and international standards developing organisations.

US National Bureau of Standards which has been renamed as US National Institute of Standards and Technology brings *out* annual publication entitled, *"Publications of the National Institute of Standards and Technology".* American Society for Testing and Materials (ASTM) brings *out Annual Book of ASTM Standards.* The British Standard Institution brings out annually *Standards Catalogue. The 1996 catalogue* lists around 15,000 British Standards.

International Abstracting Agencies such as *Chemical Abstracts (CA), Engineering Index, Index Mechanics* include *a* separate section on patents and standards. CA also provides Index to Standards and Patents. It also gives hint about equivalent standards patents in other countries, patents applied, patents allowed.

The Bureau of Indian Standards (BIS), New Delhi publishes three information bulletins:

Standards World over: Monthly Addition.

It provides classified information on about 2000 standards received in the Institutes, library each month, under 835 subject groups.

Current Published Information on Standardization is a monthly abstracting bulletin providing information on standardization and related topics.

Standards Monthly Addition: This monthly bulletin is giving information about new and revised Indian standards, ISO standards, drafts of Indian standards and GATT-TBT notifications.

BIS Handbook: A catalogue of around 13,000 Indian standards with alphabetical index, it is published at regular intervals.

Manak Doot: A quarterly journal is brought out in Hindi to create awareness about standardization and consumer protection among the masses.

Manak Sandarbhika is a computerised service under which information for about 2000 over-seas standards are recorded on magnetic tapes. More than 1,70,000 records have already been entered and the Bureau provides topical bibliographies on a nominal charge.

Self Check Exercises

1) List some Indian publications providing standards information.

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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9.3 PATENTS

A patent is a "grant given by the state in the form of a certificate for disclosing an invention by which certain exclusive rights are conferred on the patentee (proprietor) for a limited period" (Subbaram). A patent like any other property can be bought and sold, assigned or licensed. The expression "term of patent" refers to the period for which the exclusive right in the invention covered in a patent can be exercised by the patentee. This period varies from country to country. The grant of a patent for an invention is based on scientific and technical details, which are contained in a document called *specification*.

The specification for the patent right must describe the invention in sufficient detail for it to be performed by some one skilled in the art, some one working in some technical field and possessing basic knowledge of the subject. The specification will normally provide description of earlier work in the area, their deficiencies and it presents the improvement in the present invention over the earlier one. It must give examples or graphic illustrations of the invention. The applicant will finally add one or more claims which will clearly define the monopoly right sought. Invention in a patent claim refers to some thing that concerns manufacture and not theories and ideas. The patent specification may be either provisional or complete. The provisional specification discloses only the essence or nature of the invention whereas, the complete specification discloses the full details of the invention to be protected. The patent gives the patentee (proprietor) the right to take legal action to prevent other people exploiting a patented invention without the proprietor's permission. Patent, however, does not guarantee the merit or any other commercial value of the invention disclosed. The government also does not guarantee the validity of the patent.

For a thorough understanding of the term 'patent', it is necessary to differentiate it from other related terms *trademark, design and copyright.* A trade mark is a visual symbol in the form of a word, a device or a label applied to an article of manufacture to indicate the origin of the manufacture and distinguish it from the goods manufactured by others in the trade. A design is an idea or conception regarding the shape, configuration; pattern or ornamentation applied to an article. Copy right refers to the right to copy and make use of literary, dramatic, musical, artistic works, cinematographic films, records, broadcast and computer programs software. Patent, trademark and design come under intellectual Property. These forms of intellectual property along with copyright are referred to as Intellectual Property Rights.

History of Patents: Patents have been granted by Governments from the medieval ages. Galileo was granted a patent for an irrigation device in 1594. The British system is credited to be oldest system of granting patent that is still in operation. The first recorded patent was granted in 1617.

These days, most countries operate patent system in which the applicant is given monopoly right to prevent others from using the invention for a limited period in return for disclosing the nature of invention in sufficient detail for it to contribute to the stock of public knowledge. In India the period of exclusive use, governed by the Patent Act 1970 and Patent Rules 1972, is 14 years. In UK it is 20 years.

