
Reference Skills

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Introduction

- Academic books / textbooks = only sampling of subject
- Limitations
- TEXTBOOKS do **Not always** provide complete, comprehensive & all the necessary information
- They are supported by related materials called Reference Books
- Two main sources of organized information / Reference Texts:
1) **Library** & 2) **World Wide Web / Internet**
- Why is Information organized (in library or www): to make it 1. **easy to store**, 2. **easy to access**, 3. **to use and maintain for a long time**.

Library



LIBRARY

- A place where books / journals are stored systematically for users
- College / university library or private library = for specific group of users (anybody cannot use it)
- College / university or private library needs membership to access the sources in it
- (Opposite) Public Library, run by govt./NGO = anybody can use it; no need to be a member
- Library has newspapers, periodicals, magazines, journals, cassette tapes, computer diskettes, microfilms and books on specific subjects & general reading

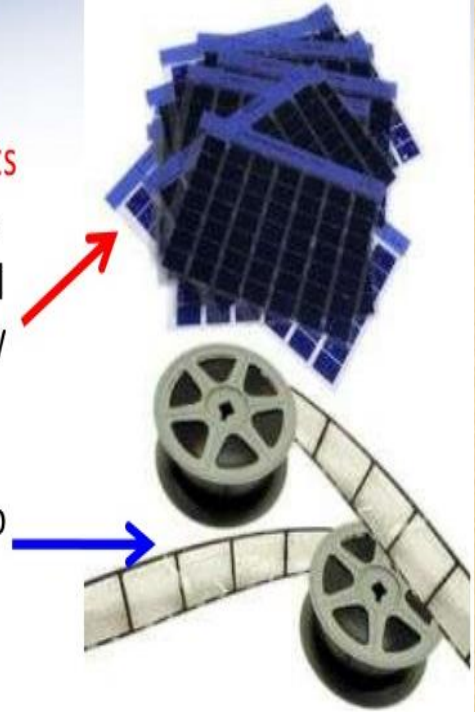
Kinds of reading material

- **Periodicals:** publications issued at regular intervals (daily, weekly, monthly)
 - i. **Newspaper:** normally published daily; reports of day-to-day happenings in the world
 - ii. **Magazines:** a periodical publication; on subjects such as news analysis, current events & popular subjects
 - iii. **Journal:** a periodical collection of papers on materials as reports, proceedings, transactions issued by a society / organization.
Reviewed by other scholars before publication.
- **Cassette tape:** a device to store voice and video records
- **CD (Compact Disc), DVD (Digital Versatile Disc):** now less in practice, still in library as a record stored in past. Now pen drive / cloud storage

KINDS OF MATERIAL

- (sheets of) **Microfilms and microfiche**: used in some libraries for storing old manuscripts.
- Records on papyrus paper, palm leaves, paper, cloth & other delicate material are preserved using the technology. Ex. Back issues of newspaper,, journals, college catalogues & govt. documents by using a special machine

- Microfilm and microfiche **store images of documents** on roll or sheet film.
- **Microfiche** is a small sheet of film, usually about 4 inches by 6 inches.
- **Microfilm** is a 100 to 215 foot roll of film.



Call number / code

“call number” / unique address : A special code given to each book (material);
- Made of letters & numbers

It is displayed on its spine and on pages

Two types of coding:

1. Dewey Decimal System
2. Library Congress Classification System

A librarian must know these codes; no need to be known by the users



- ❑ Books / periodicals are arranged subject-wise / author-wise / publisher-wise or date of acquisition by library on shelves
- ❑ **Catalogue**: list of resources in a library

- ❑ Used to find books on a particular subject
- ❑ Catalogues are arranged according to subject, author, publisher etc
- ❑ **Index (to catalogue): list of information (catalogues) arranged in alphabetical orders**
- ❑ Book can be searched from catalogue by author, title, keywords, year of acquisition etc
- ❑ It tells if the book is in circulation or on the shelves
- ❑ Online catalogues (M-OPAC) easier to search a book

Sample Catalog Record

Author: Kesey, Ken.

Title: One flew over the cuckoo's nest, a novel.

