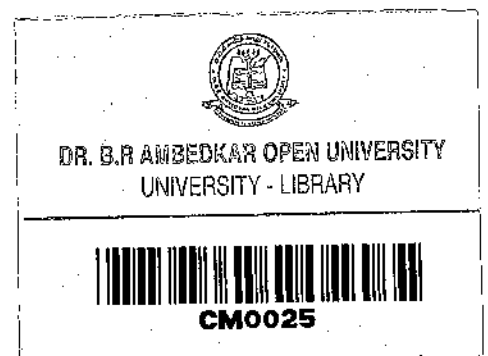
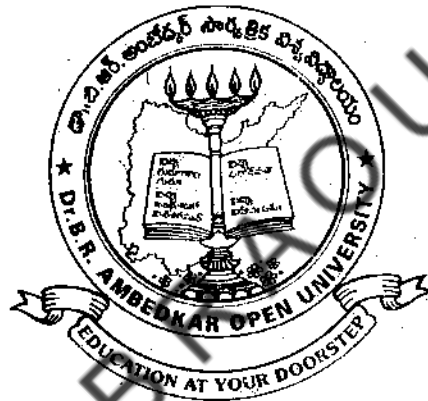


BIBLIOGRAPHY AND SOURCES AND SERVICES



Dr.B.R.AMBEDKAR OPEN UNIVERSITY

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Course Team:

Sri N.B. Inamdar (Editor)

Sri M.R. Riswadkar

Dr. (Mrs.) Neela Jagannadhan

Mrs. Aruna

Sri M.B. Konnur

Sri B.P. Shenoy (Course
Co-ordinator)

Revised by:

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COURSE-5: BIBLIOGRAPHY AND REFERENCE SOURCES AND SERVICES

This course material deals with Bibliography and Reference Sources and Services included in the syllabus for the Bachelor Degree in Library and Information Science (BLISc) offered by the Dr B.R. Ambedkar Open University. The syllabus for the sake of convenience has been divided into Block and Units. Each block comprises a number of units. Each block generally covers specific area of the subject. The units are prepared by specialists in accordance with a format so designed as to enable you read and understand them without much difficulty. Each unit begins with contents list followed by aims and objectives of the unit. Selfcheck exercises are provided in the text to test the comprehension of the subject by yourself.

Sometime back there was a thinking that the study of physical bibliography is unnecessary for a librarian and accordingly many universities dropped this part from their curriculum. It was an unfortunate decision. Experience has shown that the librarian must have thorough knowledge about the make-up of the book which he handles everyday.

The importance of bibliography has been realised long back and even attempts were made to compile universal bibliographies. The need for upto date subject bibliographies is much more now due to the proliferation of published material and it is not possible for a scholar to know what has been published on his own subject. In the absence of bibliographical tool he would be at a loss where and how to find literature on his own subject.

The other aspect of this book is reference service. The success or failure of a library depends on the amount of reference or information work handled by that library. Reference service is the assistance given to the reader in his search for information in his study and research. According to D.J. Foskett, 'reference service is essentially humanism in practice'.

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BLOCK I BIBLIOGRAPHIES AND BIBLIOGRAPHICAL CONTROL

This block introduces you to different branches and types of bibliographies. It explains the concept of bibliographical control and organization and efforts that are being made at the international and national levels in that respect. How to prepare bibliographies has been the concern of the researchers, scientists and librarians throughout, so that they could make use of the accumulated knowledge of the world. This block therefore discusses the methods and arrangements for compilation of bibliographies.

The entire matter has been divided into the following four units:

- i) The first unit is devoted to the branches and types of bibliography, its definition, need & functions.
- ii) The second unit deals with physical bibliography in all its ramifications.
- iii) The compilation and arrangement of bibliography is explained in the third unit.
- iv) The matter of discussion of the fourth unit is bibliographical control and organization.

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UNIT 1 BIBLIOGRAPHY: DEFINITION, NEED, FUNCTIONS, BRANCHES AND TYPES

Contents

- 1.0 Aims and Objectives
- 1.1 Introduction
- 1.2 Bibliography: Definitions, Need, Functions and Development
 - 1.2.1 Development of Bibliography as a Field of Study
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 - 1.2.3 Bibliography and similar other tools
 - 1.2.4 Need and Functions
- 1.3 Branches of bibliography
 - 1.3.1 Systematic or Enumerative Bibliography
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- 1.5 General and special types of Bibliographies
- 1.6 Summing up
- 1.7 Model Answers
- 1.8 Assignments
- 1.9 Recommended Books
- 1.10 Glossary

1.0 AIMS & OBJECTIVES

In this unit we introduce you the concept of bibliography and its definition, need, functions, branches and types.

After reading this unit you will be able to:

- Know the meaning of bibliography and also understand the development of bibliography;
- Write a few definitions;
- Know other tools similar to bibliography;
- Realise the importance of bibliographies;
- Write the functions of bibliography;
- Enumerate different branches of bibliography and understand them;

- Know various types of bibliography; and
- Write short notes on various types and branches of bibliography.

1.1 INTRODUCTION

All scholarly and systematic investigations, in sciences, social sciences and humanities have their roots and dependence on bibliographies not only that and all such pursuits result in a better bibliography. It is, therefore, appropriate to state that but for the bibliographies no science would have developed so much as it is in this modern age. There was a time, particularly in the pre-printing era, when it was possible for a scholarly person or a researcher to get all the information that had appeared in his subject field. However, in the present age of information explosion when the information/documents are getting multiplied over a period of 8-15 years, it has become highly impossible for any scholar or researcher to know, all the documents that are existing in his/her subject field, however narrow/minute may be his/her research area.

Bibliographies are the systematically prepared keys/guide to the literature. They are also called as 'path finders' to the literature. Scientists, engineers, planners, administrators, etc., who would like to know the complete literature that exists in their field of activity concerned, naturally, need to depend on bibliographies. Otherwise they are bound to miss a considerable amount of their required literature inspite of spending lot of their precious time. Therefore, no modern library can function without bibliographies and they constitute the basic material of the reference division. Special (scientific and technical) library can discharge its services effectively without bibliographies.

In this unit, we shall define bibliography, describe its development and its various branches and types.

1.2 BIBLIOGRAPHY: DEVELOPMENT, DEFINITION, NEED & FUNCTIONS

Bibliography is both an art and also a science. The art corresponds to the recording of books as a systematic list, whereas the science corresponds to that of making of books and their extant record. The bibliography as a science has a wider connotation as it includes the technique of book-making, the history of books and their changing forms, the materials and methods of their construction, the history of their printing, binding, illustration, description and even listing.

The bibliography is not only just concerned with printed books but also manuscripts. The book is a generic term and includes periodicals, pamphlets, A-Vs, microforms etc., i.e., all types of documents, that contain information. A bibliography can be current or retrospective. A current bibliography records all books and other materials published currently and is brought out serially at regular periodicity. It is also called Open Bibliography. Whereas, retrospective bibliography is one time document which records the books and other materials, published before a particular date or the documents that were in print on a certain date.

In this section, we shall discuss about the development of bibliography as a field of study, its definitions, need, functions and differentiate it from similar other tools like Catalogues, Accession list, Shelf list, Index etc.

1.2.1 DEVELOPMENT OF BIBLIOGRAPHY AS A FIELD OF STUDY

There are clear evidences of existence of bibliographies (may be in their rudimentary form) in all periods of human civilisation from Assyrians to the Greeks and till the present age. To mention a few examples, in the 7th century B.C., in the Library of Sennacheries at Nineveh, there were lists of clay tablets. There was a subject list of books at the famous Alexandrian Library.

Earlier to the invention of printing machine, bibliography was limited to the concept of 'Writing of books' i.e., copying of the original or already existing manuscripts to create/produce more copies for wider reading. After the invention of the printing press, the concept of bibliography has drastically changed to include the 'composition of books' also. A new dimension 'Compilation of book lists' was added to create awareness about the continuous increase in books. Konrad Gesner, a Zurich Physician, for the first time had attempted to list all scholarly publications in the world in his work '*Bibliotheca Universalis*' in 1545. This bibliography, sited as an example for universal bibliography. But included titles appeared only in three languages viz., Latin, Greek and Hebrew. Almost during the same period, some regional catalogues called '*Messkatalogues*' were compiled. These catalogues were also called as '*Fair Catalogues*' as they were based on books exhibited at the famous Book Fairs held at Frankfurt (1564-1740) and Leipzig (1595-1860). During the 18th Century, the meaning of bibliography got further changed due to growth of large private book collections by individuals. Michael Maittaire's *Annals typographic*: published in 1719 and 1741 and further revised in 1749, was an example of this category. This kind of bibliographies were arranged chronologically. They facilitated investigations about the careers of printers and the works produced by them. The bibliography '*Bibliographic instructive*' published in France around 1763 by G.E. Bure had introduced another tradition of covering rare and precious books. The book then was not merely considered as an object to be blindly listed, but reveal the essential facts of bibliographic details, when subjected to thorough bibliographic examination. (i.e., Historical Method). Henry Bradshaw of Cambridge University Library, established and applied this bibliographic method to investigate into the physical nature of the book, to find out the circumstances in which it was manufactured and the history of the book. It was called as analytical method. Similar studies were applied to different categories of books such as Incunabula, (i.e., books published during 16th century), 18th Century plate books etc.

The first volume of '*Catalogue of books printed in the 15th century*' published in 1908 by the British Museum was considered to be the Descriptive Bibliography. It recorded in predetermined order all relevant bibliographic elements of each document. This bibliography was the resultant by product of the Historical and Analytical Bibliographies. Further, '*Shakespeare's Folios and Quartos: a study in bibliography of Shakespher's plays*' by A.W. Pollard, published in 1909 was considered to be "Textual Bibliography". This kind of bibliographic studies are applied for detailed examination of related groups of books for their textual authenticity. Thus, during the initial period of the 20th century the above mentioned 4 kinds of bibliographic studies viz., 1) Systematic or Enumerative, 2) Historical and Analysital, 3) Descriptive and 4) Textual bibliographies were in use.

To draw a precise historical sketch of bibliographies we could say that early bibliographies were mostly publisher's trade lists of books and catalogues of few libraries. During the 16th century there were '*Messkatalogues*' (i.e. Book fair catalogues). Also attempts were made during the middle of 16th century to prepare universal bibliography. Konrad Gesner's *Bibliographie Universalis* was one such attempt. In 17th century, efforts for compilation of National bibliographies were made. Druing the period subjectwise listing of books with descriptive notes became common. At the beginning of the 18th century, besides subjectwise bibliographies, some critical bibliographies

were in existence. Later, in the 19th and the 20th centuries, subjectwise listing of books, periodicals and periodical articles became very common because of an exponential growth of literature. The Bibliographers and librarians started showing more interest in compilation or systematic enumeration of book lists (i.e., systematic bibliography) which had over shadowed the other kinds of bibliographies viz., Historical, Analytical, Textual, Descriptive etc.

Self-Check exercise - 1

Explain briefly the historical development of Bibliographies ?

Note: i) Write your answer in the space provided below.

ii) Compare your answer with the model answer Provided at the end of this Unit.

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1.2.2 DEFINITIONS

There is no clear definition available for the term bibliography. It is defined variously leading to a difficulty in understanding. Etymologically bibliography is infact, derived from the two Greek words 'biblion' and 'graphien'. 'Biblion' means books and 'graphien' means 'to write'. Thus originally bibliography means 'writing of books' or mechanical copying of already existing manuscripts to produce more number of copies for wider circulation and use. And the bibliographer (one who prepares bibliographies) was defined as a 'writer of books'. The meaning of bibliography was further expanded to include composition of books as well. It was in the late 18th century, because of the introduction of printing machine, the meaning of the term changed from writing of books to writing about books.

Bibliography as widely understood is simply a 'list of books'. But it has obscured the real meaning. Sir Walter-Greg, to avoid this ambiguity, had defined bibliography as 'the study of books as material objects'. He has further called it, the science of the transmission of literary documents; and Hume defined it as 'the science of the organisation of recorded knowledge'. Later, Greg has elaborated his definition as: "Books are the material means by which literature is transmitted; therefore, bibliography, the study of books, is essentially the science of transmission of literary documents".

V.W. Clapp defined bibliography as 'the systematic listing of the records of human communication'. This definition includes not only the printed and written books but all sorts of graphic records.

According to Louis Shores, 'bibliography is a list of written, printed or otherwise produced records of civilization, which may include books, serials, pictures, maps, films, recordings, museum objects, manuscripts and any other media of communication. The list of such records are called bibliographics and the art of making them as bibliography. According to Esdaile, "Bibliography is an art and also a science. The art is that of recording books; the science necessary to it, ii that of making of books and of their extant record".

Konrad Gesner, who compiled Bibliotheca Universalls in 1545, is considered to be the father of bibliography. But the term bibliography was used for the first time by Lousi Jacob de Saint Charles in his work "Bibliographies Parsiana" (1645-1650).

1.2.3 BIBLIOGRAPHY AND SIMILAR OTHER TOOLS

The term Bibliography is synonymously used with catalogues. Broadly, such bibliographical tools include Accession lists, Catalogues, Union Catalogues, Shelf lists, Publishers Catalogues, Book sellers catalogues, Documentation lists, National bibliographies and so on. These tools resemble each other in that they are all basically lists of documents, but are significantly different from one another. The information provided in one bibliographical tool, may be supplemented the other depending on the requirements. e.g: the information available in the Accession List can be supplemented in the catalogue. Therefore, these tools are important to both librarians and scholars. The basic differences between bibliography and other tools are explained briefly in the following lines:

i) Bibliography and Catalogue:

Bibliography and catalogue are similar for being both descriptive lists of documents. Catalogue is a key to the holdings of a particular library. Therefore, it includes information for the documents which are held by a library. It serves both as a retrieval tool. That is from a catalogue one can basically know the existence of a document and its location in a particular library or information centre.

Whereas, bibliography can serve only as an inventory (finding) list but not as a retrieval tool. Because bibliography records all documents, irrespective of their location (available in any library or not) either on a subject or in a language or in a form of language. Therefore, the bibliography has a vast scope than the catalogue, as the catalogue is limited to either one particular library or some libraries as in the case of union catalogues. Generally, the catalogues are maintained in the libraries in card form whereas the bibliographies are printed in book form. The bibliography aims at exploring the vast production of graphic materials that have been published so far in a given subject. The bibliographies serve the scholars, but they are also required by the librarians, particularly as book selection tools. Catalogues have to serve, the library users efficiently, so that whatever may be the approach of the user viz., author, title, series, subject etc., they should be able to know the availability or otherwise of the required document. Besides the general users, the catalogues are also used by librarians and scholars.

ii) Bibliography and Index:

Bibliography and Index perform the same function of providing access to the documents in a given subject and therefore, both these are keys to the information. But they are different in their approaches. Bibliography provides approach to a document, generally, through a single access point i.e., by the name of the (first) author of a document. Whereas index provides access to a document through multiple access points, i.e., from each of the several concepts, created in the document. An indepth analysis of the document is made in indexes and each one of the concepts is provided with an access point, so as to facilitate a user to findout his required information.

The differences between a Bibliography and a Catalogue or Index can be summed up as follows:

1. A Catalogue is the key to a given collection; it is a finding list. Unlike this, a Bibliography is a key to literary resources in a given subject.
2. A Catalogue can serve as a Bibliography (Check list). But the reverse is not true.
3. A Catalogue provides physical access to documnets. A Bibliography only lets scholars known of their existence.

4. A Bibliography is primarily a tool for the scholar, while a Catalogue is for the librarian.
5. A Bibliography can be distributed, whereas a catalogue cannot be unless it is printed.
6. A Bibliography can be either comprehensive or selective, depending upon the decision of its compiler. A catalogue, on the other hand, has to be comprehensive, and cannot be selective, as far as the collection it claims to cover is concerned.
7. Although Bibliography and Index perform the same function of providing access to documentary resources in a given subject, they differ in their approach to information. An Index achieves exhaustiveness in analysis. While a Bibliography does not.

Self Check Exercise - 2

How does a bibliography differ from library Catalogue?

Note: i) Write your answer in the space provided below

ii) Compare your answer with the model answer provided at the end of this Unit.

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1.2.4 NEED AND FUNCTIONS

The tremendous output of literature or to say the knowledge explosion, has necessitated bibliographies for the control or mastery over both the published and unpublished documents. Schneider, while pointing out the need for bibliographies, said a bibliography is in direct proportion to the mass of literature. Bibliographies are highly useful in providing quick and easy access to the information contained in the documents, for various categories of users like, scholars, decision makers, administrators, planners, etc., and in keeping them upto date. The bibliographies are also important keeping them to librarians as book selection tools and also in verification of the bibliographical details of documents. The Bibliographies, particularly, subject bibliographies are not only useful in finding the extent of availability of literature in a particular subject field but are also useful in promoting the use of documents. Bibliographies also help in avoiding duplication of research, infact, bibliographies are path finders to the knowledge, and no modern library can function without bibliographical tools.

After discussing the need or importance of bibliographies to varied groups of people like, scholars and librarians, now let us know the functions of bibliographies.

Scheider grouped the functions of bibliography broadly into two viz., 1) Academic and trade and 2) Bibliophilic. The functions under the former one, i.e., academic and trade are to assist an enquirer to know the total output of material on a particular subject irrespective of language, place of origin etc., the information about current literature necessary for students, scholars, librarians, book sellers, etc will be available through bibliographies. Bibliophilic functions are concerned with the differences between an individual edition and its variant forms, the rare and antiquarian materials useful for book collectors etc., the functions of bibliography can be summed up as below:

- i) Bibliography being a systematically compiled list of documents on a subject, it serves as a guide to the literature of the subject.
- ii) It locates title in a given subject and identifies its bibliographical details like author, publisher, place of publication, etc.
- iii) It helps to ascertain bibliographical data about an author.
- iv) For acquisition of library materials, bibliographies serve as selection tools.
- v) From a comprehensive subject bibliography, several adhoc bibliographies, on specific aspects of a subject can be prepared.
- vi) For researchers, bibliographies reveal the total output of the knowledge in their subject fields and enable them to decide where from they have to start the work. This saves researcher's time, labour and helps avoid the duplication of research.
- vii) Bibliographies create new interest among the general readers, and thereby enhances the use of documents.
- viii) Selective bibliography will be helpful in providing guidance about most suitable documents for a particular purpose or a group of users.
- ix) It preserves documents for posterity and performs the function of bibliographic control.
- x) Annotated bibliography determines the usefulness of a document indicating the scope of the subject treated in it.

The UNESCO/Library of Congress Report 1950, summarises the aims and functions of bibliography as:

- i) To make it possible for intellectual workers to learn about publications, recording developments in their fields of interest not only in their own countries but also throughout the world.
- ii) To promote the effectiveness of particular projects in research.
- iii) To contribute to the cultural development and enjoyment which are derivable from the records of learning and culture.
- iv) To assist in promoting useful applications of existing knowledge and in making the applications developed in one country widely known to other countries.

1.3 BRANCHES OF BIBLIOGRAPHY

In the course of development of bibliography, its concept has changed drastically into various dimensions. Bibliography, when viewed as 'science of books', encompasses several aspects like Study of history of books, the changing formats, materials used in making them, (the methods of printing and copying them,) the methods of their construction, description etc. Bibliographies are divided into several branches by different bibliographers depending on the practical purposes they serve. According to Esdaile, there are two basic branches of bibliography viz., i) Systematic bibliography, and ii) Analytical or critical bibliography. He later added the other branches, i.e., a) Historical bibliography, b) Descriptive bibliography and c) Textual bibliography. S.R. Ranganathan categorises the last three branches under the name Paleo-Bibliography.

Greg, Besterman, Pollard and others recognise only two branches, viz., i) Critical bibliography, which includes Analytical and Historical bibliography, and ii) Systematic bibliography. Thus, several authorities have categorised bibliographies in several ways. However, the following five kinds of bibliographies are well recognised.

- i) Systematic or Enumerative bibliography
- ii) Analytical or Critical bibliography
- iii) Descriptive bibliography
- iv) Textual bibliography, and
- v) Historical bibliography

1.3.1 SYSTEMATIC OR ENUMERATIVE BIBLIOGRAPHY

It lists, describes and arranges all graphic materials irrespective of their form and language according to their affinity with each other for reference and study. Its primary function is of listing individual items/works, in a logical or useful manner. Roy B. Stokes states that "the most important function of enumerative bibliography from the beginning was, and still remains, a purely recording one. From this fact a number of consequences follow. There is an important distinction between a recording activity and a selection activity. The function of bibliography is essentially the former and never the latter". In simple words, the straight forward listing of individual works with certain bibliographical details according to some useful criteria is known as systematic bibliography. The criteria or the order of arrangement of entries in a bibliography can be either alphabetically by author's names or chronologically by the year of publications or subject using any classification scheme like: DDC, UDC, CC, etc. But the order should serve the purpose, for which the bibliography is prepared.

eg: *Books in print* (New York; R.R.Bowker)
Subject Guide to Books in Print (New York; R.R.Bowker)
Whitaker's Books in Print (London: Whitaker)
Indian Books in Print (Delhi: Indian Bureau of Bibliographies).

According to Hibberd, this bibliography can also be called as "Reference Bibliography" for a general reader or librarian, bibliography means generally a systematic or enumerative bibliography only, but not the other bibliographies. Because, systematic/enumerative bibliographies are the most used reference tools by the research scholars and other library users. The bibliography as a systematic list and communicator of knowledge about documents, as understood in this modern age was already stated by Sir Walter Gregy, "Books are the material means by which the literature is transmitted and so bibliography is essentially the science of the transmission of literary documents". Thus, the very purpose of systematic bibliography is to disseminate information and guide the reader in his own chosen field.

1.3.2 ANALYTICAL OR CRITICAL BIBLIOGRAPHY

Systematic/Enumerative bibliography regards books as records of human communication, identifying clearly the thought content underlying the documents. Whereas, Analytical or Critical bibliography examines books as tangible physical objects. It includes a detailed study of a book from the half title to the printer's colophon at the end, i.e., it analyses various procedures and stages through which a book had to pass before it became a finished product. It is concerned with the correct transmission of the text from the original to the copies and into the book form, and in many cases into its several editions. The problem of correct transmission existed especially in the case of manuscripts and early printed books (Incunabula). It is not that important in the modern days context of advanced and standardised book production processes.

Quite a good number of rare/early printed books do not contain information regarding the printer, place or date of publication, etc. The manuscripts sometimes are equally terse and do not contain the basic details. These basic facts are to be found out, before a bibliographer starts a systematic listing of such documents.

Esdail has rightly said that "it is often only by much experience and research that the authorship, date and place of printing and each section of a copy can be satisfactorily established where the book does not bear these facts on its face". Thus, Analytical bibliography investigates into the essential details of the documents which are either lacking or where there are discrepancies in their transmissions from one edition to the other, or from one form to the other. As stated by Derek Williamson, Analytical bibliography, by careful and systematic examination, attempts to discover the life study of an extant book as a physical object.

This Analytical method was first practised by Henry Bradshaw, Librarian of Cambridge University (1831-1886). But Robert Proctor (1868-1903) followed this method rather more extensively in order to establish date and place of publication of as many as 8,000 incunabula then existing in the British Museum. It is also by this method that Caxton's claim to be the first printer in England was established. The application of this method, for finding out such information takes the form of (a) Descriptive Bibliography, and (b) Textual Bibliography. Precisely, Descriptive bibliography starts where Analytical bibliography ends.

1.3.3 DESCRIPTIVE BIBLIOGRAPHY

Descriptive bibliography is one of the two byproducts of Analytical bibliography. It is concerned with the application of Analytical bibliography to the external form of the book. Whereas, the application of analytical bibliography to the contents of the book is the concern of Textual bibliography. Descriptive bibliography merely records the collation of books. Thus, the work of descriptive bibliographer is to describe each rare item on hand and state to what extent it differs from the ideal copy. An ideal copy, however, does not mean that it is free from all textual errors. "It rather refers to the most perfect state of book as the printer or publisher finally intended to issue it in the issue described".

The books in the olden times, were produced with colourfulness, glitter and splendour by the early printers, illuminators and binders. Descriptive bibliography takes note of all these aesthetic features and describes them in detail for the benefit of all those who are interested in such books. In the 18th and 19th centuries great classics which were a high premium descriptive bibliography had a useful task to perform.

There is a difference between the descriptive function of Enumerative and Descriptive bibliography. Descriptive bibliography selects only primary works and their later editions if any, and not concerned with the secondary works and critical studies of primary works. But the Enumerative bibliography, in accordance with its policy, may select both primary as well as secondary works. Sir Walter Greg's 'A Bibliography of English printed Drama to the Restoration' is an example of Descriptive bibliography, recording only creative (Primary) works printed upto 1660. 'The Cambridge Bibliography of English Literature' is an example of Enumerative Bibliography, recording both creative (Primary) as well as critical (Secondary) works. Further, a Descriptive bibliography records the aesthetic features of the documents, whereas, Enumerative bibliography confines itself to the intellectual content, because of the application of standard practices in book production presently, the need for Descriptive bibliography is much reduced.

1.3.4 HISTORICAL BIBLIOGRAPHY

The study of books as 'objects of art' may be termed as historical bibliography is concerned with the history of the making of books i.e., the history of writing, printing materials, illustrations, illuminations and binding. It is based on the theory that all communication artefacts, directly or indirectly are responsible for the social and cultural development of men. History of the book is the history of human civilization. It includes writings from early pictographs and ideographs to modern well developed scripts, to palm leaf and paper, manner of presentation through the ages to the present day, makeup of title page, preface, text paper and index. Historical bibliography covers history, art, literature and technology, through the study of the evolution of writing, the invention of printing and the development of writing materials and binding.

1.3.5 TEXTUAL BIBLIOGRAPHY

It is one of the two by-products of Analytical bibliography. The first one being Descriptive bibliography, the other one is the Textual bibliography. It is applied to the study of the inner form (literary content) of documents. 'It is the bibliography applied to the textual studies' (Roy Stokes). As Dr. Greg said, 'Strictly bibliographical investigation is three fourths of textual criticism'. Textual bibliography is also called as Textual criticism and Internal criticism. While a bibliographer can deal with Descriptive bibliography a literary critic is required to deal with Textual bibliography.

The chief purpose of such a bibliography is to determine the effect of writing or the printing process on the correctness or completeness of a text. Textual bibliography, in fact, deals with the textual variations between a manuscript and the printed book or between various reprints or editions. Textual bibliography is interested in the author's words and tries to determine the exact words that the author intended to constitute his work. It is based on the theory that during the transmission of knowledge from manuscript to the book or from one edition to the other textual changes or corrections may take place. It determines the extent to which the textual addition or omission has taken place. This bibliography, therefore, greatly concerned with the textual variations, in different editions or versions. The great critics and scholars work for the restoration of the original texts of old literary works. Ranganathan calls this bibliography as Critical bibliography, as this can be an area which seems to be of great importance for literary critics and scholars rather than librarians and bibliographers.

Examples

- 1) Carter and Pollard: *"An enquiry into the nature of certain nineteenth century pamphlets"*.
- 2) Hinman: *"The printing and proof reading of the first folio of Shakespeare"* (1963).

Self-Check Exercise - 3

- a) What are the different branches of bibliography ?

Note: i) Write your answer in the space provided below.

- ii) Compare your answer with the model answer published at the end of this unit.

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b) What do you mean by Analytical bibliography ?

What are its by-products ?

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1.4 TYPES OF BIBLIOGRAPHIES

Of all the branches of bibliographies, viz., Analytical, Descriptive, Historical, Textual and Enumerative or Systematic, the Enumerative bibliography is of the highest importance to the great majority of modern readers. Therefore, for a general library user or librarian, bibliography means, Systematic or Enumerative bibliography only, and not the other branches of bibliographies. As we discussed earlier, 'Systematic bibliography' is a straight forward listing of documents in an order to suit to a particular purpose or utility. This kind of bibliography is basically intended to know the existence of documents in a given subject field.

Systematic bibliographies could be of various types such as author bibliography, trade bibliography, national bibliography, subject bibliography, etc. Each type again will have further divisions depending upon the degree of comprehensiveness, selectivity etc., i.e., comprehensive, selective, evaluative bibliographies. Each of such bibliographies is aimed at a particular user group. If a user wants to know about everything that is available in his subject field, he has to consult a comprehensive bibliography. Another interested in knowing about only the best or standard works on a subject or of an author, he has to consult a selective bibliography. The evaluative bibliography is of paramount importance to literary editors, scholars and researchers, as it provides, not only the minute analysis of the contents of the listed works, but also appends evaluative annotations.

Systematic bibliography is divided into various types on the basis of certain characteristics. Arundell Esdaile in his work 'student's manual of bibliography' has divided bibliographies into two broad classes, viz., primary and secondary bibliographies. Primary bibliographies are those which are the original record of the whole or part of documents. These bibliographies are compiled at the source of production of documents or at the government agency where documents are received through the Copy Right Act of the country. Publishers' catalogues and national bibliographies belong to this category of bibliographies. Secondary bibliographies are those which list the material, already registered/recorded elsewhere, and is rearranged for the convenience of research. That is, the documents already recorded in primary bibliography are selected, and rearranged either by author, subject, period, language, form etc. The subject bibliographies and documentation lists prepared by librarians are good examples of secondary bibliographies.

A majority of the scholars prefer to categorise the bibliographies into i) General and ii) Special bibliographies. There is no hard and fast method of categorising various bibliographies into general

or special bibliographies. However, universal bibliographies, national bibliographies, language bibliographies can be categorised as general bibliographies, whereas, author bibliography, subject bibliography, bibliography of bibliographies are categorised as special bibliographies.

Besides, on the basis of the following characteristics, i.e., Forms, Agency, Language, Mode of compilation, subject, space (Place of origin of documents) and Time, the bibliographies could be divided into various types. The different characteristics used to categorise the bibliographies are given in a table form below:

1.4.1 BY FORM

It corresponds to the particular form in which the bibliographies are produced. The form may be 1) Physical or outer form, and 2) Intellectual or inner form. Books, periodicals, gramophone records, microfilm etc., are the examples of physical forms. Whereas, theses, standards, etc., are examples for the inner forms (the pattern of presentation of contents of documents) of bibliography. eg:

- 1) *Indian National Bibliography* (Physical form)
- 2) *Dissertation Abstracts International* (Inner form)

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SYSTEMATIC BIBLIOGRAPHY

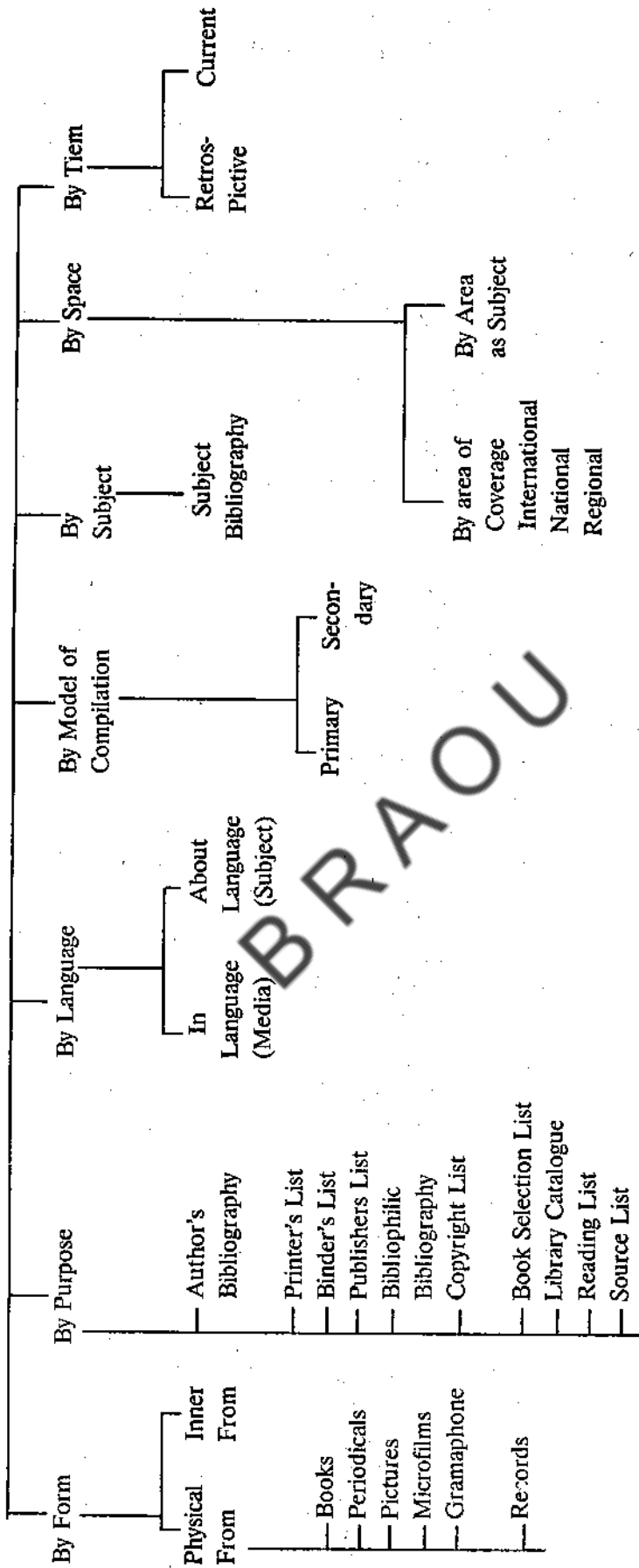


Fig 1: SYSTEMATIC BIBLIOGRAPHY

1.4.2 BY PURPOSE OF COMPILER

Using the purpose of the compiler or agency as characteristic, the bibliographies can be divided into various types. Dr. Ranganathan has identified 10 agencies that compile bibliographies. The table given below reveals the different bibliographic agencies and their interrelationships.

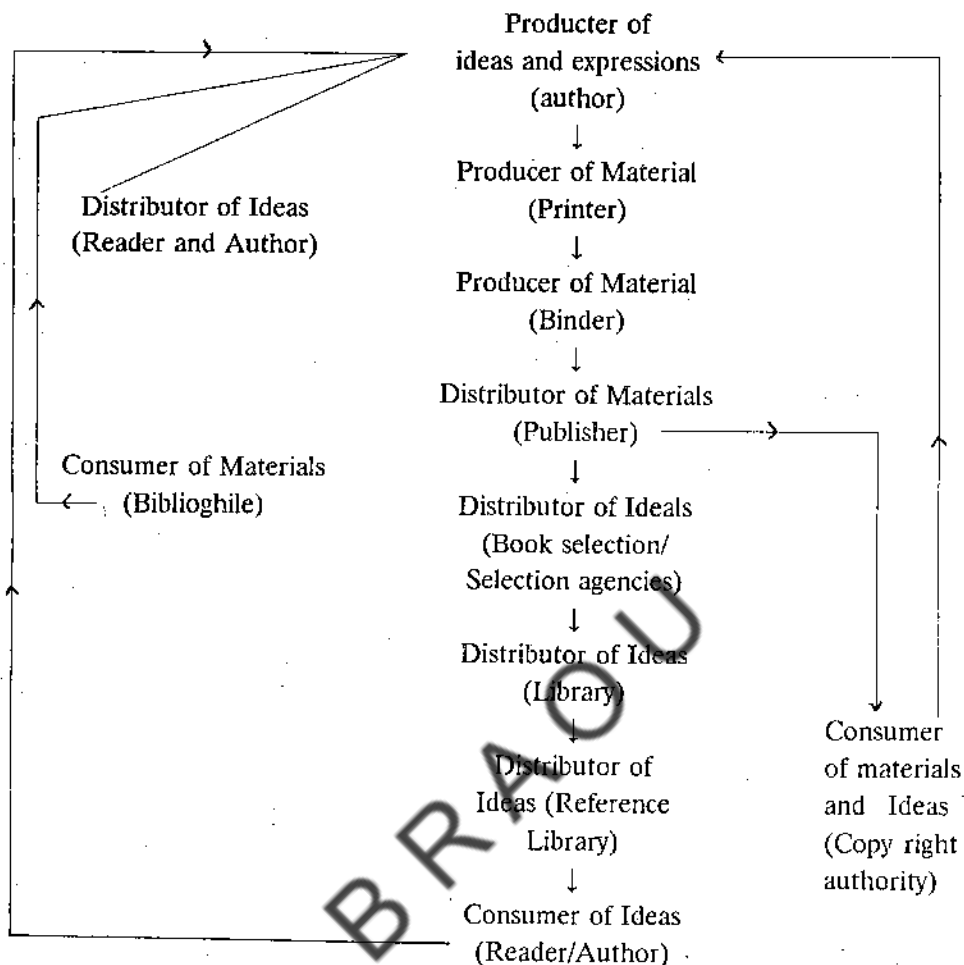


Fig. 2 Different Bibliographical Agencies and their Relationship

On the basis of the above figure, it is possible to differentiate ten types of bibliographies.

The agencies and the corresponding bibliographies are given in the table below:

S.No.	Name of Agency	Name of Bibliography produced	Example
1.	Author	Author Bibliography	<i>Chaucer: a bibliographical manual.</i> New york: Macmillan, 1908
2.	Printer	Printer's list	- - -
3.	Binder	Binder's list	- - -
4.	Publisher	Publisher's list	<i>Indian Book Industry (M)</i> New Delhi: Sterling, 1969

- 5. **Bibliophile Bibliophile**
The bibliography can be divided into two categories on the basis of the nature of the source. They are (a) Bibliophile bibliographies which cover the documents published with a view to their use in the past, and (b) Current bibliographies which list the currently published documents.
- 6. **Copyright authority Copyright list Catalogue of Copyright entries.**
Washington: Govt. Office, 1891
- 7. **Book Selection Book Selection List**
- 8. **Library Library Catalogue British Museum General Catalogue of Printed Books 1931.**
- 9. **Reference Reading list Librarian and special agency, if any, Reader and author Source list**
- 10. **Reader and author Source list**

1.4.3 BY LANGUAGE

The language can be used as a criteria for categorising bibliographies. This can be further divided into a) Language as a Medium and b) Language as subject.

- Example: 1) **Andhra Vanmaya Sangraha Suchika Patamata: Andhra Pradesh Granthalaya Sangham, 1962.**
- 2) **Grantha Suchika (1863-1969), Hyderabad: Telugu Academy, 1972.**

1.4.4 BY MODE OF COMPILED

Mode of compilation is another characteristic by which the bibliographies can be categorised into a) Primary and b) Secondary bibliographies.

(i) Primary Bibliographies:

The bibliographies which are compiled at the source of production of documents where the documents are received (through legal provision or otherwise).

Trade bibliographies;

Ebibliography which was initially thought of as writing of books or copying of already existing books or as transcription and composition of books, is now known as bibliographic.

(ii) **Secondary Bibliographies:** The bibliographies that are compiled fully or partially with the help of the primary bibliographies.

The bibliographies that are compiled fully or partially with the help of the primary bibliographies.

eg: Subject bibliographies; Language bibliographies.

1.4.5 BY SPACE OF GEOGRAPHICAL AREA

The bibliographies can be divided on the basis of the literary output of a particular geographical area like country, state or world; and also on the basis of the literature pertaining to a geographical area.

- eg: 1) **National bibliographies: Universal bibliographies, etc. (Output of a geographical area)**
- 2) **Books on India (The geographical area as subject).**

1.4.6 BY TIME

The bibliographies can be divided into two types on the basis of the time factor. They are: a) Retrospective bibliographies which cover the document published upto a point of time in the past, and b) Current bibliographies which list/cover the currently published documents.

eg: 1) Impex reference catalogue of Indian Books. (Retrospective bibliography)

2) Indian Book Industry (Monthly) (Current Bibliography)

1.5 GENERAL AND SPECIAL TYPES OF BIBLIOGRAPHIES

However, a majority of scholars prefer to categorise bibliographies into two broad divisions, viz., i) General and ii) Special bibliographies. The Universal, National, Language, Trade bibliographies are grouped under General bibliographies, whereas, Author, Personal, Subject, Bibliography of bibliographies etc, are included in the special bibliographies.

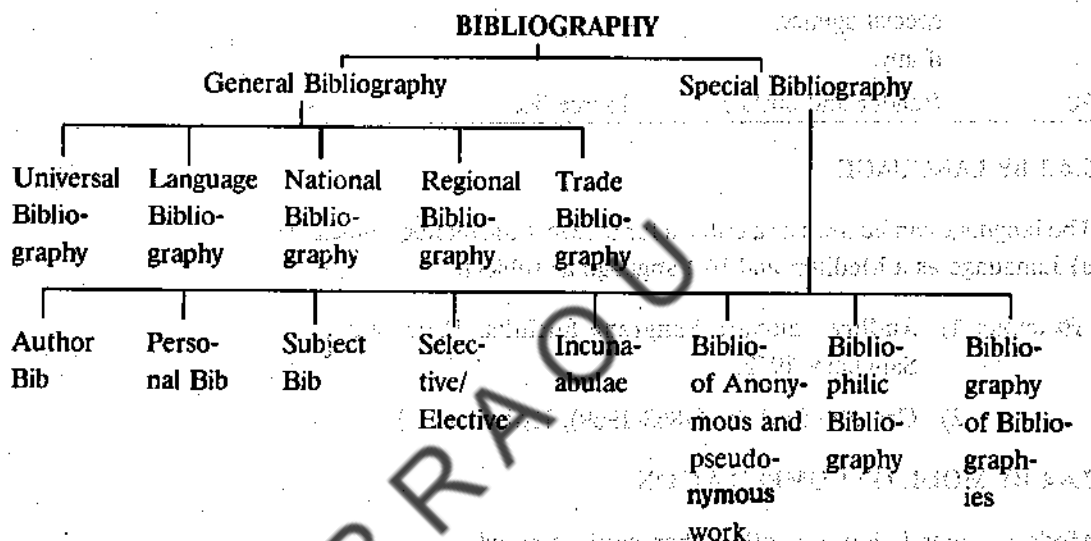


Fig. 3 Bibliography - Different Categories

A detail discussion of the categories of bibliographies indicated in the chart has been included in units 5,6 & 7.

1.6 SUMMING UP

Bibliography which was initially thought of as 'writing of books' or 'copying of already existing books' or as transcription and composition of books', is now commonly understood as a systematically produced list of documents and is called, Systematic or Enumerative bibliography. Also, there are various other branches of bibliography, viz., Analytical, Descriptive, Historical and Textual. The systematic bibliography has a long gained importance and popularity among the users and the librarians. Various types of systematic bibliographies viz., Author, Personal, Subject, National, Universal etc., are compiled to suit to the requirements of users and the issuing agencies.

The field of bibliography in the recent decades has become more dynamic and has acquired newer and more refined forms to cope up the ever increasing demands of the users for information. The abstracting and indexing services, and the more recent emergence of citation indexes, subject data bases are newer forms of bibliographical services.

1.7 MODEL ANSWERS

1) In the pre-printing era bibliography was limited to the concept of 'writing of books' or copying of the already existing manuscripts to produce some more copies for the original work. Later, some fair catalogues called "Messkataloges" were prepared to enlist the books exhibited at certain books fairs. Further, in the 16th century, attempt was made to prepare the Universal Bibliography viz., Bibliotheca Universalis. National bibliographies were also published during this period. During the 18th century, critical bibliographies and in the 19th century subject bibliographies, listing of books and periodicals have become very common.

2) Bibliography is only a finding list or the identification list of documents, generally on a subject. This kind of lists include all documents irrespective of their availability in any library. Whereas catalogue lists all the documents available or held by a particular library. Therefore, catalogue is both an inventory and also retrieval tool.

3) (a) Systematic or Enumerative, Analytical or Critical, Descriptive, Textual and Historical bibliography are the five kinds of bibliography.

3) (b) Analytical bibliography makes the detailed study of a book from Half Title page to the printer's colophone at the end. That is it analyses various procedures and stages through which a book had to pass before it becomes a finished product.

The two by products of the Analytical bibliography are 1) Descriptive bibliography and 2) Textual bibliography.

1.8 ASSIGNMENTS

1) Define bibliography and give a brief account of development of bibliography as a field of study.

2) Explain the different types of bibliography.

3) What are the different branches of bibliography. Describe them briefly.

1.9 RECOMMENDED BOOKS

Chakraborti, M.L. *Bibliography In Theory And Practice*. 3rd rev. ed, Calcutta: The World Press, 1987.

Girija kumar and Krishan kumar. *Bibliography*. New Delhi: Vikas,.

Robinson, A.M.L. *Systematic Bibliography*. 3rd ed. London: Clive Bingley, 1978.

Roy, Paul Mohan. *Systematic Bibliography*. Jaipur: Printwell Publishers, 1984.

Stokes, Roy, (ed). *Esdaile's manual of Bibliography*. 4th rev. ed. London: Allen & Unwin, 1967.

1.10 GLOSSORY

Annotated Bibliography: A note added to an entry in a bibliography to elucidate, evaluate or describe the subject and contents of a document.

Bibliographic elements: The items of information of a document like author, title, edition etc., those are used to describe a document.

Catalogue: A list of books, maps or other items arranged in some definite order. It records, describes and indexes the resources of a collection, a library or group of libraries.

Comprehensive Bibliography: The bibliography that lists, as far as possible, everything published on the subject.

Document: 1) Any kind of record, whatever its data or form, and whether it is on paper, parchment or film or any other material.

2) Material of any kind, regardless of its physical form and characteristics, on which information has been recorded.

Index: A detailed alphabetical list or table of topics, names of persons, places etc., treated or mentioned in a book or series of books pointing out their exact positions in the volume usually by page number.

Selective Bibliography: One which gives only a selection of the literature of a subject, the selection having been made with a view to excluding worthless material or to meeting the needs of a special class of people. Also called as 'select bibliography'.

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UNIT 2 PHYSICAL BIBLIOGRAPHY

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2.2.3 Vellum and Parchment

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2.0 AIMS AND OBJECTIVES

The unit aims to introduce you different writing materials, their physical features, process of manufacturing etc., which are studied as physical bibliography.

After reading this unit you will be able to:

- Understand the meaning of physical bibliography and what it constitutes;
- Know the various types of writing materials used from the earliest times to the present day;
- Learn the method of manufacturing paper;
- Know the development of printing from wood block-printing to movable type printing;
- Understand the development of photocomposition from the hand press; and
- Know various parts of a book and their historical development.

2.1 INTRODUCTION

Physical bibliography is a study concerning with certain physical features of the document like writing materials their process of manufacture and the latest developments in the printing techniques used to reproduce different parts of a book. According to S.R. Ranganathan, "Physical bibliography is concerned only with the gross body or physique of the book. It deals with the

process of the physical production of a book in a printed or other kindred form. It deals with : (i) Paper, (ii) Type casting, (iii) Composition, (iv) Block making, (v) Printing, (vi) Layout of the book and of its pages, (vii) Binding, and (viii) New physical forms in which books are now being reproduced by several reprographic methods".

The knowledge about various parts of a book is essential for the bibliographers and cataloguers, who record the bibliographical data of the documents, for their easy access and awareness about the existence of such documents.

In this unit, we shall learn one by one, certain basic aspects of physical bibliography, like (i) Development of writing material from early times to the present day; (ii) A brief account of the development of printing techniques, including proof reading corrections, etc., and (iii) Various parts of a book.

2.2 DEVELOPMENT OF WRITING MATERIALS

Man, like other animals, interacts through communicative behaviour. In the ancient times, he used sounds, gestures, signs or symbols for the purpose of communication and these had the potential of being understood and reacted upon by his fellow beings. In course of time, he used writing or "marking by means of visible marks" on some materials for the same purpose. The first writing material was stone, the surface of which was used for painting and on which inscriptions were registered by engraving. These man-made marks of earliest period are still visible in the caves and on the rocks. The only disadvantage of this writing was static. Through the years, writing material has changed from stone to paper as human civilization progressed from the stone age to the paper age. Other materials used for writing were clay-tablets, palm leaves, papyrus, vellum, parchment and paper.

2.2.1 CLAY TABLETS

In the course of time, it became necessary to record minor transactions and to set down ceremonies, rituals, etc., in some form other than the rock paintings and engravings. The need for material which could be taken from one place to another comfortably inspired the Sumerians to incise clay-tablets with messages and harden them by baking. Though these clay-tablets gradually ceased to be in use as writing material they had served as printed books do today the primary purpose of communication and preservation of written records. They were in use over years a wide area covering Sumeria, Assyria and Babylonia, Mesopotemia, Syria, Palestine, Iran, Armenia, Parts of modern Turkey and some parts of India.

In addition to clay-tablets and bricks, ivory or wooden boards also were used for writing either directly on their surfaces or after laminating them with a thin layer of wax to ensure proper impressions. As a matter of fact, even before the Assyrian and Babyloian civilizations, there were in the Hittite empire many scribes who used wooden tablets for writing. The Assyrians inherited this art from them. Because these wooden tablets were bound to perish in due course of time, the use of alternative media for writing were thought of. This gave rise to clay tablets which formed the basic medium for writing in these areas.

The oldest library at Asur had a highly enriched collection of clay books. A library at Nineveh started by Sargon and continued by Sennacherib contained clay tablets. Asurbanipal, the grandson of Sennacherib, enlarged and enriched the library, the strength of which rose at length to more than 20,000 clay tablets, covering a wide range of subjects like grammer, lexicography, poetry, history, religion and science. After the tablets were written upon, they were allowed to dry and baked to form a durable manuscript. They were put in jars, classified and arranged on shelves.

The tablets were generally rectangular in shape, but subsequently, cylinders and many-sided prisms were also in common use.

2.2.2 PAPYRUS

Papyrus was manufactured in Egypt from the stem of a tall flowering river plant that grew abundantly in the valley of the Nile. About 3500 B.C. the Egyptians introduced papyrus as a writing material. It remained in use until the introduction of parchment. It was introduced into Athens as early as fifth century B.C. and was used by the Greeks and the Romans for the purpose of writing.

At first, a single sheet or leaf of papyrus was in use but the Egyptians, because they wanted to write complete books upon papyri, something larger than a single sheet of leaf was requested. The papyrus books were, therefore, made in long rolls prepared by pasting several such sheets together in order to form one continuous length, which looked very much like modern maps. A wooden stick was attached at each end so that the book could be easily folded for preservation and dispatch. The general tendency was to make these rolls comparatively short, the length of a roll ordinarily not exceeding a hundred feet, but some rolls were very long. To distinguish between the books, each of them was provided with a ticket bearing its title, which was generally fastened to either of the sticks.

Egyptian literature was mostly written on papyrus. The Book of the Dead is perhaps the earliest known Egyptian book. The other book of Egyptian origin The Precepts of Ptah-Hotep is supposed was written long before the Indian Vedas. It is perhaps the oldest book in the world, older than the Homeric works or Solomon's writings. It was written on a papyrus roll measuring 23'·7" x 5'·7/8". It is now in the Bibliotheque Nationale, Paris.

The remarkable thing about papyrus is that it could last for two thousand years in a desert climate. It continued to remain in use right upto the eleventh century, but was gradually supplanted by parchment and vellum probably because it was no longer available in large quantities for book production.

2.2.3 VELLUM AND PARCHMENT

Vellum and parchment are nothing but animal skins which were used for writing. The word "vellum" originates from the name of an animal whose skin was used for the purpose, whereas the word "parchment" took its name from Pergamum, a place in Asia Minor, which was probably the centre for the trade of animal skins.

Though both the words 'vellum' and 'parchment' are sometimes used as synonyms, there is a difference between them arising out of the fact that different materials were used in their manufacture. Parchment was made from the skins of young calves, lambs and kids. The finest of all vellums, known as 'uterine' vellums, was made from the skin of the unborn or stillborn calves. In the processing, the skins were soaked in lime-water, washed, cleaned and stretched on a frame to dry. They were then rubbed with pumice to make the surface smooth, and were dressed with chalk. The material produced was both white and long-lasting.

Parchment and vellum were made up into books in the codex form by cutting the prepared skins into rectangular pieces which when folded, made two leaves of the size required. These books required very special treatment in libraries especially with regard to temperature and humidity.

The oldest illuminated manuscript written on vellum is Virgil's Aeneid which is now in the Vatican. There is a parchment manuscript in the Hunterian Museum at Glasgow. Likewise, many other

books written on parchment and vellum have been preserved and are housed in different libraries all over the world. Vellum is still used by calligraphers noted for their penmanship and by printers for the production of finely printed editions. For example, William Morris, the great 19th century English poet, used vellum for printing his Kelmscott Press books.

(i) Writing Materials in Ancient India

Numerous inscriptions have been found in India during the past few hundred years, which were written by hand. One finds that commemorative and dedicative inscriptions were mostly incised on stone. Those relating to religious endowments or secular donations were incised on copper, though in some cases, metals like iron, gold, silver, brass, bronze, etc., and other materials like clay or bricks were also used. However, for purposes of writing, palm leaves or birch bark were in use in India.

Birch bark (bhurja patra), as a writing material of considerable antiquity in India. A number of manuscripts on this material are still in existence and the oldest of them, containing the Dhammapada in Kharoshti script, is dated as early as the first century after Christ.

Because of its easy availability in large quantities in almost every part of the country except in Kashmir, some parts of the Punjab and Rajasthan, 'Tada-patra' or 'Tala-patra' was very popular in ancient India as a writing material. It is said that one of the most ancient Buddhist works – the Tripitakas was written on palm leaves. However, due to the climate in India, such ancient palm leaf manuscripts have not survived for long. Among those which have survived in this form are Prajnaparmita-hridayasutra and the Upanishadharani which belonged to the seventh century A.D. There are also a few fragments of manuscripts on palm leaves belonging to the fourth century A.D. in the Godfrey collection. The earliest manuscript which again is on palm leaf, belongs to the sixth century A.D.

Among other materials used for writing in India during ancient times mention must be made of ivory. An example of ivory as writing material is found in an inscription at Sanchi belonging to the first half of the second century B.C. Cotton cloth, well beaten and covered with paste of tamarind seed, and afterwards blackened with charcoal, was another medium.

2.2.4 PAPER

In modern times, paper is the basic material used throughout the world for written communication and dissemination of information. The word 'paper' originated from papyrus, as mentioned earlier. However, its invention and use must have been a gradual process as the earliest reference to paper in Chinese annals is dated 12 B.C. Ts'ai Lun, an official attached to the Imperial Court of China, is generally accepted as the inventor of paper and his great discovery took place in 103 A.D. [105 A.D.]

(i) Manufacturing of Paper

Paper is vegetable fibre disintegrated and re-integrated in water. This distinguishes it from vellum and parchment (which are animal skins) and from papyrus (which is a vegetable leaf not disintegrated but simply by drying, rolling and polishing). For getting paper of quality, the important feature is the fibres themselves, which must be long, tough, flexible and easy to separate from the raw bulk, to get the requisite quality.

In 1719, Reaumur, the French Physicist, had suggested wood pulp as a substitute for rags in paper manufacture. But nothing came of this suggestion. Experiments continued and in 1843, Friedrich Gottlob Keller perfected the method of paper manufacture.

Whatever may be the basic materials of paper, the first step is always the treatment, either by chemical or mechanical means, to change that material into its constituent fibres. Although the methods of treatment have changed over the centuries, the basic principles have remained the same throughout the period. A pulp has to be made of the fibres in suspension of water, adding other appropriate materials for a particular kind of paper.

The first processes to which the rag material is subjected are cutting, sorting and dusting. The strips are then thrown into a large vessel, in which they are boiled in water containing some kind of alkaline solution. The purpose of this is to loosen or dissolve any non-cellular matter, leaving behind the fibrous material. The pulp thus produced then pass to other receptacles called 'breakers' in which the fibres in the pulp are separated from each other. The Half-stuff, thus created, is passed on for 'beating' and mixtures are made of various pulps.

Paper can be prepared either by hand or with the help of machines. In the hand-making process, the mould is a shallow sleeve, set in large oblong wooden frames. Over the top of this frame, another frame called the 'deckle' is fitted. Its purpose is to restrict the area of the mould over which the pulp can flow. The vat-man takes the mould, dips it into the vat and lifts it up covered with a layer of semi-liquid pulp. As the water begins to drain through the mesh, he shakes the mould thereby causing the fibres to cross and interlace. The water in the pulp lies on the mould and drains away. When the sheet is turned out, it is in a more or less solid form. It is gently pressed between sheets of felt and then hung in a loft to dry. The next process gives it a non-absorbent surface, on which printer's or writing ink will not run. For this purpose, the sheet is required to be sized. Size is animal gelatine into which the leaf is dipped. The paper is then air-dried, smoothed and pressed and given a glazing.

(ii) Machine Manufacturing Process

Though the machine process of paper making is a lower level craft, it produces a durable material. The process was invented just before 1800 by Nicolas-Louis Robert, an employee in the French publishing house, but the process was first practiced in England. In this process, an endless wire mesh is used on to which the pulp flows. As this mould passes along and the water falls through the mesh, the belt is shaken from side to side in an attempt to simulate the shake of the hand-made paper. More water is removed from the pulp; by suction-boxes over which the mesh passes. It is also squeezed out under rollers. A variety of surfaces can be obtained in papers according to the number of the type of cylinders between which the paper passes. Afterwards, paper is wound on to reels and the manufacturing process is regarded as virtually completed.

Self-Check Exercise - 1

(a) Give a short account of the various types of writing materials used in different parts of the world before the invention of paper.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

(b) What kinds of writing materials were being used in ancient India ?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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2.3 DEVELOPMENT OF PRINTING TECHNIQUES

After the invention of writing, man began to preserve his thoughts for posterity in the form of various manuscripts. These manuscripts had certain limitations. Especially in Europe, where the monasteries and religious houses were the centres of missionary activities as well as of prayer and study, they had to produce such manuscripts for the benefit of people of every class in the society. To do so scribes and even laymen were appointed to bring out more manuscripts in order to cope with the increasing demand. While copying from the original, scribes often made mistakes which led to variation between different manuscripts of the same work. Moreover, though the original manuscripts might have been very beautiful, copies made from the same often lacked both beauty and charm of the original. This was because of many reasons such as want of skill on the part of scribes, lack of sufficient interest in work, an indifferent hand, haste, etc. When the demand for manuscripts increased further, a method of dictation was adopted, a monk reading out the text and others hastily taking it down. This led to the lack of uniformity in the manuscripts.

All this made people find out a simpler method which could help them to reproduce information and instruction more swiftly and accurately and to make it available to a much wider circle of learners. The method was known as 'Wood Block Printing'.

2.3.1 WOOD BLOCK PRINTING

Wood Block Printing was a simple process. At first the design was cut in relief upon a block of wood. Its surface was then dabbed with a thin, brown ink and the impression transferred to a sheet of paper by laying it over the block of wood and putting pressure from the back. This method, though was rather crude, ensured large production, secured uniformity and minimized the possibility of variation.

The first prints from the wood block were religious pictures in outline produced in the monasteries. These pictures were used by the early preachers as illustrations for their sermons. With the growth of their popularity, the monks arranged for their increased production and sold them. With the passage of time there appeared the production of leaflets containing both pictures and words. The words were cut on wood blocks as it was done in the case of pictures. The art of cutting fixed letters on wood is known as xylography. As first, single letters were cut, but in due course of time, the wood-cutters became experts in cutting sentence after sentence according to a definite layout. Next came complete block books, which were nothing but collections of such leaflets bound in book form. Such books were in four different forms :

- i) Manuscript books in which wood cuts were merely pasted;
- ii Manuscript books in which wood cuts were directly stamped into spaces;
- iii Books in which the xylographic text and pictures were printed on only one side of the leaf;
- iv) Books in which both the text and pictures were printed on both sides of the leaf.

The greatest advantage of the block book was that if editions of any book were constantly in demand, without any alterations, they could easily be reproduced without resetting the type. The *Biblia Pauperum*, i.e., the poor men's Bible, for example, in which scenes from Christ's life were frequently illustrated, was reproduced in this way to meet the popular demand.

However, as history reveals, wood block printing was not a European invention since it was known both in China and in India at least four hundred years before Europe knew anything about it. Block-printed books appeared in China in the 9th century, the first book so printed was the *Diamond Sutra* dated 868 A.D.

2.3.2 MOVABLE TYPES

The earliest movable types were made of wood. But as wood had a tendency to chip and break, it was not entirely suitable for printing purposes and the need for some hard substance – Metal – was felt. Also wood was most unsatisfactory for the manufacture of movable type. The inventors had to find a suitable metal, which was soft enough to be melted and yet hard enough to resist considerable pressure without breaking. So an alloy of lead, tin and antimony was prepared for this purpose.

Compared to block books, movable type has many advantages, such as (i) It is easier and cheaper to cast types than to carve them out individually; (ii) If any correction has to be made, it can easily be done by altering the wrong type or types; (iii) The same type can be used repeatedly until it wears out.

History reveals that during 1041-48 A.D. a Chinese alchemist named Pi Sheng who appears to have conceived of movable type made of an amalgam of clay and glue hardened by baking. He composed texts by placing the type side by side on an iron plate coated with a mixture of resin, wax and paper ash. The plate was gently heated and then allowed to cool for making the type solid. Once the impression had been made, the type could be detached by reheating the plate. In A.D. 1313 again a magistrate named Wang Chen seems to have had a craftsman carve more than 60,000 characters on movable wooden blocks so that a treatise of the history of technology could be published.

Metallographic printing appears to be the direct ancestor of typography. Several medieval craft guilds, especially the metal founders, the die-cutters, goldsmiths, silversmiths, etc., knew the technique of using dies. The experts in this technique realized that it could be applied to a process that would enable texts to be set in relief more quickly than by carving wood blocks. It probably involved three steps: i) A set of dies, each bearing a letter of the alphabet, was engraved in brass or bronze; ii) Using these dies, the text was struck letter by letter to form a mould on the surface of a matrix of clay or of a soft metal form a small plate that, once hardened, would bear the text in relief. This metallographic printing appears to have been practiced in the Netherlands A.D. 1430 and later in the Rhineland. Guttenberg used it in Strassburg (now Strasbourg, France) between A.D. 1434 and 1439.

(i) Printing Press

One of the necessary elements in the invention of typographic printing in Europe was the association of die, matrix and lead in the production of large numbers of durable type faces that had strictly identical letters. The second necessary element was the concept of the 'Printing Press' itself, an idea that had never been conceived in the Far East. Johannes Gutenberg is generally credited with the simultaneous discovery of both these elements.

The first hand press was more or less an adaptation of the earlier Wine Press or the Linen Press or the paper maker's screw Press. Gradually it was improved upon and by the middle of the 15th century, a sort of standard hand-press was evolved which did not differ much from a modern press either in form or principle of construction. Originally it was made of wood and Wooden Press continued to remain in use for more than three hundred years, at the end of which period it was superseded by the Iron Press. The first Iron Press appeared in A.D. 1800, the form and principle of construction remaining basically the same.

ii) The Platen Press

Because of the spread of literacy, there was an increased demand for books. Printers began to feel the need for a press which would be able to print large quantities of material in a reasonably short time. Steam power which had just been discovered, they felt, could be used for this. The first achievement in this regard was the Platen Press which used, for intents and purpose, the same principle as the Hand Press.

In the Platen Press type bed was fixed in a vertical position and the form of type was held vertically against it by clamps. The paper to be printed was then placed in its feeding position by hand and held there by means of some steel grippers. The platen was then swung in such a way that it would exert pressure upon the type form on the bed. Inking was done automatically by ink rollers which passed from the ink table, over the form each time an impression was taken. In a modern power driven Platen Press, all work including lifting and lowering of the platen, moving the bed into position and the feeding and removal of the sheet is done automatically.

The Platen Press is used today primarily for printing hand bills, circulars, etc. It is generally accepted that the printing press acquired its principal characteristics very easily, probably before A.D. 1470. Later, many significant improvements took place in the printing process. For example, the first all metal press was constructed in England in about A.D. 1795.

In the early 19th century the prospect of using steam power in printing prompted research into means by which different operations of the printing process could be joined together in a single cycle. In A.D. 1803, in Germany, Friedrich Koenig envisaged a press in which the raising and lowering of the platen, the to and fro movement of the bed, and the inking of the form by a series of rollers which was controlled by a system of gear wheels.

The cylinder was in fact the most logical geometric form to use in a cyclical process. A limited demonstration of the efficiency of the cylinder had been as early as A.D. 1784 by a French press for books for the blind. In A.D. 1811 Koenig and an associate, Andreas Bauer, in another approach to the rotary principle, designed a cylinder as a platen. It was made to bear the sheet of paper and press it against the type form which was placed on a flat bed that moved to and fro. In A.D. 1814 the first stop cylinder press to be driven by a steam engine was put into service at the Times of London. It had two cylinders, which revolved one after the other according to the to and fro motion of the bed as to double the number of copies printed.

Beginning with the invention of the offset technique, the 20th century saw the steady development of innovations in the direction of mass production, speed and economy. In A.D. 1904 at Nutley, New Jersey an American printer, Ira W. Rubel discovered that an image accidentally transferred from the plate cylinder of his rotary to the rubber blanket of the impression cylinder, during a paper feed stoppage, could itself be used for printing and produced a better impression. Rubel and an associate constructed a three cylinder press, which is known as the offset press and the term 'Offset printing' is used since then, to describe this printing process. A few years later, because of some difficulties, the lithographic plate of cylinder was replaced with a stereotype plate. This process combines the relief of letter press with the transfer of offset and is known as a dry offset. Since 1950 another process has been developed, particularly in the United States, which combines rotogravure with the transfer of offset for printing wall papers, plastic floor coverings, paper plates and other products.

iii) Photo-Composition:

In Preparing cylinders for rotogravure, offset plates, etc., it is not necessary to use the vast weight of lead that is used in letter press composition to produce a reproduction proof that will then be photographed. Before the end of the nineteenth century, the same idea gave birth to the principle of using machines for composing headings by photographing the images of the letters in succession. In A.D. 1915, the photoline assembled matrices of transparent letters in a composing stick in order to film each line of the heading.

To begin with, it was considered to have an adaptation of existing typesetters by replacing the metal matrices with matrices carrying the image of the letters and replacing the galleys with a photographic unit. This resulted in the invention of the Photosetter (1947) and its variant the Photomatic (1963), the Linofilm (1950) and the Monophoto (1957). Since all of these were required to counter the mechanical limitations of machines which were intended to shape lead, they could not achieve appreciably higher rates of performance. Photo composition had thus to be reconsidered.

A third generation of photo-type setters appeared in the 1960s in which all mechanical moving parts were eliminated by omitting the use of light and therefore, omitting the moving optical devices. Cathode ray tube photo typesetters operate on a principle analogous to that of the television. A narrow pencil of electrons analyzes the image matrix of each letter and commands the modulation of another pencil of electrons on a luminescent screen, which leaves an impression on photographic film. Its performance is over 500 characters per second or over 3,000,000 per hour. Digiset, a German development that appeared in 1965, suppressed even the image matrix of the character, simply keeping the binary analysis of its design available in its magnetic memory. The performance of this kind of photo-type setters (called alpha-numerals) exceeds 3,000 characters per second or 10,000,000 characters per hour.

Composition by Hand :

When the composition is done by hand the man who does it (compositor)-stands before his case with the manuscript in view. The case is a large tray divided into numerous shallow boxes each of which contains a different letters in quantities. There are two cases - the upper case and the lower case. The first contains capital letters and figures of numbers, while the latter contains small letters and spaces. Whereas the arrangement of capital letters in the upper case in alphabetical order, that of small letters in the lower case is not so. Instead, in the lower case, the types which are required frequently are kept towards the centre as it will be convenient for the compositor. With a composing stick in his left hand, the compositor goes on picking up from the

case the types required. The composing stick is a small shallow tray which can be adjusted with a screw so that it holds lines of type exactly. The compositor picks up these letters, one by one, to form a word, inserts them in the stick beginning from the left side and holds them in place with his left thumb. The types are put in the composing stick with their faces upside down, so that when printed, the letter will be in their proper order. After each word, the compositor puts a 'space' which is merely a short type without any letter face on it. As the 'space' is supposed to keep the blank space between two words, its height is less than that of an ordinary type.

After getting one line of type in his stick and before proceeding to the second line, the compositor is required to leave some blank space between the line so that the matter can conveniently be read and also look beautiful. This is done by inserting a 'lead' which is a flat piece of metal as long as the line of type is wide. Since the lead is not supposed to touch the paper, it has only body height and no faces. Leading is now a very common practice because it makes a book easily readable. If however, the lines are not separated by 'leads', the matter is said to be set 'solid'. When the composing stick is full, the compositor reads it and if there is an error, he corrects it at once by replacing the wrong letter by the correct. Eventhough, the types are all upside down and in reverse, the compositor experiences no difficulty in reading them because he has already formed the habit of doing so. After making the necessary corrections, the compositor transfers the lines of type from the stick to a large tray called 'galley' which has edges on three sides a little lower than the type height.

Mechanical Composition: To compose type by means of machines instead of hand is technically known as Mechanical composition. Though composition by hand was a great step ahead from wood block printing, it caused many difficulties, inconveniences due to delay in composition, high cost, drudgery of setting types, dull and exacting labour involved in distribution, etc. In order to minimize all these drawbacks of hand composition, attempts were made from the early part of the 19th century to devise such machines as would compose type more quickly and at a cheaper cost; justify the lines and abolish the need of distribution altogether. The result was the invention of two main types of machines used for mechanical composition, the Linotype and Monotype.

Advantages of mechanical composition over hand composition are:

- 1) It eliminates the drudgery of hand composition and justification, saves the printer's time and thus enables him to accept more work;
- 2) It also eliminates the process of redistribution because when the type is broken up, it is simply thrown into the melting pot and cast afresh for the next job;
- 3) As type is always cast afresh, there are no broken letters or foul cases;
- 4) It also saves space as type does not require to be stored at all;
- 5) It has improved the quality of printing as it ensures clean, fresh type for each job; and
- 6) As the same metal can be used over and over again for casting type whenever necessary, the process ensures economy of use.