A patent document consists of patent number, i.e., the serial number assigned to it; date of issue or priority date; date of application; title of invention; name of the patentee; classification number as per national patent office scheme or detailed technical information both in literary and graphic forms.

Patents are grouped under:

i)   Conventional Patents

ii)   Patents of Addition: Further improvement or modification

iii) Secret Patents: Patents relating to defense instruments and ammunitions.

iv)   Priority Patents for example Patents granted under a reciprocal priority arrangement established between India and a few Commonwealth countries.

Self Check Exercise

2) Enumerate different categories of Patents.

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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9.3.1   Patents as A Source of Information

Patent documents provide a unique and important source of technical information much of which may not be available anywhere else. Their uniqueness is for the following reasons:

1) In most of the cases, patents are the earliest to disclose information about latest scientific, technological development. It is a condition of the grant of patent that the invention claimed for patent must not have been published earlier.

2) Information available in a patent specification, fully supported by necessary drawings and examples, is more detailed and exhaustive than that available in any technical book or journal.

3) In some cases, patents are the only source of information. An application for a patent is filed as soon as an invention having prima-facie utility is made. Its actual utility and usefulness becomes clear only after its commercial exploitation.

4) Information regarding all invention in respect of any particular subject matter is available under one classification heading because patents are published, grouped in classified order.

It is estimated that almost one third of science and technology information generated in the world contained in patent documents alone. Estimates about the number of patents granted each year vary between 500,000 to 750,000. However, for grant of patent to an invention, the invention must be new, involve an inventive step and be capable of industrial application. Patents are generally granted in one country. Facilities for obtaining patent on wider scale are available in European countries, and under Patent Cooperation Treaty, for all the contracting countries to the Treaty.

9.3.2   Sources of Patent Information

a)   Official Sources

All member countries of the Paris Convention for Protection of Industrial Property (1983) (amended from time to time) are required to produce an official journal giving details of granted patents and trade marks. These official journals are usually published.

The Official Journal (1854 -) published at weekly interval by the British Patent Office, carries information on newly granted patents in UK.

Official Gazette (1872 -) of the US Patent office, also published at weekly interval, is the American counter part to *The Official Journal.*

Indian patents are published in *Gazette ofIndia,* Part *III, Sec.* 2 every week. *Indian Chemical Patents Index, 1988* (Nine, National Information Centre for Chemistry and Chemical Technology, National Chemical Laboratory, Pune 411007) covers current Indian patents in chemical sciences.

The European Patent Office is bringing out a weekly bulletin in English, French and German. The World Intellectual Property Organisation located at Geneva, publishes *PCT Gazette both* in English and French at fortnightly intervals.

The International Patent Documentation Centre (INPADOC) in Vienna, collates and publishes information about patents from around 60 countries and regional patent issuing authorities around the world. INPADOC Database available online has bibliographic details of more than thirteen million patent documents dating 1973 to present

In India, the Patent head office is located at Calcutta with branch offices at Chennai, Mumbai and Delhi. The Libraries of the Patent offices have been offering consultation facilities. *The Patent Office Journal* is an annual publication. The Calcutta Office also maintains collection of US, UK, Russian, Australian, New Zealand, the Netherlands and German (former GDR) specifications. The Library subscribes to *World Patent Abstracts* (Derwent).

The Patent Information System (PIS) set up at Nagpur in 1980 has patent information of more than fifty countries from 1968 onwards in a computer searchable form. The centre also conducts statutory novelty searches of patent document in respect of patents filed in Indian Patent Office. The Centre has a collection of over 7.5 million foreign patent documents and various patent abstracts publications covering patents of different countries.

