

**AV-8806**

**B.A (Hon's) Third Semester Examination, 2015-16**

**Reference Source and Services**

Paper: First

Time Allowed: Three Hours

Maximum Marks: 70

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**Model Answer**

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**Section A**

**Question1: Give Your Answer In One Word/Sentence Only.**

- I. Yearbook.
- II. Dictionary
- III. A publication, usually annual, containing a variety of useful facts of a miscellaneous nature and statistical information.
- IV. Reference book
- V. 1768-71
- VI. Everyman's Dictionary [English – Bengali] and The Collins German Dictionary: German-English/English-German
- VII. Handbook is the book which is 'handy' to use as it contains all sorts of facts and 'handy' to carry it conveniently in hand.
- VIII. A Directory provides names,addresses,etc.ofpeople,Organisation ,or Institutions
- IX. 2 type
- X. How to do some they or how something work

**Question2: Define Reference Book And Its Various Types.**

**Answer**

**Introduction:**

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.

## **Meaning and Definition:**

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.

## **Origin Of Reference Book:**

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.

## **Types of Reference Book:**

We can define it in two major categories and they are –

### **A) Documentary:**

Various types of documentary reference tools (usually referred to as reference books)

Have been identified:

- Dictionaries
- Encyclopedias
- Bibliographies
- Biographical Sources
- Geographical Sources
- Ready Reference Sources
- Government Publications
- Indexing and Abstracting Sources
- Patents and Standards
- Reference Sources for Current Events

### **B) Non-Documentary:**

The non-documentary sources can be classified into four categories –

- Human resource
- Institutional resource
- Mass-media resources
- Audio-visual resources

## **Conclusion:**

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.

### **Question3: Explain The Essential Features Of Oxford English dictionary.**

**Answer**

#### **Introduction:**

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 understand 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.

#### **Meaning of Dictionary:**

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 too. 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.

#### **Oxford English Dictionary:**

- Prepared by – J.A.Simpson And Edward Winnor
- Published by – Clarendon Press New York
- Publication year – 1989
- Place – Oxford(London)
- Volume – 20

#### **Essential features:**

- It's very famous bilingual dictionary in the world
- The I edition of this dictionary published under the title of "new English dictionary of historical and principle V-10,publication year 1881-1933"
- After modification its published under the title "the oxford English dictionary"
- Dictionary arranged in alphabetically order
- Its provide information in English language
- It's also provide bibliography
- We can find the terms and meaning and definition of all subjects
- We can easily find the history, definition and pronunciation of the words
- Its published in 20 volume

#### **Evaluation of Dictionary:**

The criteria for evaluating the dictionaries are

- Authority
- Scope or purpose
- Word arrangement and word treatment
- Format

- Special features

## **Conclusion**

### **Question4: What Is A National Bibliography? Evaluate INB And BNB.**

#### **Answer**

#### **History of the Bibliography:**

The word bibliography originated in post classical Greek times. It has been derived from the Greek word *biblion* which means books and *graphein* is to write. So etymologically bibliography changed practically. Since 1763 from writing of books to writing about books. The term bibliography was first used by Louis Jacob de Saint Charles in his *Bibliographia parisiana* (1645-50) and Konrad Gesner regarded as the father of bibliography, he attempted to list of all scholarly publications in bibliotheca universities which appear in 1545.

#### **National Bibliography:**

It is a comprehensive, almost complete record of both written and printed output in a given country, furnishing description and supplying verification which cannot found in the less complete bibliographies. So in short a national bibliography list all documents published in a given country.

The national bibliography is compiled on the basis of the materials received by the National Libraries under the copyright act as promulgated in various countries. A national bibliography is considered a national heritage and its purpose is intellectual not commercial (selling). It is useful for the researcher and the posterity. Example: Indian National Bibliography, Kolkata, Central Reference Library, British National Bibliography, London

#### **Indian National Bibliography:**

Indian National Bibliography (INB) reflects the cultural heritage of our country. In this knowledge based society, INB has a major role to play. The types of publications, publishing process in general, the format of national bibliographies from the printed version to CD-ROM and online versions etc has much changed the scope of the national bibliography.

#### **History of INB:**

The Government of India set up an interim commission in 1949 and its first conference was inaugurated in 1954. The culture sub-commission of the national commission recommended the formation of a subcommittee for libraries and bibliographies of documents. "It also recommended:

- The national commission and the Indian Government should prepare comprehensive lists of outstanding works of arts in India for transmission to UNESCO.
- A national programme of translation of foreign works into Indian languages and of works from one Indian language into another should be formulated and implemented as soon as possible." (Collison, 1961)

Influenced by Paris Conference of UNESCO in 1950, Government of India took serious initiatives for the development of the bibliographic services. The Government of India enacted the Delivery of Books [Public Libraries] Act, in 1954. The Act made it obligatory for the publishers in India to deposit a copy of each book published to the National Library, Calcutta (now Kolkata) and three other public libraries. The three other public libraries are Connemara Public Library, Madras (now Chennai), Central Library, Bombay (Now Mumbai) and Delhi Public Library, New Delhi. The publishers are supposed to send their copy of publication to these libraries within thirty days from the issue of the publication at their own expenses. The copy deposited in the National Library is passed on to the Central Reference Library, Kolkata for the compilation of the Indian National Bibliography. The Act

was amended in the year 1956 so as to include Periodicals and Newspapers. This Act was a step forward in the direction of bibliographic control of Indian publications. It made it possible to plan the compilation of a comprehensive National Bibliography in thirteen Indian languages, recognized by the Indian Constitution, and English.