Though both the Linotype and the Monotype machines are used for mechanical composition, there is some difference between the two. A Linotype machine casts slugs, i.e., whole lines of type in a solid state, while the Monotype machine casts on, i.e., single letters separately and then arranges them in word and line order automatically.

Linotype composition: Of the two, the Linotype machine was invented earlier, having been patented by Ottmar Mergenthaler in 1885 A.D. A modern Linotype does not differ much in principle from Mergenthaler's design. In the past it was principally used for printing books. In modern times, it is important in other fields also, i.e., in the production of newspapers and periodicals where the work has to be done speedily.

The Linotype is a tall and somewhat large machine having a key board in front just below its middle part. The key board resembles that of a typewriter though the arrangement of the letters is different.

Monotype: Because Linotype could not ensure free design of letters or the freshness of the type-faces or any quality impression, the need was felt for some machine which would have all the advantages of movable types and at the same time cast and set them letter by letter. Such a machine which was invented in A.D. 1887 by a young American named Tolbert Lanston. Compared with Linotypes, it is a more compact and small machine with a complex mechanism.

In this type, there were two separate machines, viz., 1) a large keyboard containing 306 keys and 2) a caster. Just above the machine, there is a coil of paper fed from a paper-tower. The casting unit consists of a cauldron or metal pot containing molten type-metal. There is also a paper-tower without any punches on the caster. There is an air pressure bar over which the coil of paper rolls itself.

At the time of operation, the operator who sits at the keyboard, punches the coil of paper by depressing the keys of the required letters, and then passes the finished coil on to the casting machine for setting and casting the types. The coil of paper is taken to the caster and passed under the air pressure bar. Molten type metal is pumped into the mould and the single letter is cast. The letter is then trimmed, cooled and ejected and moved to the galley in which it is arranged with other letters and spaces in line order.

2.3.3. PROOF READING WORK

In printing, whether at the galley stage or afterwards, errors of all kinds occur which have to be checked and corrected. The person who detects all these errors and corrects them is commonly known as the 'proof reader' or the 'printer's reader'. Most people assume quite erroneously that reading proof requires no special aptitude or training. However, a proof-reader needs a keen eye, an alert mind, a good general education and a sound knowledge of printing. He goes through the proof, checks it with the author's manuscript of type script, points out the errors of the compositor and makes the necessary corrections.

Finding misspelled words is but a small part of the work of the proof reader. He must look through capitalization, punctuation, sentence construction and typography. Moreover, he is expected to introduce the element of consistency into the proofs that pass his pencil. If the author spells it 'catalogue' on page-2, he may not be allowed to spell it 'catalog' on page-102. There are thousands of these niceties which must be known to the proof reader, and he must be alert in order to that none of them may 'get by' him.

Generally, three sorts of proofs reach a printer's reader for necessary corrections. The first proof which comes to him for the purpose of corrections is known as the 'galley proof' or 'slip proof'. If there are a large number of corrections, a revised galley proof is sometimes asked for. The second proof is known as the 'page proof' in which he is supposed to see that all corrections which he has indicated in the galley proof have been properly carried in the right types and sizes. The third or the last proof that comes to him is the machine proof where he gets the

need having been invented earlier. The Linotype machine was invented earlier, having been designed by the American inventor, Linotype. It is a machine which produces a line of type by means of a keyboard. The operator types on a keyboard and the machine automatically sets the type in a galley. The operator can see the type as it is set and can correct it if necessary. The machine is used in the production of newspapers and magazines. It is a very important machine in the printing industry.

The Indian Standard Institution (now called 'Bureau of Indian Standards') has devised some standard proof correction symbols in order to bring uniformity and coordination in reading and correcting proofs with regard to publications in English as well as in various Indian languages.

2.3.4 PRINTING (PRESS OPERATION)

Printing in the second sense of the word, i.e., the press operation is the technique by which ink or any other colouring agent, transferred to paper or any other material, is localized on printing surfaces delimited by the composition of texts or the making of illustration material. Colour printing, Letterpress printing, Rotogravure, Offset printing, Letterset printing, Serigraphy (screen printing), Collotype printing, and Electrostatic printing, are some of the processes of printing.

Desktop printing with the help of computers, is the other process of printing. Out of all these processes the Serigraphic/Screen printing is still done largely by hand. But it could be done by semi-automatic or automatic machines. Modern machines reach the speed of 1000 to 6000 copies per hour. This type of printing is applied to a wide variety of surfaces including paper, card board, glass, wood, plastic, posters, bottles and electronic circuits.

Collotype printing, which is related to lithography, is the only printing process that can reproduce photographic documents without a screen, since the process is characterized by its fidelity of reproduction. In collotype printing, printing speed is very slow, rarely more than 200 copies per hour and the useful life of the printing surface is very limited, from 2000 to a maximum of 5000 copies. It is used for printing limited editions of works that require an excellent quality of photographic reproduction in one or more colours, such as reproduction of documents or pictures, posters, and transparent illustrations for advertising of various artistic users.

Electrostatic printing is a process of printing without contact, without a type-form, and without ink. The paper is coated with a very thin layer of zinc oxide, which makes it an insulator while in the dark and a conductor of electricity when exposed to light. Electrostatic machines have been designed for printing geographical maps. These are composed of five successive units each carrying out the same complete cycle or processing the paper to produce an edition in five colours at speeds of about 2,000 copies per hour.

Self-Check Exercise - 2

1) What is xylography?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

Generally, the printer's reader for necessary corrections. The first proof which comes to him for the purpose of corrections is known as the galley proof or slip proof. If there are a large number of corrections, a revised galley proof is sometimes asked for. The second proof is known as the page proof, in which he is supposed to see that all corrections which he has indicated in the galley proof have been properly carried in the right types and sizes. The third or the last proof that comes to him is the machine proof where he gets the

b) Explain briefly the advantages of Movable Press over Wood-Block Printing.

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2.4 PARTS OF A BOOK

Books, unlike knowledge or the thought content embodied in them, are not abstract things, but concrete objects having several parts. To a layman a book perhaps means simply the body of the text commencing with the introduction or the first chapter and ending with the last. But, in modern times, printed books contain other things as well, such as the title page, the dedication, the table of contents and the index. Though these things definitely fall outside the limits of the true text, and though sometimes a layman may treat them as useless, they are not so. They serve as a vital aid to study the text proper.

Every printed book could be divided into three parts, viz., 1) preliminaries; 2) textual matter; and 3) subsidiaries. The preliminaries and the subsidiaries taken together go by the generic name 'oddments'. It is true that every book does not necessarily contain all of the 'oddments'. However, these oddments are the common elements of books. Preliminaries will be studied first, followed by the study of textual matter and subsidiaries.

2.4.1 THE PRELIMINARIES

Preliminaries, which are usually printed last, and on a separate sheet or sheets, consist essentially of the half-title page, the title page, dedication, the author's or publisher's prefatory matter, table of contents and sometimes the list of illustrations, errata, etc. Fifteenth century books generally had no preliminaries, but were signed by the printer in a colophon at the end. The preliminaries should be paged separately, in Roman figures, if printed last. Otherwise it is best to start the main Arabic pagination with the preliminaries and make no break. The pagination should in any case reckon from the first recto of the book, whether blank or not.

(i) The Half-title or bastard title (French faux-title)

It was in the latter part of this century that it became common to print the short title on the recto, resembling the early title page, This is the half title today.

It can be seen that the primary purpose of the half-title leaf is a protective one; but, it has also served to identify the book. The half-title leaf is normally that precedes immediately the title-page. If the volume is part of a series, the half-title page is usually the place for the series title. The verso of the leaf may bear the printer's imprint, but this is far from being the common practice. It is far more usual to find verso and therefore the page facing the title page, devoted to a listing of other books within a series of other books by the same author. This is called the announcement, which is in fact some sort of advertisement of the works of the same author or works in the same series.

(ii) The Title Page:

The title of a book can appear in several places, on the spine of the binding, or casing, on the half-title page, on the title page and frequently, on the running headlines throughout the book. It is not unusual for these titles to vary from each other, occasionally quite radically. The importance of the title on the title page is that this is the "official" title of the work and the one which should always be used in any formal description of the book. e.g., catalogue or bibliography.

McKerrow defines title page as "a separate page setting forth in a conspicuous manner the title of the book which follows it and not containing any part of the text of the book itself". It is true that at the time when parchment was used as writing material or even in the earlier period after the invention of paper, to set forth a precious leaf merely for writing the title was considered wasteful. The same notion did not permit the penman, writing books in manuscript, to have an independent title page; he did not even think it necessary. It is also a striking peculiarity of books printed in the earliest years of printing that they almost invariably lack a title page which has become a familiar feature of modern books.

A penman, writing books in manuscript, put all the essential information - the title and authorship of the text at the top of the page on which the text began. This paragraph was written in red, to distinguish it from the text, and usually began with the word "Incipit" (meaning here begins) or its equivalent in the vernacular language. The earliest printers followed the same practice. That is why, most of the early printed books, we find, start with an incipit.

Certain important facts are expected on the title leaf, either on the recto or verso. It should carry a clear and brief statement of (a) the book's title and subject matter, with or without the aid of sub-titles; (b) the author's name, and relevant facts as to his status in relation to the book's subject, e.g., his academic position and authorship of similar works; (c) the name of any translator, editor, introducer or illustrator; (d) the edition number; (e) the imprint, giving the place, the publisher's name and (unless well known) address, in other words, information as to where copies can be procured, and lastly, the date.

All these items of information are important, but the most important is the date. Undated books were common in the fifteenth century, because the manuscript has normally been so. Intelligent readers demand dates on books, and preferably in the traditional and conspicuous position at the title page. They also demand a statement of the date of first edition of the book itself, and of the present edition.

(iii) VTP (Verso of Title Page):

Here one hopes to find a complete listing of editions and impressions. As much of the publishing history of the book as possible should be revealed. Another statement, relating to the edition will also be found here. This is the place for the date of copyright. The date of copyright, accompanied by the name of the owner of the copyright, will be found preceded by the symbol.

(iv) The Dedication:

The habit of the dedication of books is of long standing. The historical and bibliographical interest of dedications lies in the revelation of the friendship and indebtedness of authors. The dedication is, therefore, given the honour of a recto of a leaf, where the name of the dedicatee (whom dedicated) generally appears in capitals. The dedication page generally follows the title page.

(v) **The preface:**

The main purpose of the preface is to permit the author an opportunity to publish his after-thoughts or those comments which he does not regard as appropriate to the main body of the book. For the reader, it frequently provides information as to the purpose and scope of the book, and consequently has been of particular use as first aid to reviews. Since, normally it is printed after the main body of the text is printed, it provides a chance for the author to comment on any work bearing on his subject which has been published since he wrote his text. There are many examples where the prefatory material has an importance of its own. Among these G.B.Shaw's Prefaces to his plays deserve notable mention.

The preface frequently includes a list of acknowledgements to helpers. It also provides linkages and suggestions regarding other people working in the same field. Prefaces can be found under a diversity of names. The old name for this was simply "To the Reader".

(vi) **The Introduction:**

This is that part of the prefatory material which is usually contributed by somebody other than the author. It is frequently in evidence as a part of the campaign for selling the book and has no other purpose or importance to the reader. In many cases, the work is introduced by way of commendation by somebody connected with the author or the subject.

(vii) **The Table of Contents:**

Table of contents is a part of the apparatus within the book to enable the reader to locate material of interest to him. It is valuable because it can most conveniently deal with the subject matter of the book in the order in which it is treated. The most useful approach to contents listing is the analytical one. In French books, the table of contents is usually found at the end of the book.

(viii) **The List of Illustrations:**

This listing serves the same purpose for illustrative material as the table of contents does for the text. It is better if some sort of distinction is made between plates and figures in the text by providing a separate sequence of numbers to each of the two series. In the list, the position of each plate or figure should be indicated in sufficient detail. The list will serve the purpose better if each entry in it bears the same caption as the item in the text to which it refers.

(ix) **Erata and Addenda Slips:**

Ideally, these slips should not be found anywhere within the book. When they do occur, they are usually printed on small slips of paper and tipped in sometimes at the end of the book, but more frequently towards the beginning.

2.4.2 THE TEXTUAL MATTER OR THE BODY OF THE BOOK OR THE TEXT

The text proper lying between the preliminaries and the subsidiaries is the principal part of the book and it is with this part of the book that readers are primarily concerned. In studying this part of the book, it is necessary to know about various accessories provided with its pages such as headings, signatures; pagination, etc. The text, sometimes headed by a chapter entitled the introduction, begins on a recto and is headed by a short title, called the 'drop down' which should be the same as the 'running title' in the headlines.

(i) The Headlines:

The first function of the headlines is to guide the reader in his search of particular section when he turns over the leaves. They also help in identifying the volume to which a loose-leaf belongs. To serve the first function, the headline should clearly be a shortened form of the chapter of the section heading or even the description of the matter on the page. As far as the second function is concerned, the headline should be a shortened form of the book's title. Usually, both these forms are combined and the book's title is printed as the verso-headline and the chapter or section heading as the recto. Sometimes analytical headlines are most interesting as for example in the case of Thackeray's *The Rose and the Ring*, in which the headlines form a complete running summary of the story in rhyming couplets. The headline normally includes, at the outer end, the pagination.

(ii) Pagination and Foliation:

By pagination we mean the numbering of pages. In the case of manuscripts, the usual practice had been to number leaves, this is known as 'foliation'. The foliation, which had no uniform practice, was comparatively rare until the last quarter of the fifteenth century. When present, it was most commonly in the form of the word 'folio' or its abbreviation, followed by a Roman numeral. The foliation was commonly placed at the head of the pages in approximately the same position as paging now-a-days, but almost every variety of position can be found. In England, Caxton foliated a few books from A.D. 1493 onwards, but foliation was quite unusual until the last five or six years of fifteenth century.

(iii) Signature:

Signature is the letter or other mark to be found at the foot of the first leaf of a gathering. The purpose is mainly to guide the binder in the arrangement of the gathering. Further, in certain cases, its purpose is to tell him how the sheet is to be folded and what sheets or portions of sheet are to form a single gathering. Some people may feel that it is unnecessary to have signatures as the pages of a book are numbered to tell the binder all that he needs to know.

Surprisingly enough, signatures were not the invention of the printers, but occurred frequently in medieval manuscripts. They seem, however, to have been by no means universal, but only served as a convenience and not a necessity. They were generally placed at the extreme edge of the leaf in the manuscript.

The first recorded appearance of printed signatures dates from A.D. 1472, when they were found in the *Preceptorium divine legis* of J.Nider, printed at Cologne by Johann Koelhoff. *Exposition in Symbolum apostolorum*, printed at Oxford in A.D. 1478 [A.D.1488 ?].

(iv) The Plates:

Plates are engraved and hence cannot be printed with the text. They are printed in pairs on double sheets/leaves, or singly, on wide leaves. 'Tissues', which are used to protect the page and the plate facing it are removed later on. Nothing is written on these tissues. The plate numbers and lettering appear on the plate leaves themselves, so that they can conveniently be replaced if they come away from the book. Plates and figures are inserted to face the text they illustrate. They are also sometimes issued folded in a pocket in the casing or published in a separate folio.

2.4.3 SUBSIDIARIES

The oddments at the end of the book are known as subsidiaries. These include Notes, Bibliographical References, Index, Colophon, End Plates, Dust Jacket, etc.

(i) The Notes:

The notes are gathered at the end of the work or the chapter. If there are not too many, they are printed at the foot of the page. Footnote references made to other books and articles are given in the full form so that the reader can locate them easily.

(ii) Bibliographical References:

Sometimes an author wishes to give his reader suggestions for further reading and also provide him the opportunity to check his facts and opinions against other books. If he wants to supply a complete list he must take great care in its arrangement.

(iii) The Index:

An index is a necessary element in any book of information. The Index should suit the scope and purpose of the book. No Index can fulfill its function if it is not accurate. Usually, the Index appears at the end of the book and begins on a recto. Its main purpose is to reveal the scope of the book by listing the topics discussed in it as well as showing the numbers of pages devoted to each of them.

(iv) The Colophon or Printer's Imprint:

As a matter of fact, there is no difference between the Colophon and the Printer's Imprint. The Colophon appeared at the end of the manuscripts on the early books, whereas the Printer's Imprint appear at the bottom of the verso on the title page of modern books. The term colophon originates from the Greek word 'Kolophon' meaning 'finishing stroke'. In the earlier printed books, a complete statement as to authorship, production place and date of issue was provided at the very end of the volume. The information was set in a paragraph which came to be known as the 'Colophon'. The colophon was occasionally found in manuscripts and provided the scribe's name and the date. In printed books it first appeared on the *Psalter*, printed by Fust and Schoeffer in A.D. 1457 and became common thereafter. However, around A.D. 1600, with the introduction of the title page imprint, the colophon seems to have disappeared.

(v) End Papers:

Though from a bibliographer's point of view, End papers are not a part of the book, he has to determine what they are in order that he may ignore them in his description. The End papers serve the basic function of providing a pair of conjugate leaves, one of which is pasted down on the inside of the boards to cover the untidings of the turn-over of the covering material and of the hinge of the binding. Though in older books, two or three leaves are found as End Papers in modern books, not only a pair of leaves serve as End papers. No material of importance should appear on the End papers. However, sometimes maps, plans, genealogical date are printed on them. End Papers have frequently been taken as the place of marks of ownership, a variety of manuscript notes, book plates, etc.

(vi) Dust Jackets:

The very name 'Dust Jacket' gives a clear indication of their original purpose. This was, quite simply, to keep the covers of the book clean. The earliest book jackets were simple and plain

with nothing more than an announcement of the author's name and the title of the book. In due course, they also bore advertising material and began to be studied as pieces of artistic work. Bibliographically, they are not considered as a part of the book, since they do not form part of the sheets on which the book is printed.

(vii) Format of a Book:

Besides the above, a bibliographer should also know the different formats of books. The format of a book is the term used to describe it in accordance with the number of times and the manner in which the original set was folded. From a knowledge of format, one can also discover whether the book is complete and perfect or not. A whole sheet of paper which has not been folded and which is often used for printing maps, proclamations and the like, is usually called a 'broad sheet' or 'broadside' or 'open sheet'. When half a sheet of paper is sued unfolded, there seems to be considerable justification for calling it a 'half-sheet', although it has traditionally been called a 'single sheet'. If the sheet is folded once, we get a pair of leaves, or four pages, in 'folio'. If it is folded once again, we get a quarto folding of four leaves or eight pages. By folding it once again, we get eight leaves or sixteen pages called 'octavo' which is the commonest format since about A.D. 1700. Yet another fold brings the sheet to sextodecimo or sixteens, a gathering of 16 leaves or 32 pages. Further doublings produce gathering of 32, 64 and 128 leaves which are rarely found in modern books except in pocket book diaries and the like. An alternative and much commoner folding, resulting in a small book, is duodecimo twelve leaves of 24 pages.

Self-Check Exercise - 3

(a) Into how many parts can a printed book be broadly divided? What are they?

Note i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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(b) What kind of information can be found from VTP?

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2.5 SUMMING UP

Physical bibliography is a study concerned with the physique of the book. That is it deals with the materials that go into the physical production of the book like paper, printing, block making, layout, binding, etc. The importance of the physical bibliography has very much diminished in the library and information centres as the librarians or the information officers are not finding the relevance of such studies. This is because of new and standard techniques for document productions.

Printing gave impetus to the growth and accumulation of knowledge. In view of the technological advancements and innovations in information storage media like computer tapes, CD-ROM and other microforms, there is a fear of disappearance of print media. But it is quite evident that the new media can only supplement the print media and cannot be alternatives to it.

However, the knowledge about various parts of a book is essential for both the cataloguers and bibliographers for creation of bibliographic records.

2.6 MODEL ANSWERS

1(a) Before the invention of paper man used several types of writing materials. The first such material was stone, upon which the inscriptions were recorded by engraving and painting. In the course of development of human civilization, several other types of writing materials like clay tablets, papyrus, vellum, parchment, etc., were used before the paper was invented.

1(b) In ancient India, besides clay tablets and bricks, stones and metals like iron, copper and gold were used for early writings. Birch-bark (Bhurja patra) and palm leaves (talapatras) were also used to record several manuscripts. The ivory and cotton cloth were also used as writing materials in ancient India before the paper was invented.

2(a) The art of cutting fixed letters on wood is known as Xylography. The earliest publications were brought out by this method, before the invention of movable press.

2(b) The following are the advantages of movable press over the wood-block printing:

- i) It is easier and cheaper to cast Types than to carve them out individually;
- ii) The corrections can be made easily by altering the worn Types;
- iii) The same Type can be used repeatedly until it wears out.

3(a) a printed book can be broadly divided into three parts. They are:

- i) Preliminaries (e.g., Title page, Half-Title page, Dedication, Table of contents, etc.)
- ii) Textual matter: and
- iii) Subsidiaries (e.g., Notes, Bibliographical references, Colophon, Dust jackets, etc.)

3(b) The Verso of Title Page (VTP) generally contains complete listing of editions and impressions of the document. It also contains the copyright information accompanied by the name of the author or copyright, and this will be preceded by the symbol (C).

2.7 ASSIGNMENT

- 1) Describe the method of manufacturing of the paper.
- 2) Give brief account of invention of printing.
- 3) What are the different parts of a book? Explain.

2.8 RECOMMENDED BOOKS

- 1) Chakraborti, M.L. **Bibliography in theory and practice**. 3rd rev.ed. Calcutta: The World Press, 1987.
- 2) Marshall, D.N. **History of Libraries - ancient and medieval**. New Delhi: Oxford & IBH, 1983.
- 3) Ranganathan, S.R. **Physical bibliography for librarians**. 2nd ed. Bombay: Asia Publishing House, 1974.
- 4) Stokes, Roy. "Bibliography". IN **Encyclopedia of Library and Information Science**. New York: Marcel Dekker, 1969. (Vol.2; p.407-419).
- 5) Stokes, Roy. **Esdaile's manual of bibliography**. 4th rev ed. London: George Allen & Unwin, 1967.

2.9 GLOSSARY

Clay books: Cuneiform clay tablets were the earliest form of books.

Collotype Printing: A print which gives accurate gradation of tone, it is made by a photo-mechanical process directly from a hardened emulsion of bichromated gelation of glass.

Incunabula: Books printed before 1500 A.D.

Machine Readable Records: Records, the information content of which is usually in code on such media, as punched paper cards or tapes, or magnetic tapes, discs or drums. The coded information is retrievable only by machine.

Manuscript: A document of any kind which is written by hand and which in that form has not been reproduced in multiple copies.

Metallographic Printing: A lithographic printing process in which metallic plates are used instead of stone.

Offset Printing: The printing process in which the impression is transferred from a lithostone or plate to a rubber covered cylinder and thence offset by pressure on to the paper.

Papyrus: A giant water-reed from the stem of which Egyptians made a writing material.

Parchment: Sheep skin or goat skin dressed with alum and polished. It is not so strong as Vellum, which it resembles, and from which it can be distinguished by its grain. It is used for documents of a permanent nature and for binding large and heavy volumes.

Platen Press: A printing press which has a flat impression not a cylindrical one.

Recto: The right hand page of an open book or manuscript, usually bearing an odd page number.

Vellum: Calf skin dressed with alum and polished, and not tanned like leather.

Verso: The left hand page of an open book or manuscript, usually bearing an even page number.

Xylography: The art or process of engraving on wood.

BRAOU

UNIT 3 COMPILATION AND ARRANGEMENT OF BIBLIOGRAPHY

Contents

- 3.0 Aims and Objectives.
- 3.1 Introduction
 - 3.1.1. Bibliography vs. Documentation List.
 - 3.1.2 Criteria of a good bibliography.
 - 3.1.3 Pre-requisites in compilation of bibliography.
- 3.2 Technique/Method of compilation of bibliography.
 - 3.2.1 Planning.
 - 3.2.2 Collection of Material
 - 3.2.3 Selection and Entering.
 - 3.2.4 Arrangement and Presentation
- 3.3 Summing Up
- 3.4 Model Answers
- 3.5 Assignments
- 3.6 Recommended Books
- 3.7 Glossary

3.0 AIMS AND OBJECTIVES

In Unit-1 of this Block we discussed the need, functions and types of bibliography and then explained about physical bibliography in Unit-2. In this Unit we shall describe you about the compilation and arrangement of bibliography .

After reading this Unit, you will be able to:

- Understand the criteria for a good bibliography;
- Realise the pre-requisites for compilation of bibliography;
- Understand the need for and implications of planning and compilation of bibliography;
- Know the sources for collecting various types of documents; and
- Understand the technique of compilation of bibliography on any subject.

3.1 INTRODUCTION

In the present age of information explosion, the provision of bibliographical services has become very essential to the users of academic and special libraries for their study and research. The very purpose of bibliography is to act as a guide or an index to the entire literature of all ages and of all forms i.e., books, pamphlets, periodicals, articles in periodicals, manuscripts, phono-records, films, magnetic tapes, disks, etc. The study of the literature of the subject through subject bibliographies is essential at the initial stage of every sresearch. It is aptly stated by George Sarton that "Every investigation must begin with a bibliography and end with a better bibliography".

Historically , booksellers were the first professional group in recognising the importance of subject bibliographies. Now, they have come to stay as a media of communication for not

only booksellers but also librarians and researchers. However, till the last few decades, the bibliographies were compiled by the subject specialists, particularly in the scientific and technical libraries. But now, it has become one of the important functions of the librarians in academic and special libraries.

3.1.1 BIBLIOGRAPHY Vs. DOCUMENTATION LIST

Basically both documentation list and bibliography are systematically compiled lists of documents, but with a difference in their purpose, orientation and the nature of documents included in both these tools. Bibliography can be called a Document bibliography, as it lists both macro (books, periodicals, etc.) and micro (articles of periodicals, conference papers, etc.) documents, either on a specialised subject or on all subjects. It is used by various kinds of users including librarians. When a bibliography (document bibliography) is compiled to meet the needs of researchers, scholars or specialist users, it is called documentation list. Further, documentation list generally concerns more with the current and micro literature.

3.1.2 CRITERIA OF A GOOD BIBLIOGRAPHY

A good bibliography in fact, is a scholarly work. To consider a bibliography as useful, dependable and good one, it should possess the following criteria or characteristics:

- i. Accuracy of the bibliographical data of the items.
- ii. Completeness of the material or the exhaustiveness of the documents on a given subject.
- iii. Absence of repetitions of the entries in the list for the same documents.
- iv. Use of standard format for description of the document particulars.
- v. Systematic arrangement of entries, suitable to the purpose it is intended for,
- vi. Critical value or the assessment of the value of the documents included in the bibliography particularly when a selective or elective bibliography is compiled, and
- vii. Revision or updating the bibliographies.

3.1.3 PRE-REQUISITES IN COMPILATION OF BIBLIOGRAPHY

For compilation of any bibliography it is essential that the bibliographer (i.e., one who compiles/prepares a bibliography) should possess certain essential qualities, those are termed as pre-requisites in compilation of bibliographies. The pre-requisites are: 1) Good subject background (the knowledge of the subject on which the bibliography is to be prepared, or the subject specialisation). 2) Knowledge in evaluation and organisation of the documents (i.e., to find out the usefulness/value of the document in the bibliography under preparation, and also the systematic method of organising the particulars of the documents/method of compilation of bibliographies) and 3) The knowledge about location or existence of documents can be obtained and recorded in the bibliography). In fact, the knowledge of the above issues is very essential for a bibliographer, whether he is a subject specialist or the library professional. The subject specialist being expert in his subject field, normally does not possess the qualities like organisation and evaluation of documents and also the technique of locating/searching the documents on a given subject. Whereas, the librarian generally a non-specialist of the subject, but he possesses the other two qualities by virtue of his training and experience in library and information science.

The subject specialists like scientists, engineers etc. are reluctant to take up library jobs like compilation of bibliographies. They generally feel, that the library jobs are below their status,

and there is not career growth in Library and Information Science (LIS) field. Further, they are also handicapped in locating and organising the documents, as they do not possess any training in LIS programmes. Under these circumstances, the bibliographies are now compiled by the library professionals with the help of the subject specialists, wherever needed.

Self-Check Exercise-1

Explain briefly the pre-requisites for compilation of a bibliography.

Note: i) Write your answer in the space provided below.

ii) Compare your answer with the model answer provided at the end of this unit.

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3.2 TECHNIQUE/METHOD OF COMPILATION OF BIBLIOGRAPHY

Bibliography is a scholarly production meant for, and used in, scholarly pursuits. The technique or method of compilation of bibliography involves several steps or stages viz., planning, collection of material (search for documents), selection of material, entering the documents according to a standard, arrangement, form of presentation etc. A.W.Pollard, a famous bibliographer, states that: "In setting out to make a bibliography of any subject we have two distinct problems to face:

- i) How to discover such books, pamphlets, magazine articles as have been written about; and
- ii) How best to arrange this when found".

However, all the above steps are broadly grouped into the following four stages for the convenience of understanding the method of bibliography compilation:

- 1) Planning
- 2) Collection of material
- 3) Selection and entering
- 4) Arrangement and presentation.

Now, let us understand one by one, these four stages, and work involved in compilation of bibliography.

3.2.1 PLANNING

The compilation of a bibliography presupposes planning. During this stage, a number of decisions concerning the subject are made. The success of compilation of bibliography depends greatly upon how carefully the plan is drawn up. For this it requires rigorously examining the nature and purpose of the proposed work. The bibliographers will always be tempted to expand or exceed the scope and coverage of the work, whenever they come across, certain other materials in the

course of search or compilation. It leads to confusion and incompleteness of the work. Therefore, clarity about the scope and coverage and laying down in advance the clear cut plan is necessary. The following features need be considered for inclusion in the plan:

- Definition of the subject;
- Audience, to whom the bibliography is intended for;
- Scope of the subject in terms of its coverage;
- Language groups/countries of Origin of publications;
- Literary forms (forms of material) to be included;
- Items of information to be included for each document;
- Kinds of entries to be prepared (whether annotated);
- Mode of arrangement of entries; and
- Other adjuncts.

(i) Definition of the subject:

It is always assumed that the bibliographies are compiled only against demand from the user, of certain subject field. Thus, the user and his requirement level shall decide as to what types of documents are to be included in the bibliography.

The definition of the subject under study can be obtained from a general dictionary, an encyclopedia, a standard subject dictionary, a subject encyclopedia or from the textbooks on the subject available if any. Once the subject field is correctly defined, its scope is appropriately limited, so that no irrelevant document is included in the bibliography. The statement of the scope of the subject determines the audience of the bibliography. For example, chemical literature is the subject scope of '*Chemical Abstracts*'; biomedical and biological literature is that of '*Biological Abstracts*', the whole field of human medicine and the related disciplines are covered in '*Excerpta Medica*'.

(ii) Scope :

The scope of the subject depends on several factors such as period of coverage i.e., current or retrospective, the forms of material, levels of the users, the language(s) and the area (geographical) to be covered in the bibliography.

Comprehensiveness and Selectivity:

These are the two important aspects of the coverage/scope of the bibliography. A comprehensive/exhaustive bibliography, ultimately results in a Retrospective bibliography, providing bibliographic control of the entire literature on the subject, as it includes every item that had appeared on the subject. A selective bibliography has its own limitations, as it includes only those works that are more important than others. The importance is measured by their popularity in use. For making the selection of works from the entire mass of literature, the bibliographer must know the subject. The extent to which the bibliography must be selective can be decided according to the demands of the users. A selective bibliography is always more effective and ideal as compared to comprehensive bibliography which takes more time, labour and money. Besides it gets outdated by the time it is compiled.

Period : Depending on the amount of literature available on a given subject and the users requirement, the bibliography can be limited to the documents published after a particular point of time or the period upto which material should be included. Bibliographies can be either current or retrospective, depending on the period of coverage of the material. The restriction on the period of coverage is normally put by the compiler for the convenience and quick compilations. The requester of a bibliography (covering the current publications) can be called a 'current bibliography' which would with the passage of time become a Retrospective bibliography.

Form of materials: There are a number of forms or categories of material, viz., Books, periodical publications, articles from periodicals, theses, standards, patents, reviews, pamphlets, manuscripts, phono records, tapes, films, microforms, etc, in which the subject literature is produced. The new and emerging disciplines will have more periodical articles, whereas a well developed or established subject shall have more monographs. Therefore, depending on the nature of the subject, the compiler has to decide or limit as to what form(s) of literature are to be included in his bibliography and what need to be excluded. For eg: 'Indian Science Abstracts' includes all sorts of material in it, whereas, Biological Abstracts (BA) lists abstracts only from journal articles.

Languages: A lot of scientific and technical literature is being published in different languages like Russian, Japanese, Chinese, German, French, besides English. For compilation of a comprehensive bibliography in Sciences and Technology for the scholars, naturally, it should include the literature published in all these languages. It is therefore, important that the bibliographer should decide whether his bibliography should include unilingual or multilingual, literature and if multilingual, which languages should be covered.

Area: The coverage or limitation of the bibliography in terms of the geographical area is another criteria that need to be decided by the compiler at the planning stage. The geographical area coverage of the subject or place of publication. For example, the policy decision involved in compiling a national bibliography has to be taken as to whether to include books published only within the county (geographical area) or also books about the country published outside (area as subject). This decision will limit both the scope and coverage of the bibliography, since the given country would at once be the subject as well as the geographical area. Another example, where the scope and area coverage are clearly demarcated; "Cumulative Book Index: A World list of books published English language." Here, the English language is its scope and the area coverage is international.

Level: It is essential to know the level of users for whom the bibliography is intended, so that the literature included in the bibliography shall be suitable and serve the purpose for which it is prepared. The users, viz., research scholars, general readers, school students, college students, and others, and their level of requirements of a subject information are naturally different. Therefore, the compiler should clear in his mind and make decisions while preparing a bibliography for a particular user group.

(iii) Format and Items of Information in Entries:

It is essential to decide in the planning stage itself, the items of information that should be incorporated in the entries in the bibliography, i.e., certain minimum amount of information or complete bibliographical details that are required for identification or individualisation of a document. Such information should include, author(s), collaborator(s), full title, edition, illustration, place of publication, year of publication, publisher's name and number of volumes (if it is a multivolumed work) etc. The elements and their order in the entries of a bibliography

is called the format. The format of entries is nothing but a method of describing a document according to a standard. The standards shall bring uniformity and consistency in the entries. There are several standard formats, both at national and international level, available for preparing bibliographies, and catalogues. Some such standards are:

- (i) IS: 2381 - 1963 Recommendation for bibliographic references (Bureau of Indian Standards), (India).
- (ii) BS: 1629 - 1950 Bibliographical references (British Standards Institute) (BSI), (U.K.)
- (iii) ISO/R690 - 1968E (International Organization for Standardization, (ISO), (International standard).
- (iv) University of Chicago's Manual of Style.
- (v) MLA Style Sheet (Modern Language Association of America)
- (vi) ISBD (International Standards for Bibliographic description, prepared by IFLA).

Whatever may the standard followed in bibliographic citations, the compiler has to follow it consistently in all the entries, so that a user will be able to understand without any confusion all elements of information represented in the entries. The latest and the highly accepted standard throughout the world is the ISBD format. We can also notice its adoption by an international catalogue code called, Anglo-American Cataloguing Rules (Second Edition).

Brief annotation or abstract indicating the contents of the documents will be useful addition to the items in bibliography. Whatever kind of annotation it may be - descriptive or evaluative, it will help the user in deciding the need or otherwise of using the original document. Whether to provide annotations or not should also be decided at the planning stage only.

(iv) Kinds of Entries:

The actual rendering of entries in a bibliography is generally by subject i.e., by class numbers. But the approaches like author(s), collaborators, title, etc, are also required. To fulfil the approaches through all of them to the documents, there shall be a main sequence (subject approach) and indexes (for other approaches). The indexes and a sufficient number of references including the alphabetical subject indexes are all filed in a single sequence, like in a dictionary catalogue. The indexes are provided in almost all bibliographies and these refer users to the main entries with the help of class numbers or serial numbers of the documents.

(v) Arrangement of entries:

The most important aspect of bibliography is its arrangement. A random list of books does not serve any purpose. The ultimate arrangement of entries in the bibliography is to be decided at the planning stage. It can be done on the basis of subject, purpose, length and format of the bibliography and the user groups to whom it is intended. There are several methods by which bibliographies may be arranged according to the purpose on hand. And sometimes, more than one method may also be used. Out of several methods, the following are noteworthy:

- i) Alphabetical (dictionary),
- ii) Classified,
- iii) Alphabetic-classed (Combination of alphabetical & classified)

- iv) Chronological,
- v) Annalistic; and
- vi) Combinations of more than one methods.

Alphabetical arrangement: The alphabetical arrangement by author, title and subject all in dictionary form is a quite simple and straightforward method of arrangement and is an extremely helpful method, for the users in establishing the existence of books. This kind of arrangement is suitable for short bibliographies only. But the major disadvantage in this method is that it cannot indicate the interrelationships between different aspects of a subject. eg: i) **Books in Print**, ii) **Cumulative Book Index**.

Classified Arrangement: The subject specialists and researchers prefer the bibliographies arranged in classified or logical order. Such method reveals the interrelationships of the documents. Any suitable classification scheme like DDC, Universal Decimal Classification or Colon Classification, could be used for arrangement of entries in classified order. The usefulness of a classified bibliography depends on the qualities of the classification scheme used. However, the approach through only classified arrangement is not sufficient, the approaches like author, title and alphabetical subject, etc. in the form of indexes are needed for efficient use of bibliographies, eg: i) **Indian National Bibliography**, ii) **British National Bibliography**.

Alphabetic - Classed: The documents in this method are not arranged according to any classification scheme, but under some suitable broad divisions of the subject. Subsequently under the suitable subdivisions of each broad division the entries may be arranged alphabetically by authors.

Chronological: The arrangement of documents according to the period dealt within them irrespective of their publication dates. This method shall be most useful and logical in certain subjects like history of a country, religion and place, the history of the development of a subject, etc. In order to trace the development of a subject as reflected in the literature, for eg: The bibliography on Indian history, should have such period divisions, like Ancient period, Muslim period, British period, and Modern period. Further, under each such periods the documents could be arranged alphabetically by author.

Annalistic: It is the list of documents year by year in the order in which they are published. **Robert Proctor's Index to Early printed Books in British Museum** can be an earliest example of such arrangement. The annalistic arrangement is also considered to be a kind of chronological arrangement.

(vi) **Other adjuncts:** Depending on its nature, every bibliography when brought out in a final shape should contain several items of information called corollary issues or adjuncts to bibliography.

The following are some of the adjuncts generally considered:

- i) Preface, describing the purpose and scope of the bibliography, etc.
- ii) List of contents,
- iii) Outlines of the classification scheme used,
- iv) List of periodicals and other documents consulted,
- v) List of abbreviations used,
- vi) How to use the bibliography, giving an example of an entry, and
- vii) Directory of publishers.

3.2.2 COLLECTION OF MATERIAL

Collection of materials for recording them in the bibliography shall be the next important stage of compilation after the planning. Out of several of forms of materials like books, pamphlets,

periodicals, periodical articles, audio-visuals and other non-book materials, and documents produced in different languages, areas and periods, the bibliographer has to search for as decided at the planning stage, for listing them in the bibliography.

In fact, the material can be collected from a variety of sources, usually from catalogues of large general libraries and also of special libraries devoted to specific fields; national bibliographies, printed catalogues of national and other libraries, publishers' catalogues, indexes and abstracts, indexes to the periodical literature (guides to literature) citation indexes, book reviews, subject guides etc. The bibliographer is expected to physically see and handle every document that is included in his bibliography. Although it is ideal, it is not always possible for him to handle all the documents. Therefore, he has often to depend on the secondary sources like library catalogues, etc.

It is always better to consult the already existing or printed bibliographies on the subject in which a bibliography is now planned for. The existence of bibliographies on any given subject can be found out through bibliography of bibliographies/bibliographic indexes and also from the bibliographic manuals like **Walford's Guide to Reference Materials** and **Sheehy's Guide to Reference Books**, etc.

Before starting the actual search for the material, the bibliographer has to prepare carefully a list of subject headings and probable class numbers. With the help of the standard terms (subject headings) and class numbers, etc. the bibliographer shall search exhaustively various sources like the National Bibliographies (under class numbers) and the Library catalogues (under subject headings) and the subdivisions and related areas of the subject. He has to search the sources under direct and inverted headings to exhaust all possibilities. In the following paras, let us know various sources in which different forms of documents can be searched/found out.

(i) General Library Catalogues:

The large general libraries are international in their scope and possess the documents in almost all fields of knowledge. The rich and valuable collections of the large library catalogues can be collectively useful for compilation of comprehensive and retrospective bibliographies. For example, the collection of technical books in New York Public Library, and also the New York Public Library's Monthly List in the subject field, if cumulated, can generate an excellent subject bibliography in terms of both geographical and retrospective coverage. The collection of John Crerar Library in Chicago is another such example. For compilation of comprehensive and retrospective bibliography of books in any Indian language without consulting the catalogues of the British Museum Library (now called British Library Reference Division) and India Office Library will be very much incomplete. Such catalogues are often limited to books and help merely as guides to books and do not include periodical articles, etc. However, these catalogues are helpful for their easy accessibility and for verification of bibliographical details of titles the bibliographer has already collected through other sources.

Similarly, the special library catalogues are equally important in compilation of bibliographies as they are devoted to particular subject fields. For example, *London Bibliography of Social Sciences* based on the acquisitions of the London School of Economics Library, and *Annotated Bibliography of Economic History of India*, compiled by Gokhale Institute of politics and Economics, Pune are good sources in preparing subject bibliographies.

(ii) Indexing and Abstracting Periodicals:

In communication of scientific information quickly, the journals play an important role. They have been a good medium of communication among researchers and scholars. The need for indexing and abstracting journals is created by the large number and variety of articles published on every micro subject. The searching of items would be impossible if there are no comprehensive indexing and abstracting services.

Particularly for compilation of adhoc bibliographies on narrower topics, the indexing and abstracting journals **Economic Literature** and **Index of Economic journals** both published from America are quite useful as far as the articles relating to subject economics and its sub-divisions. In Sciences, **Mathematical Reviews**, **Chemical Abstracts**, **Physics Abstracts**, **Biological Abstracts** are some of the important indexing and abstract journals. In social sciences, **sociological abstracts**, **Psychological abstracts**, **Education abstracts**, **Historical abstracts**, **Geo abstracts**, **Economic abstracts**, **ICSSR Journal of Abstracts and Reviews in sociology** ...etc. are some of the important abstracting journals. The **Guide to Indian Periodical Literature**, a monthly index of articles published in Indian journals is highly helpful in compilation of bibliographies, as far as Indian literature in Humanities and Social sciences is concerned.

(iii) Citation Indexes:

Like indexing and abstracting periodicals, citation indexes are also secondary publications and provide access to primary publications on a subject and by author and title. Of all the sources for collecting material for bibliographies, citation indexes are the best source for specific subject areas. In citation indexes, each of an author's cited works along with its citing authors and their papers, are arranged in chronological order. In other words, it is an index to material actually used in relevant research activities. The citation index indicates bibliographical relationship between the citing and cited documents. If document 'A' is relevant, document 'B' is perhaps equally relevant, for the fact that it cites 'A'. If the document 'A' is listed in a bibliography, the document 'B' should also be listed. The well-known citation indexes are **Science Citation Index**, **Social Science Citation Index** and **Humanities Citation Index**, all published by the Institute of Scientific Information, Philadelphia, U.S.A.

(iv) National Bibliographies:

A national bibliography is a record of all trade and non-trade items, irrespective of the form of material, language, subject or time of publication. In other words, the total output of literature of a given country forms a complete national bibliography. The national bibliography may be a current one or retrospective one. It serves as a tool for bibliographic control of the literary output of a country. The national bibliographies are indispensable for compiling comprehensive and retrospective bibliographies. They are also useful in the preparation of selective bibliographies, and to ensure that nothing important has been ignored. The INB and BNE are good examples of national bibliographies.

(v) Bibliography of Bibliographies:

Infact, the starting point in searching for the material for bibliographies shall be the bibliography of bibliographies. Bibliography of bibliographies is nothing but a list of bibliographies or the index to bibliographies. It is also called as 'Bibliographic Index'. Whenever a bibliographer or librarian takes up the work of compilation of bibliography on any subject he would do well to first collect information on existing bibliographies on the subject. Such knowledge of the existing bibliographies is essential for compilation of either selective bibliographies or exhaustive

bibliographies. The bibliography of bibliographies is the source to know the existence of bibliographies. Once, the existence of bibliographies on the subject is known, the bibliographer may later collect them for searching material to plan his own bibliography in a different way, changing the scope and coverage. The **World Bibliography of Bibliographies** (Theodore Besterman) and **Bibliographic Index** are the best examples of bibliography of bibliographies.

(vi) **Subject Guide to Literature:**

In the light of information explosion, a tremendous growth is taking place in every subject field, and in turn it necessitates numerous guides to literature in every subject field. Butterworths, is the publisher, who specialises in publishing such guides to the literature in various subjects.

e.g. i) **Use of Social Science Literature**

ii **Use of Biological Literature**

iii **Use of Medical Literature**

However, far more important are the literature surveys. One good example of such surveys is ICSSR's survey of Research volumes which are capable of generating bibliographies on numerous narrower areas in social sciences.

The book reviews are the other important sources for collecting information of documents in compilation of bibliographies. The book reviews appear in almost all subject journals in these days. There are several journals which exclusively provide the reviews. The **Book Review Digest** (H.W. Wilson Company, USA) covers exclusively book reviews, whereas the periodicals like **Times Literary Supplement**, **Saturday Review** (English literature) and **Nature, Science, New Scientist** (Scientific literature) for providing reviews are important. Searching for documents is a crucial stage in bibliography compilation. The bibliographer is required to collect items from the several sources explained above.

3.2.3 SELECTION AND ENTERING

After locating the documents, it becomes necessary to select items to be included in the bibliography. There would hardly be any need for selection of items, when preparing a comprehensive or exhaustive bibliography. However, the selection is important when a select bibliography is under preparation. For this, it would be helpful to follow certain guidelines by bibliographers.

After taking a decision to include a document, an entry corresponding to that document has to be prepared using a standard format or a catalogue code as decided, at the planing stage. The complete elements of information as decided earlier have to be collected for each of such documents. If an abstract or an annotation for the documents is to be provided, it needs to be done at this stage only. The subject headings and class numbers for the documents have to be assigned at this stage, if they are inadequate or lacking.

Once the main entries are prepared, the necessary added entries and references should be included. For these added entries, cards or slips should be used. If typist's assistance is taken, he may be asked to prepare such added entries from the main entries.

3.2.4 ARRANGEMENT AND PRESENTATION

Mere collection of information or materials for inclusion in a bibliography does not help. Their presentation in proper form is important. If fact, the arrangement of entries in a bibliography can either make or mar it. Untill and unless, the arrangement of entries is not helpful, the

purpose of bibliography cannot be fully realised. An unhelpful arrangement, however exhaustive may be the coverage, will turn the bibliography into an ineffective one.

Once the bibliography is ready it may be either typed, mimeographed or printed for wider use. If it is done with the help of computer tapes, the updating of the bibliography will be quick and easier.

Self-Check Exercise-2

(a) What are the different stages involved in compilation of bibliographies?

Note: (i) Write your answer in the space given below.

(ii) Compare your answer with the model answer given at the end of this unit.

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(b) Discuss the issues that are to be decided at the planning stage.

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3.3 SUMMING UP

The information explosion and the need to have up-to-date and current information for researchers has led to recognition of the importance of bibliography in the present century.

Preparing of bibliographies, therefore, has become an important function not only in special libraries but in academic libraries also. The pre-requisites on the part of the bibliographer are: (a) The subject knowledge, (b) Evaluation or organisation of documents, (c) The knowledge about the existence of the documents or the technique of locating/searching the documents.

In compilation of bibliography, planning is essential. Planning helps completing the work within specified time. Besides planning, collection of material, selection of documents, preparation of entries, arrangement and presentation of entries are the other important stages in compilation of bibliographies. Finally when bibliography is prepared, it should comprise certain adjuncts like preface, list of abbreviations used, a sample entry, illustrating all the component/elements, etc. It is important also to use consistently a standard format for citing all the documents in the bibliography. The method of arrangement of entries in the bibliography is another important aspect, which depends greatly on the audience for whom it is intended. The suitable method of arrangement adopted will enhance the value of bibliography. Finally, it is to be understood that a bibliography is only a means to an end, but never an end by itself.

3.4 MODEL ANSWERS

- (1) The pre-requisites in compilation of bibliographies are to possess the knowledge, (i) of the subject on which the bibliography is being prepared; (ii) of the evaluation and organisation of documents; and (iii) about location or how to search for documents.
- (2) (a) There are four stages in bibliography compilation. They are: (i) planning; (ii) collection of material; (iii) selection and entering of documents; and (iv) arrangement and presentation.
- (2) (b) The planning is the first important stage in compilation of bibliography. In this stage, the following issues, pertaining to the bibliography under preparation are decided: (i) Definition of the subject in which the bibliography is being prepared; (ii) Audience of the bibliography; (iii) Scope of the subject; (iv) Language and literary forms of publications; (v) Items of information for each document; (vi) Kinds of entries; and (vii) Mode of arrangement of entries, final form of bibliography, etc.

3.5 ASSIGNMENT

- (1) What are the criteria for a good bibliography?
- (2) Explain in brief the method of compilation of a subject bibliography.

3.6 RECOMMENDED BOOKS

- (1) Davinson, Donald. *Bibliographic Control*. London: Clive Bingley, 1975; p.111-116.
- (2) Krummel, D.W. *Bibliographies: their aims and methods*. London: Mansell Publishing, 1984.
- (3) Murthy, A.T. *Document bibliography*. New Delhi: Metropolitan, 1979; p.91-109.
- (4) Robinson, A.M.L. *Systematic bibliography: a practical guide to the work of compilation*. 4th ed. London: Clive Bingley, 1979.
- (5) Stokes, Roy. *The Function of bibliography*. 2nd ed. London: Gower, 1982.

3.7 GLOSSARY

Bibliographic Description: The description of a published work of literary or musical composition, giving particulars of authorship, of others who have contributed to the presentation of the text (editor, translator, illustrator, arranger, etc.), title, edition, date, particulars of publications (place and name of publisher and possibly of printer), format, etc.

Document bibliography: A bibliography of both micro and macro documents.

Documentation List: Bibliography with an emphasis on the inclusion of periodical articles to serve a specialist engaged in research, business, administration, etc.

Format: The layout or presentation of items in machine readable form or a machine printout.

Macro-literature: A book, treatise or document embodying macro-thought. Equivalent to Macro documents.

Macro-Literature: Communication on a specialised topic and usually short, eg: a periodical or newspaper article, news cutting, pamphlet which embodies micro-thought, and other micro documents.

Monograph: A separate treatise on a single subject or class of subjects, or on one person, usually detailed in treatment but not extensive in scope and often containing extensive bibliographies or a publication which is not a serial.

Subject Heading: The word or group of words under which books and other materials on a subject are entered in a catalogue or bibliography.

BRAOU

UNIT 4 BIBLIOGRAPHIC CONTROL AND ORGANISATION

Contents

- 4.0 Aims and Objectives
- 4.1 Introduction
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 - 4.1.2 Importance of bibliographic control
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 - 4.2.3 Universal Availability of Publications (UAP)
- 4.3 Bibliographic Activities in India
- 4.4 Summing Up
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- 4.6 Assignment
- 4.7 Recommended Books
- 4.8 Glossary

4.0 AIMS AND OBJECTIVES

This unit aims at introducing you the concept of Bibliographic control and organisation. We also give you an over view of various attempts and programmes aimed at achieving bibliographic control.

After reading this Unit, you will be able to

- Explain the meaning and importance of Bibliographic control and organisation;
- Understand the concept of Universal Bibliographic Control (UBC) and also UBCIM;
- Know the purpose, programmes and requirements of UBC and UBCIM;
- Understand the concept of Universal Availability of Publications (UAP);
- Realise the need for UAP and how both UBC and UAP are interrelated;
- Know the programmes and requirements of UAP; and
- Understand the concept of Universal Availability of Information (UAI).

4.1 INTRODUCTION

Ever since the beginning of writing, the librarians were concerned with the problem of bibliographic control—a means for complete record of the existence and location of all documents. You have learnt from the Unit 1 and 2 of this course material that the bibliographies were in existence in their rudimentary form, in all periods of human civilizations. We have clear evidence of catalogues of clay tablets among ancient Babylonians and lists of Papyri among the Egyptians. Further, with the invention of typography in the 15th century, the troubles of bibliographers increased vastly. Subsequent developments, such as high speed printing presses, paper and related technological advancements, all resulted in a situation getting thoroughly out of control. It became difficult to keep track of the ever increasing publications.

During the 17th century, in the days of Francis Bacon and John Milton, it was generally taken for granted that single human brain (Encyclopedic man) could comprehend and hold all existing knowledge. However in the 18th century, the delusion of encyclopedic man had begun to disappear, particularly with the proliferation of various forms of literature like journals and in the present times, it has completely vanished. Further, the burden of storing total human knowledge has been shifted to millions of books in great libraries.

4.1.1 MEANING OF BIBLIOGRAPHIC CONTROL AND ORGANISATION

You have understood from the above paras that the bibliographic control is not a new concept, and it has been a long dream of librarians to achieve the worldwide bibliographic control ever since there have been collections of books.

The phrase, 'Bibliographic control' was used for the first time in 1964 by Dr. Luther Evans in a note in *Bulletin of Bibliography*. He used the phrase in absence of bringing about an effective control over the growth of literature, by producing adequate and complete records of them but not in the context of bibliography. He made it clear that the term 'control' does not mean imposition of any physical limitations on document production or passing of value judgements on literature. Bibliographic control, therefore, means the adequate and timely steps by which all sources of world's information both current and retrospective are to be recorded systematically.

The Library Association, in 1964, in its new syllabus for their professional examinations, named Paper-IV of Part-I as 'Bibliographical control and service'. In the syllabus, LA defined it as: "Bibliographic control is the development and maintenance of a system of adequate recording of all forms of material published and unpublished, printed and audio-visual or otherwise, which add to the sum of human knowledge and information."

The 'Unesco/Library of Congress' in their joint publication *Bibliographical Services* gave the following definition in 1950: "Bibliographical control is defined to mean the mastery over written and published records which is provided by and for the purposes of bibliography. Bibliographical control is synonymous with effective access through bibliographies. Thus a reference to the bibliographic control of medicine means, effective access through bibliographies to sources of medical information'.

'Bibliographic Organization', is also used synonymously with bibliographic control. The differences between them are significant but minimal. If the bibliographic control is meant to alert the users about the existence of the documents; the gaining direct access to the documents - the ultimate goal - which is still more important is the issue concerned with bibliographic organization. Therefore, bibliographic organization, is concerned with the study of the total system of listing and access to the documents, and hence it is a much broader concept than bibliographic control. It encompasses a study of the means by which access is obtained to recorded knowledge especially with regard to the reduction of barriers of political, legal, intellectual or organizational kinds. The barriers will include, copyright problems, secrecy, security, trade, postal and tariff restrictions on the international dimension and differences in cataloguing and other internal arrangements at the national, local and even at the single library level. J.H. Shera and Margaret Egan defines bibliographic organization as "..... the pattern of effective arrangement which results from the systematic listing of the records of human communication. Such listings are themselves called bibliographies and the art of making them is bibliography". This definition makes clear that compilation of bibliographies is not an end in itself but merely the means to an end. The end product of bibliographic control is the pattern of effective arrangements which result from the bibliographies.

Importance of Bibliographic Control

Gone are the days of librarians as the custodians of the collections of books, and gone are the days of 'encyclopedic man'. In the present information age, the libraries have extended their repository functions to the organizers of all sources of information and also the disseminators of information. The literature explosion particularly in various forms and in several languages makes necessary the bibliographic control of the ever growing literature. In the absence of bibliographic control many researches and discoveries get duplicated, without having awareness of the accomplishments already made elsewhere, may be in different parts of native country or in other countries. For lack of bibliographic control several highly significant discoveries may lie unnoticed for years, to the potential user. The basic aim of bibliographic control is to ensure that nothing which is available as written or other form of recorded knowledge is left unlisted or uncontrolled. Harnessing various types of material and listing them systematically, to bring awareness of the existence of the information is not just sufficient, but locating and retrieving the significant and relevant documents is the major problem, and the bibliographic organization is concerned with this. For all these reasons, the bibliographic control and organisation is vitally needed for the furtherance of research and development.

Self-Check Exercise-1

(a) Define 'Bibliographic Control'.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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(b) Explain in brief the need for bibliographic control.

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4.2 PROGRAMMES TOWARDS BIBLIOGRAPHIC CONTROL AND ORGANISATION

International Federation of Library Associations and Institutions (IFLA) was instrumental in preparing the two important programmes towards the world-wide bibliographic control and organisation. These two programmes are i) Universal Bibliographic Control (UBC); and ii) Universal Availability of Publications (UAP). Now, let us know in detail, the concept, requirements and future activities of both these programmes.

4.2.1 UNIVERSAL BIBLIOGRAPHIC CONTROL (UBC)

(I) Genesis

The efforts towards a complete universal source of reference for documents, i.e., a catalogue of the entire stock of the world's recorded knowledge has had a long history. It can be traced back to the 16th century. Konrad Gesner (1516-1565) compiled 'Bibliotheca Universalis' the first universal bibliography, during 1545 and 1555. Eventhough this work is limited to Hebrew, Latin and Greek languages it was observed that Gesner could cover only 20-25% of the then existing literature. But still it was nearer to the concept of Universal Bibliography. Another notable attempt at Universal Bibliography was made by the International Institute of Bibliography (Brussels) now known as FID. FID was established by two enthusiastic Belgian Lawyers, Paul Otlet and Henri La Fontaine. They dreamt of listing everything published since the beginning of printing. More than 16 million records were transcribed from printed bibliographies, trade catalogues and library catalogues. All entires were arranged in classified order, using UDC Scheme with alphabetical index to authors.

In the present century, specially since the establishment of Unesco in 1946, one major part of its programme has been the establishment of a world bibliographic centre. The centre was conceived as a body for all bibliographic and library tasks including, if necessary, the publication of bibliographies, union catalogues, etc. However, the emphasis changed in a very short time to develop/establish centres at the national level instead of at international level. The emphasis was laid upon collective endeavours and not on a single institution or individual(s).

In the early 1950's Unesco's efforts were directed to the study and research of national bibliographic activities. It was realized that the progress in bibliographic control at the international level cannot be achieved if national conditions are ignored. During the two decades Unesco organised a series of meetings on national libraries and planning of library services. The one such noteworthy meeting, the Symposium of National Libraries in Europe, was held in Vienna in 1958. This symposium defined the role of national libraries in national bibliographic control, as "It is the the responsibility of the national library to acquire and conserve the whole of the national production of printed material... It should be responsible for coordinating efforts to obtain the foreign literature the country requires. The national library should promote the adoption in its own country of common rules for the compilation of catalogues. The national library is responsible for the bibliographical services of its own country... to undertake the production of current national bibliographies".

Universal Bibliographic Control has its roots in IFLA (International and Federation of Library Associations and Institutions) Committee on Cataloguing Principles (1954) and the International Conference on Cataloguing Principles (ICCP), held at Paris in 1961, a landmark in the history of cataloguing. The Conference agreed to use the statement of principles (Paris principles) in making Headings for the documents by the national agencies. International Meeting of Cataloguing Experts (IMCE) held at Copenhagen in 1969, is a further significant landmark, that was organised by IFLA. The IMCE is more significant because it was aimed at finding a basis for the compatibility of bibliographic records i.e., for achieving the international standards in bibliographic description of the documents. IMCE resolved that "Efforts should be directed towards creating a system for the international exchange of information by which the standard bibliographical description of each publication would be established and distributed by a national agency in the country of origin of the publication. The means of distribution in such a system would be through the medium of cards or machine readable records". The effectiveness of the system will be dependent upon the maximum standardization of the form and content of bibliographical description.

This resolution is the basis of the IFLA programme of UBC. Dr. Herman Liebaers, as president of IFLA, had first applied the name and initials to the programme UBC. In 1971 in his opening address, at the IFLA conference at Liverpool, he made a proposal for long-term programme of UBC. In the same year, a permanent secretariat of the IFLA Committee on Cataloguing was established, under the determined leadership of Dorothy Anderson at the British Library. This Secretariat was, in fact, needed to create an international system for the exchange of bibliographical information and promote uniformity in headings and descriptions. Concurrently the Library of Congress shared cataloguing programme was already having unforeseen world wide impact. Unesco Official, Carlos V. Penna once said that "but this is universal bibliographic control". In fact, the shared cataloguing programme has done more than any other bibliographic enterprise to bring UBC to the consciousness of librarians from all over the world. UBC was the conference theme at the 1973 IFLA Conference (Grenoble), which produced a series of documents with contents ranging from the broader implications of the programme to specific details. In 1974, the IFLA's UBC programme received additional international visibility and authority by way of Unesco International Congress on Planning Overall Documentation, Library and Archives Infrastructures. IFLA's background paper for that session put forward UBC as a major Unesco policy objective. Subsequently UBC received endorsement and was assured promotion from Unesco as major component of its long term program in support of National Information Systems (NATIS). The IFLA's Cataloguing Secretariat in the British Library, London was transformed into IFLA International Office for UBC, in 1974.

(ii) Meaning of UBC

UBC is the oldest core programme of IFLA, and its basic concept is that each country in the world should create bibliographical record of its publications in an internationally accepted form, using international standards, immediately after they are published. All such records should be made available internationally.

(iii) The Aims of UBC

The aims of UBC according to Dorothy Anderson, are "... the promotion of a worldwide system for the control and exchange of bibliographic information. The purpose of system is to make universally and promptly available, in a form which is internationally acceptable, basic bibliographic data on all publications issued in all countries".

The concept of UBC presupposes the creation of network made up of component national parts. Each of which should cover a wide range of publishing and library activities, resulting in integration at the international level to form the total system.

(iv) The Requirements

UBC is an international bibliographic programme. It is promoted by Unesco in cooperation with IFLA, to create a world wide system for the control and exchange of information. It had been recognised that the success of such an international programme (Universal bibliographic control) depends on efficient national bibliographic control and, therefore, emphasis was laid on the national bibliographic agencies. As stated in **Universal Bibliographic Control : a long term policy** by Dorothy Anderson, the Director, IFLA International Office for UBC, the requirements of UBC at national and international levels are as follows :

(A) UBC requirements at the national level

At the national level the operation of the system will have the following requirements :

- a) of ensuring to make the bibliographic record of each new publication as it is issued (i.e by legal deposit of similar governmental regulation, or by voluntary agreement);
- b) the machinery by which that bibliographic record can be made, that is, the establishment of the national bibliographic agency which will :
 - i) create the authoritative bibliographic record for each new publication issued in the country;
 - ii) publish those records with the shortest possible delay as a national bibliography;
 - iii) produce and distribute the records in a standard physical form (cards, machine readable tapes, or acceptable alternatives);
 - iv) receive and distribute within its own country similar records produced by other national bibliographic agencies;
 - v) eventually, as circumstances permit, create a retrospective national bibliography of the country's published output.

B) UBC requirements at the international level

At the international level the integration of national bibliographic agencies to form the total system depends upon universal recognition and acceptance

- a) that each national bibliographic agency is the organization responsible for creating the authoritative bibliographic record for the publications of its own country, and
- b) of international standards in creating the bibliographic record :
 - i) its contents: the elements to be included in the authoritative record, the order of those elements, means of distinguishing the elements and their functions;
 - ii) its physical form: compatibility of machine readable records, standardization of catalogue cards.

It is clear from the above statement that UBC is based on: 1) the development/improvement of national bibliographic control, and 2) the identification and development of necessary international standards.

National Bibliographic Control :

The system of UBC is understood as the sum of national bibliographic contribution. It follows naturally that every endeavour to strengthen national bibliographic control will assist the development of the total UBC network. Both the "item of literature" in its physical form and its "surrogate" form as the bibliographic record are a matter of concern to the national library of each country; or that library within a country which undertakes the functions of a national library. According to Dorothy Anderson, "It is suggested that the national component of the UBC systems should normally be the national library receiving all types of published documentary material by legal deposit and hence maintaining the national collection; and that within the national library the functions relating to bibliographic control should be performed by an organizational unit; the national bibliographic agency, which will make the authoritative bibliographic record for each item added to that collection and will carry out all the functions associated with the production of the record: that is, produce the national bibliography".

Several national organizations have worked toward such a solution. The examples are: the creation of the British Library in 1971, with one of its divisions viz., Bibliographic Services Division devoted to bibliographic services. In Canada, the centre created to produce the national bibliography in 1950s was developed to become the national library.

It is the national bibliography which is considered the basic tool for promoting of bibliographic records, and in establishing the early programme of the IFLA International Office for UBC. It was accepted that the work of promoting standards for the printed national bibliography should be undertaken as a priority. For this purpose, an International Congress on National Bibliographies, organized by Unesco, in collaboration with IFLA, took place in 1977. This International Congress was a highly significant meeting, which came out with several recommendations for planning and organization of national bibliographies. Its specific recommendations were endeavours to standardize certain basic matters such as appearance and layout of the printed national bibliography. In order to further the aims of UBC, there was insistence on the use of international standards in the preparation of bibliographic records for the national bibliography, appearing in printed or mechanised form. Other recommendations were to reexamine national stipulations for legal deposit, to attempt to establish compatibility between records made by different kinds of bibliographic organizations and to ensure the promotion of further research and training in all aspects of cataloguing. With Unesco's support, studies have been undertaken as suggested at the Congress, in furtherance of national bibliographic control, including a survey of existing legal deposit, leading to guidelines and a draft of model law. The recommendations and part of the Congress working document have been included in the IFLA's **Guidelines for the National Bibliographic Agency and the National Bibliography** which serves as a basic statement of functions and objectives for any newly established agency.

International Bibliographic Standards

The basic premise for UBC is that the comprehensive bibliographic record of a publication is made once in the country of its origin in accordance with international standards which are applicable in both manual and mechanised systems and that record is then made available speedily in a physical form which is also internationally acceptable. The detailed elements that make up the comprehensive and authoritative bibliographic record include all the information about the publication which may be required to fulfill any of the functions of library or information services. The drafting of variety of international standards required for all aspects in the preparation and production of the comprehensive record has been undertaken by cataloguers and bibliographers and other experts working together in small international groups or at larger international conferences, usually under the auspices of one or other of the international organizations involved in 'Standard setting', viz., ISO, UNESCO and IFLA. In 1980, Unesco Working Group brought out the **UNISIST Guide to Standards for Information Handling**'.

The data elements that may be required in a comprehensive record of a document are grouped into :

- a) Those that relate to authorship, i.e., the Heading
- b) Those that describe the item, including its physical form, i.e., the Description
- c) The unique identification of the item : International Numbering Schemes (ISBN & ISSN)
- d) Those relating to subject content, its functions, etc. (The subject approach).

a) The Heading:

The international agreement towards standardization in the Headings for documents goes back to the International Conference on Cataloguing Principles (ICCP), held at Paris, in 1961. About 20 national and international cataloguing codes were formulated based on the statement of principles - the Paris Principles. The AACR-2, is multinational or supposed to be the international catalogue code. AACR2 and AACR2R published in 1978 and 1988 respectively, had adopted the ICCP Rules to maintain conformity.

b) The Description:

The International Meeting of Cataloguing Experts (IMCE) in 1969 established the basis for internationally uniform descriptive cataloguing practices. At this meeting, a working group was set up with its task to develop an International Standard Bibliographic Description (ISBD). The ISBD was published first in 1971 and some national bibliographies started using the ISBD from 1972 onwards. Later a number of IFLA working groups were established and the following ISBDs were published to facilitate the standardization of description of various types of materials, compatible with the framework of the General International Standard Bibliographic Description (ISBD (G)).

ISBD(M) – Monographs (first published in 1971 and revised in 1978)

ISBD(S) – Serials (1977)

ISBD(G) – General (1977) - A general frame work of structure of description for all kinds of documents.

ISBD(CM) – Cartographic materials (1977)

ISBD(NBM) – Nonbook materials (1977)

ISBD(A) – Antiquarian (1980)

ISBD(PM) – Printed Music (1980)

ISBD(CF) – Computer files (1990)

The use of ISBDs has reduced the importance of traditional differences in cataloguing practices and catalogue codes related to choice and form of headings, names of authors etc. The future development of the international exchange of bibliographic records can be envisaged as a system which is flexible, economical and catalogue-code independent. That is records made in accordance with the ISDBs, making use of structured authority control systems.

The ISBDs have already been adopted by and introduced into at least 10 national and multinational cataloguing codes. It is an indication of its acceptance world wide and of the recognition of their universal applicability. The following catalogue codes are some examples that have adopted ISBDs; Anglo American Cataloguing Rules (AACR2 AND AACR2R), 1978 and 1988; the German Cataloguing Rules, the Regeln für die alphabetische Katalogisierung (RAK), 1977; and the Nippon Cataloguing Rules, 1977 prepared by the Japan Library Association. The ISBDs are also translated into 15 languages.

e) International Numbering Schemes :

The international standard numbering schemes, particularly, the International Standard Book Number (ISBN) and International Standard Serial Number (ISSN) are developed for handling

the books and serials respectively. These two standard numbering schemes are complementary to the international standards for the bibliographic records like ISBDs.