Patent and Know-how Information Division of National Informatics Centre (NIC) provides both offline and online services. The offline service provides bibliographic search, abstracts and full patents. The online service provides access to one of the most comprehensive and largest database on the Patent bibliography known as EPIDOS (European Patent Information and Documentation Service) published by the European Patent Office. NIC has also acquired US Patent Office's Patent CASSIS. Under CASSIS the various services offered are CASSIS/ BIB (1969+ , bimonthly), CASSIS/ASSIGN (1980+, quarterly), CASSIS/CLASS (1990+ , bimonthly) and CASSIS/ASIST (quarterly). All are available in CD-ROM.

The National Science Library, INSDOC, has Japanese and Australian Patents. INSDOC also houses the CSIR. Intellectual Property Management Division. The function of this division is to process and keep record of the patents received by the CSIR.

b) Commercial Sources

Patent Throughout the World led. by Alan J. Jacobs. Ed.4 New York: Trade Activities.

A single volume loose leaf publication, kept up-to-date by publication of revised pages three times in a year.

Rimmer, Brenda M. *International Guide to Official Industrial Property Publications*. Ed.2/ revised by S. van Dulken. London: The British Library.

The handbook describes the official literature that records patents, designs, and trade marks for about 50 national and international patenting authorities. Also describes historical development of Patent Systems and Contemporary Legislations and Publications.

World Directory of *Sources of Patents*. Geneva: World Intellectual Property Organisation, 1985.

Information Sources in Patents/ ed. by P. Anger. New Providence, N.J.: Bowker-Saur, 1992.

Patent Information and Documentation Handbook. Geneva: World Intellectual Property Organisation.

World Information and Documentation Handbook. Geneva: World Intellectual Property Organisation, 1981, an English/French multi volume loose leaf work updated periodically with replacement sheets.

There are some serial publications for patent information.

World Patent Index. London: Derwent, 1975-, updated weekly and monthly.

This comprises two main sections, *Current Patents Index and Electrical Patents Index*.

It is the only comprehensive patent abstracting service. It covers patents issued by most of the European countries, China, Japan, South Korea, Israel and the USA.

World patents Abstracts. London: Derwent.

It comprises alerting abstracts in individual country reports weekly as well as subject oriented weekly journals for non-chemical technologies.

World Patent Information. Oxford:Pergamon. (For European Community and World Intellectual Property Organisation 1979- , Quarterly.)

This covers patent documentation, classification and statistics and also contains articles, short communications, information on meetings and literature review.

INSDOC in collaboration with Intellectual Property Management Division of CSIR has brought out a database of Indian patents on CD-ROM titled INPAT. It is a bibliographic database providing information on nearly 52,000 patents granted in India from the year 1972 to December 1998. The information on a patent in the database comprises: patent title, applicant and inventor names, patent and application numbers, application and publication dates, international Classification Code and country.

9 4 TRADE CATALOGUES AND BIBLIOGRAPHIES

Trade catalogue or trade bibliography is "a list of books in print published in a country and frequently of books published abroad for which the home publishers are agent - Harrod's Librarian's Glossary. Usually such bibliographies are issued by firms engaged in book trade-publishing, distributing or selling books: This coverage is restricted to priced publications, there by excluding from scope with Government publications, dissertations, research reports and promotional literature by non-government organisations. Govermnent being a major publisher in most countries of the world, catalogues of government publications also fall under this cate^{g}o^{ry}.

National bibliographies being "list of books in print in a country" may be considered to belong to the broad category of trade bibliographies. Like trade bibliography, they also serve as source for book selection in libraries, if published regularly and on time.

Trade bibliographies issued by foreign publishers or distributors generally contain complete bibliographical details about the publication along with ISBN and Index to Authors and Titles. For example, catalogues issued by McGraw Hill or Oxford University Press contain detailed information about the book including the type of readers for whom the publication will be useful.

Trade catalogues issued by Indian Publishers sometimes lack bibliographical information such as number of pages, full name of the author or year of publication.

