

**AU-6792**  
**B. A. (Hon's) (Third Semester) Examination, 2014**  
**Library and Information Science**  
**Paper: First**  
**REFERENCE SOURCES and SERVICES**

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**Section-A**

(Objective Type Questions)

**10X2=20**

1. Reference service is the contact between the right reader and the right book in the right personal way was stated by.....  
**C. S R Ranganathan**
2. The person who provides reference service is called.....  
**D. Reference Librarian**
3. Encyclopedia Britannica's (15<sup>th</sup>) Micropaedia published in.....Volumes  
**D. 12 Volumes**
4. Primary, Secondary and Tertiary documents categorised.....  
**A. Denis Grogan**
5. The British National Bibliography was started in the year.....  
**C. 1950**
6. The executive editor of Encyclopaedia of Library and Information Science is.....  
**D. Allen Kent**
7. An annual publication containing a calendar of astronomical data is.....  
**C. Almanacs**
8. INB first appeared in....  
**C. 1957**
9. 2<sup>nd</sup> Edition of Oxford English Dictionary published in.....  
**B. 20 Volume**
10. Encyclopedia Britannica.....Source.  
**C. Secondary**

**Section- B**

**4X10=40**

**2. TYPES OF REFERENCE SOURCES**

- A. Documentary Sources
  - a. Primary Sources
  - b. Secondary Sources
  - c. Tertiary Sources
- B. Non Documentary Sources
  - a. Hypermedia
  - b. Multimedia
  - c. Optical media
  - d. Micro forms
- C. Human and Institutional Sources

### **3. TYPES OF DICTIONARIES**

- A. General Dictionaries
  - a. Abridged Dictionaries
  - b. Unabridged Dictionaries
  - c. Desk Dictionaries
- B. Subject Dictionaries
- C. Languages Dictionaries
  - a. Mono language
  - b. Bilingual
  - c. Polyglot

### **4. USES AND IMPORTANCE OF ENCYCLOPEDIAS**

- A. Uses
- B. Importance

### **5. EVALUATION CRITERIA FOR BNB**

- i. Authority
- ii. Scope
- iii. Entries & Items
- iv. Frequency
- v. Special Features
- vi. Limitations
- vii. Format etc.

### **6. PURPOSES OF REFERENCE SERVICE**

- a. Complex nature of library tools and techniques
- b. Increase Volume of Information
- c. Peculiarities of sources
- d. Lack of Time
- e. Personal Psychology
- f. Promote & support library services
- g. National Economy
- h. Solving the Query
- i. To support Academic Needs

### **7. ORGANIZATION THE REFERENCE DEPARTMENT**

- a. Qualities of reference Librarian
- b. Role of Reference Librarian
- c. Organization of Work
- d. Organizational Pattern
- e. Library Education and Training
- f. Location
- g. Documents
- h. Services

## **8. SOURCES FOR ANSWERING A QUERY**

Introduction:

Sources for Answering Query:

1. **Dictionaries** - Words meaning, Etymology
2. **Encyclopaedias** - Overview of topic/general information
3. **Directories** - Name/Address//People/Organizations
4. **Bio-graphical Sources** - Profile of people
5. **Geographical Sources** - about places/Political and physical conditions of a country/region
6. **Annuals** - Facts/statistics/current events etc.
7. **Handbook and Manuals** – Formula/Tables/How to do it
8. **Bibliographies** – Books and other sources
9. **Indexing and Abstracting** – Periodicals/Articles