The objective of the numbering schemes is to identify a document by a unique number, and also help as a retrieval tool for the documents. Inclusion of ISBN has become a mandatory element in the comprehensive record of the national bibliographic agencies of several countries. A number of computer based library interlending systems make use of ISBN as an access point. Basically, it is a tool promoting national bibliographic control. The utility of ISBN Scheme in the publishing trade is enormous. About 90% of publications in Sweden and about 95% publications in Norway have extended the application of ISBN in machine readable code form facilitating tele-ordering of publications.

d) Subject Approach:

The conflict of interest is significant at national and international levels among the national bibliographic agencies while doing subject analysis and identification of documents in regard to their conformity with the international standards. The different approaches to knowledge, variations in subject development and alterations in meanings of the word, create problems in finding internationally acceptable standard form for subject approach.

It was presumed that in lieu of subject headings, the adoption of a universal system of classification linked with numerical or alphanumeric tables could solve the problems of international understanding. But no classification scheme like DDC or UDC was totally agreeable to all countries of the world and all types of libraries.

Machine Readable Bibliographic Records:

The UBC programme, as we understood, has the basis in the development of component national parts, with contributions large or small, of compatible records produced in manual or machine readable form. If all the bibliographic records are available in machine readable form, it will facilitate in visualising the concept of the total system of UBC for quick and exchange of bibliographic records.

The future pattern of national bibliographic agencies shall have comprehensive computer based systems for controlling internal operations, producing national bibliographic records, and transmitting and receiving bibliographic information in national, regional and international networks.

The objectives of UBC programme is to create a machine record as one automated system in such a way that it can be immediately available and usable in automated library systems in all countries. However, to achieve such uniformity, it is necessary to have accepted standards for the machine structure of the records and for labelling the various elements that make up the comprehensive contents of the record. The following are some such standards developed so far :

1. **ISO-2709** : A standard for the record structure prepared by ISO, which provides basis for most national, regional and international exchange formats.
2. **UNIMARC** : Universal MARC, the exchange format for use among national bibliographic agencies; It is an improvement over ISO-2709 by grouping data into functional blocks and aims through the use of ISBD, to be catalogue code independent.
3. **UNISIST Reference Manual for Machine Readable Bibliographic Description** (2nd rev. ed. 1981): A standard structure developed by UNISIST and is used by several international information systems and some commercial organisations, in abstracting information services.

4. **Common Communication Format (CCF)** : Sponsored by the Unesco's General Information Programme (PGI) to facilitate the exchange of records. It is to serve as a bridge between differing types of formats currently in use by libraries and information community.

4.2.2 UBC AND INTERNATIONAL MARC PROGRAMME (UBCIM)

The old international programme of UBC has become the 'Universal Bibliographic Control and International MARC Programme (UBCIM)' in 1987. The UBCIM is an exhaustive programme for which UBC was engaged for nearly two decades of its existence. It is not a totally new programme. Since 1987 UBCIM produced many publications and created awareness of the programme among the library profession. It improved and promoted the programme's journal and updated old manuals, standards, etc.

(i) Aims of UBCIM :

The aims of UBCIM programme were summed up briefly at the 1988 IFLA Conference, as "the exchange and use of compatible bibliographic records amongst libraries in general and national bibliographic agencies in particular", "and to create, maintain and promote the use of standards for the exchange of bibliographic data in machine-readable form".

(ii) Activities of UBCIM :

The important activities of UBCIM in pursuit of universal bibliographic control are:

1. The revision of ISBDs, which necessitated in view of the inconsistencies in the specific texts of several ISBDs, for harmonised editions/texts of these ISBDs. A new revised edition of ISBD (G) is under preparation by the Review Committee.
2. The UBCIM has published a report on interfacing MINISIS and UNIMARC (MINISIS/UNIMARC Project: a final report/E.Woods). This was in response to a growing demand for UNIMARC at national level for adopting the format. And many institutions have successfully adopted UNIMARC for implementation with software such as MINISIS and CDS/ISIS. UBCIM office has also published the following works relating to the UNIMARC format:
 1. **International guidelines for the cataloguing of Newspapers** by Hana Komorous and Robert B Harriman (1989).
 2. **UNIMARC in theory and practice: Papers from the UNIMARC workshop**. Sydney (Australia) August 1988 (published in 1989).

In the series of UBCIM occasional papers it has recently published a revised edition of 'Standard Practices in the preparation of Bibliographic Records'. The programme office supervising the preparation of comprehensive Manual of the ISBD.

Further the original quarterly bulletin of UBC (**International Cataloguing**) which was a vehicle for disseminating information on worldwide cataloguing developments in general and UBC activities in particular, has been after the creation of UBCIM programme changed to 'International Cataloguing and Bibliographic Control' (ICBC). The UBCIM programme (office) is transferred from the British Library to the Deutsche Bibliothek in April 1990, to spread the burden of responsibility for hosting its core programmes, so as to ensure the continuous maintenance and promotion of UNIMARC.

Self-Check Exercise-2

(a) Explain the concept of UBC.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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(b) In what areas is the standardization needed for success of UBC programmes ?

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4.2.3 UNIVERSAL AVAILABILITY OF PUBLICATIONS (UAP)

The Universal Availability of Publications (UAP) is the second important programme of IFLA, the first one being the UBC. However, UBC and UAP are interrelated to each other. The UAP programme is intended to promote the international interlending of publications by increasing their availability and obtaining them speedily. It has been well recognised that no single library, and indeed no country, and not even the well organised British Library Document Supply Centre (BLDSC) can approach self-sufficiency in the provision of library materials. Further, lack of materials in the third world countries need not be over emphasised. It is in this context that there is every need and importance for Universal Availability of Publications.

(i) Genesis of UAP :

The origins of the UAP can be traced back to the IFLA's Conference in Grenoble in 1973, where the concept of UBC was elaborated as a worldwide system for the exchange of bibliographic information. It was Donald Urquahart, who has to his credit several innovations in the post-war librarianship, argued critically that 'it was no use, and it was indeed frustrating to extend bibliographic control and provide a faster, more complete supply of references, if the documents to which they referred to could not be obtained'. Thus the UAP was originally conceived by Donald Urquahart. His argument was supported by Maurice B Line, the then secretary of the Committee on International Lending and Union Catalogues. M.B.Line also suggested that 'improved access to bibliographical information on publications must be matched by improved access to publications'. Their views found favour in Western European Seminar on Library Interlending, which was held in Banbury in 1973. The recommendations of this seminar were

reported to the Committee on International Lending. The recommendation 7.3 is for the worldwide access to the publications, wherever and whenever published i.e., UAP.

This recommendation was officially adopted at the 40th IFLA Conference in 1974 in Washington D.C. Thus, the concept of UAP was clearly established, transcending from the improvement of interlibrary loan and getting the formal recognition. It was also agreed at this conference to create an office for International Lending, at the British Library, Boston Spa, London, with Maurice B Line as Director. In 1976, at the IFLA worldwide seminar held at Seoul, Line delivered a paper on "Universal Availability of Publications: IFLA's programme for UAP".

The UAP Programme, which started its activities from the British Library as IFLA's Office for International Lending from 1975 and also with the support of British Library, has developed so effectively that since 1981, a separately financed IFLA International Office for UAP at Boston Spa has been set up.

(ii) Meaning :

According to Maurice B Line, the UAP means, that every published document, whenever and wherever published should be available to any one who wants it and at the place where he wants it - its presence in a reference collection far away from the user, is not enough.

Donald Urquhart emphasises that UBC was not an end in itself and that Universal involvement of users seeking information was essential. He also made it clear by stating that UAP applies not only to all information but to all people.

(iii) Objectives :

The basic objectives of UAP programme is to make available all the publication to all people by increasing the availability and speed of interlending services and by developing simple and efficient procedures. The ultimate aim should be to ensure that all individuals throughout the world are able to obtain for personal use any publication whenever or wherever published either in original or in copy which means freedom of information at all levels from local to the international. UAP also aims at ensuring that the existing access to information on documents through UBC is matched by improved access to the documents themselves.

(iv) Requirements :

For the success of the UAP programme the prime requirement is to have a national interlending system for each country, which ultimately would depend on i) A comprehensive and effective availability of publications at national level; and ii) a system of universal lending through the national agency.

However, the basic requirements according to Stubbs Stuart and Simpson are :

1. "Publishers in each country seek to match their publishing and distribution programmes closely with national and international requirements by soliciting manuscripts and by selecting from unsolicited manuscripts;
2. Effective book trade channels be developed to ensure the prompt availability of material to consumers;
3. Libraries, documentation centres and archives develop effective policies and procedures for the acquisition of material whether by purchase, gift or exchange to serve present and future needs;

4. Libraries, archives and documentation centres develop effective policies and procedures for the supply of documents either in original or as copies to remote as well as to local users; and
5. The library and archives system of each country should ensure the retention of at least one copy of all published documents required".

Thus, the responsibility of making the UAP programme successful rests with the governments, publishers, booksellers, information personnel, professionals and learned associations, libraries and archives. Further it is also dependent on copyrighting, publishing, and distribution. The other important aspects are : i) Acquisition policies and practices, the need for national system and the need for improved communications between various sectors of the information world; ii) Repository planning, necessitating positive action at national and international levels; and iii) National and international lending policies and practices (their requirements, costs and efficiency in terms of speed of supply) and the possibility of instituting models.

Out of all the above requirements/responsibilities at various levels, Maurice Line stressed that the National Availability of Publications (NAP) is a pre-requisite of Universal Availability.

(v) Activities :

The two main activities of the UAP programme are :

1) Publicity and 2) Research. The publicity is needed to draw attention to the various problems of UAP. There are still a number of people among the information community, who hardly know what the programme stands for.

The UAP programme utilizes several channels of communication, like seminars, conferences and publications, to publicise and emphasize the need for action. The seminars and conferences have been organised at the international, regional and national levels. The International Congress on UAP in 1982 was followed by a Seminar for librarians in developing countries. Likewise, an instructional seminar was organised in Boston Spa in 1983 with the financial support from UNESCO.

The participants from China, Columbia, Zambia, India and Jamaica attended the seminar. This helped promote the UAP in their respective countries and to stimulate research, organise meetings and to get involved in pilot projects. In 1985 a regional seminar for librarians from Asia and Oceania was held in New Delhi. In 1986, another seminar was directed to the librarians and information specialists in St. Lucia. The main recommendation of this seminar was to carry out further researches to assess availability and to suggest solutions for improvement in the region concerned. In the same year, several countries organized national meetings, with the financial support of Unesco, eg. National Library of China, National Library of Canada, etc.

The publications were the other major means used for publicity. Some of the important publications are :

Universal Availability of Publications (UAP)/by Maurice Line and Stephen Vickers (1983)

Further, the programme of activities and concerns of UAP are being publicized through IFLA Journal and UAP Newsletter, which has been published twice a year since 1983. Apart from these, a general information brochure is regularly updated and made available at annual conferences.

(vi) UAP - and present Scenario:

The IFLA's oldest programme is the Universal Bibliographic Control (UBC) which was merged in 1987 with International MARC to form UBCIM. UAP is the second important programme of IFLA. These two programmes (UBC and UAP) which have a complementary relationship, are stated to be the two components of a still larger concept of UAI (Universal Availability of Information) i.e., UBC + UAP = UAI. UAP is in fact, a prerequisite of UBC, as no bibliographic agency can record the new items in national bibliography without the availability of documents. UAP is in a sense more comprehensive than UBC, because it is not only geared to librarians but is user-oriented.

In 1986, IFLA launched two new programmes viz., Universal Dataflow and Telecommunications (UDT) and Preservation and Conservation (PAC). The objective of the former is "to promote among libraries the electronic transfer of data across the borders for storage and processing by a computer. UAP and UDT have common concerns, in as much as UDT activities are parallel conventional activities associated with the availability of publications. Electronic mail (particularly across national boundaries) and its document delivery aspect are potential areas of cooperation. It has been suggested that IFLA should propose a scheme for Universal Availability of Data. Further, UAP and PAC are interrelated, because the retention/or preservation of documents is an essential element of UAP otherwise the documents become unavailable.

Self-Check Exercise - 3

(a) What is meant by UAP ?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer at the end of this unit.

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(b) What are the basic requirements of UAP programme ?

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4.3 BIBLIOGRAPHIC ACTIVITIES IN INDIA

Regarding the bibliographic activities in India, the work of INSDOC and Association of Indian Universities(AIU) is worth mentioning. In addition to this, the National Library, Calcutta, the National Medical Library, Delhi, are involved in a number of bibliographical projects.

Important bibliographic projects of India's National Library are compilation of 56 volumes of bibliography on Indology. Some volumes have already been published. INB is another important regular activity of the National Library. The four volume work, **National Bibliography of Indian Literature**, records 60,000 books published in 15 languages of India covering the period 1901-1953.

Association of Indian Universities (AIU) has brought out a series of bibliographies on Doctoral Dissertations accepted by Indian Universities from 1857 to date and thus has established bibliographical control on these type material.

NASSDOC's bibliography on Gandhiji and its various other indexing and abstracting services in the fields of social sciences, like Psychology, Sociology and Social Work etc., are worth mentioning.

Indian Science Abstracts, Union Catalogues of Periodicals in Science and Technology and other bibliographical services covering Russian literature received by them are the important bibliographical activities of INSDOC.

4.4 SUMMING UP

Ever since the advent of printing, the librarians have been concerned with the problem of bibliographic control i.e., to have a record of the entire publications. The IFLA and Unesco are the two important international organizations that are making efforts to overcome this problem. The Universal Bibliographic Control (UBC) and Universal Availability of Publications (UAP) are the two important programmes of IFLA. The first one aims at creating a record of reference for each document produced in the world, using an international standard format, whereas the latter one (UAP) aims at the availability or access to the document proper, either in original or a copy wherever and whenever published. UBC and UAP are the two programmes complementary to one another. Thus UAP is a prerequisite of UBC and because of the awareness created by the bibliographies (UBC), the demand for the documents and their use has increased. These two programmes, i.e., UBC and UAP are understood as components of the broader concept Universal Availability of information (UAI).

4.5 MODEL ANSWERS

- 1(a) Bibliographic control may be defined as the mastery over written and published records which is provided by and for the purpose of bibliography.
- 1(b) Bibliographic control is essential to create awareness of the accomplishments or developments already made elsewhere. In the absence of such control many researches and discoveries get either duplicated or lie unnoticed by the potential users.
- 2(a) The basic concept of UBC is that each country in the world should create bibliographic record of its publications in an internationally accepted form, preferably in the MARC format, immediately on their publishing and all such records be made available to all those who are interested from whatever part of the world.
- 2(b) The success of UBC depends on the efficient and effective bibliographies prepared worldwide for all the documents. The entries in such bibliographical tools for their easy exchange and use, should be standardized in areas, viz., Heading, Description, Subject approach and unique identification numbers for each item.

- 3(a) Precisely UAP means, the Universal access to all publications, i.e., all publications to all people. According to Maurice B Line every published document, whenever and wherever published should be available to anyone who wants it and where he wants it.
- 3(b) The Basic requirements of UAP programme are : i) A comprehensive and effective availability of publications at national level; and ii) A system of universal lending through the national agency.

4.6 ASSIGNMENT

- 1) Explain the difference between bibliographic control and bibliographic organisation.
- 2) Define UBC. What are requirements for accomplishing it ?
- 3) What is UBCIM ? Explain its activities.
- 4) Explain the concept of Universal Availability of Information (UAI).
- 5) What are the new programmes of IFLA towards Universal Availability of Publications (UAP) ?

4.7 RECOMMENDED BOOKS

- 1) Anderson, Dorothy. "Programme for UBC: the background and the basis". *IFLA Journal*, Vol.1,1975. p.4-8
- 2) Davinson, D. *Bibliographic Control*. London: Clive Bingley, 1975.
- 3) Clarke, T.C. "Knowing your universals: UAP in relation to UBC". *IFLA Journal* Vol.4,1978. p.129-133
- 4) IFLA International Office for UBC. *Manual on bibliographic control* Paris: Unesco, PGI and UNISIST, 1983.
- 5) IFLA Office for International Lending. *Brief guide to national centres of International Lending and photo copying*. London: BLLD, 1976.
- 6) Liebaers, H. "Universal Availability of Publications : a concept and a programme". *IFLA Journal* Vol.4(2),1978. p.117
- 7) Line, Maurice B. "Information Availability and access: issues and approaches "IN Lines of thought. London: Clive Bingley, 1988. p.253-267
- 8) Line Maurice B and Vickers, S. *Universal Availability of Publications (UAP): a programme to improve the national and international provision and supply of publication*. Munich: K.G.Saur, 1983.
- 9) Oakshott, P. and White, B. *The impact of new technology on the availability of publications*. Wetherby : IFLA International Programme for UAP, 1984.

4.8 GLOSSARY

Bibliographic Centre : An organization, often a department of a library, which maintains a collection of reference books from which it is possible to give information concerning the availability of books.

Bibliographical Description : The description of a published work of literary or musical composition, giving particulars of authorship, of others who have contributed to the presentation of the text (editor, translator, illustrator etc.), title, edition, date, particulars of publication (place and name of publisher and possibly of printer) format etc.

Cartographic Material : The Maps, atlases etc.

Cartography : The science and art of making maps.

Encyclopedic man : Person possessing comprehensive information on all subjects.

Union Catalogue : A catalogue of a number of libraries, indicating their location.

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BLOCK II TYPES OF SYSTEMATIC BIBLIOGRAPHIES

When we usually mention bibliography, it is only a systematic/enumerative bibliography. This bibliography has been of great use for librarians, research scholars and scientists. But for it, it would have been impossible for them to know about relevant documents from among the mass of materials that exist and getting doubled every 10 to 15 years.

This block which consists of three units introduces you to different types of systematic bibliography; universal, national, subject and trade. It provides their history, scope, definitions, uses, arrangement, etc. A good number of examples of each type have been given.

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UNIT 5 UNIVERSAL BIBLIOGRAPHY; CATALOGUES OF NATIONAL LIBRARIES

Contents

- 5.0 Aims and objectives
- 5.1 Introduction
- 5.2 Universal Bibliography
 - 5.2.1 Definitions
 - 5.2.2 Attempts at compilation of Universal Bibliography
 - 5.2.3 Present position
 - 5.2.4 Limitations
- 5.3 Catalogues of some National Libraries
 - 5.3.1 Catalogues of the LC
 - 5.3.2 Catalogues of the BM and BL
 - 5.3.3 Catalogues of the National Library of India, Calcutta
- 5.4 Summing Up
- 5.5 Model Answers
- 5.6 Assignment
- 5.7 Recommended Books
- 5.8 Glossary

5.0 AIMS AND OBJECTIVES

In this Unit we introduce you the concept of Universal Bibliography. We also give an overview of the attempts made to compile it. We have also described the Catalogues of Some National Libraries and their role in bibliographic control.

After reading this Unit, you will be able to:

- grasp the meaning and scope of the Universal Bibliography;
- understand the concept of the Universal Bibliography;
- know the various attempts made to compile universal bibliographies;
- point out constraints for the compilation of such bibliographies;
- find out the present trends and developments for the universal bibliographic control in the world;
- know some of the catalogues of the national libraries; and
- comprehend the impact of the catalogues of the national libraries in bibliographic control.

5.1 INTRODUCTION

In the previous units, we have learnt the various types of bibliographies, their meaning, scope and importance. The enumerative or systematic type of bibliography is important both for the librarian and the readers. The enumerative bibliography is concerned with the information contents of the documents. It enables both the library staff and the readers to understand the

development and the growth of a subject and the documents available on a particular subject in the entire world.

In enumerative type of bibliography, there are various categories such as Universal bibliography, National bibliography, Subject bibliography, Trade bibliography, etc. In this Unit, we are going to examine the Universal bibliography its meaning, scope, various attempts made to compile the universal bibliographies and the present position of it. Further, we shall deal with the catalogues of some of the important national libraries such as the British National Library, the Library of Congress, the Bibliotheque National and the Indian National Library. These catalogues indicate the vast collections accumulated in the national libraries which by and large serve as Universal bibliography if they are brought together by modern technology.

5.2 UNIVERSAL BIBLIOGRAPHY

Bibliography is a systematic listing of documents. Universal bibliography means listing systematically all documents produced in the world from ancient times till to date. It implies listing of all records covering all fields of knowledge not restricted by time, country, language, subject and form. The factors to be reckoned with for the compilation of a Universal bibliography are: a) Documents; b) Languages; c) Subjects; d) Countries; and e) Time. Let us see each of the components in little details to understand the implications.

- a) **Documents:** Records of all forms, i.e., books, periodicals, reports, manuscripts, films, pictures, etc., both published or unpublished should be covered in a Universal bibliography.
- b) **Languages:** There are thousands of languages all over the world. Documents are created in big or small quantity in all of them. The Universal bibliography lists documents produced in all languages in the world.
- c) **Subjects:** Documents are produced on various kinds of subjects. No subject is excluded from the Universal bibliography. It should be all comprehensive covering records of all subjects of knowledge.
- d) **Countries:** The Universal bibliography should cover the documents produced in all countries with no exception.
- e) **Time:** Documents are produced from the beginning of human history. Documents both published or unpublished of all times should be covered in the Universal bibliography.

Compilation of a Universal bibliography is a mammoth task. It is of near impossibility. There is no Universal bibliography extant. With the emergence of computers and modern technology and their application to Library and Information Science fields, the hope of compilation of Universal bibliography is revived in modern times.

Self-Check Exercise - 1

What are the elements required for the compilation of an Universal Bibliography ?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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5.2.1 DEFINITIONS

The concept and scope of Universal bibliography is made clear by the definition provided by S.R. Ranganathan. According to him "a bibliography to be universal should include all published materials, whether books or part of them or periodicals or articles in them or combination of them on all subjects in all languages in all countries at all times".

Girja Kumar and Krishan Kumar in their book, *Bibliography* said: "Universal bibliography is that which lists all documents of all kinds of materials, produced in all countries, in every language, at any time, and on all themes".

We can infer from the above definitions that a Universal bibliography lists all documents irrespective of geographical area, language, form or time that may have ever appeared in the world. In spite of the constraints for the compilation of Universal bibliography, bibliographers in various countries attempted at it during the last few centuries. The history of the attempts made is provided below.

5.2.2 ATTEMPTS AT COMPILATION OF UNIVERSAL BIBLIOGRAPHY

Early attempts at compilation of Universal bibliography were made in Europe. By the end of the 15th century, printing became established firmly in Europe. Latin was the lingua franca and was largely in use for scholarly publications. Hence, the time was ripe for 'a listing of all scholarly publications in the world'. The man who first gave realistic expression and form to the Universal bibliography was Konrad von Gesner (1516-1565).

Konrad von Gesner was a peripatetic universalist, a near-genius. In his short life of 49 years, he wrote on almost every known subject. He provided a working basis for bibliography and classification and thus can be considered as one of the founding fathers of Bibliography and Library and Information Science. He was born in Zurich in 1516, studied in many centres of learning and subsequently held University Chairs in Greek at Lausanne and in Physics and Natural history in Zurich where he also practised as a doctor.

In 1545, Gesner started publishing his *Bibliotheca Universalis in Tribus Linguis, Latina, Graeca, et Hebraica*, listing 12,000 books in Latin, Greek, Hebrew and with critical annotations. In 1548, he published *Pandectarum Sive Partitionum Universalium* in which he rearranged the entries of the *Bibliotheca Universalis* according to a subject classification of knowledge which represented the medieval consensus and was also an advancement as a general system. Further in 1555, he published *Appendix Bibliotheca*, a further listing of 3,000 titles. He thus listed in all 15,000 works by 300 authors in Latin, Greek and Hebrew. This gigantic effort of Gesner though noble and pioneering in the compilation of a Universal bibliography is not a comprehensive list of the whole of world's literature since it excludes the works in Oriental languages such as Chinese, Sanskrit, Arabic and also works in the vernacular languages of Europe such as Italian, German, English, French, Spanish, etc. Universal bibliography thus remained a dream for Gesner and ever since for that matter.

During the later middle ages, book fairs were held in most of the European cities along with the Church festivals. The book fairs held at Frankfurt (1564-1749) and at Leipzig (1595-1860) are famous. The booksellers of these book fairs published the *Messkataloge* (fair catalogues) listing books issued by the leading European presses during the periods of book fairs. During the later

period, these catalogues even included some books issued outside Europe. These catalogues were fairly large lists meant for international sales. They are a form of Universal bibliography though incomplete in listing of the total world's literature.

A Frenchman named Abbe Drouyn, who was religious adviser to the Parlement de Paris, made an attempt at the end of the seventeenth century to compile a Universal bibliography based mostly on other catalogues. He compiled 321 manuscripts volumes of bibliography. At the end of eighteenth century two Italian scholars, Abbot Marucelli and Fr. Savanarola attempted the compilation of Universal bibliography on the lines of Konrad von Gesner. They were able to print only a few parts of this bibliography.

During the nineteenth century, people like Robert Watts, J.C. Brunet, Schrettinger, Petzholdt, Danjoru, Dilke, Barnvell, Cole, Crestadoro, Hottinger and Erman had worked greatly for the compilation of Universal bibliography. At the same time great interest was shown in Great Britain and the United States of America for the compilation of national and Universal bibliography. Charles. C. Jewett, the noted Librarian of the Smithsonian Institute in U.S.A., presented a plan to the American Association for the Advancement of Science to produce a regular and complete national bibliography aiming finally at Universal bibliography.

Periodical literature though started at the end of the seventeenth century, its phenomenal growth was evident by the middle of the nineteenth century. In 1846 Joseph Henry, a distinguished physicist and Secretary of the Smithsonian Institution, U.S.A., proposed to the British Association for the Advancement of Science that a world catalogue of scientific literature shall be published. This proposal was accepted in 1858 and the Royal Society of Great Britain accepted full responsibility for such a catalogue of scientific papers. The first volume of the catalogue appeared in 1867 and in all 22 volumes were published including 3 vols. of subject index. Entries in these catalogues were arranged author-wise without subject indices. To overcome this difficulty a conference was held in 1896 in London. After great deliberation, a special classification scheme for the Natural Sciences was agreed upon. An International Council was set up at the Royal Society, London, assisted by National Bureaux. The International Council brought out in 1902 the first annual issue of the 'International Catalogue of Scientific Literature' covering the year 1901 in 22 volumes. The Council published 14 annual sets of 17 volumes till the beginning of the First World War in 1914. At the end of war, the Council wound up the project for want of funds. Hence, this international attempt for a bibliography came to an end in 1919.

It was in the early nineties of the last century that a pioneering approach came from the joint work of two Belgian enthusiasts, Paul Otlet and Henri La Fontaine for compiling Universal bibliography. Both of them were trained in law and sociology. Their frustrations in trying to compile bibliographies in social studies led them to start an Office International de Bibliographie. They organised in 1895 an International Conference on Bibliography which resulted in the establishment of the Institute International de Bibliographie. The aim of this Institute was to assemble on standard catalogue cards a complete classified index of recorded knowledge. The office of the Institute was situated at the Palais Mondial in Brussels. This 'Repertoire Bibliographique Universel' was commenced to record all types of documents. In spite of numerous difficulties and much opposition, the Institute did make some progress. The Belgian Government helped the Institute financially and La Fontaine also used the proceeds of the Noble Prize awarded to him in 1913.

The 'Repertoire' assembled more than over 13,000,000 index cards arranged in classified order according to the modified Dewey Decimal Classification, which was later called Universal Decimal Classification (UDC). The First World War from 1914 to 1918 wiped out the Institute; its staff

became dispersed, its building was destroyed. Fortunately, the Universal Index with its 13,000,000 cards was saved. However, once again the dream to construct a Universal bibliography came to an abrupt end. The Institute in 1938 became the Federation Internationale de Documentation (FID). The FID still through its activities such as the Universal Bibliographic Control (UBC) and Universal Availability of Publications (UAP) is striving for the aims and objectives with which it was started in 1895.

The years between the two great wars did not witness much concern about the Universal bibliography. The League of Nations founded the Institute International de Cooperation Intellectuelle (IICI) in 1925 which started the compilation and publication of the Index Bibliographicus and the Index Translationum. After the Second World War, UNESCO appointed the noted bibliographer, Theodore Besterman, for the establishment of a World Bibliographical and Library Centre (WBIC) in Paris with plans for Universal bibliographic control. The newly liberated countries did not agree for these centralised efforts. Hence, the UNESCO decided for the development of the national libraries and national bibliographies. The UNESCO-Library of Congress Survey, Bibliographical Services: Their Present State and Possibilities of Improvement clearly stated that Universal bibliography is possible only in terms of national units.

Self-Check Exercise - 2

Explain in brief the attempt made by Konrad Von Gesner in preparing a Universal bibliography.

Note: i) Write your answer in the space provided below.

ii) Compare your answer with the model answer given at the end of this Unit.

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5.2.3 PRESENT POSITION

In 1960s the concept of Universal bibliographic control was given a new push because of the advent of computers and modern technology. J.C.R. Licklider in his book *Libraries of the Future* presented a strong case for the universal bibliographic control with a series of interlocking systems of computers among the national units. The apex computer centre would maintain the total record of human knowledge and the national units would handle their national collections. Further, a group of enthusiasts of Universal bibliography in U.S.A., have recently put forward the Growing Encyclopedia System (GES) and a World Information Synthesis and Encyclopedia (WISE). Like all the previous attempts at the Universal bibliography, the GES and WISE are also theoretically ideal but beset with many practical difficulties to achieve the goal.

5.2.4 LIMITATIONS

Though it is surmounted with various difficulties, bibliographers over the last few centuries have been trying for the compilation of Universal bibliography. The following factors could be mentioned as the major hurdles for the failure of the previous attempts:

- a) There is tremendous growth of knowledge. Subject disciplines and sub-disciplines under different subjects have enormously increased.
- b) There is an exponential growth in literature. Literature has been doubling every 15 years. Recording of all forms of literature and stocking of such literature has become a great problem.
- c) Literary output of the world is in many languages. Hence, language is one of the important barriers for Universal bibliography.
- d) Universal bibliography is a huge affair which would require large manpower and financial resources.
- e) Classification and arrangement of materials of different forms and languages is a theoretical problem. There is no suitable classification scheme at present to accommodate such divergent materials. There is no common bibliographic format for cataloguing.

The history of Universal bibliography for the last four hundred years is a story of failures. However, the attempts have not been left by bibliographers. Computers and modern technology may make the dream of Konrad von Gesner for the Universal bibliography a reality in the days to come. The concept of one man and one world is fast growing and the Universal Bibliographic Control is a necessity for the development of human race.

Self-Check Exercise - 3

What are the limitations in the compilation of a Universal bibliography ?

Note: i) Write your answer in the space provided below.

ii) Compare your answer with the model answer given at the end of this unit.

5.3 CATALOGUES OF SOME NATIONAL LIBRARIES

In the preceding sections, we have seen the failure of various attempts for the compilation of universal bibliography. UNESCO felt that the purpose of universal bibliography could be realised only through the national units. Some of the national libraries such as Library of Congress, Bibliotheca Nationale, British Museum (Reference Division of British Library) have long history. They contained enormous collections of different forms of materials in different languages too. Taken together their collections represent a somewhat comprehensive record of international publishing. They are a near substitute to universal bibliography.

Printed library catalogues of national libraries serve as general bibliographies because they are not limited by subject, period of time, form of material, country or language. They are excellent sources of information. They are prepared with great care and are, therefore, highly reliable. The National Union Catalogue of the Library of Congress is now available through MARC. Similarly the printed counterpart is available as UKMARC. Books in English, a catalogue of 2 million books from 1971-1985, British Catalogue of Music are good examples of printed

catalogues. The catalogues of the national libraries are of two types. They are printed catalogues and catalogues on cards. Let us see in detail the catalogues of the Library of Congress, British Museum (Reference Division of British Library), Bibliotheca Nationale (Paris) and National Library of India (Calcutta) in the following pages.

Self-Check Exercise - 4

Explain how the National Library catalogues are suitable substitutes to Universal Bibliography.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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5.3.1 CATALOGUES OF LIBRARY OF CONGRESS

The Library of Congress (LC) is one of the biggest libraries in the world. Its total collection runs into millions of documents. It has considerable reputation in professional circles for the highest standards maintained in its cataloguing techniques.

The Library of Congress in the first instance during 1942-46, published **A Catalogue of Books Represented by Library of Congress Printed Cards Issued Upto 31 July, 1942** in 167 volumes. A supplement to it was published in 1948 covering the period 1942-47 in 42 volumes. Further in 1953, it brought out the **Library of Congress Author Catalog** for the period 1948-53 in 24 volumes.

The 'Catalog of Books' is highly useful for books published prior to 1942. It provides only the author approach. The Author Catalog may be considered an interregnum between the **Catalog of Books** and the **Union National Catalog**. The catalogues of Library of Congress beginning from July, 1956 were renamed as **National Union Catalogue**. The **National Union Catalogue** is a major breakthrough because it lists not only the holdings of Library of Congress but also those of some 750 other libraries. The **National Union Catalog** is produced by the Library of Congress in conjunction with the Committee on Resources of American Libraries of ALA.

The following is the list of catalogues issued in printed form by the Library of Congress:

- a) **A Catalog of Books** (August 1898 - July 1942) 167 volumes
- b) **A Catalog of Books: Supplement** (August 1942 - December 1947) 42 volumes.
- c) **Library of Congress Author Catalog** (1948 - 1952) 24 volumes
- d) **The National Union Catalog** (1953 - 1957) 28 volumes
- e) **The National Union Catalogue** (1958 - 1962) 54 volumes
- f) **The National Union Catalogue** (1963 - 1967) 72 volumes

National Union Catalog, pre-1956 imprints are to be published in 610 volumes. They have already published 30 volumes covering the period 1952-55. The retrospective catalogues which

are printed by the Library of Congress are highly useful to scholars and librarians as selection tools of materials. Now the National Union Catalog is available in MARC form also.

5.3.2 CATALOGUES OF BRITISH MUSEUM (BM) REFERENCE DIVISION OF BRITISH LIBRARY (BL)

The collection of British Museum, though not the biggest, is the richest in the world. Its collection contains besides books and periodicals, the manuscripts, prints, coins and medallions, musical scores, incunabula and rare books, maps, files, etc. (The British Museum is now a part of the British Library).

The printed catalogues of the British Museum are eagerly sought by bibliographers, librarians and research scholars. One of the earliest printed catalogues of the British Museum was the *Catalogue of Books... Printed in England, Scotland and Ireland and of Books in English printed abroad to the year 1640* published in 1884 in 3 volumes. It also published *Catalogue of Printed Books* in 95 volumes for the period covering 1881-1900. This was followed by a supplement of 13 volumes for the period covering 1900-1905. In 1954, the *Catalogue of Printed Books* was renamed as *General Catalogue of Printed Books*.

The following printed catalogues of books were published by the British Museum:

- a) *General Catalogue of Printed Books*. 263 volumes.
- b) *General Catalogue of Printed Books, ten-year supplement 1956-65*. 50 volumes.
- c) *Subject Index of the Modern Works Added to the Library, 1881-1900*. 3 volumes. (This is continued with every five year supplements.)

Besides the *General Catalogue of Printed Books* and *Subject Index*, the British Museum has brought out a large number of catalogues of its holdings of books in Indian languages. The catalogues of the British Museum serve as a retrospective bibliographical tool to the great collection.

Besides the *British Museum Catalogues of Printed Books*, the British Library has now published catalogues of *Books in English*, covering over 2 million titles and *British Catalogue of Music*. British Library catalogues are now available in UKMARC also.

Self-Check Exercise - 5

Explain briefly about the printed catalogues of the BM.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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5.3.3 CATALOGUES OF BIBLIOTHECA NATIONALE (PARIS)

Bibliothèque Nationale is the national library of France. It publishes 'Catalogue General Des Livres Imprimés de la Bibliothèque Nationale: Auteurs' from 1900 to date. The catalogue represents the holdings of the National Library of France, which is a primary tool of information on French books. The production of this catalogue is slow but maintains a high standard of editing. It is a highly dependable reference tool. In this catalogue each entry gives the authors' full name, title, edition, imprint, collection and sometimes notes. The entries are analytical.

5.3.4 CATALOGUES OF THE NATIONAL LIBRARY OF INDIA (CALCUTTA)

The National Library of India has 2.4 million volumes. It serves as a repository of all reading and information material produced in India as well as of all printed material written by Indians and concerning India written by foreigners, wherever published and in whatever language. The library has also a good collection of publications in English and other European languages and in Chinese, Japanese, Arabic, Persian, etc. In addition it has a rich collection of Sanskrit, Persian, Arabic and Tamil manuscripts and also of rare books published in India and in Indian languages. It has also private collections such as Buhar Collection, Asutosh Mukherjee Collection, Jadunath Sarkar collection, Prof. Vaiyapuri Pillai collection, Tej Bahadur Sapru papers, Sarojini Naidu papers.

The record of the holdings of the National Library is available in its catalogues, both in printed book form and on cards. The catalogues in book form are in several volumes, covering different periods, collections and languages. They include the printed catalogues of the Calcutta Public Library, the Imperial Library and the National Library. The National Library was known as the Imperial Library upto 1947. During the post-Independence period several catalogues of books in European languages, catalogues of books in Sanskrit, Pali, Persian, Arabic, Bengali, Tamil, catalogues of periodicals, newspapers and gazettes were published. Some of them are listed below:

- a) European Languages-Author Catalogues. 10 volumes.
- b) European Languages-Author Catalogues. Supplements. 11 volumes.
- c) Author Catalogues of Printed Books in Bengali Language. 4 volumes.
- d) Catalogue of Sanskrit, Pali and Prakrit Books. 2 volumes.
- e) Catalogue of Arabic, Persian and Urdu Books in the Imperial Library, Calcutta. 1 volume.
- f) Catalogue Raisonné of the Buhar Library. 2 volumes.
- g) Catalogue of Periodicals, Newspapers and Gazettes. 1 volume.
- h) Catalogue of Printed Books in the Asutosh Collection. 4 volumes.
- i) Author Catalogue of Printed Books in Tamil (Letters A-K). 1 volume.
- j) Author Catalogue of Printed Books in Hindi (Letters A-B). 1 volume.
- k) Author Catalogue of Printed Books in English Language. (Multiple volumes)
- l) Author Catalogue of Printed Books in English Language. (Supplement 1962-1980, Letter A, Volume 1).

The printed catalogues cover a wide spectrum of subjects and languages. They are of immense use for researchers in finding information about old books and papers.

5.4 SUMMING UP

Universal Bibliography, inspite of several attempts, remained a dream unfulfilled. Therefore, Unesco-LC survey recommended to strengthen the national bases. Publications of national bibliographies by all countries of the world coupled with the use of computer and communication technologies, may bring success in producing 'Universal Bibliography' in real sense. Until then we have to depend on catalogues of big national libraries.

National libraries are the legal deposit holders for the literature produced in their respective countries. Hence, the collections in various national libraries are huge and contain variety of materials in different languages. The printed catalogues of the national libraries are, therefore, important tools of reference for librarians, bibliographers and research scholars. The catalogues of national libraries when they are put together, represent the maximum percentage of documents produced in the world. The national libraries, if they are strong and well organized, their collections can serve the purpose of universal bibliography. Even to bring the printed catalogues of national libraries together, uniform cataloguing practices are a must. To update the printed catalogues of national libraries regularly is a great task involving large manpower and huge finances.

5.5 MODEL ANSWERS

- 1) The following elements are essential for a universal bibliography:
 - a) Documents of all forms;
 - b) Documents in all languages;
 - c) Documents on all subjects;
 - d) Documents published in all countries; and
 - e) Documents produced during all times.
- 2) i) Konrad Von Gesner published in 1545, *Bibliotheca Universalis in Tribus Linguis, Latina, Graeca, et Hebraica*, in which he listed 12,000 books with annotations; (ii) In 1548 he published *Pandectarum Sive Partitionum Universalium* according to a subject classification of knowledge; (iii) He also published in 1555, *Appendix Bibliotheca*, listing another 3,000 titles; (iv) He made a pioneering effort for the compilation of an universal bibliography, listing in all 15,000 books covering the core of the western knowledge.
- 3) The limitations in compiling a universal bibliography are: (i) Tremendous growth of knowledge and proliferation of subjects and sub-subjects; (ii) Exponential growth of literature doubling every 10 years; (iii) Literary output in diverse languages; (iv) No single classification system can organise divergent formats of material; and (v) Universal bibliography needs large resources of manpower and finances.
- 4) i) National libraries have enormous collections of materials in different languages and forms. The catalogues of these libraries form a near comprehensive record of international publishing; (ii) The catalogues of the national libraries such as LC, BL and *Bibliothecae Nationale* are printed; (iii) National library catalogues as they are not limited by subject, period of time, form of material, country or language, serve as general bibliographies in the absence of an universal bibliography.

- 5) i) In 1884 the British Museum published in 3 volumes the "Catalogue of Books... Printed in England, Scotland and Ireland and of Books in English Printed abroad to the year 1640"
- ii) "General Catalogue of Printed Books" in 263 volumes. The General Catalogue of Printed Books was earlier known as Catalogue of Printed Books.
- iii) Ten-year Supplement 1956-65 to General Catalogue of Printed Books in 50 volumes.
- iv) Subject Index of the Modern Books Added to the Library 1881-1900, 3 volumes with a supplement for every five years period.
- v) The BM also published a large number of catalogues of its holdings of books in Indian languages.

5.6 ASSIGNMENT

- 1) Briefly describe the various attempts that were made for the compilation of universal bibliography.
- 2) Are the national library catalogues a substitute to universal bibliography ? Discuss with examples.
- 3) Write short notes on the following :
 - a) Konrad von Gesner
 - b) Catalogue of scientific papers, 1800-1900
 - c) Institute International de Bibliographie (IIB)

5.7 RECOMMENDED BOOKS

- 1) Chakraborti, M.L. *Bibliography in Theory and Practice*. 2nd rev. ed. Calcutta: The World Press, 1975.
- 2) Collison, Robert L. *Bibliographies: Subject and National*. 3rd ed. London: Cross, Lockwood & Sons, 1968.
- 3) Girja Kumar and Krishna Kumar. *Bibliography*. New Delhi: Vani Educational Books, 1985.
- 4) Larsen, Knud. *National Bibliographical Services: their creation and operation*. Paris: Unesco, 1953.
- 5) Perreault, J.M "Reflections on the idea of a Universal bibliography". *Herald of Library Science*, 10; 1971.
- 6) UNESCO/Library of Congress Bibliographical Survey. V.1: *Bibliographical Services: their present state and possibilities of improvement*. Washington, LC, 1950.
V.2: *National Development and International Planning of Bibliographical Services*. Paris: Unesco.

5.8 GLOSSARY

- 1) **Annotation:** This is a note added to an entry in a catalogue, reading list or bibliography, to elucidate, evaluate or describe the subject and contents of a book.

- 2) **Format:** This is a term used to describe the appearance and make-up of a book, its size, shape, paper, type, binding, illustrations, etc.
- 3) **Incunabula:** These are books printed before 1500. The name is derived from the Latin 'cunae' (cradle) and indicates books produced in the infancy of printing, more specifically those which were printed before the use of loose type was common.
- 4) **Retrospective bibliography:** This is a list of books published in previous years as distinct from a 'current' bibliography which records books recently published.
- 5) **Universal Bibliographic Control (UBC):** This is a proposal made in 1973 by IFLA that Unesco should adopt as a major policy objective for the promotion of worldwide system for the control and exchange of information. The purpose of the system is to make universally and promptly available, in a machine-readable form that is internationally acceptable, basic bibliographic data on all publications issued in all countries. The guiding principle is that the information should be produced as completely and correctly as possible at the earliest date, as near to the source as possible.
- 6) **Universal Availability of Publications (UAP)** It is an IFLA-sponsored international system for lending and copying publications. The universal availability of recorded literature can only assure the full benefits of UBC.

BRAOU

UNIT 6 NATIONAL BIBLIOGRAPHIES

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6.0 AIMS AND OBJECTIVES

This unit deals with National Bibliography, which is yet another branch of enumerative bibliography.

After studying this unit, you will be able

- to know what a national bibliography is and its history, definition, scope and coverage;
- to understand the purpose and utility of national bibliography;
- to identify the various requirements for the compilation of national bibliography;

- to recognise the kinds of national bibliographies;
- to study the bibliographical activities with special reference to India and UK;
- to know the growth and development of INB and BNB; and
- to understand the role of national bibliography in UBC.

6.1 INTRODUCTION

Universal bibliography has been studied in Unit-5. National bibliography which is another important category of enumerative bibliography is dealt in this unit. The various sections and sub-sections deal with the history, definitions and importance of national bibliography. It also deals with the various requirements needed for its compilation. A detailed survey and study of the INB and BNB is made.

6.2 NATIONAL BIBLIOGRAPHY: HISTORY, DEFINITION, AND SCOPE AND COVERAGE

6.2.1 HISTORY

The invention of printing in 1450 by Johann Gutenberg in Germany gradually led to the proliferation of publishing in the national languages in Europe. Latin, which was a common language in the medieval ages in Europe, was replaced by English, French, German, Italian, etc. The listing of the vast literature pouring out in these languages became the need of the day. John Bale, John Leland, A.F. Doni, Francois Grude and A.E. Ebert were the pioneers in preparing the national bibliographies in their native countries. John Leland of England compiled *Commensari de scriptoribus Britannica* in 1546 which listed the works of the British writers in retrospect from the ancient times. He was, therefore, rightly called by Theodore Besterman as "the Father of English Bibliography". A.F. Doni published the bibliography, *La libreria* in Italy in 1550. Francois Grude of France and A.E. Ebert of Germany compiled their bibliographies, *Bibliothèque Francois* and *Allgemeines Bibliographisches Lexicon* in 1584 and 1821-30 respectively. The early German "Masskataloge" and the English "Term Catalogues" have also largely contributed for the development of national bibliography.

The first current national bibliography was started by Napoleon I, Emperor of France by his royal decree of October 11, 1811. *Bibliographic de la France* was issued as a weekly and the first issue appeared on 1st November 1811. The entries in this bibliography were arranged under broad classes. It was supplemented with the annual cumulations of an alphabetical author index, an alphabetical title index, a classified subject index and a comparative statement of statistics and tables of book production.

The term "national bibliography" as such was used for the first time by Reuben A. Guild in 1858 in his book *Librarian's Manual*. The "explosion of information" and the failure of the universal bibliography in the 19th century strengthened the idea of national bibliography. Finally the UNESCO at its Conference on the Improvement of Bibliographical Services held in Paris in 1950 recommended that "there must be well organized national bibliographical services in all countries". With its active help with know-how and wherewithal, more than 50 countries have established their national bibliographies.

6.2.2 DEFINITION

The term national bibliography was defined variously by various authorities. Some of the definitions are given below:

- 1) L.M. Harrod's the Librarians Glossary defines: "A bibliography of books produced in the language of one country, irrespective of the country in which published, about the country by the natives of the country irrespective of residence and of books produced in the country, whatever their language."
- 2) ALA Glossary of Library Terms defines: "A list (or, collectively, lists) of works published in a country; or in an extended sense of works about a country, by the natives of a country living in that country or elsewhere or written in the language of a country."
- 3) L.H. Linder in his book **The Rise of Current Complete National Bibliography** defines it as: "A complete or nearly complete listing in one or more parts, of the records of a nation, about a nation copyrighted in a nation, or in a single language. As used here the word 'nation' is construed to mean the natives of a country as well as the nation in the political and geographical sense."
- 4) Girja Kumar and Krishan Kumar in their book **Bibliography** define it as: "A national bibliography should record all documents, published or unpublished, irrespective of the agency issuing them, covering trade as well as non-trade items, irrespective of the form of material, language, subject or time of publication. It follows that the totality of bibliographical tools relating to the output of a nation, taken together go to form a complete national bibliography."
- 5) S.R. Ranganathan in his book **Classified Catalogue Code, (Part S)** defines: "A national bibliography is a list of documents:
 - i) published or unpublished in all forms;
 - ii) produced within the country; or
 - iii) in the language of the country, whether produced within or outside the country; or
 - iv) on the country, whether produced within or outside the country; or
 - v) by the natives of a country, whether produced within or outside the country; or
 - vi) on the country and on the natives of a country, whether produced within or outside country; or
 - vii) on the thought created in the country, whether produced within or outside the country; or
 - viii) all of the above or any combinations of them.

The above definitions amply indicate that the term national bibliography is difficult to define and denotes different things to different people. Some of the definitions are narrow and some of them are wide and exhaustive.

6.2.3 SCOPE AND COVERAGE

The national bibliography should record the totality of macro and micro documents produced in the territories of a nation and concerning the nation and its thought by the natives and others anywhere in the world. The scope of it ought to be broad and coverage should be exhaustive. Its aim is complete bibliographical control at the national level and thereby obtain a complete listing for the whole world through cumulation of all national bibliographies.

The UNESCO Conference on the Improvement of Bibliographical Services held in Paris in 1950 recommended the following eleven categories of current national bibliography to form a complete national bibliography. They are:

- a) General national bibliography of books and pamphlets, theses, government publications published and on sale;
- b) Books and pamphlets published but not on sale;
- c) Index to important articles in periodicals and newspapers;
- d) Maps and atlases;
- e) Musical works;
- f) Audio-visual materials;
- g) Unpublished theses and academic publications;
- h) Local government publications;
- i) Directories of current periodicals and newspapers;
- j) Publishers and booksellers; and
- k) Learned societies, institutions and libraries.

There are differing views on the above plans of coverage but presently most of the national bibliographies due to the availability of automation are moving towards it. Complete bibliographical control at the national level is a prerequisite in achieving universal bibliographical control.

Self-Check Exercises - 1

Among the five definitions given, which are the comprehensive ones and why?

Note: i) Write your answer in the space provided below.

ii) Compare your answer with the model answer given at the end of this unit.

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6.3 IMPORTANCE OF A NATIONAL BIBLIOGRAPHY

6.3.1 NEED

Information and knowledge explosion in the modern world necessitated the bibliographical control at the international and national levels. The universal bibliography and the national bibliography are the tools for this purpose. The national bibliography systematically organizes the total output of records and provides for their retrieval and verification. It is an authoritative and basic record for the preparation of subject and author bibliographies.

6.3.2 PURPOSE:

The national bibliography serves three-fold purpose. In the words of S.R. Ranganathan, the three purposes are:

- a) Cultural purpose; b) Economic purpose; and c) Educational purpose.
- a) **Cultural purpose:** The national bibliography as a register of national literature disseminates knowledge and facilitates communication.
- b) **Economic purpose:** It provides information about the documents concerning their publishers, place of publication, etc. and enables for their location and acquisition. Thus, it saves the valuable time of one and all.
- c) **Educational purpose:** By reporting the total macro and micro documents produced in a country and about a country, the national bibliography serves as a source tool for book selection.

6.3.3 USE AND UTILITY

The use and utility of a national bibliography are manifold. Some of them are:

- a) It serves as a bibliographical control of vast mass of documents produced in a country in conventional and non-conventional forms.
- b) It is a total register of the cultural heritage of a country.
- c) It provides information for quick and easy access to the literary output of a nation.
- d) It saves the time of scholars by providing them a comprehensive list of documents on the subject/subjects of their research and also informs the latest additions in such subject domains.
- e) It serves as an authoritative and accurate tool for book selection in libraries.
- f) It helps to avoid duplication of research and saves money and energy at the national level.
- g) It serves as a guide to the book trade by identifying the various bibliographical details of each publication.
- h) It transmits knowledge and scholarship of a nation to the present and future citizens of that nation.
- i) It helps the general reader to pick and choose books of his interest and thus strengthens the reading habits.
- j) It is the *sine qua non* of the national development and progress.
- k) It is a basic tool for the preparation of other kinds of bibliographies.
- l) The national bibliography by providing the bibliographical control at the national level helps the universal bibliographical control at the international level and serves as a resource sharing tool between nations.

Self-Check Exercise - 2

Explain the uses of a national bibliography.

Note: i) Write your answer in the space provided below.

ii) Compare your answer with the model answer given at the end of this unit.

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6.3.4 USERS

The national bibliography is used by different categories of the public. They are librarians, scholars, bibliographers, writers, booksellers and publishers.

Librarians: They use it as a book selection tool to build up library collection in the areas of their specialisation.

Scholars: The scholars use it to find out the literature published in the area of their research and to know the latest additions on a subject of their research.

Bibliographers: The national bibliography is the basic reference tool for the bibliographers to find out documents published on various subjects. It is greatly helpful in preparing subject, author and geographical based bibliographies.

Booksellers and Publishers: The publishers find it a very useful tool to publicise their publications and to their consequent sale. The book sellers make use of it to locate books, verification of their price and the consequent acquisition and supply of them to their clientele.

6.4 COMPOSITION OF A NATIONAL BIBLIOGRAPHY

The production of various macro and micro documents in a nation is an endless process. The national bibliography which prepares lists of such documents needs to be a continuing process requiring large resources. The current national bibliography is, therefore, published either as a weekly or a monthly periodical on a regular basis with quarterly, half-yearly and annual cumulations. For an effective functioning of a national bibliography, certain prerequisites such as continuous supply of source material, an issuing agency, standard practices of classification, cataloguing and arrangement are essential.

6.4.1 LEGAL DEPOSIT

All the materials produced in a nation and about the nation should be available for physical verification and inclusion in a national bibliography in order to make it as exhaustive as possible. It is possible only through an act of the state. Such an act is generally known as legal deposit act or copyright deposit or delivery of printed books act. The publishers are required under the provisions of the act to deposit certain number of free copies of their publications either at the national library or at the bibliographical centre which undertakes the publication of the current national bibliography. Hence, it is the best source for acquiring all the documents produced

in a nation automatically, on a continuous basis free of cost. In the absence of such an act, agreements with individual publishers is necessary which is cumbersome and impracticable.

6.4.2 ISSUING AUTHORITY

In every nation there are various bibliographical agencies. Ranganathan listed them under four categories. They are:

1. International (General) Centre
2. International (Special) Centre
3. National (General) Centre
4. National (Special) Centre

All the above centres are responsible for bibliographical control. The production of national bibliography is the responsibility of the nation. The national library of the country is best equipped for the job. In the absence of a national library, such work can then be undertaken by a bibliographic centre or a trade agency.

6.4.3 ARRANGEMENT

The national bibliography may be in more than one part. Entries in the main part may be in classified order or alphabetical order. The classified arrangement of the entries is the best. The main part should be supplemented with indexes for authors, titles, subjects, series, etc. The standard classification schemes such as Dewey Decimal or Universal Decimal or Colon Classification should be followed in the arrangement of entries.

6.4.4 BIBLIOGRAPHIC DESCRIPTION

The entries in a national bibliography should be prepared following a standard catalogue code such as A.A.C.R. or the Classified Catalogue Code. Full bibliographical description should be provided for each entry. Details like the name of authors, collaborators, editors, title, series, and other details of imprint and collation including binding and price should be provided. The details of the entries should be compatible with the entries of other national bibliographies for helping the universal bibliographic control. They should have facility for adoption of automation.

6.5 SOME CURRENT NATIONAL BIBLIOGRAPHIES

There are more than 50 current national bibliographies in the world. Some of them are mentioned below for information.

1. **British National Bibliography.** Boston spa, Wetherby, West Yorkshire, National Bibliographic Service, The British Library, 1950-(Weekly)
2. **Bibliographie de la France.** Paris, Circle de la Librarie, 1811-(Weekly)
3. **Knizhnaia Letopis; Organ Gosudarstveunoi Bibliografii SSSR.** Móska, Knizhnaia Palata, 1907-(Weekly)
4. **Indian National Bibliography.** Calcutta, Central Reference Library, 1957-(Monthly)
5. **National Union Catalogue.** Washington, Library of Congress, 1956 -- .
6. **Canadiana: Canada's National Bibliography.** Hull, Qubec, National Library of Canada. (Monthly)

7. Ch'uan-kuo hsiu shu-mu (National bibliography). Peking, Weu-hua pu ch'u-pau shi, 1951 (Frequency varies)

6.6 TYPES OF A NATIONAL BIBLIOGRAPHY

There are two types of a national bibliography. They are current and retrospective bibliographies.

- i) **Current National Bibliography:** It lists documents which are currently produced in a country. It is a periodical which is generally published weekly or monthly with quarterly, half-yearly and annual cumulations. Entries of documents are included in it only after physical verification. Full bibliographical details including ISBN number, price, nature of publication such as hard-bound or paperback are given. It is a good book selection tool of current documents.
- ii) **Retrospective National Bibliography:** A retrospective national bibliography is a national bibliography for a particular period of past. It appears in the form of book. There is no definite frequency for it. Generally, this is brought out by the national library in the form of a published catalogue.

6.7 NATIONAL BIBLIOGRAPHICAL ACTIVITIES IN INDIA

Both current and retrospective national bibliographies are being published in India. Before a detailed study of INB is made, some examples of both the varieties are provided below.

6.7.1 CURRENT NATIONAL BIBLIOGRAPHIES

- i) **Indian National Bibliography.** Calcutta, Central Reference Library, 1957-
- ii) **Accession List: South Asia.** New Delhi, Library of Congress, 1980-
- iii) **Indian Science Abstracts** New Delhi, INSDOC, 1965-
- iv) **Bibliography of Doctoral Dissertations, Social Sciences and Humanities.** New Delhi, Association of India Universities, 1975-76 - (Annual). (Similar volume on annual basis is available for Natural and Applied Science also.)
- v) **Press in India: Annual Report of the Press Compiled by the Registrar of Newspapers of India.** New Delhi, Ministry of Information and Broadcasting, 1964-- (Annual), 2V.

6.7.2 RETROSPECTIVE NATIONAL BIBLIOGRAPHIES

- i) **National Bibliography of Indian Literature, 1901-53, New Delhi, Sahitya Akademi, 1962-74.** (4 volumes arranged language-wise)
- ii) **Social Sciences: A Bibliography of Doctoral Dissertations Accepted by Indian Universities, 1857-1970, New Delhi, Association of Indian Universities, 1974.** (There are similar bibliographies for subsequent years).
- iii) **Catalogue of Government of India Civil Publications (Subject-wise Arranged) Corrected Upto 31st December, 1959.** New Delhi, Manager of Publications, 1966.
- iv) **Bibliography of Indology.** Calcutta, National Library, 1960-65. 3 vols.
- v) **A Bibliography of Dictionaries and Encyclopaedias in Indian Languages.** Calcutta, National Library, 1964.

6.7.3 INDIAN NATIONAL BIBLIOGRAPHY (INB)

UNESCO in 1950s assisted many countries with know-how and wherewithal to establish their national bibliographies. Government of India with plans to have bibliographical control at the national level sought the help of UNESCO. It appointed a National Bibliographical Committee in 1955 under the chairmanship of the veteran information scientist Prof. B.S. Kesavan to make recommendations regarding the layout, coverage, script and other technical details of the proposed **Indian National Bibliography**. The Committee while recommending the immediate establishment of the **Indian National Bibliography** suggested, among other things, the following:

- i) INB should cover publications in all the languages recognised by the Constitution of India.
- ii) Roman script should be adopted for all the languages with annotations in English for the entries in Indian languages.
- iii) D.D.C. should be adopted for the classification. Colon Classification numbers also to be provided. Chain procedure should be used to derive the subject headings.

On the basis of the recommendations, **Indian National Bibliography** was established in 1957. The **Central Reference Library** which is housed in the National Library, Calcutta, has been entrusted with the work of the publication of the **Indian National Bibliography** on continuous basis. The first quarterly fascicule of INB covering the period from October 1957 to December 1957, appeared in August 1958.

Books Delivery Act: The total record produced in the country should be physically available on a continuous basis for the publication of a national bibliography. Hence, there is a need for legal deposit act. The first copyright Act, viz., The Press and Registration of Books Act was passed in 1867. However, after independence, Government of India found the 1867 Act inadequate. Government, therefore, passed in 1954 **The Delivery of Books and Newspapers (Public Libraries) Act**". The act stipulates that the publishers within the territories of India should deposit four copies of their publications, both books and periodicals, free of cost to the national libraries within a period of three months from the date of publication. This ensures continuous supply of source materials to the **Indian National Bibliography**.

Coverage: **Indian National Bibliography** is an authoritative record of books, first issue of periodicals, government publications published in 14 major Indian languages, viz., Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Tamil, Telugu and Urdu. The following types of publications are, however, excluded from the INB: a) Maps; b) Musical Scores; c) Periodicals and Newspapers (except the first issue); d) Keys and Guides to Textbooks; e) Ephemeral materials and grey literature such as trade literature, telephone directories, etc.

Arrangement: Till 1972, the INB appeared in two parts, namely, i) General publications; and ii) Government and semi-government publications with two separate indexes. This division was found uncalled for and unnecessary. From the issue of January, 1973, these two parts were amalgamated. The entries in the INB are arranged according to the Dewey Decimal Classification under appropriate subject headings with Colon Classification numbers given at the bottom of each entry. Full bibliographic details such as class number, name of the author, full title, place of publication, publisher's name, year of publication, prepages, pages, illustrations; size, nature of binding, price, series, annotations wherever needed and Colon Classification number are given for each entry. The headings of the entries are derived from the D.D.C. number assigned to each entry.

Format: The format of the INB is demy quarto with a print area of 6 3/8" x 9" with a line measure of 41 pica cms. The type used is 10-point Roman.

Script: Roman Script is used for all entries. Entries of books in Indian Languages are transliterated with diacritical marks. They are provided with annotations in English.

Frequency: The INB was first published as a quarterly publication with annual cumulations from 1958 to 1963. Its periodicity was changed to monthly in 1964 and continued upto 1977. The issues of the years 1978 were published as annuals due to unavoidable circumstances. The issues for the years 1980 to 1983 have been decided to be published in two volumes of four parts. Since January 1984, the periodicity of the INB has been reverted to monthly.

Language Bibliographies

The use of Roman script for the books in Indian languages in INB was found unhelpful by non-English knowing public. The price of the consolidated issue of the INB was found high by individuals and smaller libraries. It was felt that the needs of the non-English knowing public and smaller libraries would be best served if separate annual bibliographies of Indian languages were brought out in the script of the respective languages. It was also considered that the publication of the language bibliographies would contribute indirectly to the development of the regional languages and also serve the long felt need of reference tools in such languages. Publication of language bibliographies in 13 major Indian languages was initiated in 1959.

The language bibliographies are prepared by the INB staff at the Central Reference Library, Calcutta and are sent to the concerned authorities for publication in the states. This was done for maintaining uniformity. The Sanskrit bibliography in Devanagari script is brought out by the INB. The language bibliographies, except for Malayalam and Hindi, are much behind schedule.

The publication position of the language bibliographies as on today is given below:

Language	Publisher	Frequency	Volumes Published
Assamese	State Central Library, Gauhati	Annual	1959-1970
Bengali	State Bureau of Education, Government of West Bengal	Quarterly	1958, 1965 1970-1981
Gujarati	Directorate of Printing and Stationery, Government of Gujarat, Baroda	Monthly	1958-1971
Hindi	Bhasha Vibagh, Government of U.P., Lucknow	Annual	1958-1977
Kannada	Director, Public Libraries, Government of Karnataka, Bangalore	Annual	1958-1972
Malayalam	Education Department, Government of Kerala, Trivandrum	Annual	1958-1983
Marathi	Education and social Welfare Depart- ment, Government of Maharashtra Bombay	Annual	1958-1970
Oriya	Orissa Sahitya Akademi Bhubaneshwar	Biannual	1958-1968

Punjabi	Languages Department, Government of Punjab, Patiala	Annual	1958-1962 1971-1974
Sanskrit	Central Reference Library, Calcutta	Annual	1958-1977
Tamil	Directorate of Printing and Stationery, Government of Tamilnadu, Madras	Annual	1958-1974
Telugu	Director of Public Libraries, Govern- ment of Andhra Pradesh, Hyderabad	Annual	1958-1974
Urdu	Bhasa Vibhag, Government of U.P., Lucknow	Annual	1958-1965, 1980-1981

Assessment of the INB

The publication of the INB is a great step forward for the bibliographical control in a multilingual country like India. It is a permanent record of the country's intellectual output for the use of the present and future generations of scholars, librarians, publishers and book-trade. It is useful as a basic reference source for the preparation of various other bibliographical tools. By publishing the INB, India is contributing its share to the Universal Bibliographic Control. Yet there are some defects and handicaps which the INB has to overcome in the future.

1. There is time-lag in its publication. Monthly issues are much behind schedule and this defeats the very purpose of a national bibliography.
2. It fails to be comprehensive because the publishers are not complying with the provisions of the Delivery of Books Act in depositing copies of their publications. National library has no efficient mechanism to enforce the provisions of the DB Act.
3. The INB is not recording the materials published outside India by its natives and by others about India and Indian thought.
4. The scope of the INB is narrow since it provides information only on the books published in 14 Indian languages excluding the publications in many minor Indian languages.
5. The price of the INB is high and it is not within the reach of individuals and small libraries.
6. The adoption of Roman script for the publications in Indian languages is not appreciated.
7. It should adopt Common Communication Format (CCF) to make it internationally compatible and suitable for consequent automation.
8. The INB should introduce card service, so that the libraries need not prepare catalogue cards. Thus their precious time can be saved and utilised for other reader services. This also will help in uniformity of cataloguing.

Self-Check Exercise - 3

Explain the shortcomings of INB.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at end of this unit.

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6.8 NATIONAL BIBLIOGRAPHICAL ACTIVITIES IN U.K.

There is strong bibliographical awareness in U.K. unlike in India. The compilations of John Bale and John Leland laid strong foundations in the field of bibliography in Great Britain. British Museum catalogues are famous world over. Some samples of current and retrospective national bibliographies are given below.

6.8.1 CURRENT NATIONAL BIBLIOGRAPHY

- i) **British National Bibliography.** Boston Spa, Wetherby, The British Library, National Bibliographic Service, 1950 - (Weekly)
- ii) **Bookseller.** London: Whitaker, 1858 - (Weekly)
- iii) **Whitaker's Cumulative Booklist.** London: Whitaker, 1924 - (Quarterly)
- iv) **Monthly Catalogue of Government Publications.** London: HMSO. (Monthly)

6.8.2 RETROSPECTIVE NATIONAL BIBLIOGRAPHIES

- i) **ASLIB Index to Theses Accepted for Higher Degree in the Universities of Great Britain and Ireland.** London: ASLIB, 1950-51 - .
- ii) **General Catalogues of Printed Books.** London: Trustees of the British Museum, 1965-66. (263 volumes)
- iii) **British Books in Print** London: Whitaker, 1967 - (Annual)

6.8.3 BRITISH NATIONAL BIBLIOGRAPHY (BNB)

BNB was established in 1950. Librarians and booktrade in UK rely on the BNB for authoritative and comprehensive information new and forthcoming British books. It is an indispensable tool for book selection, reference work and cataloguing. BNB is issued by the National Bibliographic Service of the British Library. The National Bibliographic Service is composite authority consisting of the Copyright Department of British Museum., Library Association, Publishers and Booksellers Association, ASLIB and others.

Coverage: BNB lists new books and first issues of serial titles received by the Copyright Receipt Office of the British Library. Even forthcoming books are included. Advance information of the forthcoming books is obtained from over 1000 British publishers. All subjects are covered, including fiction and children's literature. Though the BNB is comprehensive in its coverage, the following type of material is excluded from its listing:

- i) Serials (except the first issue)
- ii) Maps
- iii) Music
- iv) Publications of the Local Governments and Government of Ireland
- v) Unchanged reprints
- vi) Publications without the British imprint and
- vii) Cheap novelettes

Music scores are separately covered in the **British Catalogue of Music**.

Frequency: BNB appears weekly with annual cumulations preceded by interim cumulations for January-April and May-August. There is a quinquennial cumulation also. BNB comes out very promptly. Time-lag in the printing of BNB has been reduced a great deal by printing it from computer- controlled phototypesetting.

Arrangement: BNB weekly list is arranged in two parts, viz., classified and alphabetical parts. The entries in the classified part are arranged primarily in a classified subject sequence according to the 20th edition of the Dewey Decimal Classification. All entries are catalogued to the standards of the Anglo-American Cataloguing Rules, 2nd edition (AACR 2). The alphabetical index part contains entries under authors, titles and series which provides alphabetical access to the full records mentioned in the weekly list. The last weekly list of each month includes two separate alphabetical indexes of authors, titles and series and subjects covering all items in the weekly lists of the month.

Bibliographical Information: Each main entry in the classified part contains the full bibliographic details as required under the AACR and in addition includes in International Standard Book Number (ISBN), price and BNB serial number. Index entries contain complete bibliographic details except tracing. For deriving subject headings BNB used PRECIS developed by Derek Austin.

Sample Classified Entry

823.912 [FF] (DC20) – Fiction in English, 1900-1945 – Texts

Hodgson, William Hope, 1877-1918

The night land/William Hope Hodgson. – London: Grafton, 1990. – 509 p: 18 cm
ISBN 0-586-20933-6 (pbk): \$4.99: CIP rev.

1. Title B90-45903

Sample Author Index Entry

Hodgson, William Hope, 1877-1918

The night land. – Grafton (pbk). \$4.99: CIP rev.
823.912 [F] B90-45903 ISBN 0-586-20933-6

Sample Title Index Entry

Night land/William Hope Hodgson. -- Grafton (pbk) \$4.99 CIP.rev.

823.912 [F] B90-45903 ISBN 0-586-20933-6

Availability: BNB is available in many forms. The subscriptions vary for each form. The available forms for subscriptions are :

- 1) Weekly lists only.
- 2) Full service of weekly lists, interim cumulations and annual volume (hard copy or microfiche)
- 3) Interim cumulations and a choice of form of annual volume.
- 4) Annual volume only (hard copy or microfiche).
- 5) Back issues of annual volumes and multiannual cumulations.

BNB author and title cumulations from 1950 to 1984 covering about 2.5 million entries are now available in microfiche form. Since 1967, BNB joined the Machine Readable Catalogue (MARC) Project of the Library of Congress. Hence, UKMARC has come into operation and it is now available internationally for use.