Published: New York, Viking Press [1962]

LC Call No.: PZ4.K42O6

Subjects: Psychiatric hospital patients--
United States--fiction

Control No.: 62008602

Catalogue Cards, Examples

370.1
M132p
2006

Philosophy of education

McClellan, James Edward W.
Philosophy of education/James Edward W.
McClellan. - - 6th ed. - - London: Prentice Hall,
c2006.
xxxii, 1030p.

Includes bibliographical references and
index.
ISBN: 0-13-663294-7

1. Education – Philosophy. I. Title.

Cir.

- **Keywords:** words / phrases assigned to subject by librarian to describe the contents of a book.
- **Abstracts** (of journal/ paper) on the cover of a book; or journal or at beginning of paper
- Abstract gives a brief summary of articles / book, biographical information (author, title, source, subject headings etc)
- Journal cover has issue number, volume number and year/date of pub.
- **Reference books:** to be read in the library itself; not issued / allowed outside the library premises
- **Reference books:** encyclopedias, dictionaries, almanacs (special books on topic), directories or statistical sources, periodical indexes & subject bibliographies.

- Text / subject books / **books** of general interest are issued to the user for a fixed period of time

- **Circular desk:** here books are issued & returned; we can ask information about library
- **Issue & renewal** (outside of library for specific time), request for more time - renewal
- **Recall:** librarian recalls the issued book from the user in emergency
- **Hold:** user asks librarian to hold a book for him/her...(if the text / book is not found, or don't know if it is lost or issued)
- **Inter-library loan:** borrow from other library through our library (MoU)
MOPAC

WWW

Internet



WORLD WIDE WEB (WWW)

- www is a client-server (user) information system that uses the **Internet** to access computers **containing millions of hypertext documents**
- **Internet:** a worldwide network of computers that allows the 'sharing' or 'networking' of information at remote sites from other academic institutions, research institutes, private companies, government agencies and individuals.
- Information on Internet is not always reliable; cause anyone can publish material on net without running their content past an editor.
- Not-updated (not renewed) websites become **dead links** or disappear altogether

- ❖ **Directory web services / Search Engines:** ex. google, yahoo, MSN,
- ❖ Directory web services / Search Engine: used to brows (to search for information) on Internet.

- ❖ Search engines use robot / spiders (automated programs)
- ❖ Robots / spiders collect websites and organize them into subject lists
They travel constantly from site to site checking new web pages & updating pages & links
- ❖ **Net Browsing** = searching information on Internet; needs web browsers
- ❖ Web browsers are software / applications. Ex. Internet Explorer, Google Chrome, Opera, Mozilla Firefox, UC Browser, Samsung
- ❖ Browsers help computers to read web pages containing hypertexts
- ❖ **Hypertext:** is a text with links, graphics, sound & video clips

- ❖ **http**: hypertext transfer protocol: system that enables web browsers to communicate
- ❖ **Html**: hypertext markup language (type of web page design/lang.)
- ❖ **URL: Uniform Resource Locator (address of a webpage)**
(<https://lokmanyamahavidyalaya.org/department-of-english/>)
- ❖ First part of URL: Specified access method (http:// or www.)
- ❖ Second part in url: **Domain name**: shows type of host of web page (.edu, .ac, .com, .org, .gov.in, .net)
- ❖ Third part: resource for web: (department-of-english)

Domain names provide hints on type of organization

- ❖ .edu & .ac domain names for educational / academic sites
- ❖ .com: for commercial sites
- ❖ .org: for organization
- ❖ .gov.in: for government, India sites
- ❖ .net: for network sites
- ❖ government websites are more reliable than personal websites

Search techniques / Strategy: varies as per the topic,

nature of subject, & kind of information needed

- ❖ **Key words or Alternative terms:** important while searching on Internet & books/ journals in library

Thesaurus (Roget's thesaurus) is used for synonyms (alternative key-words) & antonyms

For definition we use / refer to textbooks, (special subject) dictionaries, encyclopedias

- ❖ **Boolean operators** (to search information containing more than one term)
 - AND** (as well as) eg. 'effect AND inflation AND economy'
 - OR** (either ... or) eg. 'inflation or price rise'
 - NOT** (to exclude what we don't want to know) eg. 'radiation NOT nuclear'
 - OR ... AND** eg. '(inflation OR price rise) AND economic impact'

Search techniques / Strategy

- 1) Bookmarks (of URL)
- 2) Online help
- 3) Advanced search (more than one search options / places)

THANK YOU!!