Reference literature publishing firms such as M/s R.R Bowker and M/s Whittaker have stepped in to collect individual publishers catalogues and produce *Books In Print* type publications which keep librarians informed about availability of books. In the following sections we shall study trade bibliographies as (a) Commercially produced bibliographies, (b) National bibliographies, (c) Government publications bibliographies

9.4.1 Commercially Produced Bibliographies and Trade Catalogues

a) Commercially produced bibliographies

Cumulative Book Index: a world list of hooks in English language. New York: Wilson, 1898- to date. Monthly.

Popularly referred to as BI in library circles, entries in *Cumulative Book Index* are arranged in alphabetical order by author, title and subject headings put in one sequence. Each monthly issue carries at the end a directory of publishers and distributors. Subject headings are taken from the LC Subject Headings list: No issue is published for the month of July and August each year. From 1969, annual cumulation is also being published.

Publishers Weekly, the Book *lndustryJournal. New York: R.R. Bowker 1872-. Weekly.*

As clarified in subtitle, the *Publishers Weekly,* in addition to listing new American publications also contains news about book trade, editorials on relevant subjects and even contributed articles. Special issues announcing publications schedule entitled "Summer Announcement", "Spring Announcement "and "Fall Announcement" also appear. When cumulated for the month, its title becomes *American Book Publishing Record* (ABPR). *ABPR* is further issued as annual cumulated volume and also quinquenially.

Bookseller, the organ of the book trade 1909- (London, Whitaker) begun as monthly in 1858. *Bookseller* like its American counterpart *Publisher's Weekly* also contains notes, news and articles on book trade. Its monthly cumulation *Whitaker's Books of the Month and Books to Come* (1970-) and quarterly cumulation known *as Whitaker's Cumulative Book Lists* subsequently are cumulated into annual volume also known as *Whitaker's Cumulative Book List.*

Commercial firms in India have not succeeded in bringing out a regular publication on the pattern of *CBI* or *ABPR*. The Federation of Publishers and Booksellers Associations of India conceived a project and came out with *Recent Indian Books,* a quarterly catalogue in 1975. The experiment could not be sustained beyond a few issues. Even this effort was restricted to English language publications. Most of the major publishers bring out catalogues of their publications. National Book Trust's biennial Indian World Book Fair has prompted most of publishers to release a complete list of their publications on this occasion. *Publishing in India* (New Delhi: DK Publishers Distributors) published from 1979 as monthly is published regularly. Only it is confined to English language books interposed with a few trade titles.

Booksellers' catalogues

Renowned booksellers in India and abroad bring out catalogues of books and other material available in their ready stock mentioning the current prices of the publications. These are very useful for book selection. Catalogues produced by world known book-sellers prove to be standard bibliographies on a specific subject. Booksellers' catalogues are very useful to librarians because they contain books published by various publishers all over the world. Whereas the publishers' catalogues list and describe the contents of the books published by one publisher. Thus the scope of the booksellers' catalogue is wider than that of publishers' catalogues.

Some booksellers specialise in rare and out of print publications. Catalogues of rare booksellers such as Gurgaon B.H. Blackwells, Oxford are very useful for collection development.

b) **Commercially Produced Trade Bibliographies**

The two major commercially produced trade bibliographies -ABPR and Whitaker's Books of the Month also produce annual cumulation with some modification and editing of the title included in monthly publications. The annual volumes include only those titles which are still available with the publishers. Appropriately these annual cumulations - *Books in Print* (New York: R.R. Bowker), 1948 - Annual, *Books in Print* 1957- brought out by the same publisher are indexes of books published and can be purchased from American publishers. They provide access through author, title, series name, and subject. Complete bibliographic information about the book including price of hard bound and paperbound publications and publishers detail is given in the bibliographies. Realizing the problem of non-inclusion of title that become available during the period, a Supplement to the *Books in Print* was added to the main bibliography from 1973. Yet another title, begun from 1973 by the publisher was *Publishers Trade List Annual. Pub*lished every year in the month of September, it is a collection of U.S. Publishers catalogues put together in their original form in a book form.

Books in Print Plus, is a computer file available from 1979. It is a machine-readable version in CD-ROM, updated bimonthly.