BNB Publications

The following publications are produced by the BNB

- i) Books in English (Annual)
- ii) British Catalogue of Music (Three times a year and annual cumulation)
- iii) Serials in the British Library (Quarterly and annual cumulation)
- iv) Bibliography of Bibliography.
- v) British National Film Catalogue (Every two months and annual)
- vi) British Humanities Index (Quarterly and annual)
- vii) British Technology Index (Monthly and annual)

Books in English

'Books in English' was started in 1972 because of the collaboration between the BNB and LC. In excess of 1,00,000 English language titles published throughout the world are recorded. This is published annually. This covers all subjects including fiction published in English. The cumulations for the period 1971-80 which combines 10 annual listings of 1.1 million English language titles are now available in 600 microfiche in a compact case. The entries covering the period 1981-85 listing over half a million English language titles compiled from the catalogues of the BNB and LC in a single author/title sequence are available in 289 microfiche.

'Books in English' has greatly increased the value of the **British National Bibliography**.

Assessment of the BNB

- 1 The BNB is an accurate and authoritative source for the documents published in U.K.
- 2 It is an effective tool for selecting British books all over the world.
- 3 It is greatly helpful as a standard guide for the purpose of classification and cataloguing in libraries in and outside U.K.
- 4 It is a well planned and properly brought out national bibliography. There is no time-lag in its publication.
5. Since it is brought out in various forms, subscription is facilitated even by small libraries.
6. The subscription rate is found high by the overseas subscribers.
7. There is a time-lag between the appearance of a publication and its listing in the BNB. This is due to the fact that some publishers deposit their publications late.

6.9 ROLE OF NATIONAL BIBLIOGRAPHY IN UNIVERSAL BIBLIOGRAPHIC CONTROL

Bibliographic control at the national level is of utmost importance for control at the universal level. As a first step towards this, all the nations should have their current bibliographies. Their scope should be comprehensive. In order to build up a 'world brain' as suggested by H.G. Wells, the scope of the national bibliographies should be wide and exhaustive. The national bibliographies will help internationally:

- i) to know the national literature published in other countries;
- ii) to forge cultural understanding with other nations of the world;
- iii) to select the classics published in other national literatures for translation into the national languages;
- iv) to borrow the required documents on inter-library loan and resource sharing;
- v) to disseminate information to avoid duplication; of research and save energy, time and money; and
- vi) by adopting CCF to enable the universal cumulation of the national bibliographies.

Self-Check Exercise - 4

Give the salient features of INB and BNB in a tabular statement.

Note: i) Write your answer in the space given below.

- ii) Compare your answer with the model answer given at the end of this unit.

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6.10 SUMMING UP

In this Unit, we have discussed:

- * National bibliography is an important category of enumerative bibliography.
- * The term 'national bibliography' as such was used for the first time by Reuben A. Guild in 1858 in his work *Librarian's Manual*.
- * National bibliography is a list of works, published or unpublished, in a country or outside the country; and in any language of the country.
- * The responsibility of publishing it is generally undertaken by the national library of that country.
- * The national bibliographies are published as current and retrospective bibliographies.
- * The national bibliography serves in bibliographic control of documents produced in a country.

6.11 MODEL ANSWERS

- 1) The definitions given by S.R. Ranganathan and by Girja Kumar and Krishna Kumar are the comprehensive ones. The definition of L.M. Harold uses the term "books" loosely and excludes other documents about the country and its thought; ALA Glossary uses 'works published' and thus excludes unpublished works. The definition given by Girja Kumar and Krishan Kumar is relatively recent one compared to that of Ranganathan, hence covers all the conditions.
- 2) A national bibliography provides bibliographic control for the vast mass of records, both conventional and nonconventional, produced in a country. It gives a comprehensive list of documents on the subject, and helps to save the time of the scholars. As an authoritative list acts as a book selection tool. It is a cultural register of a nation's publishing.
- 3) The shortcomings of INB are: i) Time-lag in publication; ii) The coverage is not comprehensive as the publishers are not complying with the Delivery of Books Act; iii) Not recording the publications on India from outside the country; (iv) Coverage of only Constitutionally recognised languages and ignoring publications in other Indian languages.

4) <u>Feature</u>	<u>INB</u>	<u>BNB</u>
a) Source material	All publications in the 14 Indian languages. It does not include micro documents and grey literature.	All British Publications. Certain categories of materials and documents produced in Ireland.
b) Frequency	Monthly. Cumulated Annually.	Weekly. Available in quarterly, annual and quinquennial cumulations.
c) Arrangement	Arranged in two parts. Part I is the classified order. Part II contains alphabetical index.	In two parts. part I contains the classified order of the entries. Part II contains Author and Title indexes.

- d) Other features INB is also compiled and issued separately in 13 scheduled languages with varied frequencies. BNB cooperates with the MARC Project of the Library of Congress. It brings out a separate publication, Viz., **Books in English**.

6.12 ASSIGNMENT

- 1) Define national bibliography and give its history and purpose.
- 2) Explain the various documents supposed to be covered in a national bibliography.
- 3) Describe INB and explain its history, coverage, purpose and limitations.
- 4) Explain BNB and its utility.
- 5) Compare the salient features of INB and BNB.

6.13 RECOMMENDED BOOKS

- 1) Girja Kumar and Krishan Kumar. **Bibliography**. New Delhi: Vani Educational Books, 1985.
- 2) Kaula, P.N. **The National Library of India: A case study**. Bombay: Somaiya publications, 1970.
- 3) Larsen, Knud. **National Bibliographical Services: their creation and operation**. Paris: Unesco, 1953.
- 4) Lewis, Peter Ronald. **The Fall and Rise of National Bibliography**. Bangalore: Sarada Ranganathan Endowment for Library Science, 1982.
- 5) Ohdedar, A.K. **Systematic Bibliography and Documentation**. Calcutta: The World Press, 1975.

6.14 GLOSSARY

Alphabetical Arrangement: Refers to the mentioning of bibliographic entries in alphabetical order in a national bibliography. The entries may be arranged by author, title or alphabetical subject headings or a combination of all of them.

Classified Arrangement: Denotes recording of bibliographic entries in the classified order on the basis of a particular classification scheme such DDC and CC.

Common Communication Format (CCF): An international standard developed by Unesco for the exchange of bibliographic information between institutions. It also serves as a bridge between databases produced in different internal formats.

Copyright: The rights of authors and publishers concerning the works produced and published by them by a law of the State from plagiarism and reproduction without their permission.

Edition: All those copies of a document produced from one unchanged type image whether by direct contact or photographic methods.

Ephemeral Materials: Refers to materials such as pamphlets, cuttings, etc., which are of interest and value for a short period of time only.

Grey Literature: Their two common characteristics are: i) usually, very difficult, if not impossible to obtain; and ii) They very seldom come under bibliographic control. This term includes materials such as unpublished working papers, feasibility and pre-investment studies, theses, research reports and documents of governments and international organisations that are not widely disseminated.

Index: An alphabetical list of names, titles, subjects indicating the location in the text or document.

Information Explosion: The vast quantity of materials produced internationally through research in the form of books, periodical articles and other communication media.

Machine Readable Cataloguing (MARC): A form of centralised cataloguing wherein a central organisation produces catalogue entries in machine-readable form, such as magnetic tape and distributes them to subscribing libraries.

Macro Documents: Big size documents such as books, periodicals, etc.

Micro Documents: Small documents such as periodical articles, pamphlets, microcards, circulars, etc.

Microfiche: A sheet of microfilm containing rows of microimages of pages of printed matter.

Transliteration: To represent (letters or words) in the corresponding characters of another alphabet.

BRAOU

UNIT 7 SUBJECT AND TRADE BIBLIOGRAPHIES

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- 7.2 Subject Bibliography
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- 7.3 Trade Bibliography
 - 7.3.1 History
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- 7.5 Model Answers
- 7.6 Assignment
- 7.7 Recommended Books
- 7.8 Glossary

7.0 AIMS AND OBJECTIVES

This Unit introduces you two important types of bibliographies, that is, subject and trade bibliographies with examples.

After studying this unit, you should be able to describe

- the nature and development of Subject and Trade bibliographies.
- the scope, definitions, characteristics and coverage of subject and trade bibliographies.
- the purpose and use of subject and trade bibliographies.
- the different types of subject and trade bibliographies.
- the method of compilation of subject and trade bibliographies.
- the varied examples of subject and trade bibliographies.
- the databases such as MEDLARS, ERIC, COMPENDEX, etc.

7.1 INTRODUCTION

Systematic or enumerative bibliography has many branches. In the previous units, you had studied two of its branches, namely, the Universal bibliography and the National bibliography. In this unit you will come to know about two more branches of the Systematic bibliography. They are Subject bibliography and Trade bibliography. Which are discussed for clarity and convenience in two sections. One Section deals with the Subject bibliography and the other Section deals with the Trade bibliography.

7.2 SUBJECT BIBLIOGRAPHY

There are three approaches for the identification, storage and retrieval of documents. They are author, title and subject approaches. National library catalogues and general bibliographies generally adopt the author approach. Such bibliographies are usually not limited to any subject. They are designed for the widest possible general use. The subject approach to bibliographic control lies, however, through bibliographies whose scope is limited to individual subject fields. The range of the subject field can be a major discipline like 'chemistry' or a geographical area like 'India' or a relatively small subject like 'book-keeping' or 'Tea plantations in Nilagiris'. But the focus is limited to a subject. An ideal subject bibliography is a comprehensive list of all books, periodical articles and other non-book materials that have appeared on that subject across languages, geographical boundaries and time. Subject approach is largely adopted by scholars and subject specialists. This is a popular form from the point of view of study and research. J.D. Cowley has, therefore, rightly said that 'the subject bibliography is a method; the cataloguing and description of material as preliminary to the study of a subject'. Without it much of a scholar's work may turn to be duplication or fruitless labour at the end. Hence, subject bibliography is an important tool in the fields of higher study and research. Consultation or study of subject bibliography is a prerequisite for any scholar before undertaking any project of research.

7.2.1 HISTORY

Subject bibliography was in existence in some form or other in earlier periods. The discovery of printing and the interest in classical languages such as Latin, Greek and Hebrew during the middle ages created the necessary climate in Europe for subject bibliographies. The booksellers during the book fairs at Leipzig and Frankfurt during the 16th and 17th centuries offered subject-wise booklists through their Messkatalogs and Term Catalogues. The growth of scientific inquiry and publishing further provided the necessary stimulus for the preparation of subject catalogues. Barbara Hale in her book *The Subject Bibliography of the Social Sciences and Humanities* (1970) said that "In every field of knowledge, but particularly in that of science, appeared specialised subject bibliographies, many coming from the pens of outstanding scientists such as Baron Albrecht van Haller and Carolus Linnaeus. Many of them were selective or contained critical comment. Such titles as 'Bibliotheca Juris Selecta...' 'Selecta Bibliotheca Historica' are indicative of their authors' approach".

The growth of periodical literature, expansion of public education, establishment of universities and learned societies during the 18th and 19th centuries necessitated the subject-wise bibliographic control and led to the publication of bibliographical tools such as *Chemischus Zentralllatt* (1830), the *Quarterly Journal of the Chemical Society* (1847), the *Zoological Record* (1864), *Catalogue of Scientific Papers* (1867) and *Engineering Index* (1884). There are many other current and retrospective subject bibliographies relating to various subject fields.

In the 20th century, particularly after the Second World War, there was 'information explosion'. Informational needs of scientists also went on increasing. In order to meet these needs, national documentation centres came into existence. These centres made subject bibliographies more diversified in the forms of indexing, abstracting, reviewing, and annual reviews and the 'Advances in ...' type of publications. The activities of these various documentation centres maintained by professional associations, by commercial bodies and by governmental agencies created chaotic conditions in bibliographic communication. In order to improve the conditions, UNESCO organised the International Conference on Science Abstracting in 1949. Efforts, however, are afoot for International Standard Bibliographical Description (ISBD) and Common Communication Format (CCF) in bibliographies.

The advent of computers and the application of data-processing techniques for the retrieval of information brought into practice highly sophisticated databases in various subject fields. Some such databases are: International Information System for Agricultural Science and Technology (AGRIS) Biosciences Information Service (BIOSIS), Educational Research Information Centre (ERIC), European Nuclear Documentation Service (ENDS), Medical Literature Analysis and Retrieval System (MEDLARS), etc. The databases through their networks are providing subject bibliographical services.

7.2.2 DEFINITIONS

The different definitions of subject bibliography are given below:

1. The Librarians Glossary (4th ed.) states that a subject bibliography is "a list of material about a particular subject or individual".
2. Encyclopedia Americana states: 'Subject bibliographies: These are lists in which both the purpose of compilation and the common characteristics of the listed books are related to the subject matter of their contents'.
3. According to ALA Glossary: "A subject bibliography is a document bibliography confined to a specific subject, whether the subject be a person, place or thing".
4. S.R. Ranganathan defines: "A subject bibliography is a document bibliography confined to a specified subject field only, instead of covering the entire universe of subjects".

The subject bibliography is, therefore, a systematic list of documents on a specific subject irrespective of the language, country and time of their publication.

7.2.3 SCOPE & SPECIAL FEATURES

A subject bibliography, generally, should be universal in its coverage. That is, it should include all documents produced on the subject in all languages in all countries at all times. Such a bibliography may be called a complete subject bibliography. But physical barriers frustrate the realisation of such an ideal subject bibliography. Some of the special features and limitations of subject bibliographies are as follows:

1. Due to physical barriers subject bibliographies suffer with certain limitations with regard to form of materials, time, language, etc.
2. Subject bibliographies may range from the comprehensive to the highly selective ones. A selective bibliography is one which lists only significant material.

3. Depending on the subject of coverage, the subject bibliographies can be either current or retrospective. A current bibliography is one which records contemporary literature as it appears with no termination in view. A retrospective subject bibliography is one that includes all documents published before or in print on a certain date.
4. Subject bibliographies with materials on a specific subject may also include material from allied subjects.
5. The indexing and abstracting periodicals in specific subject fields are also subject bibliographies.
6. The printed catalogues of special libraries can also serve as a subject bibliography in the field of its specialisation. They are also useful as location tools of such materials in the libraries.
7. International databases with subject specialisation can also serve as subject bibliographies.
8. Subject bibliographies may also carry annotations or be provided with abstracts.
9. Most subject bibliographies become out of date soon after they are released because of the continuous production of new literature in the field.
10. Subject bibliographies also suffer in their coverage of materials because of the compilers' limitations and bias of language.
11. Earlier subject bibliographies listed only books. Inclusion of parts of books, periodical articles and other materials is a later development.

7.2.4 TYPES

The term 'subject' has very wide connotation and 'spread'. The elements which are implied by the term are multiple. The subject can be a person, geographical unit, form of material, form of literature, etc. A subject bibliography may comprise any of the following categories:

Category	Example
1. Subjects	: Documents on any of the subjects such as 'Chemistry', 'History', etc.
2. Forms of Literature	: Poetry, Drama, Fiction, etc.
3. Books published in definite period of time	: Incunabula; Sixteenth-century books, etc.
4. Special categories of literature	: Banned books, bestsellers, books by women, etc.
5. Works by and on individual authors	: William Shakespeare, D.H. Lawrence, R.K. Narayan
6. Works published in a geographical area	: Books published in India, A.P., Kerala, etc.
7. Editions and variants of individual works	: Gita, Bible, the first folio of Shakespeare, etc.
8. Works in languages	: Books in Telugu, Tamil, etc.

The above division is not exhaustive and there may be subjects which may fall between these categories. Further a division of the materials is possible on the basis of their physical form. They may be subject bibliographies concerning: 1) Printed books; 2) Periodicals; 3) Articles in periodicals and composite publications; 4) Manuscripts; 5) Films, photographs, etc.; 6) Audio-visual materials; and 7) Posters. The subject bibliography can take any of the above forms but not necessarily all. The above variants of subject bibliographies can be broadly classified

into five broad types of reference tools: 1) Subject Indexes; 2) Bibliographies; 3) Abstracts; 4) Bibliographical Reviews; and 5) Subject Databases. When these tools are viewed from the point of time and coverage, they can further be classified as current and retrospective bibliographies and comprehensive and selective bibliographies.

Self-Check Exercise - 1

Define 'Subject Bibliography'.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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7.2.5 EXAMPLES OF SUBJECT INDEXES, BIBLIOGRAPHIES, ABSTRACTS AND DATA BASES

(A) Subject Indexes

A subject index is a list of entries of documents arranged in certain order providing details about each document for the purpose of its identification and location. The details provided should enable the user to trace the document for use.

i) **Applied Science and Technology Index, 1913** -- (monthly, except July)

This index analyses about 300 periodicals published in English in the disciplines of science and technology. The monthly issues are annually cumulated. Bound annual volumes are available besides the monthly issues.

ii) **British Humanities Index, 1962** -- London, Library Association.

This index covers about 400 British journals and is mainly intended to serve the general reader. It was formerly **The Subject Index to Periodicals**.

There are many such subject indexes. Only some select examples are given below:

- a) **Biological and Agricultural Index, 1964** -- , New York, Wilson (monthly, except August)
- b) **Humanities Index, New York, Wilson, 1974** -- Vol.1 -- (quarterly)
- c) **Library Literature: An Index to Library and Information Science, New York, Wilson, 1934** --
- d) **Indian Education Index (1947-1978)**, by K.G. Tyagi, Indian Institute of Education, 1980.

(B) Subject Bibliographies

There are numerous subject bibliographies. Details of two such bibliographies are provided below. Further few more examples are given for your information.

- i) **Cambridge Bibliography of English Literature**, ed. by F.W. Bateson. London, Cambridge University Press, 1940-57 (5 volumes).

The first three volumes cover the period A.D. 600 to 1900. The fourth volume is an index to these. The fifth volume is a supplement which lists publications appeared from 1940-1955.

This is a basic bibliographical tool for English literature. American literature is excluded. The entries are arranged chronologically and within each period of Old English, Middle English and Modern English, further by literary form.

- ii) **Linguistic Bibliography 1939 -**, Dordrecht, Kluwer Academic Publishers (Annual)

So far 43 volumes have been published. It is a specialist subject bibliography in linguistics. It indexes books and periodicals of all world's languages. It covers about 700 to 800 periodicals.

In the beginning of this annual bibliography, composite books and congress & conference proceedings are given. The entries are arranged under broad subject areas. Further entries are arranged under each language of language families. Each volume contains around 18,000 entries on an average. This is an indispensable tool for all scholars in linguistics.

There are many subject bibliographies. Some of them are mentioned below for your information.

- a) **Indian Responses to T.S. Eliot: A Bibliographical Guide**, by L.S. Ramaiah. Calcutta: Writers Workshop, 1988.
- b) **Tribal Linguistics in India: A Bibliographical Survey of International Resources**, by L.S. Ramaiah and M. Kanakachary. Madras T.R. Publications, 1990.
- c) **Annual Bibliography of English Language and Literature**. London, Modern Humanities Research Association. vol.1 - 1921 (Annual)
- d) **International Bibliography of Historical Sciences**. Paris, Librairie Arman Colin, Vol.1--1926 (Annual)

(C) Abstracts

Abstracts are mostly confined to current publications. The abstracts are published generally in the form of periodicals. The abstracting journals not only cover periodical articles but also include abstracts of books, reports, proceedings covering a particular subject.

- i) **Library and Information Science Abstracts**. London, Library Association, 1950-- (Bi-monthly)

About 400 journals are abstracted besides books, reports and conference papers in the field of Library and Information Science. Entries are arranged in classified order. Further author and subject indexes are provided for access to information.

- ii) **Linguistics Abstracts**. London, Basic Blackwell, vol. 1-- 1985. (Quarterly)

Linguistics Abstracts is intended to meet the information needs of all who are involved in research into linguistics. It surveys around 200 specialist periodicals in the field. Each issue includes an introductory survey article on some aspect of the field. Entries are arranged under classified subject headings. There is an author index, an index of key words. A cumulative index for each volume is published annually.

There are plenty of subject abstracting journals. Some are given below for information:

- a) **Biological Abstracts.** Philadelphia, Biosciences Information Services of Biological Abstracts, 1926 -- (Semi-monthly)
- b) **Indian Science Abstracts.** Delhi, Indian National Scientific Documentation Centre. Vol.1, 1965 -- (Monthly)
- c) **Language Teaching and Linguistics Abstracts.** London, Cambridge University Press. Vol.1, 1968 -- (Quarterly)
- d) **Psychological Abstracts.** Washington, D.C., American Psychological Association, Vol.1 --, 1927.(Monthly)

(D) Bibliographical Reviews

Bibliographical Reviews and Essays are a type of bibliographical tools. They provide the state-of-the-art of the subject. They review the total literature which appeared during a period on the subject. They are like guides to the subject. They discuss the developments in the field and also provide bibliographical details. Annual reviews, Advances are good examples of this category.

- a) **Annual Review of Applied Linguistics.** Rowley, Massachussetts, 1981-- (Annual).

It contains state-of-the-art papers, annotated bibliographies of seminal works for the year concerned and unannotated bibliographies of other key works in the field. Its purpose is to make recent scholarship more readily available to a broad audience and to provide a unifying content for all the areas of research and scholarship in applied linguistics.

- b) **The Years' Work in English Studies.** London, Oxford Univ. Press. Vol.1 (1919-20 --).

The YWES is a selective, comprehensive and evaluative narrative bibliography of scholarly writing in the field of literature in English in Britain, America, Africa, Australia, Canada, the Caribbean and India.

The annual volume is divided into 19 sections and the discourse and the items are arranged under a pattern of subject headings.

There are many subject bibliographical reviews. Some more examples are shown below without too many details.

- 1) **Annual Survey of Psycho-analysis.** New York: International Universities Press. Vol.1 (1952).
- 2) **The Review of English Studies.** London: The English Association, Vol.1 (1925 -).
- 3) **Advances in Environmental Sciences and Technology.** New York: Wiley Interscience. Vol.1 (1969 -) (Biennial)

Self-Check Exercise - 2

- a) Write briefly on Linguistic Bibliography.

Note: i) Write your answer in the space given below.

- ii) Compare your answer with the model answer given at the end of this unit.

brings out the fortnightly, **Biological Abstracts**, which covers about 9000 periodicals in the field and provides for computer-generated indexes each. These indexes are: 1) **BASIC**, a keyword-in-context subject index; 2) the **CROSS**, index based on subject concept; 3) **Biosystemtic Index** consisting of taxonomic categories; and 4) the **Author index**. BIOSIS also publishes, **Biosearch index** (monthly) and **Cumulative Index** (Annual). The BIOSIS computer files are extensively used throughout the world by the scientific community.

iv) **COMPENDEX** (Computerized Engineering Index)

This is machine readable data base of **Engineering Index** which is the principal abstracting and indexing periodical covering the subject field of engineering.

v) **AGRIS** (Agricultural Information System)

This is an international information system for agricultural sciences and technology. It is administered by the Food and Agriculture Organization (FAO) of the U.N. AGRIS receives input from a number of national and regional centres throughout the world. The coordinating centre of AGRIS is situated in Rome from where the collected information is disseminated monthly in the form of magnetic tapes and as a printed index, **Agrindex**.

7.2.6 PHYSICAL FORMS

Subject bibliographies may appear as both current and retrospective ones. They may be produced in any one of the following physical forms:

- a) as books;
- b) as periodicals;
- c) as parts in periodicals;
- d) as printed cards;
- e) as microfilm or any other photographic copy; or
- f) as CD-ROM

7.2.7 ARRANGEMENT

Subject bibliographies have adopted various internal arrangements of entries. Many subject bibliographies have adopted alphabetical author arrangement. At present this method is largely avoided except in the case of short subject bibliographies. Chronological arrangement, that is, arrangement according to date of publication, is followed in the case of subject bibliographies in the field of natural sciences on narrow subjects. This arrangement reveals the development of study and research on a subject of specialization.

For many bibliographies of history and literature, the chronological order may be suitable and it may refer to 1) the period with which documents deal; and 2) date of publication of document. These bibliographies generally group the documents together under a period and then under each period arrange the entries chronologically.

The most important and helpful arrangement for subject bibliographies is the classified arrangement. A subject has a natural sequence of its ramifications. A classified arrangement follows this sequence and thus reveals the inner structure of the subject. Any standard classification scheme may be adopted for the classified order of arrangement of entries.

7.2.8 ASSESSMENT

Usefulness

- 1) A subject bibliography generally brings together all the material available on that subject. The time and energy of information seekers and research scholars in the subject is greatly saved as required under the fourth law of Library and Information Science. They will have facility of easy access to the information.
- 2) Most of the specialist information seekers approach the bibliographical tools through subject rather than author or title. Hence a subject bibliography is of great help to the reference librarian to provide information.
- 3) Subject bibliography is also used to build up the library collection.
- 4) Subject bibliography provides information about the extent of the development of the said subject and its interface with the other branches of Universe of Knowledge.

7.2.9 LIMITATIONS

- 1) Subject bibliographies become outdated soon after their publication. There should be facilities either for their regular updating or to publish supplementaries.
- 2) It is difficult to publish comprehensive subject bibliographies due to geographical and language limitations. Materials on subjects are scattered throughout the world and they are not available at one place.
- 3) Subject bibliographies suffer because of the language limitations of the compiler of such bibliographies. The compilers give disproportionate importance to the materials available in the language known to them. Materials available in other languages are overlooked.
- 4) The compilers of subject bibliographies would require intimate and up-to-date knowledge of the subject in which bibliographies are prepared.

Many countries in the world don't have national bibliographies. Even in the countries with national bibliographies, a complete current national bibliography is lacking. Total bibliographic control with current, retrospective, subject and trade bibliographies is essential at the national level. This along will lead to universal bibliographical control which is essential for study and research and human development.

Subject bibliographies are derived from the universal bibliographies, and national bibliographies, both current and retrospective. The base of subject bibliography will remain weak as long as the bibliographic control at the international and national level is incomplete and unorganized. Except in the field of Chemistry, the subject bibliography is still the weakest link in bibliographic control. These are most inadequate. Much needs to be done. Subject specialists and librarians should come forward to take up the challenge and fill-in the gap before it becomes more uncontrollable.

Self-Check Exercise - 3

Mention the different physical forms in which a subject bibliography could appear.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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7.3 TRADE BIBLIOGRAPHY

We have discussed earlier some of enumerative bibliographies such as Universal bibliography, National bibliography and Subject bibliography. Here we shall deal with another kind of enumerative bibliography, namely, trade bibliography which is one of the important categories of enumerative bibliographies.

Trade bibliographies are generally lists of books in print and available in a country. They are issued usually by commercial organizations like booksellers, distributors, publishers, printers. The aim is to earn business. Sometimes even for the books published abroad, trade lists can be brought out by their agents in home country.

7.3.1 HISTROY

Trade bibliographies are much older than other types of bibliographies. Though the profession of trade bibliographies is a phenomenon specially of 19th and 20th century, the origin of trade bibliographies could be traced as back as in 16th century A.D. The earliest trade bibliographies were booklists supplied by booksellers. A subject list of 256 books issued by George Willer, an Augsburg bookseller in 1564 is believed to be the first of this category. Andrew Munsell was the first to publish a book catalogue in England in 1596. Benjamin Franklin issued a catalogue of books in 1744 offering its readers at remote place the books provided he received advance payment. The subject-wise lists of books offered for sale by booksellers at the book fairs in Leipzig and Frankfurt in Germany in the 16th and 17th centuries are famous examples of the trade bibliographies. With the expansion and development of international book trade, Joseph Whitaker in 1874 started the *Reference Catalogue of Current Literature* which from 1967 onwards became an annual publication under the title 'British Books in Print'. He was the pioneer and became an example for others in other countries to emulate him.

7.3.2 DEFINITION

Trade bibliographies usually contain information on the acro documents such as books, reports, proceedings, pamphlets, etc. They exclude micro documents, grey literature, dissertations. Trade bibliographies are issued by book sellers, printers, publishers, distributors of books for the purpose of sale and publicity of books. Some of the definitions of trade bibliography are given below:

Girja Kumar and Krishan Kumar in their book *Bibliography* (1985) define a trade bibliography as 'one issued for, and usually by commercial organizations like booksellers, distributors, publishers, printers, etc., usually for a particular country'.

B.L. Chakraborti in his book, '*Bibliography in Theory and Practice*' (1975) states that "a trade bibligraphy, as its name implies, is brought out by the book trade, i.e., by a publisher or a bookseller or a group of such agencies".

The Encyclopaedia of Library and Information Science termed the trade bibliography as the Dealer's catalogue. It defines the dealer's catalogue as "a list of books for sale, reproduced in some quantity to be distributed to customers at a distance, so that they may be informed of the dealer's stock, and persuaded to purchase some of it".

7.3.3 SCOPE AND COVERAGE

As mentioned in the earlier paragraphs, the purpose of trade bibliography is sales promotion. Hence, this category of bibliographies list the documents which are priced and are available for sale from publishers and other trade channels. Unpublished literature such as dissertations, theses, grey literature, micro-literature, off-prints, journals, private publications of societies and industries hardly find place in these bibliographies. Recording of the price of each item is an essential feature of a trade bibliography. Literature which is available free of cost and on exchange doesn't figure in trade bibliographies.

Trade bibliographies provide the required bibliographical details of the publications. These are good tools of book selection in libraries. These are national in scope. Sometimes, book distributors, wholesalers bring out trade lists which cut across national boundaries. Such lists are based either on language or subject. Trade lists published by M/s. Heffers (Cambridge) or M/s. Basil Blackwell (Oxford) belong to this category.

7.3.4 TYPES

Like all other bibliographies, trade bibliographies are also published either as retrospective or current bibliographies. S.R. Ranganathan recognised the following types of trade lists:

1. Lists of individual Publishers and Booksellers.
2. Lists of Second-Hand books.
3. Lists and review in reviewing periodicals.
4. Periodical lists of all the publications produced within specific countries during specific periods of time.
5. Periodical lists of all the publications in print in specific countries at a particular point of time.

These lists are known as 'Books in Print'. This category lists only works available for sale and exclude those which are not available at that point of time.

7.3.5 USE

We shall now discuss the importance and use of trade bibliographies. Books are commodities which are produced due to the joint venture of authors, publishers and printers. Their main aim is the sale of their product to earn profit. Trade bibliographies bring the books to the notice of the potential purchasers. The purchasers can be individuals or libraries. The purchasers can be individuals or libraries. The use of trade bibliographies are:

- i) They are good acquisition tools. Trade bibliographies by listing publications of a single publisher or multiple publishers bring together books which can be available for sale. Sometimes by adding annotation or summary of each book, the trade bibliographies enable each purchaser to make his decision.
- ii) Trade bibliographies bring to the notice of libraries and individuals the new publications just come out of the Press.

- iii) These are also good source for book trade and retailers to acquire books for resale locally.
- iv) Trade bibliographies are useful for price verification whenever there is a doubt about a publication or publisher.

Along with the above uses, the trade bibliographies have certain limitations. They are:

- i) Trade bibliographies don't include information on unpublished literature such as Dissertations, theses and micro and grey literature.
- ii) They list only documents which are available for sale through trade channels.
- iii) They contain only minimum bibliographical details about the publications.

Self-Check Exercise - 4

- a) Give a definition of a trade bibliography which is comprehensive one.

Note: i) Write your answer in the space given below.

- ii) Compare your answer with the model answer given at the end of this unit.

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- b) Give a list of various types of trade bibliographies.

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7.3.6 EXAMPLES OF TRADE BIBLIOGRAPHIES FROM INDIA, U.K. AND U.S.A

Since the invention of movable type by Johannes Gutenberg, books became a commodity in market. Publishing, printing and book-selling became professions. Publishing and book industry and trade vastly increased in the Western countries. Enterprising individuals organized book-fairs and brought out their trade lists to sell their books to the potential readers and retail booksellers. Thus the trade bibliographies came into vogue on large scale. In the following paras, we shall study some of the important trade bibliographies, both retrospective and current, published in India, U.K. and U.S.A.

Trade Bibliographies of India

In India book-industry and trade is in a fledging state. It is not very well organized as in U.S.A., U.K., France and Germany. Due to staking illiteracy, book reading and book purchase has not reached to the wider section of the people in our society. Hence bibliographical work has

not developed very well. After independence, however, bibliographical work has been gradually taken up by some individuals and organizations. With this background, now let us study some of the trade bibliographies, both retrospective and current, published in India.

- a) **Impex Reference Catalogue of Indian Books.** New Delhi: Indian Book Export and Import, 1960.
- b) **Impex Supplement, 1960-62: Reference Catalogue of Indian Books.** New Delhi: Indian Book Export and Import, 1962. These are retrospective bibliographies. They were published when there were hardly any retrospective bibliographies of Indian publications. They served a useful purpose in India and abroad for the selection of Indian titles.
- c) **Reference Catalogue of Indian Books in Print 1973.** Delhi: Today and Tomorrow, 1973-74. 3 vols.
- d) _____, **Supplement, 1973-75.** Delhi: Today and Tomorrow, 1976.

Vol.1 is the title index. Vol.2 provides author index. Vol.3 is the subject guide. The three volumes cover 70,000 titles published up to 1972. The supplement issued in 1976 makes the publication update up to 1975. The supplement covers around 15,000 titles. This publication covered only books published in English in India.

- e) **Brihad Hindi Granth Suchi**, compiled by Y. Mahajan and K. Mahajan. Delhi: Bharatiya Grantha Niketan, 1965.

This bibliography covers 24,000 books published by 530 publishers in Hindi. It is not an authoritative bibliography.

- f) **Hindi-Sahitya Sarani or Hindi Bibliography: Being a Universal Classified and Scientifically Arranged Record of Hindi Books Published Up to the End of 1964**, compiled by Pitamber Narain Sharma and others. Hoshiarpur: Vishveshvaranand Institute, 1971-72.

This is a retrospective bibliography of books published in Hindi. It is an attempt to fill in the gap of non-availability of bibliographies of publications in Indian languages.

- g) **Indian Books in Print, 1955-67, a Select Bibliography of English Books Published in India**, compiled by Sher Singh and S.N. Sadhu. Delhi: Indian Bureau of Bibliographies, 1969.

This bibliography covers about 40,000 books, pamphlets and Government publications published in India during the period 1955-67. The bibliography consists of 5 parts, viz., i) Classified part; ii) Author index; iii) Title index; iv) Subject index; and v) List of Indian publishers. In the classified part, entries have been arranged according to D.C. 16th edition. The author and title index entries provided complete bibliographic information. In spite of few drawbacks, this is a useful reference tool for getting information on English books published in India.

Indian Books in Print has become an annual. It is published in three volumes, viz., Vol.1: Authors; Vol.2: Titles; and Vol.3: Subject Guide. As reported in **Indian Books in Print 1988**, it contains nearly 2,85,000 entries of books in print in English in India. The Subject Guide (Vol.3) is classified according to the DDC with feature headings and the Directory of Indian Publishers with complete addresses.

- h) **BEPI: A Bibliography of English Publications in India 1976 - Delhi: D.K.F. Trust, 1977-1980.**

This was annual publication but appeared only for a few years. This was a bibliography of significant and scholarly English publications published in India. It covered all commercial, institutional and

government publications. It consisted of three parts, viz., author part, title part and subject part. The author part is the main part and the entries in this section provided maximum information including notes. This part even contains entries for joint authors, compilers, editors, translators, commentators, etc. Unfortunately this good bibliographical tool has been discontinued from 1980.

i) **D.K. Newsletter.** Delhi: D.K. Publishers' Distributors, 1974 -

This is a fortnightly. It is a useful source of recent Indian books in English.

j) **Indian Book Industry.** Delhi: Sterling, 1969 -

This is a monthly journal of book trade. Among many current trade bibliographies appearing in India, this is considered a good one. It lists books published as well as forthcoming. It also reviews books of importance. Often special issues of this journal are brought out highlighting problems of Indian book trade and also publishes subject bibliographies.

k) **Indian Book Reporter.** Gurgaon (Haryana), Prabhu Book Service, 1965 -- . Monthly

This is a useful trade journal for the selection of latest Indian books.

l) **Indian Publisher and Bookseller.** Bombay: Popular Book Depot, 1951- . Monthly.

It is a monthly bulletin giving information about the publications issued during the previous month. Special numbers are also published from time to time. It is a good selection tool for Indian books.

m) **Indian Book Chronicle**

This is a current trade list issued from Jaipur every month. It reports reviews, news and views. It is very informative.

n) **Publishers' Monthly**

This is a monthly booklist issued by S. Chand & Company for the last 32 years. It reviews important books and contains news and views on book trade.

Trade Bibliographies in the United Kingdom (U.K.)

The United Kingdom is a leading book publishing country in the world. Book publishing is a major industry. There are many leading publishers in U.K. such as O.U.P., Macmillan, C.U.P. Routledge, Penguin, etc. We shall now discuss some of the important trade bibliographies of U.K.

a) **Bookseller, the Organ of the Book Trade, 1858 - .** London: Whitaker, (Weekly.)

A weekly trade magazine containing articles and news on book trade and list of new publications for the week. The titles are listed under author and title and sometimes under subject. In Spring and Autumn, special issues are brought out which contain an index to books announced.

b) **English Catalogue of Books.** London: S.Low, 1864-1901; Publishers Circular, 1906- . Annual.

It is a retrospective bibliography listing books published in U.K. and Ireland. Books published in the 19th century have been listed in six volumes. For the publications of the 20th century five-yearly cumulations are also published. Author, title and subject entries are arranged in

alphabetical sequence. Paperbacks, maps and atlases and publications of associations, clubs and learned societies are also included.

c) **British Book News.** London: The British Council, 1940 - Monthly.

This is a current trade bibliography. It contains articles and news about the book trade in U.K. It is a good magazine for book buyers throughout the world. It provides information on the forthcoming publications and arranges the entries under different subject headings such as Engineering and Technology; Medicine; Pure Sciences; Social Sciences; History, Biography and Travel; Language and Literature; Arts; General Reference and Information Science; and Secondary School Textbooks.

d) **British Books in Print.** London: Whitaker, 1965- . Annual.

This trade bibliography is a continuation of the earlier publication entitled, **Reference Catalogue of Current Literature (1874-1964)**. Author, title and subject entries are arranged in one sequence as in a dictionary. Each entry provides full information about the author, title, imprint, edition, price, etc. It lists books published in U.K. It also gives the addresses of U.K. publishers. It is regularly published every year in the month of October. It is a good acquisition tool.

e) **Whitaker's Cumulative Booklist.** London: Whitaker, 1924- . Quarterly.

This is based on the lists issued in the weekly **Bookseller**. Books published during the period January-March are listed in the first quarterly issues. Books published from January-June are cumulated in the second issue. Books published during January-September are cumulated in the third quarterly issue. The final quarterly issue cumulates all the books published from January to December and appears as **Whitaker's Cumulative Booklist**, an annual volume. Entries are arranged under subjects with an index of authors, titles and subjects.

Trade Bibliographies of U.S.A.

Book trade is well organized in U.S.A. Publish or perish is a slogan in America. Since publishers in U.S.A. believe in publicity, reliable trade bibliographies are in vogue for book selection. We shall discuss some of the important ones below:

a) **American Reference Books Annual.** Littleton, Colorado: Libraries Unlimited, 1974- . Annual.

It is an excellent source of reviews, though sometimes the reviews are long. It also provides citation of reviews in other periodicals.

b) **Cumulative Book Index: A World List of Books in the English Language.** New York: H.W. Wilson, 1898- . Monthly (except August)

It is a major trade bibliography published from U.S.A. as a monthly publication except August with quarterly, annual and five yearly cumulations. It has originally recorded only titles published in U.S.A. Since 1928 it started listing books in the English language published in all the countries in the world. Some non-English titles published in U.S.A., are also listed. Hence, it is international in scope to some extent. Government publications, pamphlets, grey literature, maps, music scores, local directories are not included in it.

Author, title and subject entries are arranged in one alphabetical sequence as in a dictionary. Entries for joint authors, collaborators and editors are also provided. Author entries contain full bibliographical information including series, price, ISBN and LC card number. If a book

is published in more than one country, the publisher of each country along with the respective price is given. Each issue contains the list of publishers and distributors of the books mentioned in the issue. A complete list of publishers and distributors is given in the March issue. It is an important tool for selecting books published in English.

c) **Books in Print.** New York: R.R. Bowker, 1948- . Annual.

It is a trade bibliography listing books available for sale irrespective of their date of publication. It is divided into two parts, viz., Author and Title. It lists around four lakh books. The entries provide information about author, title, edition, imprint, collation, series, price and ISBN. A directory of publishers with their addresses is provided at the end of the second volume. It is a useful tool for selection of books published in U.S.A. A companion volume to this bibliography is published under the title **Subject Guide to Books in Print** from 1957 annually. Entries are arranged in this under the Library of Congress subject headings. Cross references are provided for easy reference.

d) **Publishers' Weekly.** New York: R.R. Bowker, 1872 - . Weekly.

This is a current trade bibliography published every week, listing all American books published in the previous week. However, reprints, periodicals, publications of less known societies and pamphlets are not included. In Spring, Summer and Fall announcement numbers are published which provide information about the forthcoming titles. A special number of PW is devoted to children's books.

The entries are arranged author-wise with brief annotation. Each entry is provided with full bibliographical information and L.C. card number and ISBN also. It is an excellent bibliographical tool. From 1974, bibliography part of PW is published separately under the title **Weekly Record**.

e) **Publishers' Trade List Annual.** New York: R.R. Bowker, 1873- . Annual.

This is a collection of catalogues of American publishers in book form. The catalogues are cut to a uniform physical size and arranged together in alphabetical order by the name of the publisher. Hence information can be traced in this bibliography when only the name of the publisher is known. Information concerning the documents published by government agencies, societies, institutions, etc. is not provided. All the major publishers in U.S.A. are included in it.

f) **American Book Publishing Record.** New York: R.R. Bowker, 1961 - . Monthly.

This is a current trade bibliography. It is a monthly cumulation of **Publishers Weekly (PW)** started in 1961. It has annual and five year cumulations also. It lists all books published in U.S.A. and foreign titles released by the American publishers.

The entries are arranged in classified order of D.C. It provides an author and title index. It also lists separately children's books, fiction and paperbacks. ABPR is a good tool for American books. It has brought out two cumulations which cover the years 1876-1977. These two cumulations brought together 17 million books published in U.S.A.

Self-Check Exercise - 5

Describe briefly two trade bibliographies which appear in Hindi.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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7.4 SUMMING UP

We have discussed in this unit two categories of enumerative/systematic bibliography in all ramifications; history, types, scope and uses. A good number of examples, both current and retrospective have been provided to enable you to have a better perspective. The arrangement, assessment and limitations of preparing subject and trade bibliographies are explained.

7.5 MODEL ANSWERS

1) A subject bibliography is a systemic list of documents concerning a specific subject. The subject could be a broad one like, Science and Technology, Arts and Humanities, or a minute branch of a subject like Phonetics, English Grammar, Linguistics, Management, etc. S.R. Ranganathan defined: "A subject bibliography is a document bibliography confined to a specific subject field, instead of covering the entire universe of subjects".

2(a) Linguistic Bibliography

This is an annual bibliography in the field of linguistics published from 1939 onwards. It is published from Dordrecht in Belgium. It indexes books and periodical articles of all world's languages. It covers about 700 to 800 periodicals in the field of linguistics. Each volume carries around 18,000 entries. It is an important tool for study and research in the field of linguistics.

2(b) The Year's Work in English Studies

The YWES is a selective, comprehensive and evaluative subject bibliography in the field of literature in English. It covers English publications of the entire world. It is an annual publication appearing from 1919-20 onwards. It is a must for all research scholars working in the field of English literature.

3) Subject bibliographies can appear in any of the following physical forms:

- a) books
- b) periodicals
- c) parts of periodicals
- d) printed cards
- e) microfilm or any photographic form.
- f) CD-ROMS

4(a) The Encyclopaedia of Library and Information Science defines it as "a list of books for sale reproduced in some quantity to be distributed to customers at a distance, so that they may be informed of the dealer's stock and persuaded to purchase some of it".

4(b) Trade bibliographies are published as both retrospective and current bibliographies. The various types of them are:

- a) Lists of individual publishers and booksellers.
- b) Lists of second-hand books.
- c) Lists and reviews in reviewing periodicals.
- d) Periodical lists of all books published in a specific country during specific time.
- e) Periodical lists of all books available in print for sale, such as 'Books in Print'.

5(i) Brihad Hindi Granth Suchi compiled by Y. Mahajan and K. Mahajan. Delhi: Bharatiya Granth Niketan, 1965.

It covers about 24,000 books by 530 publishers.

(ii) Hindi Sahitya Sarini or Hindi Bibliography; Being a Universal Classified and Scientifically Arranged Record of Hindi Books Published up to the end of 1964, compiled and edited by Pitamber Narain Sharma and others. Hoshiarpur: Vishvesvaranand Institute, 1971-1974, 2 parts.

7.6 ASSIGNMENT

- 1) Define what is a subject bibliography and explain what could be the coverage of subject bibliography.
- 2) Explain the special features of subject bibliography and its uses.
- 3) Mention four subject databases and explain any two of them in detail.
- 4) What is trade bibliography? Discuss its uses and importance.
- 5) Define trade bibliography and explain its scope and coverage.
- 6) Briefly describe few retrospective and current trade bibliographies in India.

7.7 RECOMMENDED BOOKS

- 1) Collison, Robert L. **Bibliographies: Subject and National**. 3rd ed. London: Crosby and Lockwood, 1968.
- 2) Downs, Robert B. and Jenkins, Francis, B. (ed). **Bibliographies: Current State and Future Trends**. Urbana: University of Illinois, 1967.
- 3) Girja Kumar and Krishan Kumar. **Bibliography**. New Delhi: Vikas Publishing House, 1976.
- 4) Hale, Barbara M. **Subject Bibliography of the Social Sciences and Humanities**. New York: Pergamon, 1970.
- 5) Katz, W.A. **Introduction to Reference Work**. 5th ed. New York: McGraw-Hill, 1989. (Vol. I)

7.8 GLOSSARY

Abstracts: A form of current enumerative bibliography in which sometimes books but mainly contributions to periodicals are summarised. They are accompanied by adequate bibliographical description to enable the publications to be traced and are frequently arranged in classified order.

Annotation: A note added to an entry in a catalogue, reading list or bibliography, to elucidate, evaluate or describe the subject and contents of a book or a periodical article.

Bookseller: Refers to an individual or a firm engaged in procuring, stocking and selling of books to individuals/institutions.

Book trade: A collective term referring to the publishers of books and whole salers and retailers who sell books.

Current bibliography: It is a bibliography of documents published in the immediate past. It is usually published as a periodical. Sometimes it is called as 'Open Bibliography'.

Data base: A body of machine-readable records created solely for a specific application.

Grey literature: A category of documents which are not easily accessible and not widely disseminated such as working papers, theses, research reports, etc.

Messkataloge (Fair catalogues): These refer to catalogues produced for books exhibited at book-fairs held at Frankfurt, 1564-1749 and at Leipzig, 1595-1860.

Micro-literature: These are shorter communications, such as periodical articles, patents, standards, circulars, etc.

Retrospective bibliography: This is a type of enumerative bibliography which lists books published in the past but not the current publications.

Trade lists: A list of books in print or available for sale, compiled by a publisher, a book seller or a group of such agencies.

Whole-saler: This term includes those firms in book trade who are engaged in the sale of books in large quantities at wholesale prices especially to retail book sellers.

BLOCK III NATURE OF REFERENCE WORK

This block will introduce you to the critical aspects of reference work and service. The techniques of answering various types of reference queries and how their nature differs from library to library have been discussed. The components that go into planning and organisation of reference department are dealt with in all their ramifications.

This Block contains the following three Units:

Unit 8: Meaning, need and content of reference service

Unit 9: Types and nature of reference work.

Unit 10: Planning and organisation reference section.

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UNIT 8 MEANING, NEED AND CONTENT OF REFERENCE SERVICE

Contents

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- 8.8 Summing Up
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- 8.10 Assignment
- 8.11 Recommended Books
- 8.12 Glossary

8.0 AIMS AND OBJECTIVES

This Unit aims at introducing you the concept of reference service in libraries.

After studying this Unit, you will be able to

- define the term reference service;
- argue why such a service is necessary;
- elucidate the functions of reference service;
- know theories of reference service; and
- explain the reference service in the light of five laws of library science.

8.1 INTRODUCTION

Selection, acquisition, organisation and dissemination are the four basic functions of any library. Reference service forms an important component in the dissemination of information. Reference service enables the users to make the most effective use of the resources in the library. Historically in most of their day to day functions librarians have been technicians who work with volumes rather than in them. When reference service got established as a regular library service it constituted a new dimension in librarianship. Librarians began to deal with knowledge and not just in volume.

The term reference service was coined by Melvil Dewey when he founded the American Library Association. The intionym of this Association - ALA - was expanded by him to stand for 'Ask Library Anything'. By this he meant that the Reference service was to give facts or bits of information recorded in books of a special category. In India, S.R. Ranganathan introduced this service in Madras University for the first time in 1926.

8.2 DEFINITIONS

S.R.Ranganathan defines Reference Service as "personal service to each reader in helping him to find the documents answering his interest at the moment pin-pointedly, exhaustively, expeditiously". "It is also", he says, "to provide the right book to the right readers, in the right personal way and at the right time."

"Reference Service," according to Margaret Hutchins "includes the direct, personal aid within a library to persons in search of information for whatever purpose, and also various library activities especially aimed at making information as easily available as possible."

Wyer defines Reference service as the "sympathetic and informed personal aid in interpreting library collection for study and research."

According to ALA Glossary of Library Terms, "Reference service is that phase of library work which is directly concerned with assistance to readers in securing information and in using the resources of the library in study and research."

Rothstein defines reference work as the "personal assistance given by the librarian to individual readers in pursuit of information; reference service further implies the definite recognition on the part of the library of its responsibility for such work and a specific organization for that purpose."

Various definitions of the reference service essentially imply the following services:

- i) Informed personal assistance to the readers with speed and efficiency;
- ii) Providing the appropriate information or the right document to find the information to the reader;
- iii) Building a collection of volumes for that purpose.

In the recent years Reference service is provided by every library. But its content and nature vary according to the type of library and the clientele.

8.3 NEED FOR REFERENCE SERVICE

Reference Service started as a justification for public funds allocated for the libraries. Essentially Reference service is a product of information needs felt by the library users. Going hand in hand with this is the librarian's involvement in promoting optimum use of resources available at his end. The nature of documents, types of information enquiries, growth of libraries and information products are among the other factors which have necessitated Reference service.

The need for Reference service can be examined from the following angles:

- i) Library and information tools;
- ii) Readers;
- iii) Documents;
- iv) Information needs of the readers; and
- v) Library extension service.

8.3.1 LIBRARY AND INFORMATION TOOLS

In fulfillment of the basic function of organizing the information, libraries over the years have gradually developed tools such as:

Book Catalogue with bibliographical details providing access to the collection in the library through different access points. Sometimes this extends to parts of the books through what is called analytical entry in the catalogue. Other tools which come under this head are:

Shelf List, Union Catalogue, Bibliographies, etc.

Book classification for subject organization of the books and documents on the shelves;

In-house and commercial database mapping the literature published in periodicals, etc.,

Photocopying services.

Effective use of these tools requires an understanding of their design, and possibilities. The reference librarian has the responsibility to make the users appreciate these tools and use them to their best advantage.

8.3.2 READERS

Readers, who are the indispensable component of the library come with different backgrounds and personality traits. They may be aggressive, gentle, meek, etc. They may not know what sort of services to expect from a library. When the library has many sections and special collections, they may not know where to start from. Reference librarian, who is familiar with the library resources must interact with the readers to give them a proper perspective of the collection and the services, so that the collection can be effectively used and also optimize the use of time available at their disposal.

8.3.3 DOCUMENTS

Information is recorded in different types of documents. These are primary sources such as books, periodicals, conference reports, government documents, etc. Secondary sources like abstracts indexes, and tertiary sources including encyclopedias, digests, trend reports, etc. Specialized

guides are also published giving a complete picture of the literature in many disciplines. Many few formats like microfilms, microfiche, VCRs, computer files etc. have also appeared on the scene. These have also found their way to libraries. Users usually are unaware of the organized structure of literature in their subject of interest. These have to be explained to the users by the reference librarian.

8.3.4 INFORMATION NEEDS OF THE READERS

Library caters to a wide variety of readers. With the spread of literacy and the citizens becoming aware of the possibilities in social and economic development look forward to information support. Their information needs vary from simple facts to intricate things which call for a thorough search. Within the wide spectrum of library users are students, teachers, researchers, technical personnel, administrators, general public and others. Their information requirements go with their specialization though sometimes it crosses the discipline boundaries. The same data base or set of sources need to be used to cater to different needs. Reference librarian with sufficient background understanding of information needs and sources is essential to tackle with the situation appropriately.

8.3.5 LIBRARY EXTENSION SERVICE

Reference service can also be viewed as an indispensable extension service to reach out the potential clientele.

Self-Check Exercise - 1

(a) How is reference service different from other library services ?

Note: i) Write your answer in the space given below.

(ii) Compare your answer with the model answer given at the end of this unit.

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(b) What are the special factors that have necessitated reference service ?

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8.4 FUNCTIONS

Generally speaking reference section performs the functions of answering different types of information related queries from the readers. Some of these come as a response to questions immediately and some others are performed in anticipation.

Louis Shores elucidates six major functions of reference service. They are:

8.4.1 INFORMATION FUNCTION

The most common duty of the reference department is to answer questions. The reference librarian must be prepared to produce without delay the sources that will answer varied questions.

8.4.2 GUIDANCE FUNCTION

Readers advisory service is another important function of the reference section. Advice usually involves recommendations of good books for reading. Guidance, sometimes, also concerns with general self-education. This calls from the reference librarian a knowledge of reader's capabilities and of books which might be recommended to him.

8.4.3. INSTRUCTION FUNCTION

A good reference librarian has to teach the readers all the time. The teaching may be in the form of orientation of readers to library collection, organization and services. Direction of the readers to card catalogue, secondary sources, etc., is a part of this function. For the successful discharge of this function, reference librarian has to prepare manuals describing use of library facilities. An audio-visual presentation will be equally effective.

8.4.4 BIBLIOGRAPHIC FUNCTION

A Bibliography is a systematic list of books. These are compiled for different purposes like promoting reading, for students assignments or as a research aid in connection with scholars investigation. This function is an important part of reference service in university and special libraries.

8.4.5 APPRAISAL FUNCTION

The success of any reference department depends upon two factors, viz.,

- i) Possession of the right materials, and
- ii) Knowledge of how to get the most out of these materials.

Possession of the right materials involves a study and evolution of reference books with due considerations to treatment, arrangement, format, etc. Such appraisal is quite in rendering reference service.

8.4.6 SUPERVISION FUNCTIONS

This function calls for maintaining an efficient reference service through proper organization of facilities, selection of materials and study of clientele. This calls for all the elements of good management. It also calls for adequate coordination with other departments in the library.

The Reference librarian comes in direct contact with the readers when he performs guidance, instructions and information functions. On the other hand bibliographic, appraisal and supervision functions are the ones performed behind the scene but equally important. A distinction is made between these two sets of functions and are sometimes referred to as Reference Service and Reference Work.

Self-Check Exercise - 2

How are reference functions different from broader library functions?

Note: (i) Write your answer in the space given below.

- (ii) Compare your answer with the model answer given at the end of this unit.

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8.5 THEORIES OF REFERENCE SERVICE

Reference service, we have noted, is an essential part of the library activity. However, the extent and level of the service vary from one type of library to another.

In a Public library only factual questions are provided with answers, for any thing beyond the reference librarian would at best hand over the appropriate document. In the context of a university library the reference service would extend to systematically introducing the library tools, sometimes compile a bibliography, check a citation etc. It is only in a special library the reference librarian, who is sometimes called as an information officer or documentalst, who goes the whole hog and holds completely responsible for the "literature side" of the research.

In fact, each of these libraries bases its service on a different theory of reference work. James Ingersoll Wyer originally identified these theories as 'conservative' or 'minimal'; 'moderate' or 'middling'; and 'liberal' or 'maximum'. It is also referred to as minimal, middling and moderate.

8.5.1 CONSERVATIVE OR MINIMAL APPROACH

The 'Conservative approach' bases its case on education and fear. According to this a library serves a reader best when it limits its help to showing him 'how'. An experienced reader or scholar does not want or require more than personal assistance, it is argued by the conservatives. A.R.Spofford many years ago summed up this argument as: "It is enough for the librarian to act as an intelligent guide post, to point the way;" to travel the road is the business of the reader himself".

The conservative approach may also nurse deep down a fear of not being able to answer all the queries either due to shortage of man-power or lack of specialisation consequently committing mistakes.

8.5.2 LIBERAL OR MAXIMUM APPROACH

In contrast to this, liberal approach takes its stand on faith and efficiency. According to this extensive library assistance to the readers is economical and worthwhile where the time saved by the client is more valuable than the time spent by the librarian. Given the requisite subject knowledge and bibliographical training, the librarian can, in this view, become a specialist in 'finding out' and validating the data he secures.

8.5.3 MODERATE OR MIDDLE APPROACH

Between these two extremes stands moderate theory of reference service. This approach is based on expediency i.e., what is suitable to the occasion. In this the reference librarian provides the service to the extent considered appropriate by the enquirer. This suitability depends on the judgement of the reference librarian. They argue the superiority of instruction over direct

provision of information, but when it comes to non-students wanting information they may be more lenient.

Self-Check Exercise - 3

Why does reference service vary in depth in different library environments?

NOTE: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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8.6 REFERENCE SERVICE AND FIVE LAWS OF LIBRARY SCIENCE

Five laws of library science have a definite meaning in the context of reference service. In that, they individually give a meaning and content to various reference services.

8.6.1 BOOKS ARE OF USE

With the absence of reference service a lot of useful information could be overlooked by the users. The first law implies that the books and the information embodied in them must be brought together with the users. Librarians with intimate knowledge of library holdings must guide the users to help themselves and also provide them appropriate sources.

8.6.2 EVERY READER HIS BOOK

The second law lays stress on the reader. This law implies that the reference librarian should make efforts to understand the readers and their requirements. Readers not only have different personality traits, information use habits but also come in different levels. The reference staff must be receptive to readers and their needs.

8.6.3 EVERY BOOK ITS READER

The third law views the reference service from the point of books/documents. It is the reference librarian's responsibility to find a reader for every book. Reference librarian "must catch the reader" Ranganathan says "in the right mood or prepare him into the right mood to use his books." This law implies extension work, holding book exhibitions, preparing bibliographies, etc.

8.6.4 SAVE THE TIME OF THE READER

The fourth law emphasises on time. In fact, timeliness is the essence of the reference service. This not only calls for a thorough understanding of the reference sources but also points to the need of current awareness service and, short and long range reference service. Reference service is the cutting edge of the library functions as it is here that the library comes directly in contact with the reader, whose satisfaction is the ultimate goal of any library.

8.6.5 LIBRARY IS A GROWING ORGANISM

The fifth law introduces the concept of organic growth which makes expert reference service an absolute necessity. But for this the reader would be lost in the large mass of books available in the library. It is difficult for the users to keep track of the ever growing information. It is the duty of the reference librarian to make such information available to the users, so as to help them to keep abreast with new development in their respective fields.

The five laws of library science are the foundations of library work and their human manifestation is reference service.

8.7 REFERENCE SERVICE IS 'HUB OF THE LIBRARY WORK'

Reference service forms the hub of all activities in the library. The idea 'Hub' connotes that it is a point from which things radiate and also get irradiated. A physical representation of a hub is a bicycle wheel. The spokes radiating from the hub towards the periphery of the wheel indicate the channels of radiation and irradiation. Reference service can suggest improvement for each and every item of library work. It stimulates every item of work in a library. If an important document is not in the library, and that particular document is demanded very often, the reference librarian requests the acquisition section to procure a copy of it. Since the selection and procurement of a copy of it is response to an actual demand from readers, the acquisition section feels true zest in its procurement.

If the reference librarian locates in a few pages of a document the material needed by a reader but not found entered in the library catalogue, he passes on this information to the classification and cataloguing section. These sections prepare the necessary cross reference cards and the associated added entry cards, and insert them in the library catalogue. These sections feel a true zest in making such entries on actual demand. They also examine why they failed to anticipate such a demand earlier.

If the reference librarian finds a great demand for a particular document and only one copy of that particular document is available in the library, he informs the circulation section. This section in turn either reduces the loan period of that particular document and issues it on the basis of demand or informs the acquisition section to procure additional copies of the document or in case this document is out of print, then the particular document is sent to the reference section as a ready reference tool.

Occasionally the maintenance section may also get stimulation from the reference service. A specialist reader may require for immediate reference the current volume of a periodical lying in the bindery. It then either gets the volume from the bindery for temporary use or it sends the specialist reader to the bindery with a letter of request that he might be allowed to consult the volume. These improvements in every item of library service in turn develop the efficiency of reference service.

8.8 SUMMING UP

Reference service forms the hub of all activities in the library. Reference section can make or mar the efficiency and image of a library. An effective reference librarian must be able to feel the pulse of the user needs as his section is the cutting edge which comes in contact with the readers.

8.9 MODEL ANSWERS

1(a) Reference service concerns itself directly with the content of the documents, where as other library services mainly deal with volume. In reference service librarian comes directly in contact with the readers where as in the other services it is an indirect affair. Reference service is personalised or directed to individuals, whereas the other services are directed to a larger clientele.

(b) Basic need for reference service comes as a result of justifying the public expenditure. It is also necessitated by the need for intercepting the technicalities of the book processing, to facilitate the library use to readers with different backgrounds, age groups, etc. and also to bring home the special material prepared to suit the specific queries.

(2) Basic functions of the library are: selection, acquisition, processing, and dissemination. Reference service forms the major component in dissemination. Reference functions narrow down activities such as answering questions, advising readers to information availability, instructing them to use library tools etc.

(3) Reference service could be conservative or liberal in its expanse. It may also be moderate. The depth or extent of reference service varies in accordance with the aims of the institution. Library is annexed with and the nature of the clientele. In a public library a liberal approach is not feasible because of the vast number of clientele. The opposite is true of in a special library. Usually many libraries do not draw a line as to which services need to be rendered and which not, and in effect adopt a moderate approach.

8.10 ASSIGNMENTS

- 1) Define reference service. How does it differ from other library services?
- 2) What are the factors which have necessitated reference service in the laibraries?
- 3) Write a note on:
 - a) Functions of reference service.
 - b) Reference service and five laws of library science.

8.11 RECOMMENDED BOOKS

Davidson, D. *Reference Service*. London: Clive Bingley, 1980.

Katz, W.A. *Introduction to reference work*. Vol.2. 5th ed. New York: McGraw-Hill, 1989.

Krishan Kumar. *Reference service*. New Delhi: Vikas, 1978.

Mukherjee, A.K. *Reference work and its tools*. 2nd ed. Calcutta: World Press, 1971.

Ranganathan, S.R. *Reference service*. 2nd ed. Bombay: Asia Puyblishing House, 1961.

Seminar on reference service (Bangalore: 1971). *Working papers and proceedings*. Bangalore: DRTC, 1971.

8.12 GLOSSARY

Organism: Any complex thing or system having properties, and functions determined not only by the properties and relations of its individual parts, but by the character of the whole that they compose.

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UNIT 9 TYPES AND NATURE OF REFERENCES SERVICE

Contents

- 9.0 Aims and Objectives
- 9.1 Introduction
- 9.2 Reference Service in Different Settings
 - 9.2.1 Academic libraries
 - 9.2.2 Public libraries
 - 9.2.3 Special libraries
- 9.3 Types of Reference Service
 - 9.3.1 User orientation
 - 9.3.2 Short range reference service
 - 9.3.3 Long range reference service
- 9.4 Levels of Reference Service
- 9.5 Qualities of a Reference Librarian
- 9.6 Summing Up
- 9.7 Model Answers
- 9.8 Assignment
- 9.9 Recommended Books
- 9.10 Glossary

9.0 AIMS AND OBJECTIVES

This unit intends to give a systematic exposure to reference service rendered in different types of libraries.

After studying this unit, you should be able to

- describe different types of reference service including library orientation, short and long range reference services.
- know the techniques like reference interview and search strategy applied during the process of reference service.

9.1 INTRODUCTION

Reference service, in general terms, is the process of establishing purposeful contact between a reader and his document. This service is essential to fulfil the objectives of every library. But the precise nature of reference service varies from one type of library to another. This is largely due to the differences in the composition of the users, variations in their needs and the level of information required. The nature of reference service in different libraries is presented below.

9.2 REFERENCE SERVICE IN DIFFERENT SETTINGS

9.2.1 ACADEMIC LIBRARIES

Academic libraries include school, college and university libraries.

(i) School Libraries

School library facilitates a good education. School children are usually curious about what, why and when of the issues and topics. And so most of the questions by the school children are of factual nature. The reference collection in such a library should give importance to these needs.

Children are fascinated by the audio-visual aids. Therefore, print media should be supplemented by audio-visual materials. The majority of reference materials provided for school children should contain sufficient illustrations, pictured encyclopedias, illustrated dictionaries, picture books, globes, maps, etc., must form a part of reference collection in a school or children's library.

The reference librarian should educate children how to use library resources. Readers' advisory function is an important component of reference service in school libraries.

The librarian must encourage and assist teachers to teach through the library. The teachers should be provided information necessary for this purpose. The librarian has also to assist the teachers in developing teaching aids.

(ii) College and University Libraries

College and University libraries are a part of the university set-up. The users of a university library consist of post and under-graduate students, research scholars and faculty members. The services that are to be provided in general are:

- i) Instruction for the use of the library;
- ii) Provision for general and specific information;
- iii) Assistance in searching documents;
- iv) Literature search;
- v) Readers advisory service;
- vi) Inter library loan;
- vii) Maintenance of clippings;
- viii) Referral service, etc.

The objective of the library at this level is to foster self-dependence among the students. The reference services rendered for faculty and research scholars need to be of a high order. It should also be professionally oriented and should cater to both individual and wider needs of the community of users. The nature of reference service rendered in college and university libraries to different categories of users has been discussed below:

Students: The reference librarian should encourage students to use the library on their own. Whenever a student is searching for information the reference librarian should provide him right direction, so that he could locate the information without wasting time and complete his assignment. The reference section should have in its collection syllabi, question papers, handbooks, etc.

Research Scholars: The information needs of research scholars are highly specialised. The reference service therefore should include selective dissemination of information (SDI), literature search, bibliographical service, translation and document delivery services.

The areas of interest of research scholars in universities may cover the whole spectrum of knowledge may be difficult to meet. The reference librarian should resort to inter-library loan and if necessary use computerized databases.

Faculty: The faculty members and administrative staff largely depend on reference staff for their informational requirements. They may need biographical or statistical information or any latest development in the university appeared in newspapers. Information relating to latest research will also form a part of information query by the faculty. The reference librarian has to keep track with latest developments, through scanning of newspapers, journal articles, etc.

9.2.2 PUBLIC LIBRARY

Users of a public library represent a cross-section of the community, coming from all levels and representing the diverse social, cultural, political and economic structure of the society. It may include students, teachers, research scholars, business men, professionals, housewives, retired persons, neo-literates, etc. Their educational background, interests, and cultural background vary a great deal.

The reference librarian in a public library should study the community he serves. He should conduct exhibitions and displays to promote the use of library by different sections of the public.

Most of the questions asked in a public library are of factual nature or background information. These questions may be related to local industries, institutions, personalities etc. These are ready reference questions which can be answered in a short time.

In a country like India, good deal of attention has to be given to cultivating library habits among the public. Exhibitions, displays, and talks on topical subjects need to go along with general reference services. A public librarian also has to give special attention to neo-literates. They need the advisory service a great deal. Referral service is another important service expected of public libraries.

9.2.3 SPECIAL LIBRARIES

The users of a special library and their needs differ with the parent body to which the library is attached. Users to be served in these libraries are generally limited but often, being specialists, are well informed about their areas of specialization and require in depth reference service.

The reference librarian of a special library is generally expected to take complete responsibility for the literature search to facilitate the research in progress in his institution and leave his users to concentrate on the laboratory aspects. He is expected to compile bibliographies, conduct literature search, prepare indexes and abstracts of articles, translate technical papers, provide micro-films, photocopies etc.

Providing information in anticipation is the special feature of a special library. Hence many special libraries render an on-line CAS and/or manual or computerized selective dissemination of information (SDI) systems for keeping their users well informed through documents or pieces of information.

In general the reference service provided in special libraries is long range reference service as opposed to short range ones.

Self-Check Exercise - 1

How and why does reference service vary in different types of libraries?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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9.3 TYPES OF REFERENCE SERVICE

As the reference service caters to a wide spectrum of readers and questions and the type of information services vary in complexity, time required for the same and the background preparation called for. From this point of view the reference service is classified as short range and long range reference service. Along with these two categories of service, a reference librarian has to take the responsibility of user orientation or directional service in the libraries.

9.3.1 USER ORIENTATION OR DIRECTIONAL SERVICE

User orientation is that part of reference service which is concerned with educating the library users in the efficient use of library resources. Orientation programmes are designed to introduce the users to the library and its system of organisation, its physical layout and its collection, staff and services.

The user orientation programme specifically aims at providing:

an easy approach to the library;

an idea of physical location of library materials;

introduction to a variety of library materials and available sources;

training in the use of the materials and services;

identification of one's own areas of interest and the channels of information for it.

Methods of user orientation

The following two methods can be suggested for the initiation/orientation of freshmen:

direct method;

indirect method;

(a) Direct Method

The direct methods commonly used are:

i) Orientation lectures; and

ii) Library tour;

(i) **Orientation Lectures:** In this methods detailed instruction in the use of libraries is given through a series of lectures, in addition to a conducted tour round the library. The subjects dealt with in the lectures would include the rules of organisation, the arrangement of documents, instruction for using the library catalogue, general bibliographies, indexing and abstracting publications, services offered by the library, etc.

(ii) **Library Tour:** In this type of orientation, the participants are taken round all sections of the library and they are acquainted with the functioning of the library including rules and regulations.

