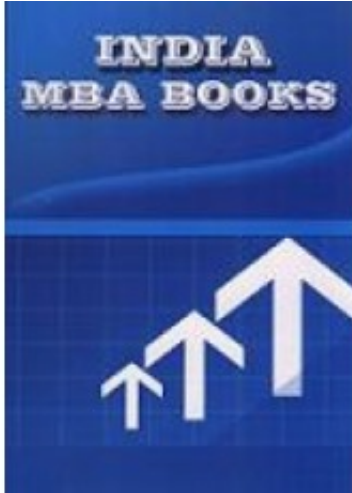


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? Reference sources in Social Sciences, Humanities and Science & Technology: Dictionary, Encyclopedia, Directory, Biographical Sources, Geographical Sources, Handbooks, Manuals and reference sources(Wikipedia and Google earth)

? Current information sources: Yearbooks, Almanacs, News summaries.

Unit 2 Reference and Information Service

? Reference and Information Service - Definition, and characteristics

? Types of Reference Services: Long range service and ready reference service

? Current Awareness Service(CAS) and Selective Dissemination of Information(SDI)

? Bibliographic service, document delivery service, reprographic service, translation service, newspaper clipping service and

? Recent trends in information services (RS 2.0)

Unit 3 Bibliographic Control and Indexing and Abstracting Services

? Bibliographic control: Meaning, needs and importance

? Indexing and Abstracting (I & A) Services: meaning and usefulness

? User education: Meaning and types, literature search (Off-line/On-line), and Computerized information search techniques

? Guidelines for evaluation of different types of sources

Unit 4 Evaluations of Reference Sources

? Definition, Scope, Types, Description of Select Items and Evaluation Criteria -Dictionary, Encyclopedia, Directories, Yearbooks and Almanacs

Unit 5 Evaluations of Reference Sources

? Definition, Scope, Types, Description of Select Items and Evaluation Criteria -Biographical Sources, Geographical Sources, News summaries, Handbooks, Manuals

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