Learning Outcomes:

After completion of the course the student will be able to develop critical thinking skills to articulate a professional identity, gaining leadership qualities and effective team work.

References/Readings:

1. Agrawal, O. (1993). *Preservation of Art, objects and Library Materials.* New Delhi: National book Trust.
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3. Chapman, L. (2001). *Managing Acquisitions in Library and Information Resources.* London: Library Association.
4. Kumar, K. (1982). *Library Manual.* New Delhi: Vikas Publishing House.
5. McDonald, A. (2016). *Management of libraries.* New York: Magnum Publications.
6. Mittal, R. (1984). *Library Administration.* New Delhi: Metropolitan.
7. Ranganathan, S. (1960). *Library Management.* Bombay: Asia.
8. Sharma, P. &. (2013). *Collection development and management in libraries and information centres in digital scenarios.* New Delhi: SSDN Publishers.
9. Singh, R. (1993). *Conservation of Documents in Libraries, Archives and Museums.* New Delhi: Aditya.
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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:

1. Alan P., Gwyneth T. and Goff, S. (1999). The Library and Information Professional's Guide to the World Wide Web. London: Facet Publishing.
2. Chowdhruy, G. G. and Chowdhury, S. (2001). Searching CD-ROM and Online Information Sources. London: Facet Publishing.
3. Chowdhury, G. G. and Chowdhury, S. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.
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