The British counter part to the *Books in Print is Whitaker's Books in Print* which was started as *British Books in Print in* 1974 but changed its title in 1988, to be known by its new name. It is published in 4 volumes, two each for authors and for titles.

Coming closer home we find many abortive attempts to bring out an annual catalogue of Indian English language publications. *BEPI: a Bibliography of English Publications in India* (Delhi: DKF Trust); *Indian Books : an Annual Bibliography* (New Delhi: Today and Tomorrow) and *Books on India,* supplement to *Index India* (Jaipur: Rajasthan University library) are examples of some publications which could not survive.

An enterprising Delhi librarian Sher Singh conceived an idea of bringing out a books in print and in 1969 published *Indian Books in Print 1955-67, a Select Bibliography of English Books Published in India,* (Delhi: Indian Bureau of Bibliographies). He has made it into an annual publication from 1979 in a set of three volumes. Volume 1 is author list and Volume 2, the title list. Volume *3* is a subject list with directory of publishers. The editors claim that entries in each new edition are revised, deleted and added and corrected by updating the information on current prices, availability of old titles and on recently published books.

9.4.2   National Bibliographies

National Bibliographies produced by different countries are also useful for knowing and selecting latest books in the country. For example, British National Bibliography are useful for knowing latest publications published in U.K.

These information sources have been described in detail in the Unit *3* Block No. I of course BLIS 05 : Reference and Information Sources.

9.4.3   Trade Catalogues for Government Publications

a) India

Government in any country is also a major publisher. India government publications are published mainly by two Ministries- Ministry of Information and Broadcasting, and the Ministry of Urban Affairs and Employment. The Publications Division of the Ministry of Information and Broadcasting concentrates on literature of popular nature. Established in 1941, the Publication Division, Patiala House, New Delhi has so far published more than 8000 books. Its annual *Books in Print* (New Delhi: Publications Division, Ministry of Information and Broadcasting) updates annually publications in print. Apart from its own books, it handles marketing of publications brought out by other Government Departments and Autonomous Organisations such as CSIR, ICHR, ICCR, Sahitya Akademi, National Museum and National Gallery of Modern Art.

India: Catalogue: Publications and Periodicals Corrected upto 1993 (Delhi: Controller of Publications), claimed to be updated by annual and monthly supplements is a list of official publications brought out by the various Ministries and Departments of the Government of India.

List of fresh Arrivals of Government of India Publications and Periodicals Released During the Month... (Delhi: Dept. of Publications) is a mimeographed monthly list.

Government of India and United Nations Publications Catalogue (New Delhi, Bonk Well) and *Monthly JBA news* (New Delhi, Jain Book Agency) are publications of the agents of the Government of India Publications.

Government of India Books in Print 1994 compiled by J.S. Khurana and M.S. Khurana (New Delhi: Book Well, 1994) covers books in print from 1980 onwards. It also contains a section for listing publications of such autonomous Departments as Election Commission, Lok Sabha and Rajya Sabha Secretariats, Supreme Court of India.

Jain Book Agency, Cannaught Place, New Delhi is a reputed company stocking and supplying publications. It publishes new books list and also publicises new books through advertisements in newspapers.

State Government Publications: Various states in India publish books, reports, statistics, govt. acts and rules, activities, programs and policy decisions both in English as well as in regional languages. Lists of these publications are published by the respective governments. These lists include information about the publications along with its price

and code no. and availability i.e. Book Depots. These are very useful for collection development as they are cheap, nicely brought out and prove to be primary documents.

M/S. N.M Tripathi of Bombay publishes a bulletin on law books published in India and abroad.

b)   United Kingdom

British Government publications are published by HMSO. For its bibliographical control the HMSO published *Daily list, Monthly Catalogue,* and *Annual Catalogue* and *Index to Annual Catalogue. In 1988* HMSO became an independent agency responsible to the Treasury. Now 50% of all British Government publications are not published by HMSO. For these publications Chadwick-Healey's *Catalogue of British Official Publications not Published by HMSO* is the source document. It is a bimonthly publication with subject and author index and key word index. *Catalogue of United Kingdom Official Publications in a* CD-ROM, records publications of 12 major international organisation from 1980 to the present.

c)   United States

The US government is not only one of the largest publishers in the world, in *the* number of items issued, but is also an extremely versatile publisher, since writings in almost all subject fields are issued by it.