(b) Indirect Method

The following are the indirect methods of orientation:

(i) **Library Guides:** Many libraries prepare guides or general introductory leaflets and pamphlets for users giving details of the layout of the library, devices and techniques used for arranging and locating library material, types of publications received and of services offered by the library for retrieval and exploitation of information.

(ii) **Display:** In this method posters and notices are displayed at strategic points giving information regarding the layout of the building, hours of working, rules and regulation, collections, etc.

(iii) **Audio-Visual Aids:** Audio-Visual aids can be used in the orientation programme in addition to the usual methods such as, lectures, library tours etc. The advantages going with this method are:

In the conventional method a considerable amount of time and effort is required to locate and transport the samples of the publications from the library.

The usual method of illustrations, the contents of the publications do not adequately meet the needs of the students, since they cannot really see publications displayed on the lecture table. Audio-visual aids such as film slides, charts, diagrams, models etc., and video/audio tapes can be used for this purpose. While there are certain advantages and disadvantages in both the methods - direct and indirect, better results can be achieved by appropriate blending of the two methods.

9.3.2 SHORT RANGE REFERENCE SERVICE OR READY REFERENCE SERVICE

According to S.R. Ranganathan "Ready reference service is a service furnished in a short time. In other words, time is the distinguishing factor in ready reference service. However, it may also be added that sources of information consulted for the purpose, nature of information sought and varieties of service rendered distinguish short range reference service.

Some of the questions which are of ready reference nature are as follows:

- i) What does UNISIST stand for?
- ii) When was the Sangeet Natak Academy established?
- iii) How do we consult citation index?
- iv) Who received the Nobel Prize in medicine in 1990 ?
- v) Where is Surinam situated? etc.

The answers to the above questions can be found readily and within a short time. Therefore, these fall within the scope of ready reference service. Though much of the answer for such questions are found in conventional reference books such as dictionaries, encyclopedias year

books etc., it is not always necessary to consult these sources. In case the librarian can get the information from other sources those sources may also be used.

(i) Need for Ready Reference Service

A reference book is meant to be consulted and not to be read through. An ordinary user may not be familiar with the peculiarities of reference books. Therefore, users need ready reference service to help them at all levels in the use of reference tools.

A variety of subjects have reference books of their own which all readers may not be familiar with or even aware of. Only the 'encyclopaedia' 'directory' 'yearbook' etc come to the minds of most readers as 'general reference books'. So there is a need for reference librarians to guide readers to the right reference book in the specific subject. Even in case of a query of repeating nature, requiring long search, the reference librarian should provide the answer readily rather than expect the reader to undertake the search on his own.

Reference books should be supplemented by files maintained by the reference section. This section should also maintain a press clippings file, a file of cards containing information collected from various sources etc. However, reference books form the main source of information.

(ii) Steps involved in Ready Reference Service

Ready Reference Service essentially involves three steps. These are:

- i) Preparation,
- ii) Service, and
- iii) Assimilation

These steps can not be demarcated precisely. They overlap to a certain extent. Preparation and assimilation takes place largely behind the screen.

(a) Preparation: Reference service begins much before the arrival of the users on the scene. Preparation for ready reference service calls for an exhaustive awareness of new reference books, new editions of a reference book, fugitive materials, and general lively current events and the like.

Generally, a library procures new reference books from time to time. The reference librarian should acquaint himself with each of them immediately on its arrival in the library. This will help the reference librarian in providing quick information.

The second step in the preparation for ready reference service is that the reference librarian should keep track of the new editions of each reference book as and when they come. The reference librarian should acquaint himself with their outstanding new features and changes. This will help him in providing the latest information.

The third type of preparation for ready reference service is the maintenance of fugitive materials. These material include newspaper cuttings, magazine-clippings, pamphlets, folders and other similar ephemeral materials. These may be of value of the only source of information for the time being. They have to be located, collected, mounted, classified, filed in proper sequence and periodically weeded. These materials are of special importance in special and public libraries.

(b) Service: Ready reference service can be rendered in three different ways:

- i) furnishing the exact information;
- ii) setting the enquirer on the right track to help himself; and
- iii) training the enquirer in fact finding;

Training in fact-finding: In this approach the users are guided through the easy steps in the process i.e., Precise understanding of the nature of information to be found out, chalking out the line of approach, wherein, the reference librarian has to inform the readers about all the possible reference books likely to be of use in the context and depending on the availability etc., introduce the readers to some of the relevant books. In that he should show the user its scope, arrangement etc. Finally, spotting the information. This training should be given to the user in an acceptable form.

Helping into the right track: This approach is appropriate for regular users, who are already familiar with fact-finding methods. They mostly help themselves and sometimes may not get the information they need. At this stage the reference librarian should come to their aid. Reference librarian can find out from such users, what they have already consulted and guide them further as to what might help them.

Furnishing the exact information: In certain cases the reader may not have the time to go through the process of learning. Then the reference librarian should reflect on the relevant source and provide the appropriate information. This method of retrieval is inevitable when the users send the query by post. In such cases the problem of providing information in direct and exact terms becomes difficult. The reference librarian does not get the help of the user. He has to use his own judgment. The only compensating factor is that reference librarian need not attend to the query at the very moment. It can be done at his leisure. But the reference librarian should remember to answer it before the next post.

The query may also come by phone. In such cases the best way is to furnish the information immediately. This can be done if the question is a familiar one, and the answer can be located in just one reference book. If the question is not a familiar one and the answer is not readily traceable, then, after making the exact enunciation of the information sought, the enquirer should be asked to ring up later.

Assimilation: Assimilation is the process of absorption or intake. It is an important factor in ready reference service. The intake factor can be the information or the experience gained in giving information itself. In ready reference service, when the solution to a query is located, the experience gained in locating the information can be shared with other colleagues in the reference section. In the process of locating information, if it turns out to be information which is new or which is difficult to locate, it is worth recording that information. This helps in identifying the weakness in the collection. There are situations, where assimilation of information on the part of a reference librarian can be a great help in improving library tools, collection and services.

9.3.3 LONG RANGE REFERENCE SERVICE

Long range reference service is just the reverse of short-range reference service. To provide information, a lot of time has to be devoted and the sources from which information is got are not ready reference books but reports and treatises which need a prolonged search for finding out the adequate and proper information. This service can be explained properly in terms of sources of information, time and nature of information.

Long range reference service involves prolonged search in a variety of documents i.e., articles in periodicals, technical reports, theses, patents, standards, dissertations and trade documents, and occasionally it may even involve consulting specialists in the subject of the query.

As the name indicates, long range reference questions cannot be answered immediately. It is difficult to say how much time it requires to satisfy the query. However, according to S.R.

Ranganathan 'a few long range reference questions take less than half-an-hour, while some take a whole day and even weeks'.

Long range reference service not only deals with facts but it also with other categories of information. The information sought may

- be too specialized;
- involve exposition of a problem from a particular point of view;
- require systematic search in periodicals;
- involve an opinion or point of view on a particular idea;
- be too recent so that it may not have been included in reference books;
- be available only in foreign language sources, which may require utilization of translation service;
- have appeared in a journal not available in the library, which may have to be borrowed on inter-library loan.

(i) Need for Long-Range Reference Service

(a) Growth of Literature: One of the most outstanding and obvious features in the recent past is the rapid growth in literature production, especially in science and technology.

This increase in growth of new micro thought and micro documents has created the risk of missing relevant information on a particular topic. Further, most researchers are not self helpers, they must be made aware of, and must be provided access to, the work done by the others in their fields. This access can be provided only through the reference service, especially long range reference service.

(b) Currency and Time: Because of the vast growth of information and the lack of knowledge of bibliographic techniques, a specialist may have to spend a lot of his valuable time in searching for the required information. If he is provided with long range reference service, he can utilize the searching time for his scientific research. Again the vastness of information may hinder a library from having all the documents on a particular subject and this in turn deprives its users from having access to much needed nascent information. This problem can be solved by providing long range service like SDI, interlibrary loan, translation service etc.

(ii) Steps involved in Long Range Reference Service

The process of long range reference service, as in the case of short range service can be grouped under **Preparation, service, and assimilation.**

These three steps are not exclusive of one another. They are less separable in long-range reference service than in ready reference-service.

(a) Preparation: Preparation in long range reference service depends on knowledge of subject, sources of information, and information gathering.

Knowledge of Subject: The reference librarian should be familiar with the subject he has to deal in predominantly. Actually the reference librarian need not go for intensive specialisation in a narrow area of a subject. What he requires is a broad understanding of the subject. He should know the different sources of information, trends of research, scope of particular subjects etc.

Sources of Information: The preparation in long range reference service usually involves a search for specialised material. This requires the use of materials like reference books, periodicals, newspapers, non-book material, theses, reports etc. Scanning of bibliographies, indexing and abstracting services should also be given a special consideration.

Information gathering: Information can be gathered on demand, i.e., on the basis of a query brought to the reference desk or in anticipation of demand. The reference librarian should attempt to study the resources of the library and gather information in a systematic way. For the purpose of gathering information, material such as latest additions, current issues of periodicals, old stock of the library, publications brought out by parent organization etc., should be given special consideration.

(b) Service: This forms the core of long-range reference service. The mode of service depends upon the type of query and the objectives of a reference section. There are three stages in service viz, precise enunciation of the required information, search for the documents, and document or information delivery.

Precise enunciation of the requirements: Precise understanding of the user requirements is the first step in reference service. The whole search process would fail to achieve the required information unless the requirements are enunciated correctly. In the case of a complex query Reference librarian may need to conduct a reference interview for the purpose.

Reference Interview: An average inquirer does not know what to expect from a reference librarian. He has no pre-knowledge of the bibliographical characteristics or even the existence of the type of item that will answer his question. So also he rarely understands the terminology used in indexes, abstracts, catalogues, etc., as they have little relationship with natural language. In this context a reference interview plays a significant role.

Reference interview is a process of dialogue between the reader and the reference librarian. Reference interview, among other things, should help in:

- i) understanding what the question really means;
- ii) determining the subject;
- iii) ascertaining the objective;
- iv) ascertaining the extent and depth of the material which will answer the question;
- v) finding the personal characteristics of the enquirer; and
- vi) determining relationship of query to file organisation.

Interviewing calls for communication and articulation skills. The clues a reference librarian gets through an interview are of great assistance in the search strategy required for providing the information. The librarian should encourage the user to talk freely about the question and the information needed. Careful listening is an essential first step in a reference interview. More often the enquirer would not know what to expect from the librarian. A positive verbal and non verbal behaviour of the librarian is an important factor in establishing the rapport.

Search for documents: Search for documents follows the reference interview it essentially involves formulation of a search strategy.

Search Strategy: Strategy is the way in which the library approaches to answer a reference question.

This generally depends on the

- type of query;
- reference interview;
- availability of standard reference sources on the subject and identification of the same;
- experience of the reference librarian; and
- time available for conducting research.

In case of search in computerised data bases the strategy has to be more thorough and calls for an understanding of boolean operators such as and, or, not. The search terms have to be combined with these operators to get the maximum recall and relevance.

(c) Document delivery: After searching for the document, the reference librarian has to supply the document or information to the user. The information supply depends on the type of query. If the user wants a bibliography of journal articles on a topic, librarian is expected to supply the information properly organised. If the document is in a language not known to the user, the reference librarian may have to arrange for a translation. So also the librarian is expected to arrange for a photocopy of the article from the journals not available in the library.

(d) Assimilation: As in the case of ready reference service a reference librarian should share his experience with his colleagues in his section. On the basis of his experience he will be able to make suggestions for improvement in various sections of the library. This kind of assimilation can bring better results for long range reference service.

9.4 LEVELS OF REFERENCE SERVICE

Some times reference service is also classified into different levels. Factual questions, like total population of Varanasi, fall in elementary level because it is specific, concrete and purely factual. This is not to say that to get right information is easy in all cases. Intermediate level of reference service involves relationships, usually concerning human values, persons or events. For example, why did Japanese lose the II World War? Such questions are not vague but real. Yet there is a certain intangibility. No answer to such a question can take the form of a self evident documentation. With an elementary factual question one either has the answer or not and knows where he stands. With an intermediate reference question one can never reach a point where more evidence might not be discovered. Only the reader knows where his curiosity is satisfied.

Advanced level of reference service calls for a complete knowledge of all the aspects of the topic on which the query is posed. In course of the search for information the librarian must find answers to a whole series of elementary and intermediary reference questions.

DIFFERENCE BETWEEN READY REFERENCE AND LONG RANGE REFERENCE SERVICE

Factors	Ready reference Service	Long Range Reference Service
1. Time	Information furnished in a very short time in a moment if possible.	Information provided in a long period of time. Some times it takes an hour, while some take the whole day and even weeks.
2. Sources of information	The sources are Dictionaries, Encyclopedias, Year books, Directories, Biographical Dictionaries, Maps, Atlases, Hand books, Manuals etc.	The sources are Reference books, Research monographs, Research Reports patents, Standards, Trade literature, Dissertations etc. In case the sources of the library do not provide the required information then search extends to the other local libraries or national or international libraries.
3. Nature of information sought.	The information is mainly factual and of the background information type.	Information not only deals with facts but also with other categories of information. It may be an exposition of a problem from a particular point of view. Information may be too specialized or may be covered broadly. It may be too recent or it may be archival etc.
4. Varieties of service	This is more or less a fact finding service:	This provides the following varieties of service, <ul style="list-style-type: none"> - Bibliographical service - Abstracting service - Indexing service - Current Awareness service - Translation service - Réprographic service - Interlibrary loan service etc.
5. Form of information provided	Information can be provided in the following forms: <ul style="list-style-type: none"> - Oral - Written on slips - In the form of instructions, practice etc. 	Information can be provided in the following forms: <ul style="list-style-type: none"> - Bibliographies - Abstracts - Indexes - Reports - Charts - Graphs - Films, Slides - Computer printouts etc.

9.5 QUALITIES OF A REFERENCE LIBRARIAN

Reference service is a complex activity. To perform this activity with a degree of success the reference librarian must know the reference sources and, for that matter, any of the sources in or outside the library likely to yield answers. He must be in a position to translate questions into subject concepts under which various types of reading materials are listed. He should be able to search for the answers quickly and efficiently, and for this he needs proficiency in bibliographical skills. To add to the above, he must be imaginative enough to interpret the questions and find the right information. The right kind of judgement is another quality required to know when to ask for more information from the user and when to stop. He should also be eager to learn and to be of service to readers. He also must realise the role of the library in broader terms and its role as a mass media. In addition to these, good communication skills for reference interview, ability to appreciate the reader's point of view are also expected of a reference librarian. Patience, initiative and resourcefulness are the other qualities required for a reference librarian.

These qualities have been summarised crisply by Robert S. Taylor. He says, a reference librarian should develop the following skills:

"(1) The ability to organise data and information for people to use; (2) Awareness of the totality of information resources and probabilities of success of strategies for searching for information in any specific situation; (3) Awareness of and ability to use the range of information technologies, from print to sound, and image to computing; and (4) Sensitivity to uses and users of information and a strong tradition of service, which demands attention to client satisfaction"

Self-Checking Exercise - 2

(a) What are the differences between long and short range reference service?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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(b) What are the factors which have necessitated the long range reference service ?

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(c) Write a note on (a) Search strategy; and (b) Qualities of a reference librarian.

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9.6 SUMMING UP

Reference service of different range is not a watertight compartment. A line cannot be drawn to show where one ends and the other starts. Nonetheless, in general terms it could be stated that differences between ready and long-range reference service can be traced in the time taken to answer a query, sources consulted for the purpose, nature of information sought and packaging of information.

Reference work is sometimes also said to include abstracting and indexing services and also compiling bibliographies, checklists etc. These are generally termed as anticipatory services or background reference work. These, however, overlap considerably with documentation services.

9.7 MODEL ANSWERS

1) Reference service varies from one type of library to another in accordance with the broader objectives of respective libraries. The clientele of special library vary in their level of specialisation and expectations from the reference section. Reference service in a special library is normally expected to take full responsibility for the literature search and other services which border documentation. Public library, largely confines to catering factual type of information to its varied clientele. Academic libraries usually take a moderate approach and varies the stretch of the service depending on the client category, reference question etc.

2(a) Strictly speaking long and short range reference service are not water tight compartments. However, there are many features that distinguish them. Ready reference service lends itself to provide information in a short time. Questions more often turn out to be of a factual nature and the sources used for this purpose are dictionaries, encyclopaedias, yearbooks, directories, maps, handbooks, etc.

Long range reference service answers questions which are any thing but factual in nature. These may include a request for literature search, compilation of bibliographies or other similar things which call for an understanding and systematic search. Sources required could extend to different forms of library material, which some time needs to be borrowed from elsewhere. The service packages may be bibliographies with annotations, translations, interlibrary loan, digests, bibliographical essays etc.

2(b) Most prominent factor which has necessitated long range reference service is the exponential growth of information. Most researchers may not have the time required for the search and in many cases are not aware of the appropriate sources. This service is also a fulfilment of the role expected of a knowledgeable librarian in the academic context.

2 (c) (i) A strategy for information search becomes essential in cases of long range reference service which asks for the extent of available literature on a topic. A strategy implies the method

to be adopted in retrieving the same efficiently. This calls for determining the nature of sources that need to be consulted, availability of these sources, the key terms that correspond with the query, logical relations, if any that need to be understood, etc. The strategy becomes important while searching computer data bases as the wrong strategy may retrieve irrelevant information.

(ii) Reference librarian comes face to face with the readers. He can make or mar the image of the library. A receptive, knowledgeable person will boost the confidence of the users in the library service. A reference librarian should have a good understanding of the varied reference sources and quick response to think of the appropriate sources at a given time. He must be imaginative to interpret the questions and find the right information. He also must have judgement to know when to stop searching, and when to ask for more information from the users. More than other things he must be a good communicator and have an ability to appreciate the users point of view.

9.8 ASSIGNMENT

- 1) Write a note on the user orientation, What is the most appropriate orientation method in the college and university libraries of India. Give reasons.
- 2) Write a detailed note on the steps involved in long and short range reference service.
- 3) When is reference interview needed and how does it facilitate in reference service?

9.9 RECOMMENDED BOOKS

- 1) Katz, W.A. Introduction to reference work. 5th ed. New York: McGraw-Hill, 1989.
- 2) Krishan Kumar, Reference Service. 3rd rev ed. New Delhi: Vikas, 1987.
- 3) Mukherjee, A.K. Reference work and its tools. 3rd ed. Calcutta: The World Press, 1971.
- 4) Sharma, Jagdish Saran and Grover, D.R. Reference Service and sources of information. New Delhi: Ess Ess Publications, 1987.

9.10 GLOSSARY

Document Delivery: This is an omnibus term used for the supply of hard copy of the information to the user, including book circulation, reprography, etc.

Selective Dissemination of Information (SDI): SDI is an automated system of information retrieval utilizing a computer for disseminating relevant information to the specific user.

Strategy: Art of conducting a campaign and manoeuvring. In the context of literature search it is a plan adopted for answering a particular enquiry or more specifically, the search statements used to answer an enquiry.

UNIT 10 PLANNING THE REFERENCE DEPARTMENT

contents

- 10.0 Aims and Objectives
- 10.1 Introduction
- 10.2 Need for Planning
- 10.3 Pre-Planning information
- 10.4 Components in Planning
 - 10.4.1 Objective formulation
 - 10.4.2 Organisational structure
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 - 10.4.7 Furniture, equipment, etc.
- 10.5 Evaluation of Reference Section
 - 10.5.1 Criteria for Evaluation
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 - 10.5.3 Methods of Evaluation
- 10.6 Summing up
- 10.7 Model Answers
- 10.8 Assignments
- 10.9 Recommended Books

10.0 AIMS AND OBJECTIVES

This unit briefly introduces you to the concept of planning and organisation of reference section.

After studying this unit, you should be able to

- describe the preliminary information required for planning;
- elaborate different steps in planning of reference section including objective formulation, organisation structure, functions, collection development, services, manpower, etc.; and
- explain criteria for evaluation and methods used in the process.

10.1 INTRODUCTION

Reference service as we understand includes both short and long range services. So it is obvious that a reference section should engage in activities which facilitate these services. The reference may function independently or as a part of the main library. However, it is essential that reference section and services fit within the broader framework of the organisation. This calls for gathering background information for the effective functioning of the reference section and also a system of continuous evaluation and feed back. Planning, in this context, refers to administrative or managerial function concerned with the formulation and review of goals, objectives, programmes, budgets, policies, procedures within an organisation.

10.2 NEED FOR PLANNING

Planning is the dynamic process of committing resources systematically and with the best possible knowledge of :

- the future;
- organising systematically the efforts needed to utilise these resources; and
- measuring the results of planning decisions against expectations through systematic feedback.

Planning gives a direction to growth and complexity in collection of reference material, services, access to materials and staff resources. It minimises ad hoc decisions. It provides basic framework for rendering reference service. In a library, planning helps to move systematically towards the achievement of the goals of the organisation. Planning helps in identifying and differentiating the essential priority actions. Planning also helps in clear demarcation and allocation of activities among a group of people. Finally planning aids in drafting financially elastic budget.

Functions of Reference Department that minimize Difficulties of Information users :

Features of world of information	Information user Problems	Reference service/systems capability
1) Accelerated growth of information, increasing rate of obsolescence	Inadequate time for reading and assimilation of information	Reviews, state-of-the art reports/ trend reports, digests, etc.
2) Multiplicity of language	Can be familiar with only one language or few languages	Translation service
3) Wide range of standards and modes of presentation of ideas	Only some standard patterns are convenient to some users	Selection and presentation according to users needs
4) Wide variation in quality and reliability	Difficulties & inadequacy of time for evaluating and selecting	Information analysis and evaluation
5) Inter-disciplinary nature of information scatter/seepage	Can specialize only in a restricted subject field	Indexing techniques to interlink subjects
6) Pertinent information published in documents with restricted circulation	Subject inaccessibility of documents.	Location & procurement inaccessible documents, inter library loan.
7) Mishandling of information	Identification and reliability problems	Correlation of information.

10.3 PRE-PLANNING INFORMATION

Once it is decided to establish a reference section, there would be a need to examine the nature of work involved, the extent to which the reference section will perform the different activities and the facilities or resources that are required for the purpose. Such background activities will reduce the probability of any failure in the working of the reference section to a minimum.

The preliminary steps to ascertain the information potential involves:

- i) Studying the nature, background and specialisation of the users;
- ii) An assessment of the present information needs and future requirements;
- iii) Examining the extent to which the information requirements are being met by existing resources and the need for resource augmentation;
- iv) Identification of the volume, variety, scope of existing information sources;
- v) Manpower requirements and finance availability; and
- vi) Physical facilities.

This assessment can be made by using the methods such as questionnaire, interview, review of literature, etc., keeping in view the problems encountered by the users. The steps for such an exercise are:

- i) **User survey** usually done to determine the information requirements of the users.
- ii) **Survey of literature** to go into quantum of literature growth, rate and quality, accessibility of literature, etc.
- iii) **Assessment of financial support** including the funding sources and extent of finance required.
- iv) **Survey of institutions and experts in the fields** for the purpose of having linkages and also to facilitate referral service, this survey also helps in identifying weaknesses that can be addressed to and the strength that can be exploited.

10.4 COMPONENTS IN PLANNING

It would be helpful to take into account the following parameters involved in planning in general. This exercise is also referred to as systems analysis.

- i) The overall objectives of the reference section;
- ii) The component units and their respective inputs;
- iii) Functional organisation of the components into a coherent whole;
- iv) Interlinking of the component units to facilitate their productive use;
- v) Environmental factors affecting the reference section;
- vi) The built-in control, preventive and corrective measures which would enable the library to adopt to the changing information environment, management policies and directions;
- vii) The conditions for healthy growth and development of the reference library; and

viii) Identifying the agency which would ensure continuous input, management evaluation, and adoption of the reference library on the right lines.

10.4.1 OBJECTIVE FORMULATION

The Objectives of the reference section should be derived from and be in conformity with the needs of the parent organisation. The formulation of the objectives would be greatly facilitated by the pre-planning information collected earlier through the users survey, literature survey and survey of institutions. It is possible to derive the objectives in relation to the collection to be developed, the services to be provided, the man power required, etc. This is the appropriate stage to remove any ambiguity about the areas or fields to be covered and the ones to be excluded, the type of documents to be acquired, etc., should be clearly indicated.

10.4.2 ORGANISATIONAL STRUCTURE

The organisational structure of the reference section should be in conformity with the functions, activities and products of the section. In other words, the component units of the section should be function oriented. They should not work in isolation, but in a spirit of cooperation and coordination among themselves.

10.4.3 FUNCTIONS

The broad functions of the different units of the reference library may be as given below:

Technical Library Unit : Distinctive library functions.

Service Unit : Provision of short and long range reference service. Provision of reprographic service, translation service, etc.

Information use promotion Unit : Liaison work; advisory service, preparation of directories, bibliographies, etc.

The specific tasks may also be arranged in any way that is suitable in the context.

10.4.4 COLLECTION/DATABASE DEVELOPMENT

Collection development in the reference section involves selection and acquisition of reference material i.e., encyclopaedias, dictionaries, year books, almanacs, biographical sources, directories, handbooks, bibliographies, union catalogues, maps, charts, standards, etc., guided by a well formulated selection policy. The collection so developed has to be properly organised and indexed to facilitate retrieval of relevant information quickly and effectively.

The books which a reference librarian has to use constantly have to be available at the reference desk. These may include the latest editions of important reference books suitable for ready reference service for answering simple factual questions.

The choice of the document storage should be based on a study of technological advances that are being made. It may be helpful in some cases to adopt microform storage of documents and computer-storage of information i.e., Database.

The non-book material in vertical files, the microfilms/fische, micro-cards, etc. should also be in reference section, to serve the reader's research needs in every form of reference material.

Reference section should maintain the public catalogue up-to-date. This serves as the bibliographical tool to locate the particular document in the library.

10.4.5 REFERENCE SERVICES

From the very beginning emphasis should be laid on the provision of different types of reference services that would be helpful to the users. Different types of reference services should be provided in a phased manner. Before the institution of reference service, it is desirable, that certain managerial factors - such as, costs, ease in terms of available resources, professional skill required, user-related constraints etc. should be taken into consideration. Certain points have to be kept in mind in providing different types of reference service. They are :

- i) Selection of material for information analysis;
- ii) Selection of type of information for inclusion in the reference service;
- iii) Arrangement of information selected within an entry and/or reference service; and
- iv) Form of presentation - Textual, graphic, etc.

The above mentioned points assume a great deal of importance as the informational requirements and the intellectual level of the different groups of users are different.

10.4.6 MANPOWER

The effectiveness and efficiency of the reference section would largely depend on the competence of the staff, professional, and non-professional and on the facilities and environment provided for their work and development. The professional staff, should have high qualifications in appropriate subject fields, in library and information science as well as adequate on hand training, innovative capability, proper attitude towards work, so that there will be harmony among the functional sub-units of the reference section.

(a) Factors in Manpower Planning

Some of the factors to be considered in manpower planning are :

- i) **Work involved** : Type of work/nature of duties, quality expected and quantum of work.
- ii) **Manpower required** : Type of personnel (professional, semi-professional, non-professional, etc.); quality of personnel (qualifications - academic and professional work experience); and number of personnel (present and future needs).
- iii) **Cost involved** : Pay scales, fringe benefits, etc.
- iv) **Other factors** : Selection, recruitment and placement, training and development, etc.

(b) Manpower Standards

The staff formula put forth by S.R. Ranganathan is useful for this purpose. The provision of one reference librarian for every 50 readers has been recommended for university libraries. In special libraries the ratio should be even better depending on the services expected. These standards may be used for estimating the manpower with necessary modifications.

(c) Distribution of Manpower

(d) Professional Expertise

10.4.7 FURNITURE, EQUIPMENT, SPACE, ETC.

The furniture, equipment and space required for the reference section can be calculated using generally accepted standards. However, the physical planning of the reference library has to be done systematically so that the lay-out will not hamper the reference activities in any manner. Environmental factors such as lighting, noise control, ventilation have to be taken care of while planning.

Some of the equipment that should be available in the reference section are reference desk, telephone, vertical files for keeping pamphlets, news paper clippings, etc., dictionary stand, atlas stand, card catalogue, reprographic machine etc.

Self-Check Exercise - 1

(a) Why is planning essential in building up a good reference section ?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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b) What are the factors that need to be taken into account in planning a reference section ?

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10.5 EVALUATION OF REFERENCE LIBRARY

Evaluation can be defined as an assessment of the results attained by the activity designed to accomplish some valued goals or objectives. Evaluation basically consists of determining programme goals, translating goals into measurable indicators of goal achievements, collecting data these indicators and comparing the data with goal criteria.

10.5.1 CRITERIA FOR EVALUATION

Samuelson has listed ten different characteristics of effectiveness that might be used as criteria upon which to base an evaluation of system performance. The system in our context is the reference section.

i) Flexibility/modifiability of system

ii) Reliability of information

- iii) Accessibility of service points
- iv) Availability of ultimate information
- v) Response time a system takes to answer
- vi) Priorities
- vii) Precision or exclusion of unwanted information
- viii) Timeliness currency of contents
- ix) Recall of relevant information
- x) Pricing

Reference Section should not be rigid in providing services. Flexibility of rules and regulations depending on the circumstances greatly encourages the user in having access to the section. Reliability is of very high importance, unreliable information may cause frustration to the user and there is every danger that he may prefer to avoid using the system. Accessibility is important because any form of physical inaccessibility decreases the use of the system.

Ready availability of the ultimate information is important as it will not disappoint the user who prefers to go through the document immediately. Response time is the time that a system takes to answer a query. If a user himself searches for information, response time is the time he takes to complete the search. In a system, priorities should be given according to the user's need of information. A user who requires information immediately may be put to inconvenience because of queuing. Hence this system may fail to give the right document to the right user at the right time. System is said to have high precision if there are no irrelevant documents in the total number of retrieved documents. Currency of information may impress the user as he may find some novel (previously unknown) information which is of great use to him. If all the documents are retrieved without missing a single relevant document the system is said to have high recall. For the service rendered, the user may be charged. It should not be prohibitive as it may scare the user not to use the services.

10.5.2 TYPES OF EVALUATION

A system can be evaluated mainly in two ways, viz., Macro evaluation and Micro evaluation.

Micro Evaluation involves measuring the performance in the broader overall context. It sometimes involves quantitative measures.

Micro Evaluation on the contrary, calls for analysis procedures whereby the sources of system failure are identified, thus allowing corrective action to be taken to raise the level of performance in the library. Micro evaluation is essentially a diagnostic procedure.

Evaluation could also specifically address in terms of how to satisfy user requirements in the most efficient and economical fashion. This is **Cost effective evaluation**. So also, evaluation could look into the worth of the system. That is, whether the system justify its existence? This can be referred to as **cost benefit evaluation**.

10.5.3 METHODS OF EVALUATION

The following methods may be adopted for evaluation of a reference section/service:

(a) **Interview Method:** In terms of reference service, these usually consist of interviews with

the reference librarian and with the users of reference service. In this method, interviewer will be able to explain clearly about facts.

(b) **Direct Observation:** The observer may sit at a reference desk or in the vicinity of desk, and simply watch and listen. This method is often used to double check, the information gained from an interview or other methods. The problem with this method is that an observer is supposed to have exact ways of measuring and recording what is seen, but 'measurements of human action introduces problems of definitions, of calibration, of accuracy, etc.' Hence observation is normally a partial method.

(c) **Library Survey:** One of the favoured methods of evaluating the library in general and reference service in particular is the library survey. The type of data and how the data are manipulated and compared are dependent upon the objectives of the survey, however, quantitative evaluations relating to reference service normally concentrates on:

- i) The size of the collection, as well as variables such as availability of necessary materials from other libraries, subject and form distribution of titles, age of material counted, acquisitions, weeding, etc.;
- ii) The size of the staff, their experience, subject competency, training, etc.;
- iii) The adequacy of physical facilities such as space for reading and the reference materials; and
- iv) The size of the budget.

Other countable elements may include number of persons who have used reference service, number of questions asked and answered in terms of short and long range reference service, number of questions and kind of questions which are not answered, number of questions handled per professional member, average cost per question, number of bibliographies compiled, etc. There are, to be sure, almost limitless areas for counting this or that and for gathering statistics.

Once data are gathered, they may be evaluated in terms of general standards, and comparative data gathered about libraries of similar purpose, scope and readership.

OVERALL PLANNING OF REFERENCE LIBRARY

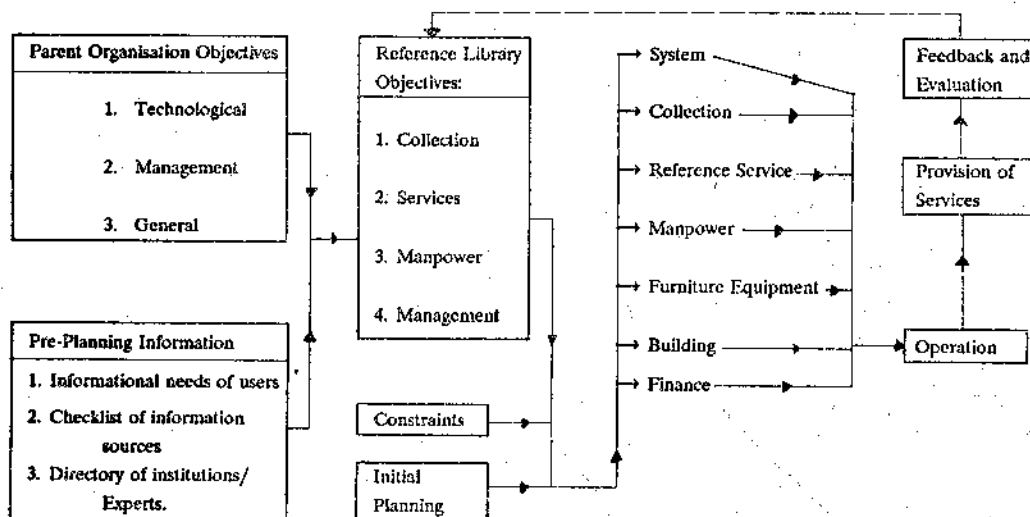


Figure:

Self-Check Exercise - 2

What are the criteria for evaluating a reference section ?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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10.6 SUMMING UP

Planning is an essential prerequisite for the success of any reference organisation and services. Planning calls for systematic and step by step approach keeping the institutional objective in the background. Extension of reference service should take into account the system limitations and strong points so that at no point there will be a user frustration due to unmatched expectations. Timely evaluation of the section and its services provide a key to fine tuning the system to meet the set objectives.

10.7 MODEL ANSWERS

1(a) Planning is the process of committing resources with the projected understanding of service needs, clientele, staff, money and material resources, and the the possible changes that could occur during this process.

Planning is of importance in reference activities because it gives a good measure of goals and their achievement at any point of time. It minimises ad hocism in decisions and gives a clear picture of what the reference service is, how far it should reach out and what the clientele could expect. Thus, planning defines the limits and possibilities for the reference service of a given library.

(b) The factors that are to be noted in planning are :

Overall objectives of the section, organisational structure, specific functions of different units, manpower required, physical layout and the fittings required, inter linkages with other section/services and built in feed back and corrective measures.

2) Evaluation of any service should focus on what was intended and whether it has been achieved. Reference service aims at providing directive guidance and short and long range service. The criteria for evaluation, among other things are, accessibility of the reference librarian, response time, availability of the information, reliability of information and the timeliness of the service.

10.8 ASSIGNMENT

1) What are the steps to be taken in planning an effective reference section ?

2) Write a note on importance of planning and the background information required for the same.

3) Write a note on the methods of evaluation of the reference section.

10.9 RECOMMENDED BOOKS

Katz, W.A. Introduction to reference work. vol 2. 5th ed. New York: Mc Graw-Hill, 1987.

Mukherjee, A.K. Reference work and its tools. 3rd rev ed. Calcutta: World Press, 1975.

Ranganathan, S.R. Reference service. 2nd ed. Bombay: Asia Publishing House, 1961.

10.10 GLOSSARY

Database : A body of machine-readable records which is not created solely for specific application, but may be regarded for some purposes as a homogeneous collection.

Macro-Document : A book treatise, or document embodying macrothought.

Micro-Document : Communication on a specialised topic and usually short, e.g., a periodical or newspaper article, pamphlet, etc., which embodies micro-thought.

Precision Ratio : The ratio of retrieved relevant documents to the total number of retrieved documents.

Recall Ratio : In information retrieval, the number of documents actually recalled from an index in response to a question on a given theme: in proportion to the number of documents indexed.

BRAOU

BLOCK IV REFERENCE SOURCES

The efficiency and effectiveness of reference work depends on a variety of reference sources that will be available in any library. This block describes important reference books like dictionaries, encyclopaedias, yearbooks, almanacs, directories, etc. The other categories of reference sources discussed are statistical, geographical, biographical and current events.

Evaluation of reference books and various guides that help the selection of information sources have been dealt with elaborately. The study of this block will create necessary confidence among the distance learners for answering all types of reference queries.

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BRAOU

UNIT 11 INTRODUCTION TO REFERENCE SOURCES

Contents

- 11.0 Aims and Objectives
- 11.1 Introduction
- 11.2 Meaning, Definition and Genesis of Reference Book
 - 11.2.1 Definition
 - 11.2.2 Genesis of Reference Book
- 11.3 Difference between General Book and Reference Book
- 11.4 Different kinds of Reference Sources
- 11.5 Uses of Reference Sources
- 11.6 Evaluation of Reference Sources
- 11.7 Guides to Reference Sources
 - 11.7.1 Retrospective
 - 11.7.2 Current
- 11.8 Summing Up
- 11.9 Model Answers
- 11.10 Assignment
- 11.11 Recommended Books
- 11.12 Glossary

11.0 AIMS AND OBJECTIVES

The aim of this unit is to acquaint you with different types of reference books, their uses and evaluation.

After studying this unit, you should be able to

- get an idea about various kinds of reference sources;
- explain the genesis and uses of reference sources;
- discuss the guidelines to assess the value of these sources; and
- differentiate a general book from reference book.

11.1 INTRODUCTION

This Unit introduces you to the Reference Book and its genesis. Usually, in any library there are General books and Reference books. Therefore, it will be necessary to know the difference between a General book and Reference book and have a clear idea about Reference books. Different kinds of Reference books and the uses they are put to have been discussed. Finally, in order to provide a through understanding of the value of a Reference Source, we have given some check-points which will help in the evaluation of Reference books.

11.2 MEANING, DEFINITIONS AND GENESIS OF REFERENCE BOOK

Reference books are used for consultation as source of information. They are referred to as an information and are designed to serve some definite purpose. The Reference books are not meant for consecutive reading. They do not have continuity. There is no link between their pages. They are brought together merely due to the alphabetical, logical, chronological, or any other form of arrangement.

11.2.1 DEFINITIONS

Many attempts have been made to define a Reference book. But it is rather difficult to give a clear cut definition. However, it has been stressed that reference books are mainly used for consultations as sources of information. Any how, we have provided below some authoritative definitions.

According to Librarian's Glossary of Terms:

"Books such as dictionaries, encyclopaedias, yearbooks, directories, indexes which are compiled to supply definite pieces of information to varying extent, and intended to be referred to rather than read through". "Books which are kept for reference only and are not allowed to be used outside the library".

According to J.D.Brown:

In the Manual of Library Economy J.D.Brown defines, "A Reference book is one which is consulted to obtain some particular fact or matter from it and not one that is read through as a whole".

According to Gate:

"A book which is consulted for aid of information on a topic, a theme, an event, a person, a date, a place, or a word, is a reference book".

According to ALA Glossary:

"It is a book designed by its arrangement and treatment to be consulted for definite items of information, rather than to be read consecutively, and it is a book whose use is restricted to the library building".

According to Mary N. Barton:

"A Reference book, as generally understood, is a book to be consulted for some definite information rather than for consecutive reading. In such books, facts are usually brought together from a vast number of sources and arranged for convenient and rapid use".

In this way, various people have defined a Reference Book to provide clear understanding about it. It is evident from the above definitions that the Reference books are not for consecutive reading, they are referred for a specific purpose.

11.2.2 GENESIS OF REFERENCE BOOK

Reference books in Sanskrit Language are available since early days. The **Niruktas** were virtually dictionaries of the Vedic Age. The **Puranas** were encyclopaedias of epic age. **Sthalapurana** (Local History) was a geographical source. The **Anukramanikas** which belonged to the Vedic Age were the indexes to Vedas.

Aristotle and Plato were treated as living encyclopaedias as they have systematised the whole knowledge. Pliny's "**Historia Naturalis**" can be treated as first encyclopaedia which contained the whole knowledge in 37 volumes under broad headings in 79 A.D.

Varahamihira's Brihatsamhita is also a scientific encyclopaedia.

Amarakosha is the earliest dictionary of classical Sanskrit written in 5th Century.

In the present days we, however, find several reference sources in the libraries.

Self-check Exercise - 1

What is a Reference Book?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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11.3 DIFFERENCE BETWEEN GENERAL BOOK AND REFERENCE BOOK

The library books can be divided into two categories from the point of view of their content and use.

- i) General Book
- ii) Reference Book

The differences between a general book and reference book are discussed to have a clear idea about each of them.

General Book	Reference Book
1. They form core collection of the library.	1. They constitute reference collection of the library.
2. They include a variety of reading materials, text books, classics, monographs, etc.	2. They include Encyclopaedias, Dictionaries, Yearbooks, Handbooks, Directories, Almanacs, Geographical sources, Biographical sources, Bibliographical sources, Statistical sources, etc.
3. They can be read consecutively for study and research, information and knowledge, inspiration and enjoyment. Hence they are for extended use.	3. They are not meant for consecutive reading. One cannot read them page by page or from cover to cover. They are consulted for specific purpose. Hence they are for selective use.
4. The information contained by them will have continuity and linked at each stage i.e. between each sentence, paragraph and chapter.	4. The information contained by them do not have continuity and there is no link between the entries. They are brought together with some convenient arrangement like alphabetical, chronological, logical, classified or tabular form. Such organised information makes it convenient for quick and easy use.

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| 5. They are freely lent out to the readers. | 5. They are not issued out of the library. Use is restricted to library premises only. |
| 6. Generally, they are not so costly. | 6. They are generally costlier than ordinary books. |
| 7. They may or may not be required to pre-serve for longer time. | 7. They have to be preserved for longer time. |

Self-Check Exercise - 2

What are the main differences between a General book and Reference book?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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11.4 DIFFERENT KINDS OF REFERENCE SOURCES

All Reference sources contain information derived from the primary documents which may be in a condensed form or modified, selected or rearranged to suit the needs of the users. They represent the repacked knowledge rather than the original knowledge. The information in Reference sources is organised systematically for quick and easy use.

In the modern age people get exposed to varieties of subjects. The users are interested in finding information on all sorts of topics and facts. Therefore, the range of reference books has been increasing enormously to meet the interests and demands of readers.

Thus, a variety of reference sources have come into existence. The following are different kinds of Reference sources:

- i) Dictionaries
- ii) Encyclopaedias
- iii) Yearbooks, Almanacs, Directories, Statistical sources, Handbooks
- iv) Geographical sources
- v) Biographical sources
- vi) Bibliographies
- vii) Sources of Current events.

All these sources are discussed in detail in the forthcoming units. Here we will describe them briefly.

i) Dictionaries:

A dictionary is a reference book dealing with individual words of a language (or subject), so as to set forth their orthography, pronunciation, significance and use, their synonyms, derivation and history. These words are arranged in alphabetic order.

ii) Encyclopaedia:

An encyclopaedia contains articles giving necessary information on all branches of human knowledge. The information is arranged systematically for quick and easy use. For background information on any subject in any area of knowledge, the encyclopaedias are to be consulted first.

iii) Yearbooks:

The Yearbooks are published annually presenting the current information in descriptive and/or statistical form. They cover the important developments and significant events of the preceding year. Their main aim is to provide the yearly activities pertaining to a country, subject or organisation. Therefore, they are very good sources to know the current events on any aspect.

iv) Almanacs:

An almanac literally means a calendar of months and days. It also contains astronomical and nautical information about the sun, moon, tides, etc. It is an annual containing miscellaneous matters, such as a calendar, a list of astronomical events, planetary tables, astrological predictions and anecdotes. An almanac may also cover the retrospective information in addition to the current year's information.

v) Directories:

A Directory is a list of persons or organisations, systematically arranged, usually in alphabetical or classed order, giving address, affiliations, etc. for individuals and addresses, officers, functions and similar data for organisations. They are very much useful to know about the location, functions, objectives and activities of the organisations.

vi) Statistical sources:

Reference questions involving numerical data and opening with 'how much' or 'how many' can be answered by referring to statistical sources. They provide ready made compiled statistics in all the fields, comparative statistics of various countries, authentic data on all subjects, generally collected from the official sources.

vii) Handbooks:

A handbook is a reference book of miscellaneous facts and figures on one or many subjects, arranged in a handy form for ready reference. They provide information, not only for fact finding questions, but also data on scientific and technical matters.

viii) Geographical sources:

Geography is the study of the Earth's surface. It is a very wide-ranging discipline. It has a number of branches viz., physical, political, economic, historical, agricultural, industrial and also climatological. There are several geographical sources providing information covering all the above aspects. Gazetteers, Maps, Atlases, Globes and Travel guides, are good examples of this category.

ix) Biographical sources :

The account of actual life or a written record of any individual life is called a biography. In modern times more and more biographies are being published to satisfy the readers demands, since they provide very important information on the individuals. The collection of biographies

of notable persons of different nations, subjects, times, etc. in one book arranged in some systematic order is called a biographical source.

x) Bibliographies:

A bibliography is a list of books of a given author, publisher, country or subject. The entries of individual books, periodical articles, and other reading material when arranged systematically for the use of readers in their reference and research work, is called bibliography.

xi) Sources of Current events :

The current event sources provide the information about the latest significant instances in a nutshell. In the present days there are several sources which present the news in a summary form, index the news, abstract the information in brief by the readers. There are number of sources presenting the current events which are useful to the readers.

Thus, there are numerous types of Reference Sources which provide useful information to the general readers, research scholars and specialists. Under each type of Reference Source, there are further divisions which will be discussed in detail in the ensuing chapters.

Self-Check Exercise - 3

What are the different types of Reference Sources ?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answers given at the end of this unit.

11.5 USES OF REFERENCE SOURCES

The Reference Sources form the basis of reference service. A reference librarian receives a variety of reference queries. In order to answer the queries he should well acquainted with a variety of Reference Sources. Therefore, it is necessary to know the uses of Reference Sources, since different sources have different types of uses. They are as follows:

i) Dictionaries :

The common usage of dictionaries as known to everybody is to find out the meanings for individual words. But they are used for several other purposes like spelling, pronunciation, syllabification, hyphenation, parts of speech, definitions, etymology, abbreviations, acronyms, synonyms, antonyms, homonyms, foreign terms, signs and symbols, weights and measures, different currencies, important persons and places, idioms, proverbs, quotations, etc.

ii) Encyclopaedias :

They are useful for getting extensive information on all branches of knowledge. The subject encyclopaedias are used for depth and exhaustive information on the respective subject fields.

iii) Yearbooks, Almanacs, Directories, Handbooks :

They provide factual information. They are used for finding information regarding international and national organisations, associations, institutions, societies, clubs, and business houses, United Nations and their agencies, their addresses, history, aims and objectives, activities, structure, etc. One can know about different states of the world, their government, constitution, social, political, economic, cultural, statistical, their area and population, transport, trade and commerce, currency, etc. Also they are used for astronomical data, records, awards, important events of the calendar year, etc.

iv) Geographical sources :

The geographical sources include Gazetteers, Atlases, Maps, Travel guides, etc., and are useful for location of places with exact latitude and longitude, brief description of the area, population, socio-economic conditions, etc. The Maps and Atlases are exclusively used for exact identification of a place, distance, roads and railway routes, locations of rivers, oceans, mountains, lakes, etc. The Travel guides are useful to plan tours.

v) Biographical Sources :

They are useful sources and provide brief biographical information regarding eminent persons of national and international reputation.

iv) Statistical Sources :

Statistical sources are useful to get the statistical data on a variety of subjects such as social, economic, industrial, financial, political, educational, trade, religious, etc.

vii) Bibliographies :

Bibliographical sources are useful to locate books by a particular author, on a particular subject, published in a particular country. They help verify titles, publishers, place and date of publications, editions, prices of books, etc.

viii) Current Information sources :

They provide useful information regarding recent events in all the fields, current socio-economic developments, etc. in summary form.

Self-Check Exercise - 4

Briefly describe the uses of Dictionaries, Encyclopaedias, Geographical and Biographical sources.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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11.6 EVALUATION OF REFERENCE SOURCES

Now-a-days, many Reference Sources are available in the market in all fields of knowledge. They are generally costlier than the ordinary books. The Reference Sources are very important for any library. They act as a backbone of the library. Therefore, it is essential to evaluate a Reference Book properly before acquisition into the library. A thorough understanding of the reference sources is essential for proper selection and to equip the library to provide right information to the right reader at the right time. Therefore, one has to keep in mind the following checkpoints for the evaluation of reference sources.

- a) Authority
- b) Scope
- c) Treatment
- d) Arrangement
- e) Format and
- f) Special features.

Louis Shores has provided in his 'Basic Reference Sources' the following outline for the use and evaluation of reference books.

a) Authority:

- i) Author's reputation
- ii) Publisher's reputation
- iii) Imprint, copyright and previous dates
- iv) revision policy
- v) History of work

b) Scope:

- i) Stated purpose
- ii) Fields covered
- iii) Limitations stated
- iv) Relation to and comparison with other works

c) Treatment:

- i) Style
- ii) Bias
- iii) Simplicity

d) Arrangement:

- i) Order of materials: logical, alphabetical, tabular, chronological, geographical, statistical
- ii) Indexes:
- iii) Cross references

e) Format:

- i) Number of volumes or pages
- ii) Binding: cloth, buckram, fabrikoid or leather
- iii) Paper: durability, opaqueness
- iv) Typography: size, print, leading
- v) Page make-up: margins, columns
- vi) Illustrations: colour, black and white, maps, etc.

f) Special features :

- i) Bibliographies
- ii) Any striking physical features

A brief discussion on these factors is provided below.

a) Authority

The value and authority of any reference work will be based on the following criteria:

i) **Author's reputation :** The authors, editors, compilers, etc. should be wellknown scholars in the field. Their basic qualifications, experience and subject specialisation should be taken into consideration. The reputation of the authors can also be found out by checking their names in the biographical tools and other reference sources, such as encyclopaedias, yearbooks, directories, almanacs, etc.

ii) **Publishers's reputation :** The reputation and the experience of the publishers can be evaluated by looking into the quality of publications. The renowned publishers publish high quality materials. The financial status of the publisher and publishing experience, long standing in the book trade, distributing channels are also some of the things to be considered for evaluation.

iii) **Publication data :** The imprint, copyright and previous dates, the dates of bibliographic items, and articles are to be known by checking the entry. They will help us to know the uptodateness of the work.

iv) **Revision policy :** Any Reference work should have a revision policy to update the information. If the publisher has no revision policy for a reference work, then the work becomes obsolete after some time and its usefulness gets reduced.

v) **History of work :** Usually, many reference sources are compiled based on the the primary sources. Therefore, it has to be verified whether it is based on an older work or is an entirely a new work.

b) Scope

The scope of any reference book is the main criterion for judging the value of a reference book. It should add substantially to the already available information and should give some new information. it can be understood properly by examining the following points.

i) **Purpose :** The purpose of the work will be described by the author or editor in the preface or introduction. The work should fulfill the stated purpose.

ii) **Fields covered** : The preface and introduction reveals the fields or subjects covered by the work. Therefore, the Librarian should check whether the work really covers the areas claimed by the author.

iii) **Limitations** : The Librarian must examine the limitations of the reference book stated by the author, i.e., whether the work is limited by time or space or subject and whether it is limited to the special class of readers, etc.

iv) **Comparison** : In order to find out the extent of its relation to other works, comparison is to be made with the other works of similar nature.

c) Treatment

The information given in a reference book should be thorough complete and reliable. The treatment of the subject in a reference book can be known by examining the following points :

i) **Style** : The methodology and style used by the author is a major factor in a reference work. It should present the information in a proper way. Whether the work is written in popular or scholarly style, or whether it is meant for adult or child, or whether it is readable or understandable properly, etc. are to be judged properly.

ii) **Bias** : Though an author cannot be completely objective, as far as possible, he should be impartial and state both the sides of controversial thoughts and leave it to the readers to draw the conclusions. He should not be biased.

iii) **Simplicity** : The articles written by the subject specialists should be simple and brief but exhaustive.

d) Arrangement

The arrangement of information plays a vital role in any reference book. Systematic arrangement facilitates the readers in easy and quick location of the required information. The order of arrangement can be alphabetical, chronological, classified or tabular form.

i) **Order of materials** : The simple and easy way of arrangement of information is the alphabetical order. Under this alphabetisation, there are two methods namely Letter-by-letter and Word-by-word.

Letter-by-letter arrangement involves the arrangement of all entries in a strict alphabetical order. Each alphabet in the word is considered in the arrangement. *Encyclopaedia Britannica* follows this method of arrangement for entries.

In Word-by-word method, each word is considered as a Unit. In other words, in this method, each word in a compound word is taken as a unit and considered for alphabetization. *Encyclopaedia Americana* follows this method.

The following example gives a clear understanding about both the arrangements:

Word-by-word

1. Indian
2. Indian art
3. Indian lands
4. Indian sculpture

Letter-by-letter

1. Indian
2. Indiana
3. Indian art
4. Indianisation

5. Indiana

5. Indian lands

6. Indianisation

6. Indian sculpture

The other forms of arrangement are chronological, classified, geographical, and tabular. In Chronological arrangement, the entries are arranged datewise. Classified order means the arrangement of entries will be according to a scheme of classification. Under Geographical arrangement, the entries are arranged by the names of places. The statistical information can be arranged in tabular form. A good arrangement enhances the value of reference book.

ii) **Index** : Whatever, may be the kind of arrangement, there should be a detailed index to help the reader in finding the information without wasting time. Providing of index is an important aspect because a single article may have dozen of names and events. The location of them would be possible with the help of a detailed index.

iii) **Cross references** : The reference work should provide sufficient See and See Also references. See reference directs the user from unused to used subject. See also reference directs the user to the related information.

e) **Format**

Format refers to the physical make-up of the reference book which helps in judging the value of a work. The physical appearance of a reference source should be appealing to the eye of the users. The following items come under the discussion of the Format of Reference Source:

i) **Number of Volumes**: Generally, the reference books will be in multi-volume sets. Since a large amount of information is to be covered by these sources, they will be in more than one volume. When the set is multivolumed one, the librarian has to see the arrangement of volumes, whether it is by split-letter or whole-letter which can be found on the spine. In the former, the letter is split and in the later whole letters are used for each volume.

The Funk and Wagnalls Dictionary has two volumes and adopts Split-letter arrangement. The first volume contains alphabets A to LOBAR and the second volume contains alphabets LOBATE to Z.

The World Book Encyclopaedia consists of 20 volumes. Each volume of this encyclopaedia is devoted completely for one or two alphabets. It means, the information covered under one/two alphabets is completely listed in one volume.

ii) **Binding**: The binding of a Reference Book should be attractive and must be able to withstand rough handling since they are used often by many users. Lather, Buckram, Calico binding for bulky reference volumes is essential for frequent handling.

iii) **Paper**: The papers used in the reference books should be durable, opaque and thin. The thickness of the paper increases the weight and physical bulk of the reference volume.

iv) **Typography**: Typography is an important aspect in evaluation because it improves readability and usability of reference sources. One has to consider relevant technical and mechanical points relating to print of a dictionary. The print size, use of bold face type, spacing between words, clarity in print, adequate margins on both sides, enough space between the columns, thumb indexes for each alphabet, guide keys, plenty of aids, devices and tables, natural illustrations in proportionate size and so on are the important factors to be considered for evaluating a Reference Book.

v) **Illustrations:** The coloured illustrations would be more attractive in a reference volume. The illustrations may be photographs, pictures, charts, tables, graphic devices, line drawings and diagrams. They should be attractive, informative, current, clear and related to the text.

Here, one more point to be considered is the location of illustrations. The illustrations must be placed at the appropriate textual portions. Sometimes, they will be provided at the end of the volume with an index.

The *Encyclopaedia Americana* provides maps along with textual matter. *Chamber's Encyclopaedia* provides the maps at the end of the volume with an index.

f) Special Features

Each reference book should have some specific features to distinguish it from others. Some of the unique features which enhance the prestige of the encyclopaedia are described below:

i) **Bibliography:** Some reference sources provide bibliographies at the end of the articles. These bibliographies increase the authoritativeness of the articles. They help the bibliographer to compile a bibliography. They are useful to help for further reading on the topic. One can judge the standard and authoritativeness of the article by seeing the coverage of authors. One can assess the currency of the article by looking into the publication dates of the references.

ii) **Other features:** The inclusion of guidelines for using the volumes and contents of each volume in the introductory pages are the important features to render help to the information seekers. The reference sources of the same type will be varying from each other. Some reference sources provide supplementary lists or appendices and various other devices to make the sources more useful.

11.7 GUIDES TO REFERENCE SOURCES

The Librarians and buyers of reference sources should be guided by the above criteria before purchasing them. There are also some secondary evaluation sources and library journals which review new additions to the field of Reference sources. There are also some leading selection aids for the selection of retrospective reference sources. They should be consulted to get an idea about the reference sources to build up a good reference collection. The selection sources for reference books are briefly described below:

- (a) Guides to retrospective reference books
- (b) Guides to current reference books

11.7.1 RETROSPECTIVE

There are again two types of guides under this category. i) General Guides to Reference sources and ii) Subject Guides to Reference Sources.

(i) General Guides to Reference Sources

Some of the most frequently used guides to select the conventional types of reference tools are as follows:

- a) Sheehy, Eugene P. : **Guide to Reference Books**
9th edition. Chicago: American Library Association,
1976.
1st Supplement : 1980

2nd Supplement : 1982.

It was compiled by Constance Winchell prior to 9th edition. Hence the Librarians still refer it as Winchell's guide.

- b) Walford, A.J. Ed. **Guide to Reference Materials.**
3 vols. 4th ed. London: Library Association, 1984.
Vol.1 : Science and Technology. 4th edition, 1980.
Vol.2 : Social and Historical Sciences, Philosophy and Religion. 4th edition, 1982.
Vol.3 : Generalities, Language and Arts. 4th ed. 1984.
- c) Ryder, Dorothy E: **Canadian Reference sources: a selective guide.** Ottawa: Canadian Library Association, 1973. supplement-1975.

This Guide lists and annotates the reference sources. These selection tools for reference books differ in their arrangement and selection of titles. They reflect their own individual country.

Sheehy represents United States. He divides it into five sections according to subject in a single volume. He concentrates more on American, Canadian and English titles. Walford represents England and gives more emphasis to English and European titles. He uses Universal Decimal Classification System to group them in different subjects. Though Sheehy and Walford deal with books published in their respective countries, they also include important reference books published in other countries. Hence they are international in scope. The third one, Canadian Reference Sources lists reference books published in Canada. It follows more or less Sheehy's pattern for arrangement.

There are some more guides to reference materials covering the reference books published in some other countries. We will mention some Indian Guides below:

- d) Sengupta, B: **Indiana: a select list of Reference and representative books on all aspects of Indian life and culture.** Calcutta: World press, 1966.
- e) Sharma, H.D., etc. **Indian Reference sources: an annotated guide to Indian reference books.** Jullundur: Indian Bibliographic Centre, 1972.
- f) Sengupta, B. **Indian reference and information sources.** Calcutta: World press, 1981.
- g) Gidwani, N.N. and K. Navalani: **Guide to reference materials on India.** Jaipur: Saraswati publications 1974. 2V.

There are several other guides which are extremely helpful in the selection and use of reference books. Some of them are designed as texts. They are not exhaustive guides. They describe the characteristics of different types of reference books.

- a) Cheney, Frances Neel and Williams, Wiley J. **Fundamental reference Sources.** 2nd ed. Chicago: American Library Association, 1980.
- b) Katz, William A. **Introduction to Reference Work.** 5th ed. New York. McGraw-Hill, 1989.
Vol.1 : **Basic information services**
Vol.2 : **Reference Services and Reference Sources.**
- c) Galin, Saul and Spielberg, Peter (eds). **Reference books: how to select and use them.** New York: Random House, 1969.

- d) Bell, Marion V and Swiden, Eleanor A. **Reference books: a brief guide.** 8th ed. Baltimore: Enoch Pratt Free Library, 1978.

Some guides are designed for a particular type of library. They are as follows:

- a) Bore, Larry E. (ed.) **Reference Books for small and medium sized libraries.** 3rd ed. Chicago: ALA, 1979.
- b) Peterson, Carolyn Sue: **Reference books for Elementary and Junior high school libraries.** 2nd ed. New Jersey: Scarecrow Press, 1985.
- c) Peterson, Carolyn S and Penton Ann D. **Reference books for children.** New Jersey: Scarecrow, 1981.

(ii) Subject Guides to Reference Sources

The general guides deal with reference tools in all the subjects, whereas the subject guides cover only reference material pertaining to one particular subject. The subject guides are usually listed in the beginning of the subject chapters as could be seen in Walford, Sheehy and American Reference Books Annual. They are very useful selection aids for the librarians. Some examples of such subject guides are given below:

- a) Prytherch, R.J. **Sources of Information in Librarianship and Information Science.** England: Gower publications, 1983.
- b) White, Carl M et al. **Sources of Information in the Social Science: a guide to the literature.** 2nd ed. Chicago: ALA, 1973.
- c) Rogers, A Robert. **The humanities: a selective guide to information sources:** 2nd ed. Littleton, Colorado: Libraries Unlimited Incorporation, 1980.
- d) Metz, Karen S. **Information Sources in power engineering.** Greenwood, 1976.
- e) Holler, Fredrick L. **The Information sources of Political Science.** 5 vols. 3rd rev.ed. Santa Barbara; California: ABC, 1981.
- f) Goddard. **Information sources in Geographical Science.** Butterworth, 1983.
- g) Lilley. **Information Sources in Agriculture and Food Science.** Butterworth, 1981.

11.7.2 CURRENT

The selection of current reference books depends usually upon the type of the library and needs of the users. One of the most valuable sources of descriptive and critical evaluation of recent reference books is American Reference Books Annual.

- a) Wynar, Bohdan, S: **American Reference Books Annual.** Vol.14. Littleton, Colorado: Libraries Unlimited, 1983

It is usually published in March or April every year. It analyses 1700 to 1800 reference titles. The work is well organised and indexed. A cumulative index to Authors, Titles and Subjects of first five years of ARBA was issued in 1974.

It is necessary for the reference librarian to go through the reviews of new reference books in current library periodicals for the selection of latest reference tools. Some of the leading library periodicals are as under:

b) **Library Journal**. New York: R R Bowker, 1876 – Semi-monthly.

Every year in the issue of 15th April, "Reference Books of (Year)" is published in **Library Journal**. It gives short, signed reviews of reference tools. The reviews are usually written by librarians or teachers. It is compiled by ALA Reference Service division since 1958.

c) **The Booklist**. Chicago: A.L.A., 1905 – Semi-monthly.

It is one of the best sources of reviews of reference titles. Unlike 'Library Journal' it publishes essay type analytical reviews in a separate section at the end. The reviews are prepared by the librarians and teachers. They are highly critical. They also indicate whether a particular reference tool is recommended for a library or not. These reviews are published annually (previously every two years) into a separate paperback by ALA as "Reference and subscription book reviews".

d) **Wilson Library Bulletin**. New York: H.W.Wilson Co; 1914– monthly.

In this bulletin, one section is devoted to "Current Reference Books". It contains 20 to 30 brief reviews written by one section editor. They are graded qualitatively by mentioning "A", "B" or "C".

e) **Choice**. Chicago: ALA, 1964 – monthly.

Though it is a book selection tool meant for university libraries, it evaluates reference titles that are useful for other libraries too. The reviews are brief and unsigned written by college and university professors and librarians.

f) **College and Research Libraries**. Chicago: American Library Association, 1939 – Bi-monthly.

The January and June issues of **College and Research Libraries** publishes the "Selected Reference Books". It is compiled by Columbia University Library Staff since 1952 under the direction of Eugene P. Sheehy. It annotates important foreign and scholarly publications.

g) **Reference Service Review**. Ann Arbor, Michigan: Pierton Press, 1972 – Quarterly.

It is a bibliographical journal consisting of a current index to reviews of new reference books. The reviews are indexed by author. Many of them are taken from other journals.

The critical annotation of 'Recent Reference Books', 'British Reference Books' and 'Government Reference Publications' are prepared by Frances Neel Cheney, Anthony Harvey and Jimmie Hoorer respectively. The information provided about the reference books in print, reference serials, etc. are valuable. It is strongly recommended for every special and university libraries.

Self-Check Exercise - 5

Mention the check-points that help assess a reference source properly.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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11.8 SUMMING UP

In this unit, we have introduced you to the reference sources. We have discussed the genesis and growth of the Reference Sources right from ancient days. We have also differentiated the General Book from Reference Book. Different types of Reference Sources and their uses are discussed briefly. The basic guidelines that help assess the value of any reference source before adding it to the reference collection of a library are also explained.

11.9 MODEL ANSWERS

1. A Reference Book is one which is consulted to obtain some particular fact or matter and not read through. It is consulted for some definite information rather than for consecutive reading. In such books, facts are usually brought together from a vast number of sources and arranged for convenient and rapid use.

2. The differences between a General book and Reference book are as follows:

A general book can be read consecutively whereas a reference book is consulted for specific purpose;

General books are meant for extended use and a reference book is meant for selective use;

General books include text books, monographs, etc. and the reference books include Encyclopaedias, Dictionaries, Yearbooks, Almanacs, Directories, etc;

General books are freely lent out to the readers whereas a reference book is restricted to use in the library premises only.

The information in a general book will have continuity. But the information in Reference book is brought together with some convenient arrangement.

3. The different types of Reference sources are:

- a) Dictionaries;
- b) Encyclopaedias;
- c) Yearbooks, Almanacs, Directories, Handbooks, Statistical sources, etc.,
- d) Geographical sources;
- e) Biographical sources;
- f) Bibliographies, and
- g) Sources of current events.

4. Dictionaries provide meanings, pronunciations, syllabication, hyphenation, parts of speech, abbreviations, acronyms, synonyms, antonyms, signs and symbols, etc.

Encyclopaedias are useful for getting extensive information on all subjects.

Geographical sources are useful to locate the places, distance, roads and railway routes, etc. Travel guides are useful to plan tours.

Biographical sources are useful to know the biographical sketches of eminent personalities having national and international reputation.

5. The following check-points are helpful to assess the value of a Reference source.

i) Authority; ii) Scope; iii) Treatment; iv) Arrangement; v) Format; vi) Special features.

11.10 ASSIGNMENT

1. What is a reference book? Enumerate Various kinds of reference sources and describe the uses of any three types.
2. What are the criteria for the evaluation of reference sources? Discuss in detail.
3. Write short notes on:
 - i) Subject guides to reference sources.
 - ii) Difference between General and Reference Book.
 - iii) Guides to current reference tools.

11.11 RECOMMENDED BOOKS

1. Cheney, Francis Neel. **Fundamental Reference sources**. 2nd ed. Chicago: American Library Association, 1980.
2. Katz, William A. **Introduction to Reference work**. Vol.1: Basic information sources. 5th ed. New York: McGraw-Hill Book, 1989.
3. Krishan Kumar. **Reference Service**. 4th ed. New Delhi: Vikas, 1986.
4. Mukherjee, A.K. **Reference work and its tools**. 3rd ed. Calcutta: World press, 1975.
5. Shores, Louis. **Basic Reference sources**. Chicago: ALA, 1954.

11.12 GLOSSARY

Exponential growth: Growth of information beyond a manageable limit.

Primary documents: Documents which record and disseminate primary/newly generated information.

UNIT 12 DICTIONARIES

Contents

- 12.0 Aims and Objectives
- 12.1 Introduction
- 12.2 Definition and Meaning
- 12.3 Alternative Names for Dictionary
- 12.4 Types of Dictionaries
 - 12.4.1 General Dictionaries
 - 12.4.2 Subject Dictionaries
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 - 12.4.4 Special Dictionaries
- 12.5 Uses of Dictionaries
- 12.6 Evaluation of Dictionaries
- 12.7 Summing Up
- 12.8 Model Answers
- 12.9 Assignment
- 12.10 Recommended Books
- 12.11 Glossary

12.0 AIMS AND OBJECTIVES

The aims of this Unit is to introduce you to various types of dictionaries and their uses in reference work.

After studying this unit you will be able to

- classify dictionaries into various categories;
- know the specific type of dictionary that help answer a particular query;
- assess the value of a dictionary before acquiring;
- give examples of different types of dictionaries; and
- answer questions referring to various types of dictionaries.

12.1 INTRODUCTION

Dictionary is the most widely known and used reference source. It has become an important segment of reference collection in all types of libraries. There are various types of dictionaries and known by different names. The general, subject and special dictionaries and how are they put to different uses by reference staff is discussed in this unit. The guidelines for evaluation of dictionaries have been defined so that only standard dictionaries could be acquired for a library.

Examples provided under each category of the dictionary will help in having a good perspective of this reference tool.

12.2 DEFINITION AND MEANING

Dictionaries are the most commonly used reference sources. Among all reference books, they are the oldest and have been in use since a long time. They are widely used for getting meaning

of the words. The children are taught at school level to use a dictionary to find meanings and spellings of difficult words. In addition to spelling and meanings of words, dictionaries provide synonyms, antonyms, derivation and history, pronunciation, usage etc. Some dictionaries include illustrations also. They are used by all irrespective of their age and education. The dictionaries are owned by all educated families.