In 1955, the then Ministry of Education appointed a committee of the Indian National Bibliography consisting of seven members headed by late B.S. Kesavan, the first Librarian, National Library of Independent India, Calcutta to make initial plans for a National Bibliography. The committee laid down general structure and the principles for governing the compilation of Indian National Bibliography. They are concerned with the coverage, script, classification, cataloguing, periodicity etc. The INB unit started functioning from August 1955 in the premises of National Library Kolkata. In 1970, CRL started to function as a separate subordinate office of the Department of Culture, Govt. of India, headed by a full-fledged Librarian.

The aim of INB is to publish an accurate and comprehensive bibliographical records of current Indian publications in major fourteen Indian languages of India [Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Tamil, Telugu and Urdu] received at the National Library, Kolkata under the provisions of the Delivery of Book [public libraries] Act, 1954.

The first volume of the INB appeared as quarterly with annual cumulations from 1958 to 1963, and its periodicity was changed to monthly in 1964 and continued up to 1977. After a few years, it became irregular. Only annual volumes were published during 1978 and 1979. 1980-81 was published as cumulative volumes in two parts. Since January 1984, the periodicity of this publication became monthly. This continued till 1993. Again from 1994, monthlies could not be published. June 2000 is the landmark in the history of Indian National Bibliography when its compilation was completely computerized. Up to today, all the monthly issues are being published regularly.

#### **4. Arrangement:**

INB consists of 3 parts – Classified, Author & Title Index and Subject Index. In the Classified part, the entries are arranged according to the Dewey Decimal system of subject classification (22nd edition). The corresponding Colon Classification (6th Edition) is also assigned at the right hand corner below each entry. Chain Procedure is using for subject headings. If more than one entry comes under the same classification number, the entry is arranged according to the alphabetical order of the author. If there are two or more works by the same author under the specific classification number, the name of the author is not repeated and the works are arranged alphabetically by their titles under the specific DDC number.

#### **British national bibliography:**

It was established in 1949 in response to the recommendations of Lionel McColvin who had undertaken a survey of the public library service in 1942 which resulted in the McColvin Report. He came to the conclusion that it was uneconomic for each library to produce its own catalogue. He found that they tended to consist of very brief entries which contained little description and, of course, they did not provide the user with information on books not held by that library. He identified a need for a weekly list of full catalogue records of new books which could also be used by libraries to create their catalogues, if necessary by cutting and pasting the entries on to catalogue cards!

Things got moving after the war ended and the Council of the British National Bibliography was established in March 1949. The new national bibliography commenced full operations in 1950 and

consisted of weekly lists of all books and first issues of new serial titles published in Great Britain. Each title was catalogued in accordance with the Anglo-American Code and classified according to the Dewey Decimal Classification system. Author/title indexes were provided every four weeks and the lists were cumulated into an annual volume. A pilot issue number 0 was produced in December 1949 and issue Number 1 was published on 4 January 1950. It contained just 25 entries which were printed on one side of the pages to enable cutting and pasting the entries on to cards. This practice was dropped from the first issue of 1951 as it was too costly and impractical as pasting the entries on to cards caused them to buckle so they were unusable.

Printed BNB continues to this day. We still produce weekly printed issues (though the average weekly issue contains around 3,500 entries!), interim cumulations and annual volumes - which is not to say that the BNB has not been developed over the years. After a number of technical problems were overcome, a proper BNB catalogue card service commenced in June 1956, with cards available for all entries published since the previous January. A weekly BNB MARC exchange tape service began as early as January 1969 and BNB MARC records were made available online with the introduction in 1977 of BLAISE (British Library Automated Information Service).

Following a pilot CD-ROM produced in co-operation with the Bibliothèque Nationale in 1988, BNB on CD-ROM was launched in 1989. It consisted of a two-disc back file set covering records created from 1950 to 1985 and a current file disc containing records created from 1986 onwards, which was updated quarterly. The first Windows version came out in 1996 by which time the current discs were updated monthly and the back file was compressed on to a single disc.

Distribution of BNB records via ftp was made available in 1998 and eventually this replaced the tape service all together. Production of BNB on CD-ROM ceased with the December 2008 issue but BNB was made available for searching on the Integrated Catalogue, as a catalogue subset search, in December 2008.

BNB development continues and in October it was added to Search our Catalogue, again as a catalogue sub-set search. For some months we have been piloting a free BNB MARC record download service via Z39.50, and this month we are launching another pilot service. We are providing printed BNB via .pdf downloads to existing subscribers to the printed product. This new service will enable us to deliver the 'printed' BNB to our customers at least two weeks in advance of them receiving the hard copy.

Information on the early history of BNB was gleaned from 'The history of the British National Bibliography 1950-1973' by Andy Stephens. British Library, 1994 Andy also provided the illustrations below from his personal archive.

### **Conclusion:**

### **Question5: Define The Reference Service And Explain Its Scope In Various Type Of Library.**

#### **Answer**

- Introduction
- Meaning of reference service
- Definition of reference service
- Type of reference service
- Scope of reference service in various type of library
- Conclusion

### **Question6: Write An Essay On Organization Of Reference Department.**

## **Answer**

- Introduction
- Meaning of reference department
- Origin of reference department
- Type of reference department
  - National reference organization
  - International reference organization
- Conclusion

## **Question7: What Do You Understand By Queries? Explain With Example.**

### **Answer**

#### **Introduction:**

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.

#### **Meaning of queries:**

#### **Definition of queries:**

#### **Category of queries:**

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.

#### **Conclusion:**

## **Question8: Short Notes**

### **A) Bibliography:**

- Meaning of bibliography
- Definition of bibliography
- Types of bibliography

### **B) Ready Reference Service:**

- Meaning
- Definition
- Feature of ready reference service
- Types of ready reference service

### **c) India: a reference annual:**

- Meaning
- Definition
- Conclusion