Monthly Catalogue of United Stated Government Publications, 1895- (Washington: Government printing Office) is the most comprehensive list of government publications currently issued. Beginning in 1976, this semi annual and annual indexes presently list authors, titles, Keywords, subjects and other identifiers. For persons interested only in publications currently on sale, the monthly *GPO Sales Publications Reference File, 1977-*to date (on microfiche) can be consulted. From 1982 a new service entitled New books (bimonthly) can be consulted for new titles placed on sale. Similarly *U.S. Government Books,* also started in 1982, is an illustrated catalogue identifying the best selling books, pamphlets and posters. The publication is revised every quarter. Both these are also published by the U.S. Government Printing Office.

9.5   SUMMARY

In this Unit the following aspects have been discussed:

i)   Patents and Standards are unique sources of technical information. Trade catalogues and bibliographies are useful sources to know about the latest publications.

ii)   Patents focus on the latest inventions and they can be grouped as: Conventional Patents, Patents of Addition, Secret Patents and Priority Patents. There are various official and commercial sources for patent information.

iii) Standards bring quality and uniformity in producing variety of products. The standards organisation in various countries bring out information about standards.

iv) Trade catalogues can be categorised as :

- Commercially produced bibliographies and trade catalogues

- National bibliographies.

- Trade catalogues for government publications.

9.6   ANSWERS TO SELF CHECK EXERCISES

1) The Indian sources for standards information are:

i)   BIS handbook. BIS, New Delhi

ii)   Manakdoot

iii) Manak Sandarbhika

2) The different categories of patents are:

i)   Conventional Patents;

ii)   Patents of Addition;

iii) Secret Patents; and

iv)   Priority Patents.

3) Some of the trade catalogues for government publications in India are:

i)   India: Catalogue Publication and Periodicals corrected upto 1993 (Delhi: Controller of Publications).

ii)   List of fresh arrivals of Government of India publications and periodicals released during the month (Delhi: Dept. of Publications)

iii) Government of India and United Nations Publications Catalogue (New Delhi: Book Well).

iv)   Government of India Books in Print, 1994.

9.7   KEY WORDS

DIN   :   The characters used before figures to identify standards issued by the German Standards Institution - Deutscher Normenausschuss (DNA).

INPADOC   :   Abbreviation .for International Patient Documentation Centre. Established by the Austrian Government in *Collaboration with* WIPO *in* 1972, and is a result of the signing of the Patent Cooperation Treaty (PCT) at a diplomatic Conference held in Washington in 1970

ISO   :   International Organisation for Standardisation was constituted in London under its present statutes in October 1946 to replace the pre-war International Federation of National Standardizing Associations (ISA) and the United Nations Standards Co-ordinating Committee. It aims to promote development of standards in the world with a view to facilitating international ex-change of goods and services and to develop mutual co-operation in the sphere of intellectual, scientific, technological and economic activity.

9.8   REFERENCES AND FURTHER READING

Van Dulken, S.Ed. (1990). *Introduction to Patent Information.* Boston Spa: British Library.

Wittman, A. [et al.] *(1979). Patent Documentation. London: Sweet* and Maxwell.

Cramford, Walt (1986). *Technical Standards: An Introduction for Libraries.* New York: Knowledge Industry Publications.

Activities

Please visit libraries in your town region and find out the trade literature available with these libraries. Study the contents of these sources, items of information described, under the following headings.

Sources for

a)   Book in Regional languages

b)   English language books published in India

c)   English language books published in foreign countries

d)   Govt. publications (India Govt.)

e)   Govt. publications (State Govt.)

f)   Any other sources such as Literary Magazines, Publishers, Catalogue.