It is a reference book consisting of a collection of words of a language or subject arranged in some definite order, usually alphabetical.

The word 'dictionary' is derived from the medieval Latin word 'dictionarium'. It originates from the term 'dictio' meaning 'a word' or 'a phrase'. Thus, a dictionary deals with the words.

There are some dictionaries having both, lexicographical and encyclopaedic features. They are called encyclopaedic dictionaries.

eg. **Encyclopaedic Dictionary of Art, Literature and Science.** ed. by W.T. Brande. New Delhi: Deep & Deep Publications, 1989. 2 vols.

There are also some concise encyclopaedias, which are nothing but mere dictionaries.

eg. **Encyclopaedia Dictionary of Mathematics.** ed by Kiyosi Ito. 2nd ed. Cambridge: MIT press, 1987.

Therefore, it is rather difficult to draw a dividing line between dictionaries and encyclopaedias. In short, the basic difference between the two is that a dictionary deals with the words where as an encyclopaedia gives information about words, topics or subjects.

Eric Partridge defines a dictionary as "a word book"

The **Encyclopaedia Britannica** defines dictionary as "a book containing a collection of the words of a language, arranged alphabetically or in some other definite order, with explanations of their meanings and often with other information concerning them in the same or in another language".

L.M. Harrod, defines in his **Librarian's Glossary** as "a book explaining the words of a language, the words being arranged in alphabetical order; it usually gives the orthography, pronunciation and meaning of each word".

Self-check Exercise - 1

(a) Write a definition of dictionary.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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(b) What is the basic difference between the dictionary and an encyclopaedia?

12.3 VARIOUS ALTERNATE NAMES FOR DICTIONARIES

Dictionaries which deal with words are known by alternate names. They have similar purpose with a slight difference in scope. They are known as:

- a) Word book
- b) Lexicon
- c) Thesaurus
- d) Vocabulary
- e) Glossary
- f) Gradus

a) Word book

The term 'word book' itself is self-explanatory. It means a collection of words in a book.

eg. Harapp's Picture Word-book.

b) Lexicon

The word 'Lexicon' is derived from a Greek word 'Lexikon' denoting the totality of words which means 'dictionary'. Each entry in the Lexicon is known 'Lexis' meaning 'a word'. Lexicology and Lexicography are two branches of linguistics. Lexicology deals with study of the origin and meaning of words. Semantics, etymology, stylistics and poetics are closely linked with lexicology. Lexicography is the art of compiling a dictionary. In other words, it can be said that Lexicology is the theoretical part and Lexicography is the applied part. A person who compiles a dictionary is known as Lexicographer. A good dictionary maker is both, a Lexicologist and a Lexicographer.

"Lexicon means a dictionary of the words of a language". It is generally used for dictionaries of ancient languages viz., Greek, Latin, Syriac, Arabic or Hebrew, etc. The Chambers 20th Century Dictionary provides its meaning as "a vocabulary of terms used in connection with a particular subject".

eg. Greek-English Lexicon by Henry George Liddell and Robert Scott, a new 9th edition revised by Henry Stuart Jones and Roderick McKenzie. Oxford: Clarendon press, 1925-40.

Longman Lexicon of Contemporary English. ed by M.C. Arthur, London: Longman, 1981.

Venkataramaiya's Law Lexicon. by M.C. Desai and others. 2nd ed. Delhi: Delhi Law House, 1984. 4 vols.

V.1 - 1977

V.2 - 1980

V.3 - 1982

V.4 - 1984.

It is an exhaustive treasury of law terms, words, phrases and expressions, statutory definitions, etc.

c) Thesaurus

The term 'Thesaurus' also has its origin in Greek. It means 'a store-house' or 'a treasury' of words. Peter Mark Roget was the first person to use 'thesaurus' for English dictionary in 1852. The entries are arranged in classified order. They are wellknown for their collection of synonyms and antonyms.

eg. **Roget's International Thesaurus.** 4th ed. New York. Crowell, 1977.

Longman Pocket Roget's Thesaurus. Harlow: Longman, 1986.

The Oxford Children's Thesaurus. Oxford: Oxford University Press, 1987.

Webster's Students Thesaurus: Springfield, Massachusetts: G & C Meriam, 1978. (It contains 43,000 synonyms and antonyms and related and contrasted words).

d) Vocabulary

Vocabulary means a list of words. The term 'vocabulary' is derived from a medieval Latin word 'Vocabularium'. It is often used for a stock of words and phrases with brief explanations and meanings restricted to a single work. The entries are usually arranged in alphabetical order.

eg. **An International Vocabulary of Technical Theatre Terms in eight languages** (American, Dutch, English, French, German, Italian, Spanish, Swedish). New York: Theatre Arts Books, 1959.

Consolidated Basic Hindi Vocabulary (Class I to VIII). compiled by Uday Shankar & Jainarain Kaushik, New Delhi: National, 1982.

e) Glossary

The word 'Glossary' is taken from the Latin word 'Glossarium' which means 'a collection of words peculiar to a field of knowledge'. Each entry in a glossary is known as a 'gloss' which means 'a word', 'a comment', 'an explanation', or 'an interpretation'. The person who compiles a glossary is a glossarist. Glossary explains the technical terms of specific dialect or a subject along with explanations.

eg. **The A.L.A. Glossary of Library and Information Science.** ed. by H. Young. Chicago: American Library Association, 1983.

The Librarian's Glossary of Terms used in Librarianship and the Book Crafts and Reference book. 4th ed. Deutsch, 1977. Reprinted in Lexington Books in 1982.

f) Gradus

It is a dictionary designed to aid in writing poetry.

Self-Check Exercise - 2

a) What are the various alternative names used for a dictionary.

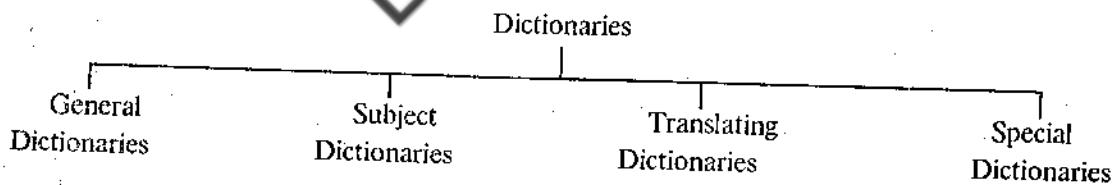
Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

b) Differentiate between lexicology and lexicography.

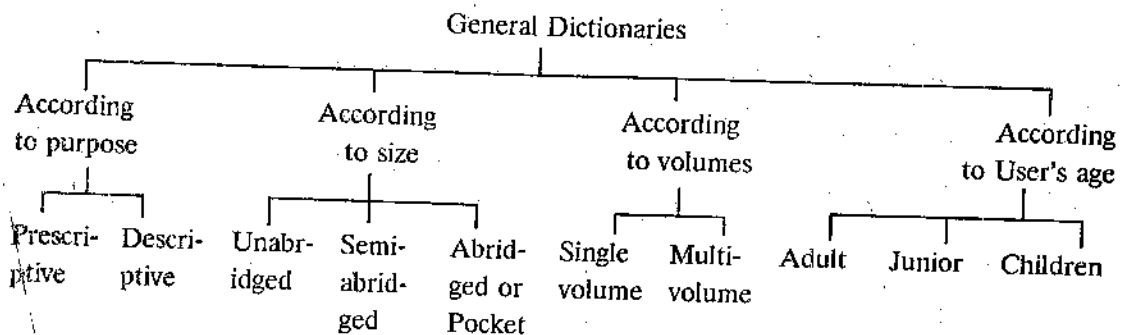
12.4 TYPES OF DICTIONARIES

The dictionaries cover almost all fields of knowledge. We have a wide range and variety of dictionaries. They are divided into different categories depending upon their nature, scope and language. Usually, librarians categorise them into the following groups, as it facilitates them in administration and organisation of the reference department:



12.4.1 GENERAL DICTIONARIES

The General dictionaries deal with common words of a language. These are the most popular and readily used dictionaries. They are again classified into four groups according to the purpose, size, volume and user's age.



Generally, the dictionaries are compiled with two basic purposes. They are:

- i) to set authoritative standards for spelling, pronunciation, meaning and usage; and
- ii) to record the words of a language with their spellings, meanings and uses.

The dictionaries compiled with the first purpose are called 'Prescriptive'. These dictionaries usually include only the standard and approved words worthy of use. They avoid slang, coined or borrowed expressions.

eg. **Dr. Samuel Johnson's Dictionary of English Language.**

The dictionaries compiled with the second purpose are known as 'Descriptive'. They include all the words that are collected and recorded from contemporary sources of literature, popular, literary and technical journals and magazines and news papers.

eg. **Oxford English Dictionary**
Webster's Third new International Dictionary

U.K. and U.S. are the main countries of the world for publishing all types of dictionaries. The four big dictionary houses in U.K. are Oxford, Collins, Longman and Chambers. Now, Cassell is also emerging as one of the big dictionary houses. On the other hand in U.S.A., we find Webster and Funk & Wagnals as leading publishers of dictionaries. More and more publishing houses joining this enterprise. The standards of the new comers are high. The established dictionaries meet new challenges with improved editions. It is a good trend. The future user will have wider choice and higher quality dictionaries.

The arrangement dictionaries according to the different categories can be illustrated by examining the two famous families of dictionaries which have members of various sizes, volumes and user's age.

- i) Oxford family of dictionaries published from England by Clarendon press at Oxford.
- ii) Webster's family of dictionaries published from America by G & C Merriam at Springfield, Massachusetts.

Category	Members of the Oxford family	Members of the Webster family
Unabridged, Multi-volume dictionary for adults	Oxford English dictionary, 2nd ed. 20 vols. 1989 It is also available on CD-ROM (OED 1) and OED-2 is predicted for 1991.	Webster's third New International Dictionary of the English language. 3rd ed. 1961. Available in one volume as well as in two volumes. Supplement published in 1976.
Semi-abridged or desk dictionaries for adults.	The Concise Oxford Dictionary of current English, 5th rev. ed. 1982. Oxford Advanced Learner's Dictionary. 4th ed. 1989.	Webster's Concise Family Dictionary, 1975. Single volume
Abridged or Pocket dictionaries for juniors.	The pocket Oxford Dictionary. 7th ed. 1984.	Webster's Elementary Dictionary. 1971.

	The Little Oxford Dictionary New ed. 1980.	Webster's Ninth New Collegiate Dictionary. 8th ed. 1983
	The Oxford Mini-Dictionary. 1981.	Webster's Intermediate Dictionary. 1977
School dictionaries for children	Oxford illustrated Dictionary. 1975	Webster's Elementary Dictionary. 1971.
	Oxford Children's Dictionary. 1976.	Webster's New secondary School Dictionary, 1961.
	The New Oxford Illustrated Dictionary. 2 vols. 1978.	Webster's School dictionary. 1980.
	Oxford School Dictionary, 1981	

Several other publishing houses are also making efforts to bring out the dictionaries in simple, informative and easy to use forms.

Collins Cobuild English Language Dictionary. London: Collins, 1987.

Collins Concise Dictionary. 2nd ed. London: Collins, 1988.

Collins Cobuild Essential English Dictionary. London: Collins, 1989.

Collins pocket dictionary. 2nd ed. London: Collins, 1989.

Longman Dictionary of Contemporary English. 2nd ed. Longman, 1987.

Longman Handy Learner's Dictionary. London: Longman, 1988.

Fund & Wagnalls Standard College Dictionary. New York: Harcourt. 1963.

Random House Dictionary of the English Language. New York: Random House, 1968.

Now, let us take some examples of Indian dictionaries.

Category	Hindi	Telugu
Unabridged Multivolumed dictionary for adults	Hindi Shabdasagar ed. by Shyam-sunder das and others. New rev & enl. ed. Varanasi: Nagri Pracharini Shabha, 1965-75. 11 volumes	Sri Surya Rayandhra Nighantuvu. Hyderabad: Andhra Saraswatha Parishad, 1979. 8 vols.
Unabridged single volume dictionary	Bhargava Adarsha Hindi Shabdakosh. ed. by Ramachandra Pathak. 16th ed. Varanasi: Bhargava Book Depot., 1984.	Sri Shabdaratnakaramu: a dictionary of Telugu language. Comp. by B. Sitaramacharyulu. New Delhi: Asian Educational Services, 1988.

Self-Check Exercise - 3

a) Differentiate between Prescriptive and Descriptive dictionaries.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

b) Write two examples of unabridged multi-volume dictionaries.

12.4.2 SUBJECT DICTIONARIES

The dictionaries which deal with terms of a particular subject field are known as subject dictionaries. The rapid growth and development, and specialisations in all the fields of knowledge has resulted in growth and use of the new words or specialised terms for which the general dictionaries do not provide adequate information. Therefore, it necessitated to compile subject dictionaries which are devoted completely to specific subject fields. As a result many subject dictionaries and glossaries in Humanities, Social Sciences and Science & Technology are coming out day-by-day.

The subject dictionaries differ from general dictionaries in the following ways:

Subject dictionaries	General dictionaries
They contain highly specialised technical terms of a particular subject.	They contain general terms pertaining to all fields. The highly specialised terms are not found in general dictionaries.
The terms are coined, borrowed, adopted and invented by the specialists of a particular subject.	The terms are developed by language experts and generalists.
They provide descriptive information and accurate definitions of technical terms.	This information may not cover in the general dictionaries.
They include brief biographies of eminent subject specialists agencies and institutions belonging to the subject field.	The general dictionaries do not provide this information.
They are compiled by the experts in the subject field.	They are compiled by the language experts.

The subject dictionaries form an important part of a reference library. They are revised frequently because the terms coined or borrowed will have to be added regularly due to fast advancement in the subjects, otherwise they become out-of-date.

They are found in various forms according to the size, volume and language as indicated below:

- i) Unabridged or abridged
- ii) Single volume or Multi-volume
- iii) Bilingual or Multilingual

Category	Dictionary
Unbridged or abridged	<p>(a) The McGraw-Hill Dictionary of Modern Economics: A Hand-Book of terms and organisations by Greenwald. 3rd ed. New York: McGraw-Hill, 1983.</p> <p>(b) The Concise McGraw-Hill Dictionary of Modern Economics, by Greenwald. New York: McGraw-Hill, 1984.</p>
Single volume or multi-volume	<p>(a) A Dictionary of Economics and Commerce, by John Lloyd Hanson. 5th ed. London: Macdonald and Evans, 1981.</p> <p>(b) The New Palgrave: A dictionary of Economics. ed. by John Estwell, Murray Milgate and Peter Newman. London: Macmillan, 1987. 4 vols.</p> <p>(c) A Dictionary of the Social Sciences. Ed by Julious Gould and William L. Kolb. New York: Free press., 1969.</p> <p>(d) Stround's Judicial Dictionary of Words and Phrases. 5th ed. by John S. James. London: Sweet and Maxwell, 1986. 6 vols.</p>
Bilingual or Multilingual	<p>(a) German-English Technical and Engineering Dictionary, by L. De Vries and T.M. Herrmann. 2nd ed. New York: McGraw-Hill, 1965.</p> <p>(b) English-German and Technical and Engineering Dictionary, by L. De Vries and T.M. Herimann. 2nd ed. New York: McGraw-Hill, 1968.</p> <p>(c) Dictionary of Chemistry and Chemical Technology English-German by H. Gross, W. Besdorf and J. Knepfer. 4th rev. ed. New York: Elsevier, 1989.</p>

There are some leading publishers who undertake the responsibility of bringing out dictionaries on various subjects. They are McGraw-Hill, Elsevier, Penguin, etc. They have published popular series of subject dictionaries in various disciplines.

Always the new terms are coined or borrowed or added to the subject fields. Therefore, the subject dictionaries need regular revisions and new editions. Otherwise, they become obsolete.

They are encyclopaedic in nature since they provide explanations and accurate definitions of technical terms, they contain bibliographies include eminent subject specialists, names and addresss of agencies and institutions belonging to the particular subject field and provide illustrations.

Self-Check Exercise - 4

a) How do the subject dictionaries differ from general dictionaries?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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4(b) Why do the subject dictionaries need frequent revisions?

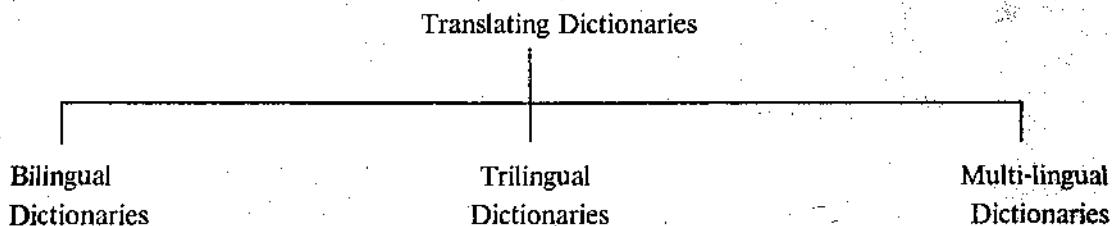
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4(c) List out the information recorded in the subject dictionaries.

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12.4.3 TRANSLATING DICTIONARIES

The Translating Dictionaries are not confined to one language like monolingual general dictionaries outlined above. They deal with words of two or more languages. Therefore they are also known as interlingual dictionaries. There are three types of Translating dictionaries:



The dictionaries giving equivalent words in two languages are called Bilingual Dictionaries. The dictionaries which give equivalent words in three languages are known as Trilingual Dictionaries and the dictionaries providing equivalent words in four or more languages are Multi-lingual dictionaries.

Special Features of Translating Dictionaries:

These dictionaries have some special features. They are:

- i) They do not define words but they give accurate equivalent words in one or more languages they cover.
- ii) They have limited vocabulary.
- iii) They do not give historical or etymological details.
- iv) They provide pronunciation, stress parts of speech and genders so as to enable the learners to follow them easily.
- v) They include proper names.

Bilingual dictionaries:

They deal with two languages. A typical Bilingual Dictionary offers an equivalent foreign language word to the host language word. They are also available in various sizes and volumes.

The Harrap's, Cassell's and Oxford's family of dictionaries are well known in this category.

eg. a) **Harrap's New Standard French and English Dictionary** ed by J.E. Mansion. Completely revised and enlarged edition by R.P.L. Ledesert and Margaret Ledesert. London: Harrap and New York: Scribner. 1972-1980.

Part-1--French to English - Two Vols.

Part-2--English to French - Two Vols.

b) **Harrap's Concise Student French and English Dictionary** by J.E. Mansion. New ed. by P.H. Collin and others., 1978.

c) **Cassell's French Dictionary--French-English, English-French**, Comp. by Devis Girard. London: Cassell & Co., 1980.

d) **Cassell's Dutch-English, English-Dutch Dictionary**, compiled by F P H Prick Van Wely. New York: Funk & Wagnalls, 1967.

e) **Cassell's New Latin-English, English-Latin Dictionary** by D P Simpson. London: Cassell, 1959.

f) **Oxford Advanced Learner's English-Chinese Dictionary**. 3rd ed by A S Hornby. Beijing: OUP Hong Kong, 1989. (This dictionary is designed for Chinese students studying English in secondary schools upto university level and for adult learners of English who need a practical and informative dictionary).

g) **Elsevier's Russian-English Dictionary** by Macura. New York: Elsevier, 1990. (It contains 2,40,000 key entries and a wealth of grammatical information and cross-references. It will be an essential tool for students, teachers, professors, librarians, translators and researchers in studying the Russian language).

HINDI:

- a) **An English-Hindi dictionary** by Father Kamil Bulke. 3rd ed. New Delhi: S Chand, 1981.
- b) **Sankshipta Hindi-English Dictionary** by Mahendra Chaturvedi and Bholanath Tiwari. Delhi: National Publishing House, 1972.
- c) **The Student's English-Sanskrit Dictionary** by Vaman Shivaram Apte. Delhi: Motilal Banarasidas, 1987.

TELUGU:

- a) **Telugu Nighantuvu** by Charles Philip Brown (Telugu-English) 2nd rev ed. brought up-to-date by M. Venkat Ratnam, W H Campbell and Rao Bahadur K Veereshalingam. New Delhi: Asian Educational Services, 1983.
- b) **English-Telugu Dictionary** by P. Shankarnarayana. Madras: Vavilla Ramaswamy Sastrulu, 1956.

Trilingual Dictionaries:

They give equivalent words in two other languages for a host language word. India being a multi-lingual country, it has adopted a trilingual policy. There are some trilingual dictionaries with Hindi or English or any other language or vice-versa. These dictionaries are very much useful to language learners and translators and students.

- eg. a) **A Dictionary: Bengali-Sanskrit-English.** by G C Haughton. Delhi: Carlton publications, 1987. 2 vols.
- b) **Hindi-Tamil-English Trilingual Dictionary.** 3 vols. New Delhi: Central Hindi Directorate, 1986.
- c) **Hindi-Gujarati-English Tribhasa Kosh.** 3 vols. New Delhi: Central Hindi Directorate, 1984.

Multi-lingual Dictionaries:

They are also known as polyglot dictionaries. They give equivalent words in four or more languages.

They are arranged alphabetically by the main language with the equivalent words in the other languages covered in a tabular form. Separate alphabetical indexes for each language represented are given as appendices at the end.

- eg. a) **Twenty-one Language Dictionary** by H L Ouseg. Owen, 1962.
- b) **Bharatiya Vyavahar Kosh**, ed. by Vishwanath Dinker Narvane. Pune Mehta publishing House, 1985: (It covers fifteen Indian languages and English. The languages covered are: Hindi, English, Punjabi, Urdu, Kashmiri, Sindhi, Marathi, Gujarathi, Bengali, Assami, Oriya, Telugu, Tamil, Malayalam, Kannada and Sanskrit. It contain 40,000 words of 16 languages.)
- c) **Elsevier's Dictionary of Nuclear Science and Technology in six languages** by W E Clason. 2nd rev. ed. Amsterdam: Elsevier, 1970. (The six languages covered in this dictionary are English, French, Spanish, Italian, Dutch and German).
- d) **Seven Language Dictionary.** ed by David Shumaker. New York: Avenel Books, 1978. (It contains over 1,15,000 basic terms with meanings illustrated by sentences, Glossaries of

proper and geographical names. It has equivalent words from English to French, German, Hebrew, Italian, Portuguese, Russian and Spanish and vice-versa).

Self-Check Exercise - 5

a) What are the three types of translating dictionaries?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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b) What are the special features of translating dictionaries?

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12.4.4 SPECIAL DICTIONARIES

The dictionaries compiled to deal with special purpose and aspects of language are called special dictionaries. Some of them cater to a special class of persons. Most of these aspects of words are to some extent covered in general dictionaries. Hence, they are known as supplementary word books. They deal with the special aspects of the words much more comprehensively than the general dictionaries.

The special dictionaries are divided into three undermentioned groups according to their content and scope:

Dictionaries covering specific linguistic aspects of the words (a)	Dictionaries covering a special type or class of words (b)	Dictionaries dealing with literary aspects and catering to special group of persons. (c)
Dictionary of - i) Pronunciation ii) Punctuation iii) Spelling iv) Synonyms and Antonyms v) Usage vi) Etymological and Historical	Dictionary of - i) Slang words ii) New words iii) Difficult words iv) Abbreviations and Acronyms v) Dialect words vi) Obsolete words	Dictionary of - i) Folktales ii) Rhyming words iii) Cliches iv) Idioms v) Proverbs vi) Quotations

vii) Names	vii) Phrases
viii) Cross-word puzzles	viii) Foreign terms
ix) Signs and symbols	ix) Gradus
x) Anagrams	x) Nursery Rhymes
	xi) Concordances
	xii) Characters.

A) Dictionaries covering specific linguistic aspects of the words

These dictionaries cover some specific aspects of words more specifically and comprehensively.

i) Dictionary of Pronunciation: Pronouncing Dictionaries deal exclusively with the pronunciation of the words. They guide us in understanding the correct pronunciations of words, proper names of persons and places.

eg. **How to pronounce it**, by Alan Strode and Campbell Ross. London: Hamish Hamilton, 1970.

Everyman's English pronouncing Dictionary by Daniel Jones. 13th ed. London: J.M. Dent & Sons, 1967. Reprinted in 1976.

ii) Dictionary of punctuation: Punctuation is an aid to understand and correct reading of written and printed texts. It is a set of conventional signs, spaces and various typographical devices used in texts. It makes the meaning clear by separating the sentences into meaningful parts. They help us to make correct use of punctuation-marks.

eg. **Punctuate it right** by Marry Show. New York: Barnes and Noble, 1963.

You have a point there: a guide to punctuation and its allies, by Eric Partridge. London: Hamish Hamilton, 1953.

iii) Dictionary of spellings: They do not define words. They cover selected words giving priority to the words which are difficult to spell. They cover the words which are not spelt according to their pronunciation.

eg. **Dictionary of correct spelling** by Normal Lewis. New York: Harper & Row. (Indian edn. 1987)

Dictionary of Spelling: British and American by Michael West. Longmans, 1964.

iv) Dictionaries of Synonyms, Antonyms and Homonyms: Thesaurus is one of the wellknown sources for synonyms. General dictionaries usually cover synonyms, antonyms and homonyms, but there are numerous dictionaries devoted entirely to these '--nyms'. Such dictionaries are very useful to authors and enthusiasts of cross-word puzzles. However, they should be used with caution and checked with the other dictionaries for the difference in shades of meanings.

eg. **Webster's New Dictionary of Synonyms: a dictionary of discriminated Synonyms with Antonyms and Analogous and Contrasted words**. Springfield, Massachusetts: G & C Merriam Co., 1980.

v) Usage Dictionaries: Some of the dictionaries define varying usage of words by giving illustrations in the form of sentences or quotations. Usage dictionaries deal extensively with grammar, syntax, style, idiom, and usage of right words. But they do not give reasons for these usages. They also discuss the common errors of usage in present day speech and writing.

eg. **A Dictionary of Contemporary American Usage** by Bergen Evans and Carnelia Evans. New York: Galahad, 1987.

A Dictionary of Modern English Usage by H.W. Fowler. Hertfordshire, England: Omega, 1983.

vi) Etymological and Historical Dictionaries: Etymology means the origin of the words. Therefore, these dictionaries cover the origin and derivation of the words in the development of language. The change in meanings and usage, adaptation of borrowed and coined words reflect the history of language and the civilization and culture of its people.

eg. **New English Dictionary on Historical Principles** by James Murray and others. 10 volumes + One supplement. Oxford: Clarendon press, 1833-1933. Reissued in 1933 in 10 volumes + 3 supplements under the title 'Oxford English Dictionary'.

(The main purpose of this dictionary is to trace the history of English words. Under each word the historical development is given in the chronological order. Every change is illustrated with a suitable example.)

The Concise Oxford Dictionary of English Etymology. ed by T.F. Hood. Oxford: Clarendon press, 1986. (It provides a brief account of the origin, history and development of words and their derivations).

A comprehensive Etymological Dictionary of the English Language by E. Klein. 5th Reprint. New York: Elsevier, 1986.

B) Dictionaries covering a special type or class of words

These dictionaries cover the special type of words like Slant words, Difficult words, Dialect words, Obsolete words, etc.

i) Dictionary of Slang Words: The words that are commonly used in every day conversation with friends or colleagues, but they are not suitable for good writing are called Slang words.

There are some specific dictionaries which record only slang words, their definitions, quotations, detailed information regarding their origin, They also include the Slang words usage by special people in different regions and vocations.

eg. **A Dictionary Slang and Unconventional English** by Eric Partridge, ed. by Paul Beale, 8th ed. London: Routledge and Kegan Paul, 1984.

New Dictionary of American Slang. ed by Robert L Chapan. New York: Harper and Row, 1986.

ii) Dictionary of New Words: Day-by-day many new words are coined or borrowed from other languages and added to a language. Therefore, the dictionaries are revised from time to time to accommodate the new words and keep it upto date. There are some special dictionaries dealing with such new words which are not covered in the old dictionaries.

eg. **Dictionary of New Words,** by Berg. Allen & Unwin, 1953.

iii) Dictionary of Difficult words: There are some dictionaries which record many obscure and difficult words.

eg. **Dictionary of Difficult words** by Robert Hill. 4th ed. Huchinson, 1958.

iv) **Dictionary of Abbreviations and Acronyms:** The growth rate of abbreviations is very high in all fields of science and social sciences. Many new abbreviations are being created daily.

The shortened form of long words are called Abbreviations. 'e.g.' is an abbreviation of 'for example'.

The terms formed with the initial letters of words are called Acronyms. WHO is formed with the first letters of World Health Organisation.

Most of the dictionaries, encyclopaedias, almanacs, yearbooks, handbooks, etc., include abbreviations and acronyms. But, a special dictionary dealing with abbreviations and acronyms is very much helpful as a reference tool.

eg. a) **Abbreviations Dictionary** by Ralph De Sola. 6th ed. New York: American Elsevier, 1981.

It is a basic guide to abbreviations. In order to keep it update, it is often revised every four or five years. The entries are arranged alphabetically. Apart from abbreviations and acronyms, it covers anonyms, contractions, initials and nick names, signs and symbols, short forms, etc.

b) **Everyman's Dictionary of Abbreviations** by John Paxton. 2nd ed. London: J.M Dent and Sons Ltd., 1986.

(This dictionary incorporates about 2,00,000 words of abbreviations and symbols)

v) **Dialect Dictionaries** A dialect is the variety of a language spoken by people of different areas with local variations in pronunciation, vocabulary and phrases. There are some dictionaries which deal with the dialect words.

eg. a) **American Dialect Dictionary** by Narold Wentworth. New York: Crowell, 1944.

(It deals mainly with a dialect in the sense of localisms, regionalisms and provincialisms. It gives more than 60,000 quotations showing their usage)

eg. b) **English Dialect Dictionary:** being the complete vocabulary of all dialect words still in use and is known to have been in use during the last 200 years. 6 vols. London: Frowde, 1898-1905.

(It gives pronunciation, etymology and exact geographical area where it is used. It includes American and Colonial words used in Great Britain. It contains illustrative quotations too)

vi) **Dictionary of Obsolete words:** There are some words which were in use previously but are not in use at present or not used in the current language. These words are known as obsolete words and they are omitted from the modern English dictionaries. There are some dictionaries which deal with the obsolete words. They are useful to the students and teachers of English literature to understand the literature and language of particular periods.

eg. **Dictionary of Early English** by Shipley. New York: Philosophical Library, 1955.

(This dictionary includes those words which were used in the writings of past centuries.)

vii) **Dictionary of Names:** The Dictionaries covering either the place names, personal names, nick names, surnames or first names are called dictionaries of names.

eg. a) **Concise Oxford Dictionary of English Place Names** by Eilert Ekwall. 4th ed. Oxford: Clarendon Press, 1960.

(This dictionary is solely concerned with the history and meaning of place names with their origin and locations)

- b) **Oxford Dictionary of English Christian Names**, Compiled by E.G Withycombe. 2nd ed. Oxford: Clarendon press, 1950.

(It attempts to cover all the names in use since 14th century. This dictionary is useful for selecting a name for a new born baby)

- c) **Dictionary of British Surnames** by Percy Hide Reaney. 2nd ed. London: Routledge and Paul, 1990.

(This dictionary takes into consideration only the surnames of the English names. It omits the surnames which are also place names. This dictionary provides a thorough etymological survey of British surnames, tracing their origins and historical development)

- d) **The Oxford Mini Dictionary of First Names** ed. by Hanks and Hodges. London: Oxford University press, 1986.

(It is a guide to the meaning and origin of nearly 2,000 names in common use in the English speaking world)

- e) **Everman's Directory of First Names** by Leslie Dunkling and William Gosling. London: J M Dent & Sons, 1986.

(It is the most important authoritative, upto date and thorough dictionary of first names to have been published)

- f) **Dictionary of World Place-Names derived from British names**. comp. by Adrian Room. London: Routeledge, 1989.

(It lists the places distinguishing their location, and giving their date of naming, and the place, person or occasion they were named after).

- g) **Pseudonyms and Nicknames Dictionary**. Hampshire, UK: Gale, 1987 (Supplement 1988).

(It lists over 80,000 pseudonyms and nicknames used by 55,000 individuals. Entries furnish original and assumed names, birth and death dates, nationality and occupation. Cross references are provided from assumed names to main entries, which are given under original names.)

viii) **Dictionary of Crossword Puzzles**: These dictionaries are very much useful for crossword enthusiasts to solve the crossword puzzles. The words are arranged according to the number of letters they contain with a brief definitions.

- eg. a) **The Modern Crossword Dictionary**. comp. by Norman G. Pulsford. London: Pan books Ltd., 1972.

This dictionary has two sections viz., phrases and words. The 'phrase' section has a unique arrangement. All the items are arranged according to the number of letters which they contain, and are arranged alphabetically. This section has been especially compiled as an aid to solvers of the more difficult 'cryptic' crosswords published in the Newspapers and Magazines.

The 'Word' section will be extremely useful to solvers of easier 'Straight forward' crosswords as published in the Newspapers and Magazines.

This dictionary has been compiled after consulting encyclopaedias, dictionaries, and more than 20,000 published crosswords which has taken five years.

a) **Webster's official crossword puzzle dictionary.** ed by Merriam Webster, 1981.

b) **The Longman's Crossword Solver's Dictionary** by Anne R Poradford. Harlow: Longman, 1986.

ix) **Dictionary of Signs and Symbols:** This special dictionary does not deal with words but still it is a part of language dictionary as the signs have meanings.

eg. **The book of Signs** by Rudolph Koch. New York: Constable, 1955.

It contains not only signs but also symbols used from the earliest to Middle Ages by primitive people and early Christians.

x) **Dictionary of Anagrams:** Anagram is the word made by changing the order of the letters in the given word. eg: Plum-Lump; Male-Lame.

eg. **Longman Anagram Dictionary** by R.J. Edwards. Harlow: Longman, 1985.

It lists over 2,00,000 anagrams and phrases listed by length in alphabetical order. It is a computer compiled anagram dictionary useful for solving crosswords, word puzzles, scrabble etc.

©) Dictionaries catering to the Special type of persons and dealing with literary aspects

The third group of special purpose dictionaries cater for the special type of persons i.e., poets and writers. They deal with the literary aspect.

i) **Dictionary of Folktales:** They provide short summaries of each folktale. They deal with folktales, folk narratives, legends, fairy tales, etc.

eg. **A Dictionary of British folktales in the English Language** incorporating F.J. Norton collection. London: Routledge & Kegan Paul, 1970-71.

Part A - Folk narratives:

Vol. 1 - Fables and examples, fairy tales

Vol. 2 - Jocular tales, Novella, Nursery tales

Part B - V. 1 & 2 - Folk Legends

ii) **Dictionaries of Rhyming Words:** These dictionaries are useful for the writers of verse. They differ from the general dictionaries in the nature of arrangement. Here the rhyming words are grouped together.

eg. **The Poet's Manual and Rhyming Dictionary** by Frances Stillman. New York: Crowell, 1965.

New Rhyming Dictionary: Poet's Handbook. by Burges Johnson. Rev. ed. New York: Harper, 1957.

iii) **Dictionaries of Cliches:** The expressions or ideas which become out-dated due to frequent usage are called Cliches. They are mostly found in writing rather than speech.

eg. **A Dictionary of Cliches with an introductory essay** by Eric Partridge. 5th ed. London: Routledge & Kegan Paul, 1978.

It lists, defines and dates cliches which have become stereotyped expressions by their repeated use. In the preface Partridge defines Cliche as "an outworn commonplace, a phrase or short sentence that has become hackneyed that careful speakers and scrupulous writers shrink from it because they feel its use an insult to the intelligence of their audience or public".

iv) **Dictionaries of Idioms:** These dictionaries are very useful for the writers to check the meaning and usage of idioms. Each idiom is defined and used in a sentence.

eg. **The Oxford Dictionary of Current Idiomatic English** by A.P. Crowie and others. Oxford University Press.

Vol. 1: Verbs with prepositions and articles, 1975

Vol. 2: Phrase, Clause and Sentence Idioms, 1983.

It provides detailed information on possible sentence patterns with illustrative quotations from a wide range of 20th century writing. It is very much useful for advanced students and teachers.

v) **Dictionaries of Proverbs:** They provide in alphabetical order under the first significant word with cross references to other important words.

eg. **Oxford Dictionary of English Proverbs**, compiled by Frank P Wilson. 3rd ed. Oxford University Press, 1970.

A Collection of Telugu Proverbs by M.W. Carr. New Delhi: Asian Educational Services, 1988.

vi) **Dictionaries of Quotations:** It records quotations belonging to a particular subject by a given author or for a special occasion. They are very useful aids of reference collection.

eg. **The Penguin Dictionary of Quotations** by J.M. & M.J. Cohen. London: Omega, 1988.

Concise Oxford Dictionary of Quotations. New ed. Oxford University Press, 1982.

A Dictionary of Business Quotations. comp. by Simon James and Robert Parker. London: Routledge, 1990. (2,500 quotations collected from across the world have been grouped in this.)

vii) **Dictionaries of Phrases:** They consist of phrases, providing literary and historical information.
eg. **Dictionary of Phrase and Fable** by Ebenezer Cobham Brewer. Centenary ed. Rev. by Ivor H. Evans. London: Cassell, 1970.

It includes many curious facts and fables of history, mythology and legends.

viii) **Dictionaries of Foreign Terms:** They list the foreign words and phrases which are regularly used in English Language. It is a very useful reference source.

eg. **A Dictionary of foreign words and phrases in Current English** by Alan Joseph Bliss. New York: Dutton; London: Routledge, 1966.

It gives a brief definition of 5,000 foreign words and phrases with the country of origin.

ix) **Gradus:** The word 'gradus' is used for a dictionary which aids in the writing of poetry.

x) **Dictionaries of Nursery Rhymes:** These dictionaries provide all familiar nursery rhymes along with their historical information.

eg. **Oxford Dictionary of Nursery Rhymes** by Ions Opie and Peter Opie. Oxford: Clarendon Press, 1951.

The entries are arranged alphabetically under the first significant word. It provides nursery rhymes with beautiful illustrations.

xi) Concordance: A concordance is an alphabetical index of words used in a particular work or by an individual author.

eg. **Vedic Concordances** by Maurice Bloomfield. Cambridge: Harvard University Press, 1906. (Harvard Oriental Series-Vol.10)

Concordance to the poems of Robert Browning 1924-25 by Leslie N Broughton and Benjamin F. Stelter. 4 vols. Haskell, 1970.

xii) Dictionaries of Characters: They disclose the literary, fictional characters drawn from various plays and novels.

eg. **Dictionary of Fictional Characters** by William Freeman. London: Dent, 1963.

Self-Check Exercise - 6

What information is covered by the special dictionaries?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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12.5 USES OF DICTIONARIES

The uses of a dictionary depend to a large extent on the type of the dictionary. Usually, people use dictionaries to verify the spelling, pronunciation and meaning of words. But many dictionaries have various other than generally realised uses.

a) General Language Dictionaries

The General Dictionaries are used for four broad purposes they are:

- i) as a quick reference tool
- ii) as a language standardiser
- iii) as a language recorder
- iv) as a vocabulary builder

i) **Dictionary as a quick reference tool:** They act as a quick reference tool. They help us to verify spelling, syllabication, hyphenation, and pronunciation of a word. It is also used to find out the different meanings of a word or phrase. The unabridged general dictionaries can be referred to get much more specialised information, like homonyms. They also cover geographical and biographical information i.e., regarding places and persons.

- ii) **Dictionary as Language Standardiser:** In eighteenth century, it was commonly accepted that dictionary should be prescriptive and should try to standardise the spelling, pronunciation, meaning and usage to words. Even in the twentieth century, standardisation has been agreed to be one of the objectives of the dictionary. But the difference lies in the methods of compilation. In the eighteenth century, standardisation was based on the opinions and judgements of the compilers alone where as now, it is achieved from the evidence gathered after carefully scrutinised inventory of words from the recorded sources of the language. It helps in eliminating the variations in spellings and usage of the words.
- iii) **Dictionary as a language Recorder:** General unabridged dictionaries such as the **Oxford English Dictionary** act as a record of the development of the language. They give etymological details of the words, their history, origin and derivation and thereby the changes undergone in meanings and usage of the words from time to time can be seen.
- iv) **Dictionary as a Vocabulary Builder:** The systematic use of dictionary clears doubts regarding the meaning and usage. Thus, it helps in building up a good vocabulary and ensures the proper use of word in a context.

b) Subject Dictionaries

The subject dictionaries give words, phrases, expressions and technical terms of a particular subject. Some of these may be found highly technical to be included in the general language dictionaries. Thus, they are very useful for the subject specialists. There are also interlingual subject dictionaries, which are useful to the translators and subject experts.

c) Translating Dictionaries

These dictionaries will help in translating works from one language to other. They are useful aids to learn a foreign language having elementary knowledge of that language can even use general foreign language dictionary which will give exact meaning in the language he is learning. The translating dictionaries normally give only equivalents and not real definitions.

d) Special Dictionaries

The special dictionaries can be divided into four major groups. They are:

- i) Dictionaries dealing with Linguistic aspects of words
 - ii) Dictionaries dealing with Special class of words
 - iii) Dictionaries dealing with Literary aspects of words
 - iv) Dictionaries dealing with Words meant for specific type of person.
- i) The Special dictionaries dealing with the special aspects of the language helps to check pronunciation, spellings, meanings, usage and etymology of a word. They help us to find antonyms, synonyms and homonyms.
 - ii) The special dictionaries covering a special class of words help in locating slang, obsolete and dialect words, foreign terms borrowed and used in the language, new words which are either coined or borrowed from languages, difficult words and names, etc.
 - iii) The dictionaries dealing with the literary aspects of the language, aid in finding suitable proverbs, quotations, idioms, phrases, foreign terms, etc. They also cover words used by a particular author or in a particular work.
 - iv) There are dictionaries compiled with specialised approach to include words meant for specific

type for persons. The Rhyming dictionaries and Gradus are meant for poets. Dictionaries of folktales and nursery rhymes are meant for small children and parents and teachers teaching in nursery and primary schools.

Thus, various types of dictionaries are intended for different people and they help users to find answers to their problems regarding words. However, users should know what dictionaries should be referred for getting the proper answer. They should use dictionaries intelligently.

12.6 EVALUATION OF DICTIONARIES

The advancement in the art of Lexicography and Publishing trade has resulted in the production of a large number of dictionaries. The old ones are often revised, updated and brought out as new editions with more accurate information and in a new format. It is becoming difficult to make relevant selection out of many available in the market. At the same time, one cannot expect any dictionary to be perfect. Dr. Samuel Johnson rightly observed while comparing dictionaries with watches that "Dictionaries are like watches: the worst is better than none and the best cannot be expected to go quite true".

Therefore, no dictionary is accurate and self sufficient. Language always changes fast. As such new words are added and old words become obsolete in a language.

Therefore, it is necessary to evaluate them carefully and before acquiring them one has to assess the value both in terms of contents and money. The check points for proper evaluation of dictionaries are:

- i) Authority
- ii) Scope and purpose
- iii) Arrangement
- iv) Format
- v) Special features.

i) Authority:

The authority of a dictionary can be determined by the reputation of its compilers, editors, publishers, etc.

Usually a linguist or a philologist helped by experts in pronunciation, spelling, etymology and the various subject fields together produces a dictionary. The authoritativeness of these compilers and the experts can be evaluated on the basis of their qualifications and scholarly contributions.

The history of a particular dictionary also plays an important role in assessing the value of a dictionary. A publication which has undergone changes by publishing a number of revised editions over a few decades can usually be considered reliable and dependable.

There are a few publishers who are well known in the field of lexicography for the last two to three centuries. In the United States, G & C Merriam Company of Springfield, Massachusetts, Funk and Wagnalls company and Random House Inc. of New York and in Britain, Oxford, Collins, Chambers, Longman are some of the notable publishers who specialise in publishing dictionaries. Elsevier Publishers have earned name for subject dictionaries.

ii) Scope and Purpose:

The Editor or Compiler states the scope and purpose of the dictionary in the preface and introduction. The category in which the dictionary falls and the type of reader for whom it is intended for, help us to determine the purpose of the dictionary.

The size of the vocabulary and bases used for word selection are important criteria. They help understand the scope.

iii) Word arrangement and word treatment:

Entries in dictionaries are arranged alphabetically, either letter by letter or word by word. There should be consistency in arrangement. A well designed dictionary with proper guidance to use makes it easier to refer it.

iv) Format:

The format of the dictionary should be compatible with efficient use. It can be assessed under the five headings:

a) Size; b) Binding; c) Paper; d) Print; and e) Appearance.

a) Size: The size of a dictionary depends upon the coverage of entries. A single compact volume and a tall thin volume rather than short fat volume is preferred for multi-volume sets.

b) Binding: As dictionary is used often by many users, it is advisable both for the libraries and also for the individuals to purchase hard-bound cover editions.

c) Paper: The paper used in the dictionaries should be opaque and thin. The thickness of the paper adds to the weight and physical bulk of the dictionary.

d) Print: The print size, use of bold face type and the spacing between words are the most important factors. The clarity in print, adequate inside and outside margins of division page into two narrow columns, thumb indexes for each alphabet, guide keys and plenty of aids, devices and tables, and natural colour and proportionate in size illustrations are the few criteria which help in evaluation of a dictionary.

e) Appearance: Lastly, depending upon the above criteria which make the functional appeal, the dictionary should be pleasing and appealing in appearance too.

v) Special features:

Dictionaries having the following special features are considered very useful:

- Geographical and historical details of different places including size, population and other census figures.
- Biographical sketches of some notable persons in different fields of the world.
- Names of famous social, political, economic, religious educational organisations, institutions and associations.
- Maps and line-drawn illustrations of words which cannot be otherwise easily explained.
- Coloured pictures of flowers, fruits, vegetables, insects, birds, animals, flags, automobiles, etc. with natural colours, proportionate in size to give clear idea of the things to users.
- Tables of weights and measures.

It is also necessary to keep a dictionary upto-date by revising it periodically in order to eliminate some obsolete words and include new words.

There are a number of evaluation sources which aid the librarians to assess the value of individual dictionaries. A reference librarian may refer them and read the reviews given in following sources before purchasing a dictionary.

A Guide to Foreign language courses and Dictionaaries by A J Walford and J E O Screen. 3rd ed. London: Library Association, 1977.

International Bibliography of Dictionaries. Munich: Verlag Documentaion, 1977.

Bibliography of Interlingual Scientific and Technical Dictionaries by UNESCO. 5th ed. Paris: UNESCO, 1969.

Scientific and Technical Dictionaries: An Annotated Bibliography. San Bernadino, California: Bibliothica Press, 1966.

English Language Dictionaries in Print by S Padriag Walsh. New York: Bowker, 1966.

Current British Dictionaries by G. P Henderson. London: Jones and Evens.

Dictionary buying Guide by Kenneth F Kister. New York: R. R. Bowker, 1977.

Apart from these selection evaluation tools for dictionaries, there are many more general guides to reference sources and also library journals consiting of reviews for dictionaries. They may also be scanned through before selecting dictionaries.

Self-Check Exercise-7

What are the check points for evaluating the dictionaries?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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12.7 SUMMING UP

This unit deals with dictionaries and their importance as one of the most useful reference sources. The meaning, definition and various alternate names used for dictionaries such as Word-book, Thesaurus, Lexicon, Glossary and Vocabulary are dicussed. Later, the four main types of dictionaries, viz., General, Subject, Translating and Special dictionaries are discussed to make the student to understand the difference between each of them. Suitable examples are provided under each type to give a clear picture of the various dictionaries. The usefulness of each type has been discussed to utilise them properly. Lastly, the various check-points to evaluate the dictionaries have been given to assess them properly before acquisition.

12.8 MODEL ANSWERS

1 (a) According to **Librarians Glossary** "a dictionary is a book explaining the words of a language, the words being arranged in alphabetical order; it usually gives the pronunciation and meaning of each word".

- (b) The basic difference between the two is:
a dictionary deals with the words whereas an encyclopaedia gives information about the words or topics or subject.

2 (a) The various alternate names used for a dictionary are:

- | | | |
|----------------|--------------|---------------|
| a) Word book, | b) Lexicon, | c) Thesaurus, |
| d) Vocabulary, | e) Glossary, | f) Gradus |

(b) Lexicology is the study of the origin and meaning of the words. Lexicography is the art of compiling a dictionary. Lexicology is a theoretical part and Lexicography is an applied part.

3 (a) The prescriptive dictionaries are compiled to set authoritative standards for spelling, pronunciation, meanings and usage. The Descriptive dictionaries are compiled to record the words of a language with their spellings, meanings and uses.

(b) (i) Oxford English Dictionary, 2nd ed. 20 vols. 1989.

(ii) Webster's third New International Dictionary of the English Language. 3rd ed. 1961.

4 (a) The subject dictionaries contain highly specialised technical terms of a particular subject which are not found in general dictionaries.

The subject dictionaries are compiled by the subject specialists whereas the general dictionaries are compiled by the language specialists and generalists.

The terms in a subject dictionary are coined, borrowed, adopted and invented by the specialists of a particular subject whereas the terms in general dictionaries are developed by the language specialists.

The subject dictionaries include brief biographies of eminent subject specialists, agencies and institutions belonging to the subject field which may not be found in General dictionaries.

(b) Due to the fast advancements in all the subjects new terms are coined or borrowed very frequently. These terms are to be included regularly in the dictionaries to update them. Therefore, they are frequently revised, otherwise they become out-of-date.

(c) Highly specialised technical terms; Descriptive information and explanation of terms; Accurate definitions of technical terms; Brief biographies of eminent subject specialists; Name and addresses of agencies and institutions.

5 (a) Bilingual Dictionaries which provide equivalent words in two languages.

(b) Trilingual Dictionaries which provide equivalent words in three languages

(c) Multilingual Dictionaries which provide equivalent words in four or more languages.

(b) a) Translating dictionaries are bilingual, trilingual & multilingual.

b) They have limited vocabulary

c) They give accurate equivalent words in other languages but they do not define them.

d) They include pronunciation, stress, part of speech and genders.

e) They do not cover historical or etymological details.

6) They cover specific linguistic aspects

They cover special type or class of words

They deal with literary aspects

They cater to the needs of special group of persons

They deal comprehensively with specific aspects of the words.

- 7) Authority
- Scope and purpose
- Arrangement
- Format
- Special features

12.9 ASSIGNMENT

- 1) Collect information and give two examples for each of the following terms:
 - (i) Glossary (ii) Thesaurus (iii) Lexicon
- 2) Describe the following special dictionaries and their use:
 - (i) Crossword puzzles (ii) Signs and Symbols (iii) Anagrams
- 3) Visit some university libraries and examine any three subject dictionaries. Write their full bibliographical details and provide brief annotations.
- 4) Find out the British spellings of the following American
 - (i) Color (ii) Airdrome (iii) Catalog (iv) Labor (v) Dialog
- 5) What are the meaning of foreign words listed below:
 - (i) *Sine die* (ii) *Status quo* (iii) *De jure* (iv) *Laissez-faire*
- 6) Give full form of the following:
 - (i) UNISIST (ii) INSDOC (iii) UNICEF (iv) ISBD (v) USSR
- 7) Write synonyms and antonyms of :
 - (a) Vertical (ii) Elegance (iii) Perfection (iv) Agreement
- 8) Who are the authors of the following quotations:
 - (i) "There is no returning game between a man and his stars"
 - (ii) "Clever men are mostly such unpleasant animals"
 - (iii) "Kings and such like are just as funny as politicians"

12.10 RECOMMENDED BOOKS

1. Cheney, Frances Neel: *Fundamental Reference sources*.. 2nd ed. Chicago: American Library Association, 1980. Ch. 4.
2. Higgins, Gavin, (ed) *Printed Reference Material*. New Delhi: Oxford & IBH, 1980. Ch. 2.
3. Katz, Willian A. *Introduction to Reference Work, Vol.1. Basic Information Sources*. 4th ed. New York: McGraw-Hill, 1982. Ch.9.
4. Krishan Kumar. *Reference Service*. 4th ed. New Delhi: Vikas Publishing House. 1984. Ch. 10.
5. Mukherjee, A.K. *Reference Work and its Tools*. 3rd ed. Calcutta: World Press, 1975. Ch.5.

UNIT 13 ENCYCLOPAEDIAS

Contents

- 13.0 Aims and Objectives
- 13.1 Introduction
- 13.2 Definition and Meaning
- 13.3 History of Encyclopaedias
- 13.4 Types of Encyclopaedias
 - 13.4.1 General Encyclopaedias
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- 13.5 Uses of Encyclopaedias
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 - 13.6.1 Check Points
 - 13.6.2 Special Evaluation Sources
- 13.7 Summing Up
- 13.8 Model Answers
- 13.9 Assignment
- 13.10 Recommended Books
- 13.11 Glossary

13.0 AIMS AND OBJECTIVES

The aim of this Unit is to introduce you to all aspects of encyclopaedias, i.e., history, definitions, uses, etc.

After studying this unit, you will be able to

- describe various types of encyclopaedias;
- explain uses of encyclopaedias;
- recommend some check points that help assess the value of encyclopaedias; and
- locate any information required by the readers from encyclopaedias available in reference section.

13.1 INTRODUCTION

A collection of encyclopaedias forms an important collection of a library. In fact a collection of encyclopaedias is considered as the backbone of the reference section. Encyclopaedias provide valuable background information on a subject. They also provide an easy access to reliable and authoritative information of all the known knowledge. Though there are a number of reference tools available in the library, the librarian first turns to encyclopaedias for answering the users' queries.

13.2 DEFINITION AND MEANING

The word Encyclopaedia is derived from the Greek word 'Enkyklos Paidia'. En means in, Kyklos means a circle, Paedia means instructions. The meaning of the term is 'circle of knowledge', 'at circle or complete system of learning' i.e., an all round education. However, the term has undergone a considerable change during its long history. "Today most people envisage

an encyclopaedia as a multi-volume compendium of all available knowledge, complete with maps and a very detailed index, as well as numerous adjuncts such as bibliographies, illustrations, diagrams, list of abbreviations and foreign expressions, gazetteers and so on".

Oxford English Dictionary defined it as "A literary work containing informational articles on subjects in every field of knowledge, usually arranged in alphabetical order".

ALA Glossary of Library Terms defined it as "A work containing informational articles on subjects in every field of knowledge usually arranged in alphabetical order or a similar work limited to a special field or subject".

These definitions narrate that an encyclopaedia is a popular reference book consisting of articles covering all branches of knowledge. The subjects dealt within the encyclopaedias are arranged usually in an alphabetical order. At the end of each article an extensive bibliography is provided. It contains numerous diagrams, illustrations, photographs and sketches of notable persons to help the user in understanding the subject. A detailed index with cross references will be available for easy and quick location of the spread over information in the articles. Encyclopaedias are also known as 'cyclopaedias', when they are limited to a special field of subject.

Thus an encyclopaeda is a storehouse of valuable knowledge providing significant information. The information may be general for a layman or subject information for specialists.

Self-Check Exercise - 1

a) What are the characteristics of an encyclopaedia.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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b) Give any authoritative definition of encyclopaedia.

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13.3 HISTORY OF ENCYCLOPAEDIAS

Encyclopaedia has a very distinct and distant past. Man always has a desire to pass on the knowledge to his contemporaries and people of future generation by maintaining records.

Aristotle and Plato were the pioneers in systematising all the available knowledge during 322 B.C. They were also known as Living Encyclopaedias.

Pliny the Elder comes next who produced the first encyclopaedia 'Historia Naturalis' in 77 A.D. He arranged the whole knowledge in classified order in 37 volumes. It contains 2,000 ancient books of 474 authors and extracted about 40,000 facts. It consists of 2,493 chapters under broad heading like: Cosmography, Astronomy, Botany, Zoology, Medicine, Metallurgy, Geography, Magic, Fine Arts, etc. It was translated into English as 'Natural History' in ten volumes.

In the middle ages, several scholarly works of encyclopaedic nature were produced. Notable among them were Isidore's *Etymologies* or *Origins* and Vincent of Beauvais's *Speculum majus* (The Great Mirror) which were considered as medieval encyclopaedias.

Chinese claim to have brought out a gigantic encyclopaedia containing 22,937 books during the 15th century.

Paul Scalich used the word 'encyclopaedia' for the first time in his *'Encyclopaedias Sen Orbis Methodical'*.

Pierre Bayle and Louis Möreri were notable encyclopaedists of the 17th century.

In 1630, Johan Heinrich Alsted was first to emphasise on the arrangement of content in his *'Encyclopaedia Septem tomis distincta'*. He has classified the material in seven headings and produced subjectwise in 35 books.

The Puranas are virtually encyclopaedias. Varahamihira's *'Brihatsamhita'* is a scientific encyclopaedia.

During the 18th century, encyclopaedia reached its highest prime coupled with many innovations in the history of encyclopaedias. The 18th century was the classic age of encyclopaedias. In this century, the contents were arranged alphabetically, bibliographies were included, cross references were provided, the subject experts were involved in writing of the articles, and the opinions of different schools of thought were included in the articles.

In 1701, Vincenzo Maria Coronelli produced the first Italian Encyclopaedia *'Biblioteca Universale Sacra profana'*. It was arranged in alphabetical order.

Johan Harris in 1704, was the first to involve subject specialists in writing the articles in his first English alphabetical encyclopaedia *'Lexicon Technicum'* or *'Universal English Dictionary of Arts and Science'*. These articles also contain the bibliographies for the first time.

In 1728, Ephraim Chambers, was, the first to give cross references and opinions of different schools of thought in his two volume *'Cyclopaedia of a Universal dictionary of Arts and Science'*.

Apart from this English venture, the other countries also made good efforts in producing encyclopaedias. In French, Ephraim Chamber's encyclopaedia was translated by John Mills-Denis, Diderot edited and published his famous *'Encyclopaedia du xviii siecle'* in 28 volumes between 1751 and 1772, in which the articles from notable writers like Voltaire, Rousseau, Montesquieu, Buffon, Condillac, etc. were included. This set was followed by five volume supplement in 1776-77 and one volume analytical index in 1780.

Of several German encyclopaedias, the largest was Johann Heinrich Zedler's *'Universal Lexicon'* in 64 volumes which appeared serially from 1732-50. In 1796, *'Brochhaus Konversations Lexikon'* was published in German consisting of short and simple articles. It occupied a prestigious position throughout 19th century.

During 1767-71, *Encyclopaedia Britannica*, first edition was published in 3 volumes. It was the first to treat history and biography systematically.

During the 19th century numerous encyclopaedias were published from England, America, Germany and France. The impact of advanced printing technology made publishing of encyclopaedia a potential and profitable business. In 1892, 'Encyclopedia Americana' was published making a land mark in the history of American Encyclopaedias. 'The Metropolitana' (1817-45) and 'The penny cyclopaedia' (1833-43) were two successors to the 'Britannica' in England. The first edition of Chamber's encyclopaedia by Andrew Findlater in 1820-68 is another important British encyclopaedia.

In France, Pierre Larousse and Augustin Bover published the 'Grand Dictionnaire Universel du XIX siecle' with the combined qualities of dictionary and encyclopaedia.

20th century has seen a considerable growth in number and types of encyclopaedias with many innovations in approach, coverage, readership, etc. The 'Great Soviet Encyclopaedia' 1926-47 appeared in 65 volumes. Many editions of the 'Encyclopaedia Britannica' and the 'Encyclopaedia Americana' have been published as they got recognition and became popular in English speaking world. Many encyclopaedias have been published for children. 'The Book of Knowledge, World Book Encyclopaedia', 'Compton's pictured Encyclopaedia' and 'Britannica Junior Encyclopaedia' are few examples of children encyclopaedias. Many subject encyclopaedias have also been published during this century. 'McGraw-Hill Encyclopaedia of Science and Technology' and 'International Encyclopaedia of Social Sciences' are the best examples of this.

During the 20th century, publishing of encyclopaedias became famous in India. As a result a number of encyclopaedias in Indian languages have been brought out.

In 1911- Vishwakosh in Bengali was published in 22 volumes and the same was translated into Hindi in 12 volumes during 1960-70.

In 1910, K.V. Lakshman Rao published 3 volume encyclopaedia set following the model of 'Encyclopaedia Britannica' arranged subjectwise in alphabetical order.

In 1958, 'Sangrahandhra Vijnana Kosamu' was published by Sangraha Andhra Vignana Kosha Samithi.

In 1954-63, Tamil encyclopaedia was published in ten volumes by Tamil Academy.

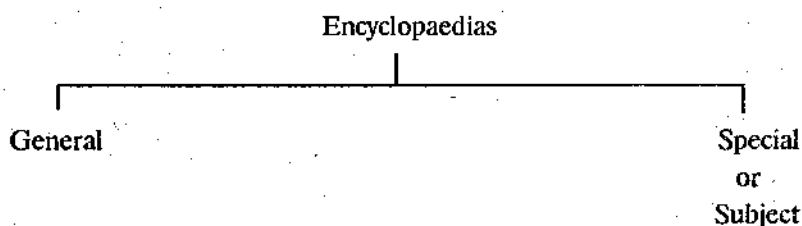
In 1960-70, 'Hindi Vishwakosa' was published in 12 volumes.

In 1979, 'Vignana Sarvaswamu' has been published by Telugu Bhasha Samithi in 16 volumes.

These are some efforts made in India to bring out encyclopaedias in other Indian languages.

13.4 TYPES OF ENCYCLOPAEDIAS

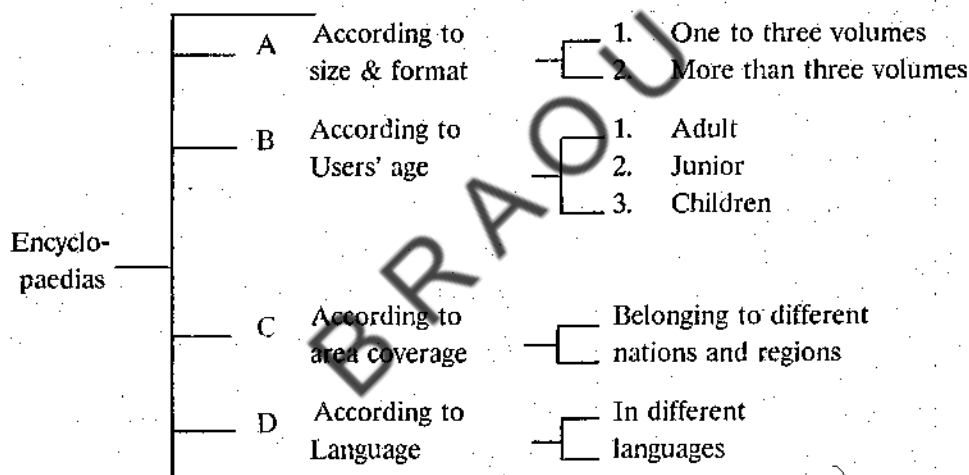
The encyclopaedias can be divided into two main categories depending upon their scope, purpose and coverage. They are General and Special or Subject encyclopaedias.



The difference between General and Special encyclopaedias can be brought out as under:

General Encyclopaedias	Special or Subject Encyclopaedias
1. It consists of articles pertaining to all branches of knowledge. They are arranged either in alphabetical or classified order by subjects or names	1. It is a collection of articles limited to a specific field or area. They are generally arranged alphabetically by subjects and names.
2. They are intended for the general readers	2. They are designed to satisfy the needs of the specialists interested in a particular subject.
3. They do not multiply fast and revision is also done occasionally. Annuals or supplements are brought out to keep them upto-date.	3. They are published in abundance in almost all the subjects due to explosion of literature in all fields and increasing demand from the users.
4. It is a huge and highly expensive task to produce an authoritative general encyclopaedia	4. The cost of publishing is comparatively less due to its limit in scope and coverage.

These encyclopaedias can be further classified into the following groups:



13.4.1 GENERAL ENCYCLOPAEDIAS

We have already known that these encyclopaedias cover all branches of knowledge. Since they cover all the subjects, they deal the subjects broadly and the minute details are not provided. They are grouped into different categories according to format, user's age, coverage and language.

A) Comprehensive Multi-Volume Adult Encyclopaedias

- a) **The New Encyclopaedia Britannica.** 15th ed. Chicago: Encyclopaedia Britannica Incorporation, 1974. 30 Vols. (1989. 32 Vols.)

The first edition of this encyclopaedia is published in 1768-71 in three volumes. After having several revisions and changes the 9th edition was published during 1875-89. The fourteenth edition came out in 1929 in 24 volumes. Later, after a period of 45 years, the 15th edition appeared in 1974 in 30 volumes.

It has been divided into three parts:

- i) **Propaedia** - 1 volume - Outline of knowledge
- ii) **Micropaedia** - 10 volumes - Ready Reference and Index
- iii) **Macropaedia** - 19 volumes - Knowledge in depth.

Propaedia: It provides a guide to the entire set and gives an outline of all human knowledge in a systematic order. In this volume, the entire knowledge is divided into 10 major subjects, and these major subjects are further sub-divided into 15,000 topics.

Micropedia: It is a ready reference tool providing brief, accurate information on all subjects. As a ready reference source it is a kind of mini-encyclopaedia. It acts as an index to the Macropaedia with specific volume and page numbers. The user should first refer micro-paedia and then go to Macropaedia if detailed information is required. It is precise and saves time of readers.

Macropaedia: Macropaedia consists of exhaustive information on various subjects. It is meant for specialists and serious readers. The articles are written by subject specialists. It has international approach and universal coverage. The articles are written by experienced and reputed authors and include selected and annotated bibliographies.

The 1989 edition consists of 32 volumes with 87,000 articles contributed by more than 4,000 contributors and contains 24,000 illustrations and 1,000 maps.

Since 1938, every year 'Britannica Book of the year' is published to update the information. It has the policy of revision continuously.

- b) **Encyclopaedia Americana.** New York: Grolier, 1976. 30 volumes.

The first edition was published between 1829 and 1833 which contains articles translated from the seventh edition of the German encyclopaedia "Brockhaus Konversations-Lexikon".

It was revised and published in 1903-1904 in 16 volumes. In 1981-20 it was completely revised and published which is the basis of succeeding editions. The latest edition is published in 1976 in 30 vols.

It is a good, comprehensive multi-volume encyclopaedia for general use. Most of the articles are signed but the bibliographies are often not updated. It has numerous illustrations and maps. It is arranged in alphabetical order. Volume 30 of the set is the index volume which contains more than 3,50,000 entries arranged alphabetically. The main texts of articles are arranged alphabetically word by word. It contains 56,000 articles covering all topics contributed by about 6,000 experts.

Since 1923, "American Annual; and encyclopaedia of events", has been published to record the events of the previous year.

- c) **Chambers' Encyclopaedia.** New Rev. ed. London: Interantional Learning systems Corporation, 1973. 15 volumes.

The first edition was published in 1860-1868. It was based on Brochaus. It was continuously revised. In 1950, completely updated edition in new form was published. The later editions are the revised editions of 1950 edition.

It is devised for the adult education reader who are looking for exact and detailed information in specific fields. It has short articles signed with initials. Contributors are outstanding scholars in the subjects. It is international in scope. It contains illustrations and maps.

All the articles do not have bibliographies. Some articles have been revised but the bibliographies are not updated. Vol.15 contains an atlas and gazetteer and a general index of articles in classified order.

Since 1968, **Chambers' Encyclopaedia Year Book** has been published regularly as a record of events and supplement to the encyclopaedia.

d) **Funk & Wagnalls New Encyclopaedia.** New York: Funk & Wagnalls, 1971. 27 Vols.

The information contained is well organised, current and easy to use. It has a good index and illustrations. Though it may not be comparable with the above mentioned major sets of encyclopaedias, it serves the purpose of a small library with a small budget.

B) Popular Multi-volume Adult and Junior Encyclopaedias

These encyclopaedias are written in simple language and popular style for high school and college students. They are useful to a layman also, since they are easy to understand.

a) **Collier's Encyclopaedia with bibliography and index by - Willam D. Halsay - New York: Macmillan, 1982.** 24 volumes.

The first edition of this encyclopaedia was brought out in 1949 with 20 volumes. It was continuously revised and published annually from the inception. It contains 25,000 articles written by about 5,000 contributors and editors. The names of these contributors are grouped subject wise in the last volume. The entries of the articles are arranged alphabetically letter by letter. There are number of black and white and colour illustrations and maps.

Collier's Encyclopaedia Year book covering the events of the previous year is published every year since 1968. It was published as 'National Year book' for the first two years.

b) **The Macmillan Family Encyclopaedia.** 2nd fully rev. and updated ed. London: Macmillan, 1982. 21 volumes.

It was first published as 'Academic American Encyclopaedia' in 1980. Most of the articles are brief and signed and provided with bibliographies. Number of cross references are provided for easy search. It provides colour illustrations. It has an academic and popular approach.

c) **Encyclopaedia International.** New York: Grolier, 1970. 20 volumes.

It was first published in 1963-64 and is revised continuously. The articles are in clear and concise style and easy to understand. Only a few articles have bibliographies. They are arranged in alphabetical order. They are accurate, concise, fair and unbiased. It has a comprehensive and well organised index and supplementary biography list of notable persons in USA and Canada.

C) Multivolume Junior and Children Encyclopaedias

These are meant for school going children. They are very interesting and informative. Some of the famous junior and children encyclopaedias are described below:

a) **World book Encyclopaedia.** Chicago: World Book Childcraft International, 1989. 24 volumes.

It was first published in 1971. It is one of the best junior encyclopaedias for school children above 10 years of age and is available at most of the American School and public libraries. It has a continuous revision policy. It consists of short signed articles with bibliographies with cross references. The entries are arranged alphabetically word by word order.

'**The World Book Yearbook**' is published every year reviewing the events of previous year.

b) **Children's Britannica.** London: Encyclopaedia Britannica, 1981. 19 volumes.

