

LIS - 503: Reference & Information Sources

(4 Credits/100 Marks)

Course Description:

This course aims to provide awareness on the different types of information sources acquired by the libraries, the information contained in them and how these sources can be utilised to satisfy the information needs of the users.

Learning Objectives:

This paper highlights the characteristics of different information sources and aims to teach to identify the different types of information sources available and how these sources can be used to satisfy the various types of information needs of the users. It also intends to impart skills to

critically examine and evaluate the various types of print and e-resources before acquiring them in the library.

Course Outline

Unit – I: Information Sources

15 hours

Information sources: Meaning, Definition, Nature, Evolution, Characteristics, Functions, Importance.

Types of sources and Criteria for evaluation

Unit – II: Documentary sources (Print and Digital)

15 hours

Primary Sources: Journals and Newspapers; Patents; Technical Reports, Standards and Specifications; Conference proceedings; Trade literature; Theses and Dissertations.

Secondary Sources: Dictionaries, Encyclopaedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Bibliographical sources, Abstracting and Indexing periodicals, Handbooks and Manuals, Statistical information sources and Databases.

Tertiary Sources: Monographs, Textbooks, Directories, Guides to reference sources, Bibliography of bibliographies, Union Catalogues, etc.

Unit – III: Non-Documentary Sources

15 hours

Human Sources: Technological gatekeepers, Invisible colleges, Information consultants, Experts/Resource persons, Representatives of firms, Personal home pages, Common men (Priest, Village head, Postman, Receptionist, etc.) and others.

Institutional/Organizational Sources: Government, Ministries and Departments, R&D organizations, Learned societies, Publishing houses, Press, Broadcasting stations, Museums, Archives, Data banks, Information Analysis Centers, Referral Centers, Exhibitions & Trade fairs, Institutional Websites, Meta resources (Subject gateways, virtual libraries, digital libraries, institutional repositories etc.)

Unit – IV: Practice

15 hours

Evaluating sources

Study and evaluation of documentary sources

Evaluation of print and E-sources.

Study of the features and functionality of print and electronic resources (e.g. Dictionaries, Encyclopaedias, Abstract Databases, Federated search engines, Full Text Databases, Citation Databases, Directories, Repositories, etc.)

Learning Outcomes:

After going through this course, the students will get an in-depth knowledge about the different types of sources and how to use the different information sources to satisfy the varied information needs of the users. Since the growth of information publishing has largely increased, students will know how to evaluate information sources so that effective services can be provided.

References / Readings:

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