

# Basic Reference Sources (LIS-5104)

Course Instructor:

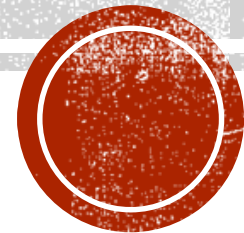
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# Basic Definitions

- **Library**

- A collection of books used for reading or study, or the building or room in which such a collection is kept. The word is derived from the Latin word ‘Liber’ which means ‘a book’, in Urdu KUTUBKHANA is used for library.
- A place in which literary and artistic materials, such as books, periodicals, newspapers, pamphlets, print records and tapes are kept in a systematic arrangement for reading, reference or lending.
- A library is a diary of humanity, autobiography of man, record of all that he has done, of all his imaginations, of all his experiments, failures and successes alike.

(Sabzwari, 2005)



# Basic Definitions

## ▪ Library Science

- Library Science is that branch of knowledge, which deals with organization and services of libraries. It discusses the techniques and methods of organizing library material and services. It teaches how to disseminate information and knowledge and provide references and research material to the users. (Sabzwari, 2005)

- The study and practice of professional methods in the use and exploitation of information, whether from local or international base for the benefit of users. (Harrod, 2000)



# Basic Definitions

- **Librarian**

One who has care of a library and its contents; the work includes selection of stock, its arrangement and exploitation in the widest sense, and the provision of a range of services in the best interests of all groups of users.

(Harrod, 2000)

- **Book**

A non-periodical printed publication of at least forty-nine pages, exclusive of cover pages.

(UNESCO, 1964)



# Basic Definitions

- **Data**

- Quantitative or numerically encoded information.

(International Encyclopedia of Information and Library Science)

- A general term for information; particularly used for information stored in a database.

(Harrod, 2000)

- The word *data* is the plural of *datum*, derived from a Latin word *dare*, "to give", hence "something given".



# Basic Definitions

## ■ Information

- Information is data that has been processed into a meaningful form.

(International Encyclopedia of Information and Library Sc.)

- An assemblage of data in a comprehensible form capable of communication.

(Harrod, 2000)

- A processed form of data which has some meanings or complete sense or complete idea about any thing.



# Basic Definitions

- **Information Source**

The data that originate from either primary or secondary sources. An information source is a source of information for somebody, i.e. anything that might inform a person about something or provide knowledge to somebody. Information sources may be observations, people, speeches, documents, pictures, organizations etc. They may be primary sources, secondary sources, tertiary sources and so on.



# Basic Definitions

- **Reference**

An indication referring to a document or other item.

- **Reference Source**

Any material, published work, database, web site, etc. which is used to obtain authoritative information.

- **Reference Material**

Sources of information (databases, abstracts, journals, books, etc.) which are used for answering enquiries in a library. Such items are not normally lent, but consulted only on the premises. Related sources, such as collections of supporting literature, notes of valuable web sites, particular subject expertise of staff, may also be included in this expression.





# Basic Definitions

- **Reference in Library & Information Science**

- In a library, "reference" may refer to a dictionary, an encyclopedia or other reference work, that contains many brief articles that cover a broad scope of knowledge in one book, or a set of books.
- The word *reference* is also used to mean a book that cannot be taken from the room, or from the building. Conversely, selected reference works may be shelved with other circulating books, and may be loaned out.
- References to many types of printed matter may come in an electronic or machine-readable form. Information on the Internet may be referred to by a Uniform Resource Identifier (URI).



# Reference Services: need and importance

- Think what a library would be without reference service.
- Imagine a library with a great collection, an excellent catalogue, lots of subject guides, a rich assortment of electronic resources, clean restrooms, and good signage, but with no one to provide direct assistance to the user.
- Can such a library exist? Can the users of the library function effectively with no assistance? Are catalogues, indexes, databases, and finding tools so good that users are able to figure them out on their own?



# Reference Services: need and importance

- People visit libraries in search of information and material for their personal, professional and research needs.
- Reference is the backbone of library services and is essential in helping to determine the usefulness of the library to the community as a whole.
- The reference desk or information desk of a library is a public service counter where professional librarians provide library users with direction to library materials, advice on library collections and services, and expertise on multiple kinds of information from multiple sources.
- Reference and Advisory work are the most important part of library service as it reflects library's performance and efficiency.



# Reference Services: need and importance

- It is essential that the library, whatever its size, maintains the best possible reference collection in order to provide quick and accurate reference service for the people who come in or call in for assistance.
- Librarians are experts in the contents and arrangement of their collections, as well as how information is organized outside the library.
- Library users are encouraged not to be shy about asking a reference librarian for help.



# Nature of Reference Service

- The services that are provided at a reference desk may vary depending on the type of library, its purpose, its resources, and its staff.
- Library users can consult the staff at the reference desk for help in finding information. Using a structured reference interview, the librarian works with the library user to clarify their needs and determine what information sources will fill them.



# Nature of Reference Service

- The ultimate help provided may consist of reading material in the form of a book or journal article, instruction in the use of specific searchable information resources such as the library's online catalogue or subscription bibliographic/full text databases, or simply factual information drawn from the library's print or online reference collection.
- Typically, a reference desk can be consulted either in person, by telephone, through email or online chat, although a library user may be asked to come to the library in person for help with more involved research questions.
- A staffed and knowledgeable reference desk is an essential part of a library.