It was first published in 1960. The American edition is known as 'Britannica Junior'. It has simple language and is revised continuously. The illustrations are in colour and black and white.

c) **Compton's Encyclopaedia and Fact Index.** Chicago: Encyclopaedia Britannica, 1981. 26 volumes.

It was first published in 1922 as **Compton's Pictured Encyclopaedia**. It is planned especially for middle and the high school students. Long articles on broad subjects with reference of detailed small subdivisions are given in 'Fact Index' at the end of each volume. They are alphabetically arranged letter by letter and has numerous illustrations, charts and maps. It gives brief biographical sketches.

'Compton Yearbook: an illustrated factual record of outstanding events' is published every year.

d) **New Caxton Encyclopaedia.** 5th ed. London: Caxton, 1979. 20 volumes.

It is written in clear and simple style and has excellent coloured illustrations. It is intended for American School going children. It does not contain bibliographies.

D) **One and Two volume Adult and Junior Encyclopaedias**

These one or two volume encyclopaedias are being produced by the publishers since the middle of this century due to rising costs of production and publication. They need not have index. They are economical and handy to use. They contain brief information and universal facts.

a) **The New Columbia Encyclopaedia.** New York: Columbia University Press, 1975.

The first edition was published in 1935 as 'Columbia Encyclopaedia'. It is a compact one volume encyclopaedia and planned for quick ready reference. It contains over 59,000 concise articles designed for a small library, office and home. It includes short biographical sketches and geographical information. It contains maps and line drawings. It also provides cross references to locate the information quickly.

b) **Hutchinson's 20th Century Encyclopaedia.** 7th rev ed. London: Hutchinson, 1981.

It was first published in 1948. It has short entries with illustrations. It provides abbreviations, customary forms of address, weights and measures, geographic 'World atlas' of 31 pages in colour. It has given cross references for quick search of information. It is regarded as an outstanding one volume encyclopaedia for children (above 14)

c) **The Random House Encyclopaedia.** New York: Random House, 1977.

It is in two parts - Colorpedia and Alphapedia.

The colorpedia consists of short articles grouped into seven sections. They consist many illustrations in four coloured photoplates and drawings. Every section progresses from the broader to narrower subject i.e. 'Universe' to 'Man and Machines'.

The Alphapedia consists of short, specific entries and refer to colorpedia for detailed information. The style is lively and lucid. The illustrations help in understanding the written articles. It is a very valuable set for the family and office library.

E) **National and Regional Encyclopaedias in different languages**

Almost, every nation will have encyclopaedias for their citizens in their own languages. They generally deal elaborately with the history, geography, art, customs, culture, social, political and economic conditions of a particular country. They are very useful to those who want to know more about a particular nation.

Certain international facts/events are treated by various national encyclopaedias in different ways. A research scholar who wants to know all about the 'World War-I' may go through different national encyclopaedias to get ideas regarding how it was represented and depicted differently by the other nations.

Let us examine a few examples of the national and regional encyclopaedias in the language of their own original country.

French:

Encyclopaedia Universalis. Paris: Encyclopaedia Universalis, 1968-74. 20 vols.

Russian:

Bolshaya Sovetskaya Entsiklopediya. 3rd ed. Moscow: Sovetskaya Entsiklopediya, 1969-78. 30 vols.

German:

Brochhaus Enzyklopadie in Zwanzig Banden. Weisbaden: Brochhaus, 1966-75. 23 volumes.

Chinese:

The Greater Encyclopaedia of China. Beijing: Greater Encyclopaedia, 1979. vols. It is to be published in 78 volumes plus two volumes of indexes.

India: Hindi:

Hindi Viswakosha. Banaras: Nagarpracharini Sabha, 1960-70. 12 vols.

Telugu:

Vignana Sarvaswamu. Madras: Telugu Bhasha Samithi, 1954. 16 vols.

13.4.2 SPECIAL OR SUBJECT ENCYCLOPAEDIAS

These encyclopaedias deal with a particular subject in depth. Earlier, there used to be multi-volume sets in broad subject areas namely Science and Technology, Social Sciences, etc. Now, due to evolution of number of more subjects, the encyclopaedias are being published for each discipline in one or two volumes. They are very handy to use, and cover all the sub-topics elaborately.

In the past, handbooks were also published in all the subjects to act as guides. Now subject encyclopaedias serve the specialists as very good reference tools. However, there is a sharp difference between the two. A Handbook is a working tool which gives facts and data to assist the user with the presupposition that he has some knowledge of the subject whereas a subject encyclopaedia is a source of background information in detail and provides articles to instruct the reader about the subject and makes it interesting and discussive. It helps the user to educate himself thoroughly about the subject.

Since there are numerous subject encyclopaedias it is difficult to describe all. Some important subject encyclopaedias are described below:

A. Science & Technology:

- a) **McGraw-Hill Encyclopaedia of Science and Technology.** 6th ed. New York: McGraw-Hill, 1987. 15 vols.

This encyclopaedia presents information covering all the branches of Science and Technology. Each new edition undergoes some changes by revising earlier articles and adding new articles and illustrations.

It has 15 volumes out of which 14 are text volumes and 1 is index volume (15th volume). Each volume has separate pagination.

Since 1962, every year it publishes 'McGraw-Hill Year book of Science and Technology' to keep upto date between the editions.

There are 7,700 articles contributed by leading authors in the subjects. They are grouped into 75 major subject areas. There are 50,000 cross reference entries. It has four indexes viz., List of contributors, Scientific Notation in Encyclopaedia, Topical Index and Analytical index.

At the end of each article author's name and bibliographies are provided.

- b) **Van Nostrand's Scientific Encyclopaedia.** 6th ed. New York: Van Nostrand, 1983.

It is a comprehensive single volume encyclopaedia arranged alphabetically. It deals with all the sciences, engineering and medicine, etc. Articles vary in length and do not possess bibliographies. It contains clear illustrations and tables.

B. Social Sciences:

International Encyclopaedia of Social Sciences. New York: Macmillan and Free Press, 1968. 17 volumes.

It is sponsored by American Association of Learned Societies. Reputed scholars from all over the world have served as editors, consultants and contributors. It is a comprehensive multi-volume reproduction of 'Encyclopaedia of the Social Sciences'. It has been completely redesigned and revised to include all disciplines of social sciences and their developments. It is not a subsequent edition but compliments the Encyclopaedia of Social Sciences published in 1933-35.

It covers philosophy, psychology, religion, political science, sociology, economics, archaeology, anthropology and criminology.

'See' and 'See also' references and Indexes are provided for convenience and easy use of the set. It has 3 indexes. i) Main alphabetical exhaustive index lists subjects, names; ii) Alphabetical list of all the articles in the encyclopaedia; and iii) Classified index for all entries under 29 subject areas.

Volume 18 has also been brought out in 1979 which devotes to the biographies of social scientists. It consists of 600 biographies.

C. Library Science:

- a) **Encyclopaedia of Library and Information Science.** New York: Marcel Dekker, 1961-

It is a most comprehensive, multivolume encyclopaedia in the field of Library and Information Science. It publishes volume by volume at irregular intervals and is yet to be completed.

It is international in scope. It contains long articles signed by authors with exhaustive bibliographies. So far fifty two volumes have been published.

- b) **A.L.A. World Encyclopaedia of Library and Information Services.** Chicago: American Library Association, 1980.

It is one-volume encyclopaedia of Library and Information Science. It is very useful in educating students, practitioners and those who are interested in the field. The articles are arranged alphabetically.

D. Education:

Encyclopaedia of Education. Oxford: Pergamon press, 1985. 10 volumes.

It consists of articles covering the subject of Education. It has 45,000 subject entries. The authors of entries come from over 100 countries. About 500 journals pertaining to education and related subjects were cited. It has 4 indexes viz., List of contributors; Author index; Subject index; Classified list of entries.

E. Literature:

Encyclopaedia of World Literature in the 20th Century. 2nd ed. New York: Columbia University Press, 1980.

It consists of articles contributed by renowned authors, in the field of literature. In this edition, the entries are updated to include 20th century literature.

F. Religion:

The Encyclopaedia of Religion. New York: Macmillan, 1985. 16 vols.

It is a comprehensive and universal guide to every aspect of religions and religious experiences. Its scope is international.

It contains 2,750 articles providing information about the history, beliefs, and practices of religions, great and small; the mythic themes and sacred symbols of cultures ancient and modern, important religious figures; and the impact of religion on contemporary society.

1,400 world's best known authorities from 50 countries have contributed the articles ranging in length from 300 to 15,000 words. Each article consists of carefully selected reading lists at the end. The index volume helps to locate topics quickly and easily. The necessary cross-references are also provided.

G. History:

An Encyclopaedia of World History, ancient, medieval and modern, chronologically arranged. 5th rev.ed. Boston: Houghton Mifflin, 1972.

The first edition was published in 1940. In the present edition new material has been added and old articles are revised. It also includes as chapter on 'The recent period' with section devoted to 'the exploration of space' and 'Scientific and technological advances'.

H. Fine Arts:

- a) **Encyclopaedia of World Art.** New York: McGraw Hill, 1959-68. 15 volumes.

The articles were originally written in various languages and were translated in English and Italian to be published simultaneously. It covers architecture, paintings, sculpture etc., of all periods and all countries. It consists of plates to illustrate the articles. Vol. 15 is an index volume.

b) **The Britannica Encyclopaedia of American Art.** Chicago: Encyclopaedia Britannica Education Corp., 1973.

It is a very handy, one volume encyclopaedia of art covering American painting, sculpture, architecture, folk arts, photography, handicrafts, furniture etc. The articles are brief and signed but do not have bibliography. A glossary of terms and a bibliography are given at the end.

Self-Check Exercise - 2

(a) How many types of encyclopaedias are there? How are they distinguished from each other?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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b) Explain the criteria used for classifying the encyclopaedias.

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13.5 USES OF ENCYCLOPAEDIAS

An encyclopaedia is a storehouse of knowledge and gives information on all subjects. It forms the backbone of the reference work in a library. By a reference book most of the users mean encyclopaedia since they do not know much about other reference books. Although there are a number of reference tools available in the library, the librarian first turns to encyclopaedias for providing answers to the queries. Earlier, the encyclopaedias were referred to only by intellectuals and the elite now-a-days they are used by the common readers.

The uses of various encyclopaedias are described below:

a) **General Encyclopaedias:**

General Encyclopaedias are usually used to get background information regarding any subject. It is used to know something about a subject of which he does not know anything or if he wants to refresh his memory. They are meant to serve only as an introduction. At the end of each article, a bibliography is appended so as to enable the readers to delve into the depth of the subject and to make extensive study.

Encyclopaedias help in enriching the general knowledge of a person and in self-education of the layman. It acts as a continuous link between the teacher and the learner and a guide to a layman who can approach it without any hesitation. It provides facts, illustrations for children and artists and biographical, geographical and historical information. In other words, encyclopaedias contain information found in other reference sources, viz., dictionaries, yearbooks, biographical dictionaries, atlases, census reports, gazetteers, etc. Hence, there is no other reference tool which enjoys such high popularity. But a user has to be cautious that it only serves as an introduction to the subject and for the further information some other specialised sources should be consulted. An information seeker should remember that general encyclopaedias should not be considered to be a source of research.

b) Foreign Languages Encyclopaedia:

English language encyclopaedias are extensively used in the libraries but great encyclopaedias of other nations compiled in foreign languages cannot be overlooked. They are helpful in University, College and even School libraries for the foreign language teachers and learners. It gives history, literature, culture, customs, festivals, geographical details etc. of the country in detail and helps the learner to imagine the life lead by the people of that country. The uses of the foreign encyclopaedias can be summarised as follows:

- i) They are useful for the reader who is not proficient in English language.
- ii) The articles regarding the specific aspect of a country found with accurate details in foreign, (national encyclopaedias) may not be dealt with so well in English encyclopaedias.
- iii) Certain special topics concerning one country may be completely omitted from the English encyclopaedias—usually biographies, detailed note of historical, topographical and socio-economic condition of a particular minor country.
- iv) They can be used by the learner of a particular language with the help of a bilingual dictionary to have clear cut ideas about the country and to improve his fluency in that language.

c) Special/Subject Encyclopaedias:

It is very common for a reference librarian to receive fact finding queries regarding any specific subject area. The answers to such queries can be searched from the subject encyclopaedias. We frequently face the user who wants to know something on or about a particular aspect of a subject. He may not only seek detailed data on numerous subjects but also expect well-organised overviews for the purpose of research. A user may sometime use general encyclopaedias to seek an introductory, outline or merely concise account, sufficient enough to enable him to come to the grip with a subject which is new and unfamiliar. He may go for further information to a good subject encyclopaedia. A librarian may guide the research scholar to a subject encyclopaedia as a stepping stone to a more extended research. This may help the researcher to focus on the important aspects of the topic and explore further following those guidelines. Still further exploration can be done by referring to the sources mentioned in the bibliography appended to the article. Here, a word of caution to the scholars about the year of publications, or the sources cited in bibliography. The encyclopaedias may be revised but the bibliographies are not updated.

The appropriate single volume subject encyclopaedia aims at bringing together in a nutshell, concise and handy form all the points discussed in a large detailed article. It is a good source to refer to narrow and specialised topics on which no books have been published.

Subject encyclopaedias are valuable reference tools for the biographies of the subject specialists who have not gained enough popularity to be included in the general encyclopaedia. His contribution to the subject can be better reflected in the special encyclopaedia. At the same time, it becomes sometimes difficult to pick up and select notable persons on international basis to include in the subject encyclopaedias, 'McGraw Hill Encyclopaedia of Science and Technology' describes biography as "a work 'of' and not 'about' science".

Hence we have seen that subject encyclopaedias are most widely and heavily used reference tools. A good collection of general and special encyclopaedias in English and other languages ensures an efficient reference service in a library.

Self-Check Exercise - 3

a) What are the uses of general encyclopaedias?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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b) List out the uses of foreign languages encyclopaedias.

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13.6 EVALUATION OF ENCYCLOPAEDIAS

The encyclopaedias act as a back-bone to the library. Therefore a good and useful collection of encyclopaedias will strengthen the library's image and ensure efficient reference service in the library. The making of an authoritative set of encyclopaedia is a very expensive venture as it involves a careful planning, getting subject experts to write articles, competitive indexers to provide exhaustive index, selection of artists and photographers for providing appropriate illustrations, efficient editorial staff, and accurate printing and proof reeding, adequate advertising through reviews in journals and sending catalogues to different book sellers, librarians, etc. for proper sale. All these cannot be done easily and cheaply. Reputable publishers recognize this fact by their experience in the field of publishing encyclopaedias and spend considerable amount

to produce an authoritative work. But in the present days, there are many unscrupulous publishers of encyclopaedia, who use out-of-date materials with slight changes here and there. They are worthless but are sold to the clients who are not very conversant with evaluation processes.

Owing to high cost of production, the prices of the authoritative sets of encyclopaedias, are quite high and hence Librarians should make a judicious assessment with utmost care before they make selection of encyclopaedias. The selection also depends on the budget and availability of space in the library. At the same time the Librarian should see that they serve the purpose of the readers to the maximum extent. In any case, it is very essential to assess their value and find out their merits and demerits properly before acquisition. A proper selection will ensure that right information is provided to the right reader at the right time.

13.6.1 CHECK POINTS

Hence, one has to keep in mind the following check points for the evaluation of encyclopaedias.

- | | | |
|----------------|----------------------|--------------|
| a) Authority | b) Scope and Purpose | c) Treatment |
| d) Arrangement | e) Format | f) Revision |
| g) Limitations | h) Special features | |

a) Authority:

The encyclopaedia should be authoritative. The authoritativeness of an encyclopaedia can be judged by the reputation of the i) editor(s), consultants and contributor(s) who are responsible for the making of an encyclopaedia; (ii) Publishers; and (iii) other editorial staff such as proof readers, indexers, artists, photographers, etc.

The authoritativeness of the editors, consultants, contributors can be judged from their academic qualifications, experience of past publications. They should be well known experts in their subject fields.

Only a recognised, experienced, reputable publisher can be reliable and dependable. As the set is revised continuously and the name of the set is to be kept up in the world of encyclopaedias the publisher must take pains in producing every edition of an encyclopaedia.

The other editorial staff such as proof readers, indexers, artists, photographers etc. should be highly proficient in their skills and should do their jobs conscientiously.

It is necessary to have a competitive, experienced and efficient team to produce a good encyclopaedia since it can not be produced by a single individual.

b) Scope and Purpose:

The scope and purpose of an encyclopaedia is usually stated in the preface and introduction by the editor(s). After scanning through them properly, the buyer should check some of the items in the volumes to see whether the promises are carried out or not. The scope of encyclopaedia includes Plan, Coverage and Selection.

Plan: A definite plan should be laid before starting the work and it should be followed consistently. There should be evenness of articles and proper supervision of the editors to go according to the plan.

Coverage: The topics dealt with should be complete in coverage. There should not be any limitations by subjects or class of readers. As encyclopaedias are used for finding the facts, they should be accurate, reliable and knowledge giving.

Selection: The selection of the topics should be such that there is a balance in dealing with events of different periods, subjects, countries, etc.

c) Treatment:

The important criteria for treating the topics in an encyclopaedia are **Readability, Objectivity and Style**. These three criteria are discussed below in detail:

Readability: The topics consulted in the encyclopaedias should be readable and easily understandable. They should make an unfamiliar subject clear to the information seeker. The articles should be comprehensive both for the scholar and the layman. The standard and the quality of the articles should be in tune with the readers' needs.

Objectivity : The articles should be objective without any national, political or religious bias. As far as possible, it should be neutral and not prejudiced. National Encyclopaedias may deal extensively with the national topics but should not be exaggerated.

Style : The encyclopaedias are written for the various audience of different age groups and in different style. The scholarly style is for the learned scholars; popular style for the layman and the college students; easy, lucid and simple style for the children. Hence, the conscious librarian should select encyclopaedias that suit the needs of most of the readers.

d) Arrangement :

The arrangement in the encyclopaedia should be such that the users should be able to locate the information easily and quickly. The arrangement of the articles can be either alphabetical or classified depending upon the nature and size of articles and the editor's plan for their presentation. Some encyclopaedias have long articles covering large topics and the others have many small articles of small topics.

Usually, encyclopaedias have either word by word or letter by letter alphabetical arrangement in the main text. Every set of encyclopaedia has a comprehensive alphabetically arranged index covering all the minor topics and giving cross references wherever necessary. The table of contents should lead the user to the information by way of listing the topics.

It is usually seen that the single volume encyclopaedia has alphabetical arrangement and the index with *see* and *see also* cross references at the end. Some of them have detailed table of contents and no index. The multivolume sets have a comprehensive index in the last volume with the cross references.

e) Format:

The format of an encyclopaedia depends upon the physical make-up of an encyclopaedia. It includes the general appearance; quality of paper; presentation of articles, illustrations, diagrams, maps, tables etc.; printing, page make-up; binding, etc.

The physical appearance of an encyclopaedia should be appealing to the eye of the users. The cover page should attract the attention and the size of the volume should be easy to handle.

The papers used are to be of good quality. They should neither be very thin nor thick to add to the bulk of the volume. These should be opaque and of good quality.

The presentation of the articles should be well planned. The illustrations, plates, maps, tables, drawing, etc., should be accurate in natural colours, and of good quality. They should

be given with the text of the topics to enable the readers in understanding them. The maps and index are generally given in the last volume. It is inconvenient for the readers to refer to two volumes at a time and results in waste of time. Hence, even though, various maps of different countries are given with the index as an atlas, it is necessary to give atleast one general map with the text to understand the article easily with the help of the map.

The typography should be clear. In view of economy in expenditure and size of the volume it is necessary to have small but clear and legible type faces. The heading and subheadings should be in bold typefaces with the marked distinction between the two. There should be sufficient margin and enough space on all the sides to have provision for binding.

The binding should be hard bound using leather or calico to take up the wear and tear of frequent handling. The volume number and coverage of alphabetical sequence of first three to last three letters should be clearly indicated on the spine of the volume so as to make obvious the beginning and ending of each volume.

f) Revision:

It is a wellknown fact that the encyclopaedias are difficult to produce and they get out-dated over a period of time due to the dynamic nature of knowledge. Hence it needs revision to update the considerable portion which has gone out of date. The revision of an encyclopaedia can be done by adopting different methods.

Publication of annual supplementary volume: Some publishers produce every year a yearbook as a supplement to the encyclopaedia updating the facts that have undergone change and covering the events of that particular year. One has to make sure whether they are arranged in the similar manner as the basic set.

Periodical Revision: Some publishers decide to produce the revised edition of the entire set of encyclopaedia after a specific span of period. This enables them to publish a revised, new edition updating the knowledge.

Continuous Revision policy: Under this plan, publishers employ permanent editorial staff who go on revising systematically the changes in the contents of the articles. The revision is so planned that the articles covering the continents, states, cities, changes due to advancements in science and technology and various other subjects are updated. The School encyclopaedia may undergo changes on the basis of the frequent revisions in school curriculum. Hence, it results into reprinting of only those articles where changes due to new developments have been incorporated. The large portion of the articles remain stable.

The librarian must be very particular and cautious while checking the new edition of the set. The publisher may claim that they have a continuous revision policy for updating it, but there may be a big gap between the actual revision carried out and claims made of updating. It is often found that the general encyclopaedias make changes in science and technological fields but neglect the other subjects.

g) Limitations:

A Librarian has also to keep the account of the limitations of different sets of encyclopaedias. Every set of encyclopaedia has some limitations.

The pressure of the inclusion of the new subjects and to keep the size of the volume under control, some of the good articles may be omitted in the new editions. This affects the coverage in the long run.

It serves only as a background source of information and for detailed information a reader has to refer special encyclopaedias or the bibliographies mentioned at the end of articles.

The supplements to encyclopaedias produced annually to fill up the gap are not able to serve the purpose due to the sudden explosion of literature in every field of knowledge which cannot be updated every year.

Most of the national encyclopaedias do not follow the rule of objectivity but suffer from the bias. The exaggeration in praising their own country and unequal treatment to developments in other countries mars the publication's popularity.

As it is not possible for the general encyclopaedias to treat all the topics equally and include every developments in each field, the special encyclopaedias are the necessities of the present time to give detailed information relative to specific subjects.

h) Special features:

The prestige of the encyclopaedias will be enhanced by some unique features applied in publishing.

Usually every major article in the encyclopaedia is appended with the bibliography for further reading. Some encyclopaedias give bibliography in classified manner in the last volume. It should be current, upto date and exhaustive.

The encyclopaedias having appendices and list of measures and weights, abbreviations, pronunciation, errata, etc. enhance its value and will be very handy for the users to get information.

The exhaustive index giving 'See' and 'See also' cross reference to enable the user to locate the information easily and quickly is a unique feature.

The comprehensibility of the encyclopaedia increases with the proper illustrations, maps, diagrams, charts, tables etc., given at the appropriate place with articles. Visual appeal aids readability.

The inclusion of guidelines for using the volumes and contents of each volume in the introductory pages are the important features to render help to the information seekers.

The Librarian should be guided by the above criteria for purchasing them.

There are some secondary evaluation sources and library journals which review new additions to the encyclopaedias. They should be consulted to get the idea. An encyclopaedia cannot be purchased or replaced very easily and it is the librarian's responsibility to weight all these aspects before adding to the reference collection.

13.6.2 SPECIAL EVALUATION SOURCES FOR ENCYCLOPAEDIAS

Apart from the general guides to reference sources and library journals, reviewing the newly published reference tools discussed in the Unit-11, there are special evaluation sources for encyclopaedias. They may be referred before purchasing encyclopaedias in the library.

- a) **Anglo American General Encyclopaedias: a historical bibliography, 1703-1967** by S. Padriag Walsh. New York: Bowker, 1968.

It includes more than 400 English language general encyclopaedias and discusses their publishing history. Walsh's "General Encyclopaedias in Print", published annually from 1963-64 serves as a continuing supplement.

- b) **Encyclopaedia Buying Guide 1977-78: A Consumer guide to general encyclopaedias in print.** edited by K.F. Kister. New York: London: Bowker, 1978.

From 1963 onwards, it was being published under the title "General Encyclopaedias in Print" and was edited by S. Pdraig Walsh, till 1973-74.

- c) **Encyclopaedias, their histroy throughout the ages.** A bibliographical guide with extensive historical notes, to the general encyclopaedias issued throughout the world, from 350 B.C. to the present day. New York: Stechert-Hafner, 1962.

Self-Check Exercise - 4

- a) What are the special features of an authoritative encyclopaedia ?

Note: i) Write your answer in the space given below.

- ii) Compare your answer with the model answer given at the end of this unit.

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- b) List out the check points that help assess the value of an encyclopaedia.

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13.7 SUMMING UP

This unit dealt with the most popular and frequently used reference tool 'Encyclopaedia'. The meaning, various definitions, and the genesis and growth of encyclopaedias from ancient to present days are discussed. The two main types of encyclopaedias, viz., general and subject or special are also discussed so as to make you understand the difference between them. Suitable examples provided under each type help to know different encyclopaedias containing specific information. The various check-points that help evaluate encyclopaedias have been given so that the value of any encyclopaedia could be assessed before adding it to the reference collection of a library.

13.8 MODEL ANSWERS TO SELF-CHECK EXERCISES

- 1(a) Following are the main characteristics of an encyclopaedia:

- An encyclopaedia is a single or multivolume reference source consisting of articles covering all branches of knowledge usually arranged in alphabetical order.

- An extensive bibliography is provided at the end of each article.
- It contains numerous diagrams, illustrations, photographs and sketches of notable persons to help the user in understanding the subject.
- it consists of a detailed index with cross references for easy and quick location of spread over information.

(b) **ALA Glossary of Library Terms** defines it as "A work containing informational articles on subjects in every field of knowledge usually arranged in alphabetical order or a similar work limited to a special field or subject".

2(a) There are two main types of encyclopaedias: i) General ii) Special or Subject. The differences between General and Special or subject encyclopaedias are given below in tabular form.

General Encyclopaedias	Special/Subject Encyclopaedias
1. General encyclopaedias consist of articles pertaining to all branches of knowledge.	1. Special encyclopaedias consist of articles pertaining to a specific subject.
2. They are intended for general readers	2. They are designed for subject specialists
3. The arrangement is alphabetical or classified order	3. The arrangement is usually in alphabetical order
4. They are revised occasionally. Annuals or Supplements are issued to update them.	4. They are published in abundance in all the subjects to satisfy the needs of the users.
5. Highly expensive to produce an authoritative general encyclopaedia	5. Comparatively less expensive due to limited scope and coverage.

2(b) The criteria used for classifying the encyclopaedias are:

- a) Size and format
- b) Users age
- c) Area coverage
- d) Language

3(a) Following are the uses of General encyclopaedias:

- useful to know something about all branches of knowledge
- they enrich general knowledge
- one can go into depth of the subject with the help of bibliographies provided at the end of each article.
- they provide facts, illustrations, biographical, geographical and historical information.

3(b) The uses of foreign language encyclopaedias are:

- i) Useful for foreign language students and teachers with the help of bilingual dictionary;
- ii) One could know the life style of the people of the country in which encyclopaedia is produced;

- iii) Provides accurate information of a particular country not dealt with in general encyclopaedias.
 - iv) Useful for scholars who do not know English language
- 4(a) Following are the essential features to produce an authoritative encyclopaedia.
- a) Choosing subject experts for writing articles
 - b) Competitive indexers to provide exhaustive index
 - c) Selecting artists and photographers for laying appropriate illustrations
 - d) Having efficient editorial staff
 - e) Accurate printing and proof reading
 - f) Adequate advertising
 - g) Overall planning.
- 4(b) The check-points to assess the value of encyclopaedias are:
- a) Authority
 - b) Scope and purpose
 - c) Treatment
 - d) Arrangement
 - e) Format
 - f) Revision
 - g) Limitations
 - h) Special features

13.9 ASSIGNMENTS

- 1) Write two examples other than those given in this unit for each of the following:
 - i) General Encyclopaedia; and
 - ii) Special or Subject Encyclopaedias.
- 2) Evaluate any one of the subject encyclopaedias.
- 3) Mention the source (encyclopaedia) to get the answers for the following questions by providing bibliographical details viz., title, editor, edition, place, name and year of publication details, volume and page number
 - a) What were the old names of the following countries ?
 - i) Zimbabwe, ii) Zaire, iii) Namibia
 - b) What is insulin and who invented it ?
 - c) How are the candles made ?
 - d) The location, area and population of the following places:
 - i) Botswana, ii) Taiwan, iii) Vermont.
 - e) When was 'Television' first invented and who invented it ?
 - f) The composition of Security Council of UNO
 - g) The background information on space flights
 - h) The history of Korea
 - i) What is pollination ?
 - j) The characteristics of equatorial forests
 - k) What is 'Dialectical Materialism'?

- 4) Write short notes on:
Encyclopaedia Britannica
McGraw-Hill Encyclopaedia of Science & Technology

13.10 RECOMMENDED BOOKS

- 1) Cheney, Frances Neel. **Fundamental reference sources**. 2nd ed. Chicago: American Library Association, 1980.
- 2) Katz, Willaim A. **Introduction to Reference work**. Vol. 1: Basic information sources. 5th ed. New York: McGraw-Hill, 1984.
- 3) Krishan Kumar. **Reference Service**. 4th ed. New Delhi: Vikas, 1984.
- 4) Mukherjee, A. K. **Reference work and its tools**. 3rd ed. Calcutta: The World press, 1975.
- 5) Sheehy, Engene P. **Guide to Reference Books**. 9th ed. Chicago: American Library Association, 1976.

13.11 GLOSSARY

Cyclopaedia: An encyclopaedia limited to a special field of subject.

Encyclopaedia: A store-house of knowledge which provides significant information.

Index: A systematic guide to the location of words, concepts or other items.

BRAOU

UNIT 14 YEARBOOKS, ALMANACS, DIRECTORIES & STATISTICAL SOURCES

Contents

- 14.0 Aims and Objectives
- 14.1 Introduction
- 14.2 Different types of Ready Reference Sources
- 14.3 Yearbooks
 - 14.3.1 General Yearbooks
 - 14.3.2 Supplements to Encyclopaedias
- 14.4 Almanacs
 - 14.4.1 Astronomical Almanacs
 - 14.4.2 Informational Almanacs
 - 14.4.3 Topical Almanacs
- 14.5 Directories
 - 14.5.1 General Directories
 - 14.5.2 Special Directories
- 14.6 Statistical Sources
 - 14.6.1 General Statistical Sources
 - 14.6.2 Government Reports
 - 14.6.3 Special Statistical Sources
- 14.7 Uses of the Ready Reference Sources
- 14.8 Evaluation of the Ready Reference Sources
- 14.9 Summing Up
- 14.10 Model Answers
- 14.11 Assignment
- 14.12 Recommended Books
- 14.13 Glossary

14.0 AIMS AND OBJECTIVES

The aim of this Unit is to introduce you to a variety of ready reference sources, their scope, purpose and uses.

After studying the Unit, you should be able to

- differentiate between various types of ready reference sources;
- know the uses of each type of ready reference source; and
- provide some guidelines to assess the value of these sources.

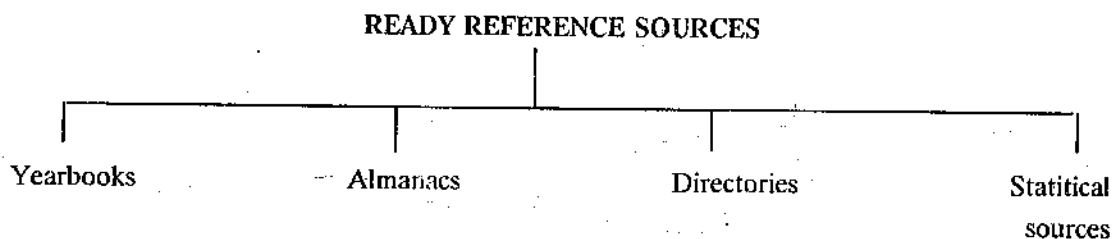
14.1 INTRODUCTION

We have acquainted you with different types of Dictionaries and Encyclopaedias in the earlier two units (i.e., unit 12 and 13). They are very important reference sources and serve as backbone of the reference service. In this unit, we would like to introduce you to the various types of ready reference sources. They are Yearbooks, Almanacs, Directories, and Statistical sources. These sources are consulted to answer factual and directory type of reference queries. Thus,

they are called 'Ready Reference Sources'. They are usually published serially providing brief and pinpointed information. The ready reference sources complement, supplement and update the information in encyclopaedias. These sources are put to use in the library quite frequently. They are available in the market in abundance. Therefore, their evaluation is necessary before they are acquired.

14.2 DIFFERENT TYPES OF READY REFERENCE SOURCES

There are various types of ready reference sources which can be grouped into the following four major categories. This classification will help the reference librarian in organising the collection properly.



Now, let us examine in detail about each type of ready reference source.

Self-Check Exercise - 1

What are the different types of ready reference sources? Why they are called as ready reference sources?

Note: i) Write your answer in the space given below.

ii) Compare your answer with model answer given at the end of this unit.

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14.3 YEARBOOKS

The yearbooks usually cover the important events and developments of the previous year. They are published serially every year. They present current and contemporary information on several aspects in brief in descriptive and statistical form. The information possessed by the yearbooks may pertain to the events of the world or limited to one nation or a particular field of endeavour. Therefore, they are very good ready reference sources to know and understand the important events and significant developments of that particular year.

ALA Glossary defines Yearbook as " an annual compendium of facts and statistics of the preceding year, frequently limited to a special subject."

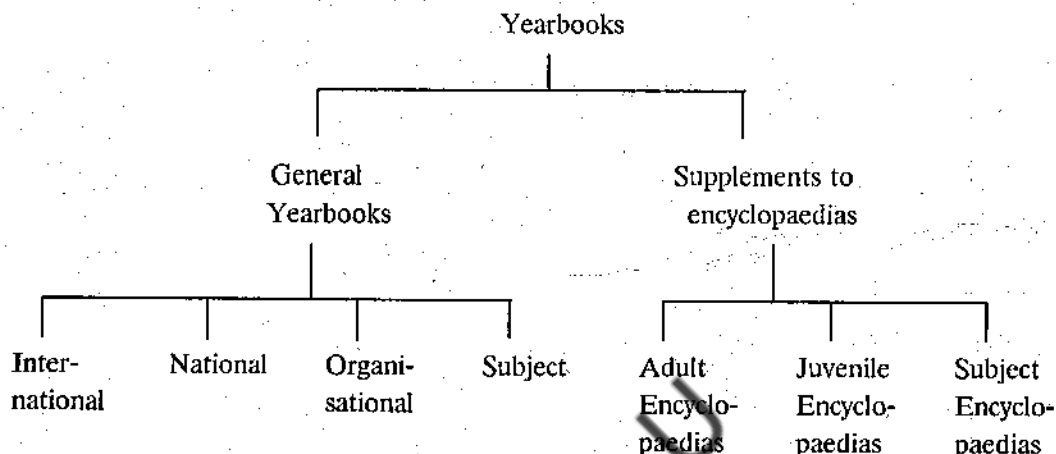
According to Harrod's Glossary, a year book is a " a volume often called an annual containing current information of a variable nature in brief descriptive and / or statistical form".

It is called as a compendium because it provides a concise account of a vast subject in a compact form. According to Katz, " a compendium is a brief summary of a largest work or of a field of knowledge".

The yearbooks can be grouped into two major types:

- a) General yearbooks
- b) Supplements to Encyclopaedias.

They are further grouped in different categories as indicated below:



14.3.1 GENERAL YEARBOOKS

The main purpose of the yearbook is to record the activities annually or by country, organisation or subject. They provide all significant events in various fields of the proceeding year. Usually, the date on the title of a yearbook is imprint date and not the year of activities covered i.e. the yearbook of 1990 covers the information of 1989. They give a comprehensive view of the human progress year by year. The arrangement of information in these sources is simple. An index is provided for easy and quick search for information. These General yearbooks are further divided into the following four categories on the basis of their scope, coverage and content:

- i) International Yearbooks
- ii) National Yearbooks
- iii) Organisational Yearbooks.
- iv) Subject Yearbooks

i) International Yearbooks : These Yearbooks contain authentic information about all the nations of the world in descriptive and statistical form. Beside nations, they also provide information about International bodies, like UNO and its different organs, Commonwealth, etc. The countries are generally arranged in alphabetical order. Under each country, the important information like Constitution, Government, area, population, politics, trade and industry, finance, defence, tourism, education, diplomatic relations, social welfare, etc., will be provided. Apart from this, some yearbooks contain a section on biographies of internationally reputed personalities.

They are very useful and indispensable reference tools for any library. The common people and students will frequently use them to enrich their general knowledge and for preparing for competitive examinations.

eg. a) **Statesman's Year-book: Statistical and Historical annual of the states of world.** London, New York: Macmillan, 1864 - Annual.

b) **International yearbook and Statesman's Who's Who.** London: Burke's Peerage, 1953 - Annual.

c) **Europa Yearbook.** London: Europa publications, 1959- Annual.

d) **Annual Register of World events : a review of the year.** London: Publisher varies, 1758 - Annual.

ii) **National Yearbooks:** These yearbooks provide descriptive and statistical account of the specific nations. They cover annual events and activities of the country pertaining to Government and Constitution, population, education, economics, social welfare, commerce and industry, communications, etc. The national yearbooks are published by the Government and private agencies.

eg. a) **Times of India Directory and Year book including Who's Who.** Bombay : Bennett & Coleman, 1914 - Annual. (Ceased publication in 1985)

b) **India: a reference annual.** Delhi: Ministry of Information and Broadcasting, 1953 - Annual.

c) **Britain: an official handbook.** London: Statistical Office, 1948 - Annual.

d) **Manorama Yearbook.** Kottayam: Malayala Manorama, 1965 - Annual.

ii) **Organisational Yearbooks:** These yearbooks provide a detailed account of the organisations; their history, objectives, functions and activities.

eg. a) **United Nations: Yearbook of the United Nations.** New York: United Nations, 1947- Annual.

It summarises the activities, proceedings and decisions of the United Nations. It includes documentary bibliography, subject index and names index.

b) **A year book of Commonwealth.** London: H.M.S.O., 1967- Annual.

It supercedes Colonial Office List, 1862-1966 (annual upto 1940 and Biennial 1944-66 and the Commonwealth Relations Office Yearbook 1951-66 (Annual).

It covers the notes on the history and constitutional development of each of the Commonwealth countries. It includes lists of government officials, diplomatic representatives and British representatives in Commonwealth countries.

iv) **Subject Yearbooks:** These Yearbooks provide information on a particular subject field. They are available for many subjects. They cover all the development activities, and statistics of a particular subject during the year.

eg. a) **Yearbook of Higher Education.** Los Angeles: Academic Media, 1967 - Annual.

It includes three sections (1) National directory (2) Statistics and (3) Resource Information in higher education.

b) **The Bowker Annual of Library and Book Trade Information.** New York: Bowker, 1956- Annual.

From 1956-58, it was published under the title "American Library Annual" (new series), and 1959 - 60 as "American Library and Book Trade Annual". It is an annual compendium of miscellaneous information. It includes a directory of State, regional international library and book trade associations and national libraries. Information on book trade helps as purchasing guide for librarians. It is a directory of selected US Libraries with their addresses and telephone numbers.

c) **Yearbook on Human Rights.** New York: United Nations, 1947 - Annual.

It provides surveys of the constitutional and legal provisions of the various countries of the world in regard to the rights of the citizen, his status before the law, right of petition, property rights, rights of the press, assembly, education, religion, culture, status of women, etc.

d) **Yearbook of American and Canadian Churches.** New York: National Council of Churches of Christ in the USA, 1916 - Annual.

The title, publisher and frequency varies.

It consists of statistics on church membership and financial support. It covers the organisations and activities of all faiths. Some issues contain a biographical section too.

14.3.2 SUPPLEMENTS TO ENCYCLOPAEDIAS

The leading publishers of important encyclopaedias bring out yearbooks which are known as supplements to encyclopaedias. The first encyclopaedia to publish such supplements since 1923 is 'Encyclopaedia Americana'. The objectives of bringing out annual supplements are:

- i) to supplement the information provided in encyclopaedias;
- ii) to keep information in the main set up-to-date;
- iii) to present a summary of major events that occurred in the year; and
- iv) to increase the sales of encyclopaedias.

It is noticed that these yearbooks are related to their parent set only for name's sake. They are issued mainly to record the major events of the preceding year rather than updating the original encyclopaedia. The information available in these annuals is not always incorporated in the later revised editions of the encyclopaedia sets. They vary in their coverage, arrangement, quality and quantity of illustrations, presentation, inclusion of special features, index, etc. For example, 'The Americana Annual' includes articles under the broad headings, whereas 'Britannica book of the year' contains a large number of relatively brief articles on the year's events and special sections on biography and chronology. It contains a detailed index with see and see also references and an extensive guide to make the search easy. Since these supplements provide a comprehensive view of the events of a particular period, it is very essential for a library to acquire them. All these encyclopaedia supplements can be grouped into the following three categories depending upon their scope and coverage.

- i) Adult Encyclopaedic supplements
- ii) Juvenile Encyclopaedic supplements
- iii) Subject Encyclopaedic supplements

i) **Adult Encyclopaedic Supplements:** These are annual supplements to encyclopaedias meant for Adults.

eg. a) **Americana annual, an encyclopaedia of events.** New York: Americana Corp., 1923 - Annual.

It is designed to serve as an annual supplement to the Encyclopaedia Americana as well as an annual record of events.

It is continuously being published since 1923. It contains signed survey articles with full name and designation of the contributor. It includes many biographies.

b) **Britannica Book of the Year.** Chicago: Encyclopaedia Britannica, 1938 - Annual.

It is both a yearly survey and an annual supplement to Encyclopaedia Britannica.

It has been coming regularly since 1938. It includes biographies, many signed survey articles as well as short articles under specific headings.

c) **Collier's Yearbook.** New York: Collier, 1938 - Annual.

It was called 'National Yearbook' from 1938-40. It serves as a supplement to Collier's Encyclopaedia and as an annual record of events. It is arranged in alphabetical order.

d) **Chamber's Encyclopaedia yearbook.** London: International Learning Systems, 1968- Annual.

'Chamber's Encyclopaedia World Survey' was published by London: Newnes, 1952-65. It served as an annual survey of world affairs. It covered international, economic, social, political, cultural subjects. National and local affairs were arranged separately for each country. There was a short section of biographies and obituaries.

It ceased publication and was superseded by 'Chamber's Encyclopaedia Yearbook' from 1968.

ii) **Juvenile Encyclopaedic Supplements:** They are annual supplements to the encyclopaedias meant for children, youth and students.

eg. a) **Compton Year book: an illustrated factual record of outstanding events.** Chicago: Compton, Annual.

It is a supplement to the "Compton's Pictured Encyclopaedia" and is a well illustrated, factual record of important events. It provides 'see' references to the main set.

b) **World Book Yearbook, an annual supplement.** Chicago: Field Enterprises Education Corp. - Annual.

It serves as a supplement to "World Book Encyclopaedia" and is an annual record of the major events. It reprints a few new and revised articles from the latest edition of "World Book Encyclopaedia" and signed articles on important developments.

c) **Encyclopaedia Yearbook: an annual supplement of Encyclopaedia International;** "Merit Students Yearbook": an annual supplement to "Merit Students Encyclopaedia"; "Young Students Encyclopaedia Yearbook", an annual of "Young Students Encyclopaedia" are other juvenile encyclopaedia supplements.

iii) **Subject Encyclopaedia supplements:** These are supplements to subject encyclopaedias meant for subject specialists.

eg. a) **McGraw-Hill Yearbook of Science and Technology.** New York: McGraw-Hill, 1962 - . Annual.

It serves as a supplement to **McGraw-Hill Encyclopaedia of Science and Technology** and keeps it upto-date between the editions. It is an important ready reference tool in the field of science and Technology and is very useful to the Scientists, engineers, students and teachers of science.

b) **Encyclopaedia Judaica Yearbook.** New York: Macmillan 1973 - Annual.

It is a supplement to **Encyclopaedia Judaica** and covers the events of the previous year. It helps in up-dating the parent set **Encyclopaedia Judaica**.

c) **The American Library Association Yearbook.** Chicago: American Library Association, 1976 - . Annual.

It is an annual consisting of the information covered by the one volume ALA encyclopaedia **ALA World Encyclopaedia of Library and Information Services**. The difference lies only in the scope. As the title indicates, the encyclopaedia covers the world, whereas the yearbook deals with America. But otherwise they present the same type of data i.e. fundamental principles, historical background, latest developments and statistical data. It consists of signed articles and biographical sketches primarily of library professionals who are no more.

Self-Check Exercises - 2

(a) What are the different types of general yearbooks ?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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(b) Enumerate the objectives of publishing annual supplements to encyclopaedias.

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14.4 ALMANACS

An Almanac is a calendar of months and days including holidays. It consists of data pertaining to rising and setting of sun and moon and periods of low and high tides. It is an annual calendar of miscellaneous matters such as astronomical events, planetary tables, astrological predictions and anecdotes. They provide the statistics and facts both current and retrospective. They are frequently used as ready reference sources of statistics. They cover wide range of subjects.

ALA Glossary defines an Almanac as "an annual publication containing a calendar, frequently accompanied by astronomical data and other information".

L.M. Harrod, in his *Librarians Glossary* says it as "a publication usually an annual, containing a variety of useful facts of miscellaneous nature, and statistical information. It was originally a projection of the coming year by days, months, holidays, etc."

Now let us examine the difference between the yearbooks and almanacs. Though both of them are ready reference tools, they have some similarities and differences.

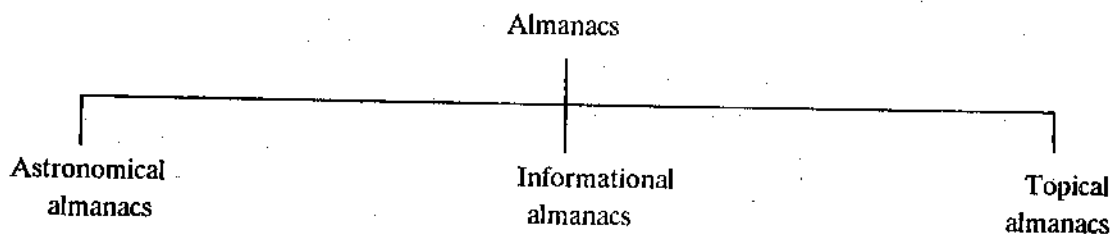
They are closely related to each other in use and scope. Hence they are always grouped together. They are called yearbooks and annuals.

Most of the almanacs have annual or biennial periodicity. But the scope and content of general almanacs are such that they are published every year.

The most obvious distinction between the yearbook and an almanac is the coverage i.e. duration of coverage. A yearbook is an annual compendium of descriptive and statistical data of one particular year whereas an Almanac covers retrospective information also.

The Almanacs can be divided into three distinct categories depending upon their scope, purpose and coverage of information. They are:

- a) Astronomical almanacs
- b) Informational almanacs
- c) Topical almanacs.



14.4.1 ASTRONOMICAL ALMANACS

They furnish astronomical and astrological projections of the coming year. Every country issues astronomical almanacs.

eg. **Indian Ephemeris and Nautical Almanac.** Delhi: Controller of publications, 1957 - Annual.

Astronomical Ephemeris. London: Statistical Office, 1767 - Annual.

U.S. Nautical Almanac: American ephemeris and nautical almanac. Washington: Government Printing Office, 1952 - Annual.

14.4.2 INFORMATIONAL ALMANACS

They are general almanacs. The statistical information provided in them is based on the Government sources. Therefore, they are very authentic, reliable and useful for all. They continue in the same format year after year by revising the statistics. Due to the low cost, they are purchased by the common people.

eg. **World Almanac and Book of Facts.** New York: World Telegram, 1868 - Annual.

Information Please Almanac, atlas and yearbook. New York: Simon and Schuster, 1947 - Annual.

Whitaker's Almanac. London: Whitaker, 1869 - Annual.

The Reader's Digest Almanac and Yearbook. New York: W W Norton & Co., 1966 - Annual.

The Hammond Almanac. New Jersey: Hammond, 1970- Annual.

14.4.3 TOPICAL ALMANACS

The Topical Almanacs will cover some broad subjects. Hence they are also called as Subject Almanacs. They are available in many disciplines and are very much useful for the subject experts.

eg. **Almanac of Business and Industrial Financial Ratios.** New Jersey: Prentice Hall, 1971.

The Almanac of American Politics. New York: E P Dutton, 1972 - biennial.

The Sportsman's Almanac by Carley Farquhar. New York: Harper, 1965.

Economic Almanac: a Handbook of useful Facts about Business Labour and Government in the United States and other Areas. New York: National Industrial Conference Board, 1940- Biennial.

Self-Check Exercise - 3

(a) What do you mean by an Almanac ?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

(b) What are different types of Almanacs ?

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(c) State the main differences between an Almanac and a Yearbook.
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14.5 DIRECTORIES

The Directories provide information on persons and organisations. They list names and addresses of persons, organisations and places. The entries in the Directories are arranged in alphabetical or classified order. The term 'Directory' is also used for a list of events, newspapers, periodicals and so on. Directories are tertiary reference sources and vary in kind, scope, purpose and size.

The dictionary meaning of a Directory is "A book containing one or more alphabetical lists of the inhabitants of any locality with their addresses and occupations, also a similar compilation dealing with the members of a particular profession, trade or association, such as clerical or medical directory".

The ALA Glossary of Library Terms defines it as "a list of persons or organisations systematically arranged, usually in alphabetic or classed order, giving addresses, affiliations, etc., for individuals and addresses, officers, functions and similar data for organisations".

L.M. Harrod in his Librarian's Glossary says "Directory is a book containing lists of names of residents, organisations, or business houses in a town, a group of towns or a country in alphabetical order or of professional people, manufacturers or business houses in a particular trade or profession".

The Directories are very useful sources containing very rich information. Any enquiry about the different kinds of institutions can be answered with the help of these sources, since they provide information regarding the name, structure, functions, objectives, operational activities, addresses, officers, members, etc.

There are several directories where the word 'directory' do not appear in the title. This does not mean that they are not the directories. The work 'directory' may be replaced with the words such as Encyclopaedia, Year book, Handbook, Register, Guide, etc.

eg. **World of Learning.** London: Europa publications, 1947 -

American Men of Medicine. 3rd ed. New York: Institute for research in biography, 1961.

Encyclopaedia of Associations. Detroit: Gale Research Co., 1956- Biennial. 3 vols.

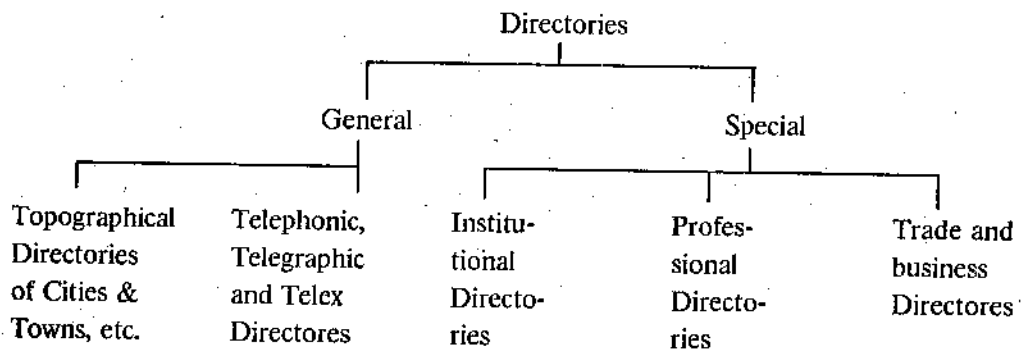
Yearbook of International Organisations. Brussels: Union of International association, 1948 - Annual.

Universities Handbook: India. Delhi: Association of Indian Universities, 1975 - Biennial.

Now-a-days, a number of Directories are available in the market. All these directories can be grouped into two major categories.

- i) General, and
- ii) Special

These two categories could be further divided as indicated below:



14.5.1 GENERAL DIRECTORIES

These directories provide general information about places and persons. They can be international, national, regional and local. They can be further divided into two categories:

- i) Topographical Directories of cities and towns
 - ii) Telephonic, Telegraphic and Telex directories
- i) **Topographical:** These directories act as guides to locate the places. They will be generally published by the Government. They are also known as Local or City directories. They include guides to post offices, army and navy posts, city guides etc.

eg. a) Kelly's post office London Directory. Survey: Kelly's Directories Ltd.

This is a very good source in U.K. to locate an individual if the street is known. Kelly's series cover a large part of the country. After the Second World War, there was gradual decrease in the number of towns and cities it covered. Since 1976, only the London guide is published.

Postal Directories also fall in this category which are very valuable sources of information. They list post offices with their Zip Codes by State and Country.

- b) **U.S. Postal Service: Directory of Post Offices (with Zip Codes).** Washington: Government Printing Office, 1955 - Annual.

Originally, they were issued to loose sheets. Since 1963 edition, it includes Zip Code numbers too. From 1965, it is being published under the title "National Zip Code Directory".

Some of the Indian city Directories are:

- c) **Assam Directory and Tea Areas Handbook.** Calcutta: Assam Review publishing co.
- d) **Comprehensive Calcutta City Guide and Directory.** Calcutta: Newman & Co., 1959.
- e) **Mysore City Directory** compiled by T. Parthasarathi. Bangalore: the compiler, 1963.

At the national level in India, the undermentioned two directories are well known.

- f) **Thacker's Indian Directory.** Calcutta: Thacker's Press and Directories, 1970.

It is a very comprehensive and up-to-date directory. Arrangement of the directory is statewise and within a state, alphabetically by city. It covers information about the government and its officials, trade, commerce, educational institutions, societies, etc.

- g) **Times of India Directory and Year book including who's who.** Bombay: Bennett Coleman. 1915 - Annual.

It is a combination of directory, yearbook and who's who in one source provides detailed political, economic and social information about India as a whole and constituent states. It covers important cities and towns. However, it ceased publication in 1985.

- ii) **Telephone, Telegraphic and Telex Directories:** These directories are most common in every country, state and city. They are usually compiled by P&T department. The Telephone Directories list the subscribers in alphabetical order with their addresses and phone numbers.

eg. a) **All India Telephone Directory** classified according to Trade and Professions, Government departments, individuals, institutions, etc. 5th ed. Baroda: Indian export trade journal, 1970. 4 vols.

- b) **Delhi Telephone Directory-1989.** New Delhi: Mahanagar Telephone Nigam, 1976 - 2 vols.

It is highly reliable source of information for locating telephone numbers. It contains blue pages for State and Central Governments: and Yellow pages contain around 1600 classified heads for different products and services updated till 31st March, 1989.

- c) **All India Telegraphic address directory.** Baroda: Indian Export trade journal, 1969 - Irregular.

It is a national telegraphic directory covering telegraphic addresses of India.

- d) **Jaeger and Waldman World Telex.** Darmsadt: Telex-Verlag Jaeger and Waldman.

It is published annually in Four volumes with quarterly supplements. In the first two volumes, entries are alphabetically arranged—one for European countries and the other for the whole world. Volume three is classified by activity and the fourth volume is consolidated code index. It is comprehensive and highly reputed directory.

14.5.2 SPECIAL DIRECTORIES

The special directories furnish the information about institutions, professional, trade and business organisations. Hence they are divided into the following three categories:

- i) Institutional Directories
- ii) Professional Directories
- iii) Trade & Business Directories

Their coverage may be local, regional, national and international.

i) Institutional Directories:

These directories cover the information about different organisations, institutions, associations, etc. Information about the structure, functions, objectives, operational activities, addresses, office bearers, members and other important aspects is provided.

- eg. a) **Commonwealth Universities Yearbook: Directory of Universities of the Commonwealth and the Handbook of their associations.** London: Association of Commonwealth Universities, 1914 - Annual. 4 vols. (65th ed. 1989.)

It contains factual information about Commonwealth Universities. The countries are listed alphabetically from Australia to Zimbabwe. Under each country, the universities are arranged alphabetically. An article on the national education system is given in the beginning of each country. It provides information regarding the year of foundation, principal officers, teaching staff, important administrative staff, affiliated or associate institutions, statistical information of library, courses, admissions, degrees, scholarships, vacations, etc. It is in four volumes. First 3 volumes (1-3) contain University and their information. The 4th volume contain Abbreviations, General Index and Name index.

It was first published as 'Yearbook of the Universities of the Empire' upto 1946, and later the title changed as 'Yearbook of the Universities of the Commonwealth'. 1946-57 and from 1957 onwards the present title is being continued.

- b) **World of Learning.** London: Europa publications, 1947 - Annual. 39th ed. 1989.

It enlists learned societies, research institutions, universities, libraries, museums, etc. It provides information about 25,000 universities, colleges, libraries, museums, art galleries, learned and research institutions. It gives information on about 1,50,000 people working actively in these institutions. It also covers more than 400 international, educational, scientific and cultural organisations. A separate section on UNESCO, International council and organisations is included.

- c) **International Handbook of Universities.** Compiled by IAU. 12th ed. London: Macmillan, 1990- Biennial.

It is a unique source of authoritative, indepth information on higher education abroad. This 12th edition covers 8,000 institutions in 116 countries. It brings out most current, complete and indepth information on all universities and other institutions of higher education outside the U.S. and British Commonwealth. It presents major changes taking place in higher education through out central and eastern Europe.

The IAU was set up by UNESCO in 1950. It is a leading organisation providing information on contemporary higher education worldwide.

- d) **Universities Handbook-India.** 24th ed. Delhi: Association of Indian Universities, 1989 - Biennial.

It covers information on 179 educational institutions of India (120 traditional universities, 26 agricultural universities, 10 institutions of national importance, and 23 deemed universities). It provides information on degree and diploma awarding universities, institutions and colleges of general and professional education.

- e) **Directory of Indian Public Libraries--a selected list of libraries assisted by the Foundation.** ed by B.P. Barua. Calcutta: Naya Prakash, 1986.

It covers names and addresses of more than 6,000 public libraries in India assisted by the Raja Rammohan Roy Library Foundation from 1972-73 to 1984-85. It is a valuable source of information of public libraries, though it is not a comprehensive list.

- f) **Encyclopaedia of Associations.** Detroit: Gale Research Co., 1956 - Biennial. 3 vols.

Vol-1: A guide to national and international organisations includes government, public administration, military and legal; educational and cultural; social welfare; health and medical; religious, trade, business and commercial; agricultural and commodity, scientific, engineering, technical etc.

Vol-2: It includes a geographic index arranged by State and City and an executive index listing alphabetically the chief executive of the organisations enlisted in the first volume.

Vol-3: It contains the information about the new associations and projects added associations in between the two editions of the encyclopaedias. This is published quarterly in loose leaf from 1964 onwards.

ii) **Professional Directories:**

The professional associations are established with an aim to promote scholarship. They will broaden their activities by way of organising seminars, conferences and workshops; and by undertaking research projects; and by publishing journals, newsletters, bulletins and project reports. These associations publish their membership directories. They are useful to locate the talented scholars, their designations, addresses, telephone and telex numbers, etc. These associations are at international, national and local levels.

- eg. a) **World Directory of Mathematicians.** International Mathematical Union, 1979.

It enlists 20,000 names of the experts in mathematics within a particular country or area.

- b) **International Directory of Marine Scientists.** Rome: FAO, 1977.

It lists over 10,000 specialists from 90 countries.

- c) **International directory of Translators and Interpreters.** London: Pond Press, 1967.

It covers more than 2,100 translators and interpreters throughout the world with both subject and geographical approach.

- d) **American Men of Medicine.** 3rd ed. New York: Institute for Research in Biography, 1961.

It is a biographical directory of Physicians, Surgeons, Medical educators and Hospital administrators containing 10,000 sketches. It covers U.S., Canada and Latin American Republics.

Its 1st edition was published in 1945 and 2nd edition in 1952 under the title **Who's important in Medicine**.

e) **ALA Membership Directory**. Chicago: American Library Association, 1950- Annual.

It lists members of American Library Association. It is a part of ALA Handbook.

iii) **Trade and Business Directories:**

It is not possible for the general international directories to cover all aspects in detail. Therefore, almost each country has its own directories of trade, business, manufacturers and industrialists covering in detail. Some of them are:

eg. a) **Thapar's Indian Industrial Directory and Import and Export Directory of the world**. 15th ed. Bombay: Sundardas Gianichand, 1990.

It provides useful information about industries, trade and commerce and economy. It exhaustively lists the import and export agencies, associations, addresses of their members all over the world. It has 3 parts:

- Part-I Indian industries
- Part-II Directory of Export promotion countries in India
- Part-III World section

b) **Directory of Indian Publishers and Distributors**. Varanasi: Indian Bibliographic Centre, 1990.

It includes over 3,000 publishers and distributors with their latest addresses. It covers English language publications only. Information is arranged alphabetically. It is a very useful source for Librarians, Book sellers and Publishers. It is useful to find out the address of a particular publisher or distributor.

c) **American Register of Exporters & Importers**. New York: American Register of Exporters & Importers Corporation, 1946 - Annual.

It lists about 25,000 American export and import concerns. It also provides product indexes in English, French, Spanish and German.

Self-Check Exercise - 4

(a) What do you mean by a Directory ?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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- (A) The statistical dictionaries which are referred to above provide meanings and explanations of standard statistical terminology, symbols and formulas coined due to the growth of knowledge. These fall under the first category.

eg. a) **Dictionary/outline of Basic Statistics** by John E. Freud and Frank J. Williams. New York: McGraw - Hill, 1966.

It is a dictionary of statistical terms and an outline of statistical formula used by the Statisticians.

b) **Statistical Dictionary of Terms and Symbols** by Albert K. Kurtz and Harold A. Edgerton. New York: Wiley; London: Chapman and Hall, 1939 (Reprinted in 1967)

It is a very useful dictionary giving clear meanings and detailed definitions. It gives explanations of symbols used in statistics.

c) **Dictionary of Statistical Terms** by Maurice, George Kendall and William R. Buckland, 3rd rev. and enl. ed. Edinburgh: Oliver & Boyd, 1971.

It is prepared for the International Statistical Institute. It provides current statistical terms their usage and changes in meaning.

- (B) There are some dictionaries which provide statistics in various fields. They fall under the second category.

eg. a) **Dictionary of Statistics** by Michael George Mulhall. 4th rev. ed. London: Routledge, 1899.

It is in two parts: Part-1 covers, Statistics from the 3rd century to 1890 arranged in alphabetical order. Part-2 covers 1890-1899, list of books for reference and index to both the parts.

b) **New Dictionary of Statistics** by Augustus Duncan Webb. London: Routledge and New York: Dulton, 1911.

It is a supplement to Mulhall's Dictionary covering the period from 1899-1909.

ii) Encyclopaedias:

There are some encyclopaedias which exclusively cover statistical information. Therefore, they fall under general statistical sources.

eg. **The International Encyclopaedia of Statistics**. New York: The Free Press, 1978.

It contains very good articles written by eminent scholars covering the development of modern statistical methods and describes methodologies. It provides 75 articles on statistics, 42 articles of the Social Sciences and Statistics, several biographies and extensive bibliographies. It provides a detailed index. It is really a basic guide for beginners in statistics as well as researchers in social sciences and mathematics.

iii) Yearbooks and Almanacs:

The general yearbooks and almanacs which are already discussed in this lesson will also provide statistical information borrowed from original sources. They cover wide range of subjects providing detailed indexes. The emphasis of the subjects covered is more on the country of publications. Statistical yearbooks will concentrate on accurate statistical data compiled methodically. These yearbooks, usually deal with statistical information covering longer time span which are very useful for comparative analysis. These are reliable ready reference sources.

eg. a) **Statistical Yearbook: Annuaire Statistique** by United Nations Statistical Office. New York: UN, 1948 - Annual.

It covers statistical information about populations, agriculture, mining, manufacturing, finance, trade, social statistics, education, etc., of the various countries of the world and statistical table covering previous years. It is very reliable source.

b) **Unesco Statistical Yearbook Paris: Unesco, 1964 - Annual.**

It contains international statistical data on population, libraries, museums, films, publications, radio and television.

c) **India: A Statistical outline.** 7th rev. ed. Bombay: India Oxygen Ltd., 1965 - Irregular (7th rev. ed. 1984).

It includes sections on national income and wealth, demography, agriculture, irrigation and power, food and consumption, industry, transport, labour, foreign trade, public finance, education, health and family planning, etc.

iv) **Directories:**

There are some special directories which deal exclusively with statistics and statisticians.

eg. a) **Directory of International Statistics.** New York: United Nations Publications, 1973 - Irregular.

It lists the various UN Organisations and their publications dealing with international statistics. There is a subject approach and inventory of data bases.

b) **Directory of Statisticians and Others in Allied Professions.** 3rd ed. Washington: American Statistical Association, 1961 - Irregular (3rd ed. 1967).

It is combined membership directory of American Statistical Association, the Biometric Society and the Institute of Mathematical Statistics. It is arranged alphabetically and provides dates, addresses, positions and educational qualifications. It also gives geographical listing.

v) **Atlases:**

Atlases generally cover statistics of population, economics, agricultural crops, industries, minerals, livestock, energy, etc. The following Atlases usually found in the reference collection of big academic and special libraries as they provide statistical information about various countries.

eg. a) **Oxford Economic Atlas of the World.** 4th ed. London: Oxford University Press, 1972.

It has been prepared by the Cartographic Department of the Clarendon Press. First edition was published in 1954. It is in two main parts, (i) A section of world maps under 13 subject heads; and (ii) A statistical supplement arranged alphabetically by country. It includes a list of sources of information and a gazetteer section provides an index to the maps.

b) **Rand McNally Commercial Atlas and Marketing Guide** New York: Rand McNally, 1876 - Annual (105th ed. 1974).

Primarily it is an atlas of America but it also includes some maps of foreign countries with a separate index. United States maps are indexed individually by State. It contains many statistical tables of population, business and manufactures, agriculture and other commercial features.

Separate supplements are issued for U.S. airline map and a road atlas of United States, Canada and Mexico.

14.6.2 GOVERNMENT REPORTS

Government reports are published by various government departments and are printed at the government expenses. The government publications can be classified into three major categories as per the methods of data collection:

- i) Census Reports
- ii) Survey Reports
- iii) Abstracts & Research Reports

i) Census Reports:

Census is the record of systematic enumeration of population, house, business and trade and other important aspects of a nation at a particular time. Every country has its own Census Bureau which is financed by the government for the preparation of census reports. Census Survey is usually done at every ten years interval. They provide descriptive and statistical profiles of their people including demographic, social, economic, ethnographic and religious characteristics.

United States was the first country to start the regular enumeration of its population as early as 1790. In the U.K. Census of population has been carried out every ten years since 1801. The first Indian Census was published between 1865 - 72. The second census was conducted in 1881 and followed thereafter at the interval of every ten years. The latest Census, being the thirteenth, was taken up in 1991 and the detailed reports are to be published.

The compilation and documentation of Census data is a very difficult task particularly for the countries like India because of its vastness and variety. India has 22 states and 9 union Territories. That is why 1981 Census reports are published in 32 series. The first series represents All India reports and tables, series 2-23 cover 22 states and 24-32 cover 9 Union Territories. They include about 360 districts, several hundreds of administrative blocks, and nearly 6,00,000 villages.

These 32 series of Census Reports are classified into parts and subparts. They cover not only the population reports and tables but also include economic, social, cultural, ethnographic, migration, housing, administration and religious aspects of Indian People. They also publish town and village directories.

These decennial Census reports provide a wealth of information on the composition and characteristics of the population by age, birth place, sex, race, marital status, education, income, occupation, housing, identification, etc. They possess numerous thematic maps and tables on different aspects of states and districts. Therefore, they are very rich and useful reference sources for Government agencies, social organisations, community planners, businessmen and industrialists.

ii) Survey Reports:

They are based on the sample data of people or things collected by the questionnaire method. After the Census Reports, the second largest number of survey reports are 'National Sample Survey Reports' published by National Sample Survey Organisation, Government of India. It is a very important source of information. It is published irregularly.

iii) Abstracts and Research Reports:

They are either summaries or reports of the research projects conducted by the Governments. Every Government department has a section where expert Statisticians compile statistics for its departmental publications. In India, Central Statistical Organisation, Delhi, collects all these departmental statistical publications and publish annual statistical abstracts.

e.g. a) **Statistical Abstracts, India 1949 - Delhi**, Central Statistical Organisation, Ministry of Planning, Govt. of India, 1950 - Annual.

It covers information regarding various topics viz., area, population, climate, social condition, labour and employment, agriculture, production, irrigation, animal husbandry, industry, forest industries, trade and commerce, national income and expenditure, balance of payments, banking, insurance, imports and exports, etc. It contains authentic data on different sectors of Indian economy and is a reliable source of information.

b) **Statistical Abstracts of the United States.** -- U.S. Bureau of the Census - Washington: Government Printing Office, 1879 - Annual.

The Bureau of Statistics, Treasury Department brought out Vol.1 to 25 between 1878-1902. and V.26 to 34 of 1903-11 were prepared by the Bureau of Statistics, Department of Commerce and Labour and the 'Statistical Abstracts' between 1912-37 were issued by the Bureau of Foreign and Domestic Commerce. Statistics given in the tables usually covers 15 to 20 years.

c) **Annual Abstract of Statistics by Great Britain.** Central Statistical Office--London: Statistical Office, 1854 - Annual.

It supersedes 'Statistical Abstract for the United Kingdom issued by the Board of Trade from Volume 1 to 83. Volume 83 published in 1940 covered statistics from 1924 to 1938. No volumes were published during World War-II. Volume 84 was brought out with the current new title in 1948 covering 1935-46. 85th Volume published in 1949 covered 1938-48. From volume 87 which appeared in 1951, it is published regularly every year covering the past ten years.

Thus, almost all the countries in the world produce annual statistical abstracts covering important statistics on different aspects.

14.6.3 SPECIAL STATISTICAL SOURCES

There are a number of special statistical sources giving relevant statistical information on different subjects. It is not possible to deal with all of them. We will, therefore discuss a few wellknown, frequently used subject statistical sources found in most of the libraries.

e.g. a) **Demographic Yearbook.** New York: United Nations, 1949 - Annual.

It is a compendium of international demographic data including official statistics from 250 countries of the world. It gives vital statistics regarding population, nationality, mortality, marriage, divorce etc. It gives subject index.

b) **Yearbook of Labour Statistics.** Geneva: International Labour Office, 1936 - Annual.

It was published as 'Annual Review' in 1930 and **International Labour Office Yearbook** from 1934 to 1934-35. The frequency varies: annual from 1936-42, biennial from 1943-44 to 1951-52 and annual again since 1952-53. Text is given in French, Spanish and English.

The Yearbook summarises labour statistics provided by the United Nations and International Monetary Fund for about 180 countries.

c) **Yearbook of Forest Products Statistics.** Washington: Food and Agricultural Organisation, United Nations, 1948-- Annual.

It provides statistics on the quantity and value of the imported and exported forest products of 160 countries. It gives total output of the world as well as various regions. It contains title, introductory material and appendixes in French and Spanish too.

d) **Year book of International Trade Statistics.** New York: United Nations, 1950 - Annual.

It is the continuation of 'International Trade Statistics' issued by the League of Nations from 1933-39. It includes annual statistics for 136 countries with analysis by commodity imports and exports according to the 'Standard International Trade Classification'. It gives tables covering comparative figures for several years.

e) **Balance of Payments Yearbook.** Washington: International Monetary Fund, 1949 - Annual.

It is the continuation of the annual 'Balance of Payments' issued from 1926-45 by the Secretariat of the League of Nations. It is fully statistical covering data of about 100 countries arranged alphabetically by country's name.

f) **Yearbook of National Accounts Statistics.** New York: United Nations-Statistical Office, 1958- Annual.

It supersedes the UN's Statistics of National Income and Expenditure, 1948-56. 1957 issue covered years from 1950-56. 15th issue of 1971 was published in 1973 in 3 volumes- Vol.1 & 2. Individual Country Data and Vol.3 International Tables. It includes comprehensive statistical information about the economic activity of 134 countries and territories.

Self-Check Exercises - 5

(a) What are the different types of statistical Sources ?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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(b) What are the two types of Statistical Dictionaries ?

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14.7 USES OF THE READY REFERENCE SOURCES

The ready reference sources are known by many different names due to their varied content, coverage and usage. The Year Books and Almanacs are often called 'facts' or 'trends' sources since they are useful in locating brief, concrete, factual details involving current developments and trends in human progress.

Directories are regarded as 'agency sources' since they cover information about various organisations; and also known as 'biographical sources' because they provide information about the personnel.

Though we noted the definitions of 'Almanac' and 'Yearbook' both are compendiums of useful data and statistics, but the Statistical sources will provide more accurate, and reliable comprehensive data than yearbooks and almanacs.

Therefore, a Reference Librarian should have an adequate knowledge about all these ready reference sources to approach a right source to answer whenever a query or question is received.

Now, let us examine the scope, coverage and usage of these sources.

(a) Yearbooks, and Almanacs :

They are useful to locate the following kind of information about each country.

- i) Summaries of the political, social and cultural events of the year.
- ii) Major developments in science and technology.
- iii) Chronological listing of important events of the year.
- iv) Statistical information about various fields especially of economics, commerce, transport and communication.
- v) Statistical details of important events in sports and prizes or awards received in different fields of activities.
- vi) Information about international, national, local intergovernmental organizations, educational and special research institutions, associations, etc.
- vii) brief biographies of important living persons and obituaries of notable personalities.
- viii) Short account of area, population, currency, etc.

(b) Directories :

The Directories are useful in locating the following types of information:

- i) Systematically arranged lists of persons and organisations in alphabetical or classed order.
- ii) Details regarding the names and addresses of persons and organisations including telephone number, telegraphic and telex addresses.
- iii) List of Office bearers and members and their addresses, designations, qualifications etc.
- iv) Functions, objectives and activities of organisations.
- v) Special directories provide information regarding wide range of subjects, etc. (a) a list of booksellers and publishers (b) list of periodicals and newspapers, (c) list of industries and their products, (d) buying guides giving details of manufacturers, their products, quality,

prices, advantages, etc. of the products, (e) government directories listing post offices, army and navy posts, (f) professional directories listing all sorts of professional organisations and their members.

(c) Statistical Sources :

Reference questions involving numerical data and opening with 'how much' or 'how many' can be answered by referring to statistical sources. They are useful in locating following kind of information:

- i) Ready made compiled statistics in all the fields.
- ii) Comparative statistics of various countries in multiple aspects over a time span of a few years. viz., agriculture, finance, transportation, commerce, population, education, communication, government and constitution, different aspects of economics, irrigation, animal and forest industries, etc.
- iii) Authentic data in all the subjects collected from official sources and checked and rechecked by expert statisticians.

Self-Check Exercise - 6

Briefly describe the uses of statistical sources.

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

14.8 EVALUATION OF THE READY REFERENCE SOURCES

There is a tremendous increase in the importance and use of ready reference sources since all sorts of people, i.e. students, research scholars, professors, general readers, business executives are involved with facts and trivia. In order to satisfy the demands of the users, a number of publishers are engaged in bringing out various categories of ready reference tools mentioned in this lesson. They are abundant in number and kinds and so it is not possible for libraries to acquire many of them due to limited funds available for purchasing these tools. Hence it is necessary to evaluate Ready Reference Sources before acquiring them particularly because

- The needs of each library are different from one another.
- the scope and purpose of Ready Reference sources vary from one another.
- the users of each library are different

Therefore, on the basis of the some guidelines, the Ready Reference sources can be evaluated properly. These guidelines are: i) Authority, ii) Scope and Purpose, iii) Arrangement, iv) Treatment, v) Format, and vi) Special features.

i) Authority:

The authoritativeness of the Ready Reference Sources can be assessed on the basis of the experience and educational qualifications of the authors, publishers, compilers and editors.

ii) Scope and Purpose:

The scope and purpose of any source can be traced from the introduction and preface. It can be general or restricted to a specific subject area. The coverage may be comprehensive or selective; current or retrospective; international, national or local. Thus, one has to find out whether there are any limitations.

iii) Arrangement:

The arrangement of information must be systematic and it should facilitate the readers to find it easily and quickly. The arrangement can be alphabetical, chronological, geographical or classified.

iv) Treatment:

The information provided in the ready reference sources must be treated without any bias and it should be upto-date and accurate, reliable and simple.

v) Format:

The format of a Ready Reference source depends upon the size, typography, paper, binding and physical appearance. The size generally should be handy. The printing should be clear and legible. There must be proper spacing between the letters, words, lines and columns. The paper used must be durable and of quality. The binding must be of leather, rexine or calico cover to withstand rough handling. On the whole the physical appearance must be appealing, pleasing and functional.

vi) Special features:

The ready reference sources become outdated soon after the new ones are published. They are of specific frequency i.e. annual, biennial or published at specific or irregular interval. They are referred to answer factual and trends questions. Hence, the following special criteria should also be taken into consideration while evaluating the ready reference sources.

- a) **Recency and Currency:** Ready reference sources are used for recent information on events, personalities, organisations, etc. So it is essential to check the source in hand for recency, i.e., whether the important events of the previous year have been included, the changes in the addresses and the recruitment of the senior academic staff in the organisations have been incorporated or not.
- b) **brevity:** As these sources are browsed through to enhance general knowledge or to know the facts, the information should be available in brief, pin-pointed, factual form not long descriptive articles.
- c) **Trends in development:** They should indicate trends in the developments, may it be in scientific advances, political events, personalities or important organisations. One should be able to see the continuity and development over the previous year.
- d) **Method of compilation:** It is also necessary to know the methods of compilation of the source i.e. whether a census or survey method is used, whether the data incorporated is from the primary or secondary source, etc.

- e) **Index:** If the user is not able to locate the information easily and quickly, the whole purpose of ready reference source is defeated. Thus, it is essential to have detailed exhaustive indexes with **see** and **see also** cross references and additional keys and citations. They will guide the readers to locate the information and also enable them to refer the primary sources if they want more details.

The above checkpoints are very useful to judge the value of any ready reference source before adding to the library collection.

Self-Check Exercise - 7

- a) Enumerate the guidelines for the evaluation of Ready Reference sources.

Note: i) Write your answer in the space given below.

- ii) Compare your answer with the model answer given at the end of this unit.

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- (b) What are the Special Features for evaluating the Ready Reference Sources.

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14.9 SUMMING UP

In this Unit we have introduced you to various types of Ready Reference sources. The various types of Ready Reference Sources are: Yearbooks, Almanacs, Directories and Statistical Sources. All these sources are discussed in detail by providing suitable examples of each of them.

They are very much used to answer fact-finding questions. Most of the Reference Librarians and Library Users depend on these sources for answering ready reference queries.

We have also enumerated in detail the uses of these Ready Reference Sources in a separate section of this Unit to equip the student with appropriate information about them.

Further, we have discussed the various check points that help assess the value of these sources before acquiring them for the Library. These guidelines will help the Librarians for the judicious utilisation of the funds available at their disposal, as they will be able to judge properly the value of the sources.

14.10 MODEL ANSWERS

1) The various types of Ready Reference Sources are:

Yearbooks, Almanacs, Directories and Statistical Sources. They are referred to answer the factual or ready reference queries. Hence they are called ready reference sources.

2(a) There are four different types of general yearbooks. They are:

- i) International Yearbooks
- ii) National Yearbooks
- iii) Organisational Yearbooks
- iv) Subject Yearbooks

(b) The leading publishers of important encyclopaedias publish the supplements to encyclopaedias every year with the following objectives:

- i) to supplement the information provided in encyclopaedias.
- ii) to keep the main set up-to-date.
- iii) to present a summary of major events occurred in that year
- iv) to increase their sales

(c) There are three types of supplements to encyclopaedias. They are:

- i) Adult Encyclopaedic supplements
- ii) Juvenile Encyclopaedic supplements
- iii) Subject Encyclopaedic supplements

3(a) Almanac means a calendar of months and days including holidays. It is an annual calendar of miscellaneous matters such as astronomical events, planetary tables, astrological predictions and anecdotes. L.M. Harrod in Librarians Glossary defines an almanac as "a publication containing a calendar frequently accompanied by astronomical data and other information".

(b) The Almanacs can be divided into three different types depending upon their scope, purpose and coverage of information. They are:

- a) Astronomical almanacs
- b) Informational almanacs
- c) Topical almanacs

(c)

Almanac

Yearbook

- | | |
|---|---|
| i) An almanac invariably provides a calendar | i) a yearbook may not provide the calendar. |
| ii) The subject or topical almanacs will have annual or biennial periodicity. | ii) The Yearbook has only one annual periodicity |
| iii) An almanac covers retrospective information also. | iii) A Yearbook covers the information pertaining to a particular year. |

4(a) Directory is a list of persons or organisations systematically arranged usually in alphabetic or classed order. It provides names, addresses, affiliations, etc. for individuals and names of officers, functions etc., for organisations.

4(b) The Directories can be divided into two major groups.

- General Directories, and
- Special Directories

General Directories are of two types:

- Topological Directories
- Telephonic, Telegraphic & Telex Directories

Special Directories are divided into 3 types.

- Institutional directories
- Professional directories
- Trade & Business directories

5(a) The various types of Statistical Sources are:

- General Statistical sources
- Government Reports
- Special Statistical Sources

General Statistical sources are:

- Dictionaries
- Encyclopaedias
- Yearbooks/Almanacs
- Directories
- Atlases

Government Reports are:

- Census Reports
- Survey Reports
- Abstracts & Research Reports

(b) What are the two types of Statistical Dictionaries?

Statistical dictionaries are of two types:

- Dictionaries of Statistical words, vocabulary, terms and phrases
- Dictionaries providing statistics of various kinds.

6) Statistical sources help find out statistics relating to all fields. Comparative statistics for various countries on multiple aspects, like agriculture, finance, transportation, commerce, education, communications, etc., could be worked out. Statistical sources, particularly published by government agencies are reliable and authentic and used by researchers and scholars in their research work.

7(a) The following are the guidelines for the evaluation of Ready Reference Sources.

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|----------------|------------------------|-----------------------|
| i) Authority, | ii) Scope and purpose, | iii) Arrangement, |
| iv) Treatment, | v) Format, and | vi) Special features. |

- b) There are five special features for assessing the value of ready reference sources.
- i) Recency,
 - ii) Brevity,
 - iii) Trends in development,
 - iv) Methods of compilation, v) Index.

14.11 ASSIGNMENTS

- (1) Collect two more examples for each of the Ready Reference sources other than the examples given in this Unit.
- (2) Evaluate any one Ready Reference Source available in your nearest library.
- (3) Mention atleast one source (Ready Reference Source) to get the answers for the following questions by providing bibliographical details viz., title, editor, edition, place, name and year of publication details, volume and page numbers.
- a) Where is the British Open University located?
 - b) Give the comparative statement of rice produced in India from 1980-81 to 1990-91.
 - c) Who was the Vice-Chancellor of Andhra Pradesh Open University in 1984?
 - d) Who was the President of Indian Library Association in 1986?
 - e) What is the address of Indian Institute of Public Administration in Delhi?
 - f) What are the world's first three most populours cities? What was their population in 1990?
 - h) Give the population of S.Cs and S.Ts of
 - (A) Andhra Pradesh
 - (B) Rajasthan
 - (C) Sikkim
 - (D) West Bengalaccording to 1991 Census.
 - i) Which is the most literate state in India? What is the percentage of literacy in India in 1991.
 - j) Who won the Noble Peace Prize in 1983?
 - k) Who elects the President of India? and What is his term?
 - l) How many daily News Papers were being published in Telugu in 1990.
- (4) Write short notes on:
- a) Supplements to Encyclopaedias
 - b) Difference between Almanac and Year book
 - c) Statistical sources
 - d) Directories
- (5) Enumerate the differente types of Ready Reference Sources and their various categories providing suitable examples?

(6) Discuss briefly the uses of Yearbooks, Almanacs, Directories and Statistical sources.

14.12 RECOMMENDED BOOKS

- 1) Cheney, Francis Noel and Williams, Wiley J. **Fundamental Reference Sources**. 2nd ed. Chicago: American Library Association, 1980.
- 2) Katz, William A. **Introduction to Reference work**. Vol.1 Basic Information Sources. 5th ed. New York: McGraw-Hill, 1987.
- 3) Krishan Kumar, **Reference Service**. 5th ed. New Delhi: Vikas, 1984.
- 4) Mukherjee, A.K. **Reference Work and its Tools**. 3rd ed. Calcutta: World Press, 1975.
- 5) Sheehy, Eugene, P.(comp). **Guide to Reference Books**. 9th ed. Chicago: American Library Association, 1976.

14.13 GLOSSARY

Astronomical	:	Concerned with Stars
Astrological	:	Arts or Science which deals with the influence of the stars, planets on human and terrestrial affairs.
Ephemeris	:	An astronomical almanac tabulating the daily positions of the sun, moon, planets and certain stars.
Nautical Almanac	:	A periodical book of astronomical tables specially useful to sailors.

UNIT 15 GEOGRAPHICAL INFORMATION

Contents

- 15.0 Aims and Objectives
- 15.1 Introduction
- 15.2 Sources for Geographical Information
 - 15.3.1 Definition
 - 15.3.2 Scope
 - 15.3.3 Uses
 - 15.3.4 Types with examples
 - 15.3.5 Evaluation
- 15.4 Gazetteers
 - 15.4.1 Definition
 - 15.4.2 Scope
 - 15.4.3 Uses
 - 15.4.4 Types with examples
 - 15.4.5 Evaluation
- 15.5 Travel Guides
 - 15.5.1 Definition
 - 15.5.2 Scope
 - 15.5.3 Uses
 - 15.5.4 Types with examples
 - 15.5.5 Evaluation
- 15.6 Summing up
- 15.7 Model Answers
- 15.8 Assignment
- 15.9 Recommended books
- 15.10 Glossary

15.0 AIMS AND OBJECTIVES

The unit aims to introduce you various geographical information sources and their use.

After studying this unit, you will be able to

- acquire knowledge about various types of geographical information sources;
- know their uses and limitations;
- identify appropriate tools to answer queries; and
- apply criteria to select good geographical information tools.

15.1 INTRODUCTION

The Geographical Information sources are frequently used to answer reference queries. The Geography is an important subject, multidisciplinary in nature. M.S. Rao, in his *Dictionary of Geography* (1987), explains it as "the subject that describes the earth's surface, its physical features, climates, vegetation, soils, products, people, etc., as well as their distribution. Its data has been drawn extensively from specialised sciences, like geology, meteorology, astronomy, anthropology

and biology. A number of subdivisions of the subject are recognised, eg., mathematical geography that deals with the shape, size and movements of the earth; physical geography that is a study of climate, natural vegetation and oceanography; political geography that is concerned with the world's political divisions; Economic Geography deals with patterns of economic distribution; Historical geography refers to geographical history; Medical geography refers to the study of the distribution of diseases on the earth, along with causative factors in their geographical setting, the study of the environment as it affects human health; Human geography refers to the study of the distribution of human communities on the earth in relation to their geographical environment".

Because of this wider connotation, there is bound to be demand for information. The factors that create such demand are briefly listed below:

- i) The growing research in the subject field;
- ii) The mobility of people from one place to other for education, employment and business purposes;
- iii) Improved transport and travelling facilities;
- iv) Modern communication technologies;
- v) Government policies to attract foreign tourists by developing tourist centres; and
- vi) Curiosity among people to know about other places of interest and undertake travel across the places in the world.

Generally geographical information involves the questions seeking information in regard to a location of a place, a river, a forest, a lake, distance between two places, length of a river, population of a city, its history, climate, language of the people, vegetation, etc. The general reference sources like encyclopaedias, dictionaries, directories, yearbooks, etc. as well as special geographical reference tools: Gazetteers, Atlases, travel guides are quite useful for answering questions.

Self-Check Exercise - 1

Explain in brief the need for Geographical Information Sources?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of of this unit.

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15.2 SOURCES FOR GEOGRAPHICAL INFORMATION AND THEIR TYPES

We can broadly categorise geographical information sources into the following:

- 1) General information tools; and
- 2) Geographical information tools

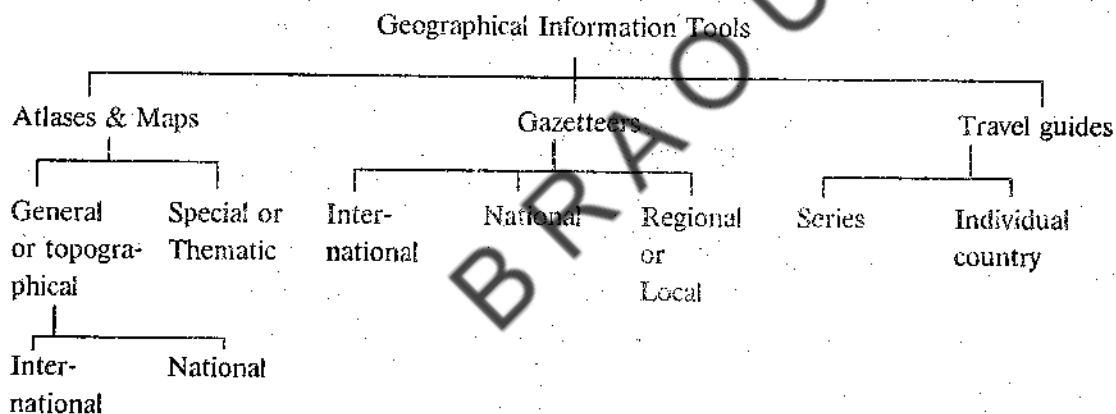
15.2.1 GENERAL INFORMATION TOOLS

The reference sources like Encyclopedias, Dictionaries, Directories, Yearbooks, Biographical reference tools, Almanacs, Bibliographies, Indexes and abstracts, and periodicals can be categorised as General Information Tools for Geographical information. For example, we can find information about some important places, cities, rivers, lakes, deserts and countries etc., in Encyclopedias and in some yearbooks as well. We may find biographical sketch of a Geographer or Cartographer in biographical information tools and information about institutions or Associations in Directories. Details of published books or periodical articles about places, historical monuments or Geographers are listed in bibliographies, indexes and abstracts. Census reports provide information about the location of the village or town, their population, socio-economic conditions etc. Since the scope of all these tools is not limited to Geographical information, they are called, General information tools. Obviously, such information may not be comprehensive.

15.2.2 GEOGRAPHICAL INFORMATION TOOLS

The Geographical information tools can be classified broadly into three kinds. They are the following:

- i) Atlases, Maps and Globes
- ii) Gazetteers
- iii) Travel guides



These specialised sources for geographical information are:

- i) more authentic as they are prepared by experts in the subject;
- ii) more precise, pin-pointed and factual; and
- iii) easy to refer as they give detailed and exhaustive index.

15.3 ATLASES, MAPS AND GLOBES

Mankind has been in need of maps, since the stone age. Hunters first scratched directions to hunting grounds in the dirt of a cave.

The art of map drawing is called Cartography. It is as ancient occupation. The Babylonians drew maps on clay tablets showing geographical locations, even in 2300 B.C. The Ancient Greeks also had developed this art. But the printed maps were not collected into a volume until the 16th century. Mercator adopted atlas as part of the title for his map collection and the word has since

been applied to great compendiums that do indeed carry the world. For visual location and identification of a country, region, city, town, mountain, river, lake, sea, gulf, bay, desert or any other kind of geographical formation, atlases, maps and globes are the main tools of reference.

15.3.1 DEFINITION

Dictionary of Geography (New Delhi: Anmol Publications, 1987) has defined, "the map is the representation on a flat surface of all or part of the earth's surface to indicate physical, political or other features, each point on the diagram corresponding to a geographical position according to a definite scale or projection, whereas atlas refers to a collection of maps bound into a volume". ALA Glossary of Library terms defines, an atlas as "a volume of maps, plates, engravings, tables etc., with or without descriptive letter press. It may be an independent publication or it may have been issued to accompany one or more volumes".

15.3.2 SCOPE

An atlas may be world wide in its treatment or may be confined to a particular country, region, state, city or subject depending upon the type of the atlas. Some atlases carry a portion of gazetteer and dictionary of geographical terms.

15.3.3 USES

- i) They are works of art and they provide a type of satisfaction and create interest among readers to refer them
- ii) They are useful for visual location and identification of places, rivers, mountains etc.
- iii) They facilitate comparative study of various countries, regions or places at a glance in regard to their physical, political and thematic aspects; like population, climate, rainfall, economic conditions, viz, Agriculture, industry, commerce, forestry, etc.
- iv) They provide route direction and suggest mode of transport to reach the destination without any confusion.
- v) They are in useful identifying different places and their time zones.

15.3.4 TYPES

(A) The maps and atlases are divided into the following types:

- i) International
- ii) National or Regional or Local
- iii) Thematical or Special

i) International:

The following are some examples of the international atlases:

- a) **World Atlas of Nations.** Chicago: Rand McNally & Co., 1988. 208 pages.

The Inductory 16 pages and the Atlas depict continental and oceanic plate maps. A 16 page index at the back provide latitude/longitude locations. In the 196 page main section, different number of pages allotted to different countries depending upon their size and importance. While at an average each country is allotted one page, the two super powers USA and USSR get four pages each, Canada and other larger European countries are allotted 2 pages each. For each nation there is a location map and a summary of national factors - population, politics etc. An

expanded list in three sections 1) people 2) economy and the land (3) history and politics has been provided.

b) **Rand McNally Photographic World Atlas.** Chicago: Rand McNally & Co., 1989.

It contains 175 full colour photographs, 34 physical political reference maps, brief geographical sketches on the countries and continents and an index with over 23,000 names. All of the world maps are at a uniform scale of 1:12,000,000 and most of the general maps are at a scale of 1:3,000,000.

c) **Readers' Digest Atlas of the World.** The Reader's Digest Association Inc., 1987.

The atlas contains about 67 maps, which will help to locate unfamiliar place names that suddenly appear in the news. This is also useful to plan vacations etc. The maps drawn on different scales i.e., 1:11,000,000 to 1:1,75,000,000. The Index covers more than 40,000 place names. But along with the place name country name is not given.

d) **Times Atlas of the World.** 7th Revised Comprehensive ed. London: Times Newspapers Ltd., 1985, 512 pages.

The Times Atlas of the World is considered as a standard and the best single volume atlas available. The first 40 pages section contains world minerals, sources of energy and food and a variety of diagrams and star charts. The main section consists of 124 double page eight colour maps. The cartographic work is done by Bartholomew & Sons Ltd. The maps are perfect in both typography and colour. A variety of colours are used with skill and taste to show physical features, railways, rivers, political boundaries, etc. The Atlas shows all noteworthy geographical features including light houses, tunnels, etc., by using different symbols. It gives a large amount of space to non-European countries. A uniform scale of 1:2,500,000 is employed for most maps. The final section is a 2,10,000 name index, which for most purposes, serves as an excellent gazetteer. After each name the country is given with an exact reference to the map.

e) **Cosmopolitan World Atlas.** Chicago: Rand McNally & Co., 1984.

In this Atlas attention is focused on the earth's major features and the physical and cultural forces responsible for their creation. These features are illustrated by more than 40 satellite images. Topics included are, high mountains, earth quakes, glaciers, vegetation, agriculture, land reclamation, dams and reservoirs, and urbanization and cities. 16 pages are devoted to graphs and thematic maps displaying selected information about the earth's natural and human environments. The bulk of the atlas is devoted to standard reference maps, consisting of world and continent maps, country maps and provincial and state illustrations of Canada and United States. The index is 63 pages, which includes political population and physical data (eg. Mountain elevation, river length, country areas, languages, U.S. population and U.S. zip codes).

f) **Medallion World Atlas.** rev. ed. Maplewood, New Jersey: Hammond Incorporated, 1984. 672 pages.

Medallion World Atlas is the largest of the numerous atlases issued by Hammond. It consists of 400 maps and over 1,00,000 entries in the index. The Atlas is highly biased in favour of the United States and Canada.

g) **Bartholomew World Atlas.** Edinburgh: John Bartholomew & Son Ltd., 1986.

This atlas provides a comprehensive record of the world. Special thematic maps at the beginning of the atlas are given which explain world climate, economic and political features. In all it contains 100 Maps and 63 pages of Index.

- h) **National Geographical Atlas of the World.** 5th ed. Washinton, D.C: Geographic Society, 1981.

Its first edition was published in 1963. The present edition includes general reference political maps. World resources maps showing the location of minerals, energy sources and food growing regions are given. The Atlas begins with a section on astronomy and earth sciences. 165 independent nations are grouped by continent or region. Each grouping begins with a map index that also shows where population is concentrated. At the end of each section inset maps focus on rapidly growing urban regions. A natural scale 1:25,775,000 and stated bar scale such as 1 cm=257 km and miles which permits measurements of distance from point to point were given. Introductory text in each section gives a synopsis of the region, followed by a status report for every independent nation, with a fact box of statistics and a flag. Given at the end are (1) temperature and rainfall - each month for selected places around the world (2) Major cities of the world and its population (3) Major cities of the U.S. and its population (4) 43 pages Index to the maps.

- i) **Fully annotated Atlas of South Asia.** By Ashok K.Dutt and M.Margaret Geib. Boulder, Colorade: West View Press, 1987.

The atlas is divided into seven sections. The first chapter is 37 pages long and contains a general introduction to South Asia focusing on location, physiography, drainage, climate, historical setting and religion. The remaining six chapters are devoted to six countries. India (112 pages), Bangladesh (22 pages), Pakistan (26 pages), Srilanka (8 pages), Nepal (7 pages), and Bhutan (6 pages). Each of the six countries is covered in terms of its history; politics and administration; physiography and climate; agriculture and industry; natural resources, trade, transportation and demographics. Half of the atlas comprises black and white maps with some sketches and photographs. The remainder is the text which is very informative.

- j) **Atlas of the third world.** 2nd ed. by George Kurian. Oxford: Facts on File Ltd., 1990.

The atlas consists of 600 maps and 2000 charts. This 2nd edition utilizes a wide variety of graphics and economic aspects of 126 countries that constitute the 3rd World. The Atlas is mainly divided into two halves - the first compares third world countries both internally and regionally and the second examines each individual country. The coverage spans virtually every topic relating to life in 3rd world nations including population, foreign aid, education, defence, industry, mineral sources, gross national product, food, agriculture, finance, etc.

ii) **National, Regional and Local**

National, Regional or Local Atlases deal with specific nation, area of the world, state, district or city etc.

Every country has a national cartographic agency. It produces maps, which usually conform to national specifications. The official mapping organization in India is 'Survey of India' and its many branches. In U.K. and U.S.A. the national agencies are 'Ordinance Survey' and 'United States Geological Survey' respectively. They carry out surveying, data collection, map making and publishing of national maps and atlases. Some private and commercial firms also publish maps and atlases. For eg: T.T. Maps & Publications, Oxford University Press etc.. There are international agencies, which are encouraging publishing certain national, regional and local Atlases in individual countries by specifying unification and standardization of contents for the main maps. They are given below:

- i) United Nations Commission on National Atlases
- ii) International Geographical Union Commission on National Atlases.

These agencies also offer assistance to organizations.

Some National, Regional or Local Atlases are given below as examples:-

- a) **Atlas of North America: Space Age Portrait of a Continent.** Washington DC: National Geographical Society, 1985. 264 pages.

The maps covering the whole continent comprise physical, political, geology and Tectonics, climate and weather, energy resources, mineral wealth, population and land use. The maps are supported by commentaries. Most of the atlas (pages 42-191) is devoted to the display of the character of the thirteen ad-hoc regional groupings within the continent. In the penultimate section of the Atlas, the cities of the US, Canada and Middle America are introduced by a text and then 84 of the major cities and their environs are portrayed in maps and photographs. Also provided are maps of the twelve most visited US National Parks and eleven parks of Canada and Middle America with supplementary annotations. The index contains 98,000 entries to locate the places.

- b) **National Atlas of the United States** by United States Geological Survey. Washington D.C: Govt. Printing Office, 1970. 417 pages.

It has 335 pages of maps and 41,000 entry index. General reference maps make up the first part. In addition there are a great number of special subject maps which cover the thematic aspects of the country. There is a valuable section on administrative maps which show various districts and regions. The Atlas is now out of print and in need of revision. However, it remains an impressive and still much useful reference work.

- c) **Metropolitan Atlas Series.** 12 vols. Ottawa: Statistics Canada, 1989.

The series display selected social data by census tract, for the year 1986 census of Canada, for twelve of the country's 25 census metropolitan areas - St. John's Halifax, Quebec, Montreal, Ottawa-Hull, Toronto, Hamilton, Winnipeg, Regina, Calgary Edmonton and Vancouver. Each Metropolitan atlas contains maps in five broad categories:- demography, family and social, housing, employment and income.

- d) **The contemporary Atlas of China.** Edited by Jinny Johnson and others. London: Weidenfield and Nicolson, 1988.

The maps in the atlas were produced and published by Cartographic publishing House, China and Esselte map service, Sweden. The main regions of China are introduced each with detailed and upto date text supported by maps. The remaining part of the atlas is very informative. A topic by topic analysis, graphed under four main headings: - History, Society, Culture and China To-day covers a wide range of issues. Basic statistics on the physical and human make-up of the country is also given. The places in the atlas are given both in Chinese and English.

- e) **Atlas of Isreal: Cartography, Physical and Human Geography.** 3rd ed. Tel Aviv: Survey of Isreal, 1985.

The Atlas is an invaluable reference tool for every one concerned about Isreal's recent developments. The series of climatic maps is well designed and informatives. The physical section concludes with maps and cross sections illustrating ground water. Almost two-thirds of the map sheets relate to human and economic geography.

- f) **A. A. Complete Atlas of Britain.** 12th ed. Basingstoke, Hampshire: Automobile Association, 1989.

This atlas is useful for route planning. Tourist attractions within urban area are shown. Places of interest are located and named. Maps show the major channels and east coast posts. Also given are maps of the main airports in Britain. The atlas provides a wealth of information for the motorists. All motor ways, car parking facilities and information about garages, hotels and public transport services are given. Additional features include rivers, lakes and reservoirs, railway lines, places to visit, picnic sites and tourist information centres. It assists in estimating journey length and distances.

- g) **Atlas of India,** Delhi: Oxford University Press, 1990.

This atlas is based upon survey of India maps. It provides exhaustive and correlative information on contemporary India. It consists of two sets of coloured maps - 20 on India as a whole and a set of nine maps on each state and union territory. The general maps on India show relief, climate, soils, population, religion, literacy, power generation, work force and income levels. The 212 maps on states and union territories form the core of the atlas. The maps of each state deal with the basic aspects of physical geography and administrative divisions and are followed by maps on major development topics such as urban and rural population, transport and tourist centres; agriculture and irrigation, industries and market potential; mineral resources, economic development and audio-visual mass communication. The information is projected to the year 1989, thus providing the facility for cross comparison. The index contains 10,000 entries. The maps are drawn on the scale of 1:15,000,000 (1cm = 150km) for a full page map and 1:21,000,000 (1cm = 210 km) for a half page map.

- h) **National Atlas of India.** 8 Vols. Ed. 2 Calcutta: National Atlas and Thematic Mapping Organization, 1982.

All the maps in the atlas are prepared on the basis of latest available authentic data and are designed to provide an analytical study on general and environmental population, economic, social and cultural features of the country.

- i) **City Atlas of India:** Madras, T.T. Maps and Publications, 1985. 236 pages.
j) **Pocket road atlas of India.** Ed. by Muttiah, S and Arya, R.P. Madras: T.T. Maps and Publications, 1987.

It is a handy road atlas based on survey of India maps.

iii) **Thematical or Special**

The maps/atlas on a specific subject are called thematic maps/atlasses. Though the general world atlases may contain thematic maps, but the thematic atlases will have detailed and broader coverage on specific subjects and are more useful to subject experts for problem analysis.

Few examples of important thematic maps/atlasses are given below:

History

- a) **The Times atlas of World History.** 3rd ed. Ed. by Norman Stone. Mapplewood, New Jersey: Hammond Incorporated, 1989. 358 pages.

This new edition reflects the latest archaeological and anthropological findings and historical events through the late 1980's. Textual commentary is also provided on cultural and intellectual

discoveries and developments. The Atlas is divided into seven major sections with 600 full colour maps as follows:- (1) The world of early man (2) The first civilization (3) The classical civilizations of Eurasia (4) The World of divided regions (5) The world of emerging west (6) The age of European dominance (7) The age of Global civilizations. A glossary of individuals, peoples, events and treaties is provided at the end.

Economic and social aspects

- b) **An Atlas of British Social and Economic History since 1700**, ed. by Rexpope. London: Routledge, 1989.

The atlas contains 255 maps along with texts. It covers the range of social and economic development in Britain since 1700, examining not only the spread of industrialization and the growth of population, but also the changing patterns of employment of leisure activities and education.

- c) **A Social and Economic Atlas of India**. New Delhi: Oxford University Press, 1987.

The Atlas provides an upto-date picture of India's habitat, society and economy through maps, charts and tables supplemented by a brief but comprehensive text. It also looks at India's development potential in the light of the 7th five year-plan and examines what the economic and social scene is likely to be in India in the nineties. The Atlas shows in considerable detail, the land and the people of India, the available resources, the infrastructure development to utilize these resources. It consists of 9 sections (1) The Land (2) the People (3) Climate (4) National resources (5) Infrastructure (6) Produce (7) Tourist Vista (8) National economy and (9) International equations.

- d) **The Economist Atlas, the shape of World today**. London: Hutchinson Business Books Ltd., 1989.

It contains 70 pages of political and physical maps 37 pages of thematic maps integrated with specially commissioned charts. Also it provides 1000 original full colour graphics and over 200 country and regional profiles. World comparisons are given between page Nos. 82 to 118. It also contains 72 pages General Index.

Current Affairs

- e) **NBC News and Rand McNally World News Atlas**. Annual. 1st ed. 1990 - NBC News and Rand McNally, 1990.

This atlas is the first volume of a projected annual. It combines the news gathering resources of NBC News and the mapping resources of Rand McNally. The first 48 pages contain the news analysis section, followed by the Rand McNally maps section from pages 49 to 96. The news section is based on major international issues of the past year. The 'World themes' section covers five major topics affecting people throughout the world - Disarmament, Environment, Drugs, Terrorism and Air safety. This is followed by summaries of events in nations, which were hot spots of the world during the previous year. This edition includes Nicaragua, Europe 1992, Glosnost (USSR), Israel/West bank and South Africa. Each topic includes a narrative with history and analysis. The map section was compiled from maps and the data in the 1990 edition of the New International Atlas. It includes three sections: (1) The maps (2) a world Information table and (3) The map index, The maps are at a scale of 1:12,000,000

- f) **World Facts and Maps**. Chicago: Rand McNally, 1989. 208 pages.

This useful quick reference fact book of current affairs and general world information is divided into a two equal parts. The first part features essays on 36 of the world's geo-political 'hot spots'. Each essay starts with a chronology of key events and many have a map for illustration. All these essays provide useful and upto-date information. The 2nd part consists of a world gazetteer of world nations, territories and islands. Each entry has a location map and basic information such as population, religions, languages, main products, etc. It also has a narrative about each country's politics, economy, land and history.

Forestry

- g) **The conservation Atlas of Tropical Forests: Asia and the Pacific.** London: Globe Book Services Ltd., 1991.

The conservation atlas of Tropical Forests is produced by International World conservation union (IUCN), the world's largest conservation agency. The atlas presents a detailed and authoritative study of the issues surrounding deforestation and a complete visual analysis country by country. It is divided into two sections: Part one includes a series of articles analysing the main issues connected with deforestation and methods used best to control its effects. Part two contains 25 detailed colour maps of the 18 countries studied. It supplements the discussion contained in part one.

Hydrology

- h) **Atlas of Hydrogeomorphological maps of India.** Ahmedabad: Space applications centre, 1990.

Indian scientists, using data from satellites have prepared the country's first atlas containing detailed district-wise maps of ground water resources. The Space applications centre has prepared the atlas using the remote sensing data provided by various participating organizations including the National Remote Sensing Agency, and the Centre for Earth Science Studies, Thiruvananthapuram. A district-wise map for the country, based on a scale of 1:250,000 was prepared by a SAC Scientists. A major achievement is the development of methodology, to locate ground water sources within the stipulated distance of 1.6 km from the problem village. Thousands of detailed topographic maps show demarcated sites representing potential ground water sources.

Ports & Shipping Places

- i) **Lloyd's Maritime Atlas of World Ports and Shipping Places.** 16th ed. ed. by Huw Dobson and Anthony Beresford. Colchester: Lloyd's of London Press, 1989. 145 pages.

The first edition of the Atlas was published in 1951. The 16th edition is a fully revised, comprehensive and upto-date. It meets the needs of all who require accurate information on the precise location of all the major and minor ports and shipping places throughout the world and facilities and services available at major ports.

Ethnic

- j) **An Atlas of Tribal India.** by Moonis Raza and Aijazuddin Ahmed. New Delhi: Concept Publishing Co., 1990. 472 pages.

Based on the data of Census of India, the Atlas portrays through a large number of maps and tables on the distributional aspects of the tribal population, ecological setting of the tribal habitats, their socio-cultural attributes and the structure of their work force.

Self-Check Exercise - 2

What type of information do Atlases provide?

Note: i) Write your answers in the space provided below.

ii) Compare your answer with the model answer given at the end.

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(B) Globes

The only relatively accurate representation of the earth is a globe. It is a spherical representation of the earth. Every library, particularly school library should at least have a 16 inch globe, though its use is little in answering reference queries. A physical and political globe is always preferable. Manufactures of globes are developing several innovations. On Some globes, the physical features are indicated by raised surfaces. Also the globes are being made of plastic, with gadgets for illumination and slow rotation. All of the map and atlas publishers produce globes.

15.3.5 EVALUATION

More and more publishers are engaged in bringing out various categories of maps and atlases to satisfy the demands of a variety of users from school students to scholars, general readers to business magnates, executives, design makers in Government etc. Hence a reference librarian has to be choosy in selecting the maps, atlases and globes. The selection policy depends upon type of the library and level of the clientele. Needs of university libraries differ from that of public libraries. Special libraries dealing with social science subjects may need different type of sources than those of science and technology. Thus, they should be properly evaluated before adding to the collection. the guidelines for the evaluation are as follows:

- 1) **Authority:-** The authoritativeness of the work depends upon the reputation of the publisher, editorial staff and cartographers, their qualifications and experience, their previous works and acknowledged sources of information. The most competent and well established cartographic firms are, Rand McNally & Co., C.S. Hammond & Co., and the National Geographic Society in United States; John G. Bartholomew and the Cartographic department of the Oxford University Press in U.K. The map maker may differ from the publisher and in such cases both should be checked.
- 2) **Scope:-** The area covered, the type of the maps whether typographical or thematic, the information provided regarding location, area, population and the level of the audience indicate the scope of the work.
- 3) **Arrangement:-** Arrangement of the maps is usually country-wise or theme-wise.
- 4) **Currency:-** It is essential to revise the maps quite often as the names of places, political boundaries of countries and states, the thematic information about different aspects, like population, economic conditions, etc., change often. Thus dates of imprint, copy date, revision and individual map dates should be compared.

- 5) **Special features:-** Accuracy, range and quality of maps are the important features. Atlases should consist of bibliographies, charts, illustration, tables, statistical information etc. Some other special features are:
- a) **Scale and size:-** Every map has a scale indicating the extent of the area to be represented. Scale refers to the size of the representation on the map by a ratio i.e. one inch on a map may represent one mile to 250 miles. The larger the scale, the smaller is the size of the map. Within an atlas the scale attempt to standardize their work. The standardization is based on the size of the page or the effort of the publisher to use the same basic scale throughout.
 - b) **Projections:-** All maps are distorted. In order to overcome the distortion a number of projections are used, like latitude & longitude and Azimuthal equidistance projectors etc.,
 - c) **Location Key:-** Latitude and Longitude are essential to locate a particular place on the map. They are represented by degrees, minutes and records. This is called grid system. It helps in maintaining the accuracy.
 - d) **Topography:-** Topographical representation is the method of indicating differences of elevation and natural features such as rivers, mountains, plains etc. Elevation is indicated by contour lines drawn to connect the points on a land surface which have an equal elevation. It can also be indicated by using different shades of the colour layers showing heights above and depths below sea level. This can also be shown by hachures i.e. short lines used to indicate direction and steepness of slopes or raised surfaces.
 - e) **Use of colours:-** Different colours are used to show distinction among various places i.e., land and sea, different continents, countries or states etc. The use of dark shades may make the lettering obscure.
 - f) **Symbols:-** As important as the choice of colours is the selection of symbols. A standard set of symbols for roads, streams, villages, cities, airports, historical sites, parks, etc. are shown on most of the maps. The symbols should be clearly explained on individual maps or in atlas at some convenient place.
 - g) **Type:-** Type faces designed specifically for Maps should be used. The normal procedure is to use a scale whereby large place are indicated by large type, medium ones by medium-sized type and so on.
 - h) **Marginal Information:** Each map should give certain basic information in the margin. It should include the scale, the type of projection, the symbols and the significance of colours.
6. **Index:** Exhaustive index listing numerous entries in alphabetical order should be there. It should give a number of cross reference entries from variant names to locate the places. There should be reference to the exact page, the exact map and latitude, longitude and grid information. The index in many atlases is really an excellent gazetteer i.e., in addition to basic information, each entry includes data on population and country.
7. **Binding:** As the size of pages in an atlas are usually bigger than normal books, it needs a sturdy binding. The entire map should be visible when it is opened. No part should be hidden in the inner ledge due to binding.

Self-Check Exercise - 3

Explain the following:

- 1) Projection
- 2) Topography

Note: i) Write your answer in the space provided below:

- ii) Compare your answer with the model answer given at the end of this unit.

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15.4 GAZETTEERS

Gazetteer is a geographical dictionary. It includes names of places i.e., countries, cities, towns, villages, islands, mountains, oceans, lakes, rivers, streams, falls, etc. The index to an atlas also can be called a Gazetteer as it also lists the places with indication of their location. But the Gazetteer enlists many small places of less importance and the information available is much more in detail. Some gazetteers provide data relating social, cultural and economic conditions of places and areas.

15.4.1 DEFINITION

The ALA Glossary of Library & Information Science defined the Atlas as "a geographical dictionary".

15.4.2 SCOPE

It refers to the limitations of the work as stated by the author or compiler with regard to geographical area covered or limitations of some other kind i.e. criteria to include the places or entries depending on their importance or population etc. or socio-economic data.

15.4.3 USES

- i) It is a finding list for geographical data and locations
- ii) It gives indication about location by giving exact latitude and longitude.
- iii) It helps in knowing the standardized form of spelling of a name of the place with cross reference to variant spellings.
- iv) It gives pronunciation of place names.
- v) It is a most useful source for a variety of information about places, i.e., historical, socio-economic, population, climate, area, industrial, demographic etc.
- vi) It tends to list more names when compared to Atlas and other sources.

15.4.4 TYPES WITH EXAMPLES

The gazetteers are mainly grouped under the following categories:

- i) Universal or International
- ii) National
- iii) Local or regional

Examples:

i) Universal or International

- a) **Chambers World Gazetteer, an A-Z of Geographical Information.** Edited by Dr. David Munro; London: Chambers; New York: Cambridge Univ. Press, 1988. XVIII, 733 pages plus atlas 112 plates.

This is a standard international dictionary of world providing names of places. It contains over 2000 entries with detailed statistical information on location, pronunciation, topography, history, economic activity and key dates in the calendar. It contains 150 line maps and 128 page full colour world Atlas. The entries are arranged alphabetically. The earlier editions of this work were published in 1954 and 1965.

- b) **Websters New Geographical Dictionary.** rev. ed. Springfield, Massachusetts: Marriam-Webster, 1985. 1408 pages.

This edition has 47,000 entries and over 200 maps. It is easy to consult. The information provided while guide basic, gives specifics on where a given place is located. It can be used for many other purposes, including checking the spelling and pronunciation of place names. More detailed information is given on states, such as date of entry into the United States, motto, chief products etc. The entries for countries follow the same detailed presentation. For the most place names the entry is short and primarily useful for location. Its scope is international but is primarily meant for American users. Its earlier editions were published in 1949 and 1972.

- c) **Columbia Lippincott Gazetteer of the World.** Edited by Angelo Heilprin and Louis Heilprin. New York: Columbia University Press, 1952 (and 1962 suppl.)

It is an international Gazetteer. It includes every possible town likely to find its way into a map.

The initial work and the 1962 supplement have over 1,30,000 entries. This is considered as a comprehensive geographical dictionary of places all over the world. It gives considerable information for each place included, varying from a brief note to long essay. The entries include pronunciation, location, area, population, geographical and physical description, socio-economic and historical information. The entries have been arranged alphabetically dictionary-wise and adequate cross references are given. The supplement published in 1962 comprises 23 pages but it is extremely useful in the sense that it updates facts and figures from the 1952-1962.

This rare work has been now re-published in India under the title, "Geographical Dictionary of the World in the early 20th century with pronouncing Gazetteer" in 2 parts (New Delhi: Concept Publishing Co., 1990).

- d) **Stateman's Yearbook World Gazetteer.** 4th ed. London: Macmillan Publishers Ltd. Feb.1991.

This work provides absolutely upto date information about every place one is like to encounter in the course of general reading. However, it is not possible to cover every place in the world, hence

the places of importance or size are included. It contains over 8,000 entries. Each entry in this work provides location, the size of population, inhabitants, source of income, recent history, and its industries. The essential details about countries of the world are given. A separate section provides precise definitions of over 900 geographical terms. A map section and a selection of comparative statistical tables have also been given. This publication has been brought out as a companion volume to the Stateman's yearbook (annual). The 3rd edition of this gazetteer was published in 1986.

- e) **The Times Index-Gazetteer of the World.** London: The Times Publishing Co., Ltd. 1965.

This work contains about 3,45,000 geographical names with latitude and longitude information. It gives official spelling, with cross references from variant names. But it does not provide pronunciation and socio-economic information,

- f) **Cities of the World.** 3rd ed. Edited by Margaret Walsh Young and Susan L. Stetler. 4 Vols. Detroit, Michigan: Gale Research International, 1988. 3268 pages.

It provides information on 3,500 major cities of the World with details necessary to conduct business and social intercourse. The details include information on what to wear, local customs English language newspapers, and other information useful to the short and long term visitor. Maps of capital cities and photos depicting city life also are provided.

- g) **U.S. Board on Geographical Names, Gazetteer Nos. 1-129.** Washington: Govt. Print Office, 1955-84. Irregular.

Each number is on a specific country, listing places and geographical features, with approved names and cross references for variant names, latitude and longitude and location on specified official maps.

ii) National

- a) **The Ordinance Survey Gazetteer of Great Britain: all names from the 1:50,000 land ranger Map Series.** May Bush: Ordinance survey and London: Macmillan Press Ltd., 1989.

The Ordinance survey gazetteer is the most comprehensive source of national names data available in book form. It contains all names that appear on ordinance survey 1:50,000 scale land ranger maps of Great Britain. Some 2,50,000 names are there in all. Names are listed in alphabetical order and each entry includes the name, latitude, longitude, feature code, map number on which the name appears.

- b) **Bartholomew Gazetteer of Britain,** compiled by Oliver Mason. Edinburgh: Bartholomew & Son Ltd., 1977.

An earlier work by John G. Bartholomew was first published in 1904 as 'Survey gazetteer of the British Isles' and in 1966 as 'Gazetteer of the British Isles'. This edition updates statistical section in accordance with the 1971 census with provisional figures for 1975. Area covered is England, Scotland, Wales and the Isle of Man.

- c) **The Gazetteer of England, England's cities, towns, villages and hamlets; a comprehensive list with basic details on each.** by Oliver Mason. Totover, N.J.: Rowman and Littlefield, 1972.

In this Gazetteer, each place name is followed by the name of the country in which it is situated, map reference to the ordinance survey National Grid System, and distance and direction from one place to another place is provided. Indication of administrative status and population is also given with additional notes.

- d) **The National Gazetteer of the United States of America.** Prepared by the United States Geological Survey in Cooperation with the United States Board on Geographic names. Washington: Govt. Print Office, 1982-85.

Derived from the Geographical Names data base of Geological survey, this gazetteer contains information for about two million names. Separate volumes for states or territories provide for each Geographic name - type of feature, official status, variant names, country location, geographic coordinates, elevation, and location on the Geological survey's topographic maps.

- e) **Cities of the United States.** Edited by Diane L. Dupins and others. 4 Vols. Detroit, Michigan: Gale Research International, 1988-90. 400 pages per volume.

This four volume set combines information about some 130 cities from a wide range of sources. The 4 volumes are regionwise (1) the south, 2), the west 3) the Mid-west and 4) the North east, each covering 30 to 35 cities.

- f) **Gazetteer of India: Indian Union, 4 Vols,** ed. by P. N. Chopra New Delhi: Gazetteers Unit, Department of Culture, Ministry of Education & Social Welfare, Govt. of India, 1965-78.

This work is of 4 vols. 1) Country and people (2) History and culture (3) Economic structure and Activities (4) Administration and Public Welfare. Each volume has a separate detailed index. The chapters in each volume are contributed by specialists in that subject field.

- g) **Imperial Gazetteer of India.** New ed. Published under the authority of His Majesty's Secretary of State for India in Council. Oxford: Clarendon Press, 1907-31, 26 vols., maps.

This work was brought out primarily for the use of British Administration. The 9 volumes first edition of 1881 and 2nd edition 14 volumes, 1885-87 were edited by Sir William Wilson Hunter. The present work may be considered as a new work rather than a new edition. The first 4 volumes describe the Indian Empire as a whole as follows:- (1) Discipline (2) Historical (3) Economics and the (4) Administrative. Volumes 5 to 24 is Gazetteer portion, Volume 25 is General Index and the volume 26 is Atlas. This work includes historical topographical, ethnic, agricultural, industrial, administrative and medical aspects of the various districts of British India. After Independence, India formulated a scheme in 1955 for revision and rewriting of district gazetteers. As a result we have district gazetteers for almost all the districts in India, published by respective State Governments.

15.4.5 EVALUATION

Among the factors that help in evaluation of Gazetteers, reputation of the publisher and the competence of authors are important. Next, the scope, which refers to geographical area covered or limitation of some kind for inclusion of villages and towns below certain population level need be considered. Some Gazetteers covers only cities. The number of entries also gives some idea about the comprehensiveness of the work. Pronunciation of variant names, location, area, population, geographical and physical features, economic and historical data, climatic conditions, cross references and provision of maps, etc., will enhance the value of a Gazetteer. The names

of places and boundaries change frequently that has to be checked for accuracy. Other items like population, economic features are also liable to change. Therefore a Gazetteer should be revised frequently to maintain its currency and upto datedness.

Self-Check Exercise - 4

How does a gazetteer differ from Atlas?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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15.5 TRAVEL GUIDES

The development of communication and transport facilities, growth of commercial flights, Governments' policies to encourage tourism, educational tours by students, leave travel concessions provided to employees by Governments, various firms, institutions, etc. encourage travelling by people across the country/world.

The travellers need some information of the unfamiliar places they visit. Therefore, they need to carry with them the guides which provide information from travellers' point of view, of a place or places they intend to visit. Such guides are called 'Travel Guides'. Usually they are handy and easy to carry.

15.5.1 DEFINITION

The ALA Glossary of Library and Information Science has defined guide book as "a handbook for travellers that gives information about a city, region or country or a similar handbook about a building or a museum etc."

15.5.2 SCOPE

The scope of the guide books is limited to places of interest. The entries are selective on the basis of places worth visiting. The geographical coverage may be continent, a country, a region, a city, a building or a museum, etc.

15.5.3 USES

- a) It gives longer description of places from travellers point of view.
- b) It contains a wealth of local information about the places, Museums, Monuments, Art Galleries, Zoos, parks, religious places like Temples, Churches, Mosques, etc., and other places of interest and sight-seeing.
- c) It gives vital information on travel facilities, passport facilities, exchange rate, customs procedure, hotel accommodation with their grading and rates, food available and type of clothing required.

- d) It provides country map, road and railway map, city and town planning.
- e) It provides health precautions to be taken.

15.5.4 TYPES

The travel guides could be divided into two categories:

- i) Travel guides in series.
- ii) Travel guides for a continent, a country, a region and a specific purpose.

i) Travel guides in series

There are a few reputed publishers who have been publishing revised editions of series of guide books for various continents, countries and regions. Some of them are given below:

- a) **American Automobile Association Tour Books.** Washington DC: American Automobile Association, various dates and various titles.

American Automobile Association issues regular tour books which cover states, either state by state or in groups, i.e., more than one state. The books are divided into two sections. Section one gives places of interest alphabetically by city or town. The second section lists motels and restaurants with details of cost. The town books are also published for Europe and other parts of the world.

- b) **American guide series.** Comp. by the Federal Writers Project (later called as writers programme).

The series includes over 150 volumes. The guides include basic, historical, social and economic information for almost every place in the state from the smallest unmarked hamlet to the largest cities. This information is usually accurate. Maps, illustrations and high distances are given. Most of the guides have excellent indexes. Many of these guides are out of print now. Some have been printed and a number of them have been revised and published in new editions by various publishers, notably by Hastings House, New York.

- c) **Mobile Travel Guides.** Chicago: Rand McNally & Co., 1958 - todate. Annual.

This work is divided into seven regional volumes, each organised by State and town. There are a number of city maps and the usual data on each place is covered. The emphasis is on providing information about the best motels, hotels, restaurants and resorts.

- d) **Fodors modern guides.** New York: McKey, 1936 - todate, annual.

These are revised annually and are modern in format and style. These wide ranging series include volumes for various areas of the United States, for numerous countries of Europe, Asia, South America and the Caribbean states and guides to individual cities. They are illustrated and maps are given.

- e) **Baedeker Hand Books for travellers.** London: Allen & Unwin, 1828 -

These are published in English, French and German editions. These have been regarded as the most authentic and complete guides, although many volumes are now out of date. They are written in a concise and informative style, cover mainly countries, regions and cities of Europe and parts of North and South America, the Near East, and Egypt.

f) **Muir Lead's Blue Guides.** London: Benn, 1918 -

These are mainly guides to European countries, cities and environs. The guides are similar to Baedeker guides in style and coverage. Excellent maps and plans are given wherever necessary.

g) **Nagel's Travel Guides.** Geneva: Nagel, 1949 -

These are also called Nagel's Encyclopedia guides. These were formerly part of Muir head's Blue guide series, now published in Geneva by Nagel, have recent editions for most of the countries of Europe, some of the cities of Europe and parts of Africa, Asia and North America. These are published in various languages including English, German, Spanish, Italian, French, Swedish and Danish.

h) **The Country Book series** edited by Brian Vesey Fitzerland. London: Hale, 1947-56.

These are published in 44 volumes covering the countries, 36 of England, 6 of Scotland and 2 of Ireland. They are detailed guides on regions.

i) **French Michelin Guides.** New York Michelin guides, 1900 -.

They are in two parts. The separate red guide gives information on restaurants and lodgings in almost every part of the world. The green covered guide concentrates on what to see at various points. The descriptions concise and accurate. The guides are periodically revised.

ii) **Travel guides for individual countries and specific purposes:**

Every country, usually, has government departments of Tourism. They produce travel guides of its country, state and cities to promote travelling and earn foreign exchange. Some private publishers also publish guide books pertaining to a single country or on a specific aspect of interest i.e., temples, health resorts, hill stations, holy places, hotels and restaurants, railway, air and road travels etc. Some of the examples are given below:

a) **Royal Automobile Club Guide and Handbook.** London: Royal Automobile Club, 1973.

It gives information on hotels, restaurants, guest houses, health resorts etc. It also gives information on motoring in Britain and other countries, city and town plans and maps are provided.

b) **Japan, the Official guide.** Tokyo: Tourist Industry Bureau, Ministry of Transportation, 1961.

c) **Hotel and Motel Red Book.** New York: American Hotel Association Directory Corporation, 1986 -, annual.

It gives basic information about each hotel and motel. It is arranged by state and city.

d) **Official airline guide.** Chicago: American Aviation Publications, 1943 - monthly.

It combines American aviation air traffic guide and official aviation guide for the airways. It is published in various editions viz., (1) North American edition for United States and possessions with supplement to ground transportation service (2) Worldwide edition for United States, possessions, Canada and all other countries.

e) **Fielding's Europe.** Ed. 32. New York: Fielding Publications, 1979 - annual.

The editions 1st to 31st (1948-73) have title **Feilding's Travel guide to Europe**. It is a popular, practical guide addressed particularly to the American tourist. Information on hotels, restaurants, night life, shopping etc. is generally fuller than that of museums and similar places of interest.

- f) **Official guide to the Railways and steam Navigation Lines of the United States, Puerto Rico, Canada, Mexico and Cuba.** New York: National Railway Pub. Co., 1968.

It gives current passenger time tables including principal connecting rail, bus and water service. Its title varies, viz., (1) the Official railway guide (2) North American travel edition etc. Publisher and frequency also varies.

Travel guides for India: Some examples

- a) **Hotel and Restaurant guide, India.** New Delhi: Federation of Hotels and Restaurant Association of India. New Delhi: Dept. of Tourism, Govt. of India, 1985.

It is the amalgamation of separate guides published earlier by the above agencies. It gives information about hotels, restaurants, travel agents. It includes general information about tourism, tourist places in India and tourist map. Hotels and restaurants listed alphabetically under place. A detailed information about each hotel, including facilities, charges, addresses, etc. is given:

- b) **Fodor's guide to India.** New York: Fodors modern guides, 1985 - 650 pages.

It gives tourist information by regions, sub-divided into cities in separate chapters, which contain information about the proper time for travel to the area, places of interest, transport services, excursions, festivities, hunting, camera shooting, wild life sanctuary, hotels and other accommodation facilities, shopping and useful addresses of tourist information centres, clubs, hospitals, churches etc. with telephone numbers. It is the most comprehensive upto-date tourist guide available for this country, which is revised annually.

- c) **Indian Bradshaw, a complete guide for railway and airway travellers in India, Pakistan and Ceylon.** Calcutta: W. Newman & Co., 1966 - monthly.

It contains time schedule and fare tables for railways and air services. Also motor and bus services to important places of tourist interest are given. Index to stations and junctions is given in the beginning. It is issued monthly and hence gives upto-date information.

- d) **Indian distance guide.** 3rd ed. Madras: Tamilnadu Printers and Traders, 1988.

It gives distances from one city to others in kilometers.

- e) **Tourist India** by S.N.Kaul. 4th ed. Bombay: Tourist India International 1982-83. 538 pages.

It is a comprehensive guide with useful information for travellers. It gives lot of information about customs and culture of the people besides tips for the tourists.

- f) **Map's Indian distance guide with road, rail and air map.** Madras, T.T. Maps and Pub., 1983. 172 pages.

It gives the distances between any two important towns.

- g) **Murray's guide or a hand book for travellers in India, Pakistan, Burma and Ceylon.** London: Murray, 1959 -.

It is one of the oldest tourist's guides of the South Asia and is most informative. It is revised frequently.

h) **Traveller's Companion.** Madras: Tamilnadu Printers and Traders, 1988, 281 pages.

It gives necessary information for tourists city-wise. Some very good maps also are given.

i) **India, a travel survival kit.** 3rd ed. South Yana, Victoria, Australia: **Lovely Planet Publications**, 1987.

The initial chapters give facts about India, its history, Govt. Publications, Economy, Geography, climate, culture, wild life etc. Facts for the visitor also given in regard to rivers, customs, embassies, health, theft, accommodation, food etc. A detailed information about places of interest including cities has been given state by state.

j) **India traveller's Kit.** 2nd ed. New Delhi: Durga Das publications (P) Ltd., 1990.

It begins with a couple of chapters about India its civilization, history, culture, festivals, visas, immigration, customs, health regulation, weather, transport and telecommunication facilities, diplomatic mission, languages, etc. It also provides a quick glance at each state with a precise and detailed account of its history, culture, tourist attractions followed by detailed information city-wise.

k) **Holiday resorts of Jammu and Kashmir; a travellers guide,** by Agarwala, A.P. Delhi: Nest and Wings, 1977. 173 pages.

l) **Moon and Ladakh; a travellers guide** by Agrawala, A.P. New Delhi; Nest and Wings, 1978. 134 pages.

m) **Agra and Fatehpur Sikri.** Madras: T.T. Maps & Pub., 1985, 124 pp.

n) **Ajantha, Ellora and Aurangabad.** Madras: T.T. Maps & Pub., 1985, 92 pages.

o) **Bharat Yatra.** Meerut: Bharat Yatra Prakashan, 1970. 545 pages.

It is in Hindi. It is a tourist guide and directory for India and Nepal.

p) **Delhi (a tourist guide).** madras: T.T. Maps & Pub. 1985.

q) **South India, an indispensable travellers guide.** New Delhi: Rupa, 1983.

15.5.5 EVALUATION

To select a good Travel guide one should look into the reputation of the publisher and systematic arrangement of the places and currency of the information. The guides should be updated and revised continuously. Town and city plans with area maps should be included wherever necessary. There should be good index as well. Every additional information from travellers point of view will enhance the value of the work.

Self-Check Exercise - 5

What information do the tour guides provide ?

Note: i) Write your answer in the space provided below:

ii) Compare your answer with the model answer given at the end.

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15.6 SUMMING UP

The Geography is one of the important subjects under social sciences. It is multi-disciplinary in nature. The Geographical information sources give information about places their location, population, history, climate, language, economic conditions etc. These sources also describe rivers, lakes, mountains, deserts, forests, etc. The growing research in the subject field, increased travel and tourism have created increased demand for these sources. The geographical sources are mainly three types (1) Maps, Atlases and Globes (2) Gazetteers and (3) Travel guides. The definition, scope and uses of these types are explained in detail and a good number of examples are given with annotations. The factors which help in evaluation of these sources are also discussed.

15.7 MODEL ANSWERS

1) The need for Geographical information sources is ever increasing. The growing research in the subject field of Geography, the mobility of people for various purposes, like education, business, tourism etc., has resulted in visits to other places and countries. Similarly improved transport and communication, development of tourist centres, government policies to attract the tourists to earn foreign currency and the curiosity among the people to know more and more about new places have increased the demand for Geographical information sources.

2) The Maps and Atlases provide information about various countries, regions and places in regard to their physical, political and thematic aspects. The topography of the earth; political boundaries of Nations and States; population, climate, rainfall, economic conditions etc., can be found not from maps and atlases. We can also make a comparative study of these aspects. They facilitate visual location and identification of places and their time zones.

3) i) **Projection:** It is a method to display the surface of the sphere upon a plane without undue distortion. Many methods are employed to overcome this problem, out of which two methods are popular viz. (1) Based on parallel lines i.e., latitude and longitude but it distorts the facts at polar regions (2) Azimuthal equidistant projection with the North pole at the Centre of the map indicates direction and distances. But, this also has one disadvantage i.e., it gives a peculiar stretched and pulled appearance.

ii) **Topography:** It is the difference of elevation and natural features of the earth such as rivers, mountains, plains, etc. The elevation of earth is indicated by contour lines drawn to connect the points on land surface which have an equal elevation. It can also be indicated by using different shades of the colour buyers showing heights above and depths below sea level. This can also be shown by hachures i.e., short lines used to indicate direction and steepness of slopes or by raised surfaces.

4)

Gazetteers

Maps, Atlases

1. It gives factual information about each place in detail

2. It enlists many small places of less importance

1. Comparatively, they give less details

2. They include only important places as they cannot accommodate small places.

3. It gives indication about location by giving latitude and longitude.
4. Usually published in a single and handy volume.
3. They are usefful for visual location and identification of places.
4. The size usually will be large and heavy.

They facilitate to make a comparative study of various regions and various aspects at a glance.

5) The travel guides provide longer description of places from travellers point of view. It contains a wealth of local information about places of interest. It gives vital information on travel facilities, regarding customs, passport, conversion of currency, helath centres, accommodation, food, clothing, etc. It provides maps and town plans for travellers use.

15.8 ASSIGNMENT

- 1) What type of information can be obtained from the Geographical Information Sources ?
- 2) What are the broad categories of Geographical Information sources ?
- 3) Explain the Check-points that help in evaluating the Atlases.
- 4) Visit some standard library and examine one standard tool of the following categories and evaluate them.
 - i) An Atlas
 - ii) A gezzetteer
 - iii) A Tourist Guide
- 5) Give the bibliographic details of the Geographical information tools which will provide information on the following:
 - i) area of (a) Sahara desert b) Thar deserts
 - ii) Average rain-fall of i) Andhra Pradesh ii) Assam
 - iii) Location of a) Ayodhya b) Mexico
 - iv) Climatic condition of a) Paris b) Peking c) New York.
 - v) Course of River a) Godawari b) Nile
 - vi) Population of a) Tokyo b) Calcutta
 - vii) Important places of tourists in Tamil Nadu State and Moscow City.
 - viii) Route to Khatmandu from Patna.

15.9 RECOMMENDED BOOKS

- 1) Cheney, Frances Neel: **Fundamental Reference Sources.** Chicago: American Library Association, 1971.
- 2) Katz, W.A.: **Introduction to Reference Work, Vol. I, Basic Information Sources.** 5th ed. Singapore: McGraw-Hill Book Co., 1987.
- 3) Krishan Kumar: **Reference Service.** 3rd rev. ed. New Delhi: Vikas Publishing House (P) Ltd., 1989. (Reprint of 1987 ed.).
- 4) Mukherjee, A.K. **Reference Work and its tools.** 3rd ed. New Delhi: Workd Press, 1975.
- 5) Sharma, Jgdish Saran and Grover, D.R.: **Reference Service and sources of Information.** New Delhi: ESS ESS Publications, 1987.

15.10 GLOSSARY

Contours: Lines drawn on map to join all places at the same height above sea level: The intervals between contours may represent height differences from 50 to several thousand feet depending on the scale of map. On physical maps the areas between contours are often shown in different colours.

Engraving: The art or process of making letters or designs on wood, metal or other substances, by cutting or etching for the purpose of printing or stamping by intaglio or recess process on paper or other material.

Grid: A referencing system using distances measured on a chosen projection.

Hachures: Vertical and horizontal lines used on map to indicate by their length and closeness the direction and steepness of variations in height of the earth's surface, the lines being crowded together to represent the steepest slope.

Projection: The method used by cartographer for representing on a plane the whole, or part of the earth's surface which is not flat.

Scale: The ratio of the distance on an architectural drawing, map, globe, model or vertical section; to the actual distances on earth surface they represent.

BRAOU

UNIT 16 BIOGRAPHICAL INFORMATION SOURCES

Contents

- 16.0 Aims and Objectives
- 16.1 Introduction
- 16.2 Definition
- 16.3 Scope
- 16.4 Uses
- 16.5 Sources for Biographical Information
- 16.6 Types of the Biographical Information Tools
 - 16.6.1 Universal or International
 - 16.6.2 National
 - 16.6.3 Special
- 16.7 Evaluation
- 16.8 Summing Up
- 16.9 Model Answers
- 16.10 Assignments
- 16.11 Recommended Books
- 16.12 Glossary

16.0 AIMS AND OBJECTIVES

In this Unit we introduce you another kind of information sources i.e., Biographical information sources.

After going through this Unit, you will be able to :

- Identify various sources for biographical information;
- Explain various types of Biographical Reference tools and their uses; and
- Evaluate biographical sources systematically and select standard ones for your Library.

16.1 INTRODUCTION

The human tendency, in general, is to know about his fellow beings. When a person achieves something unusual, some high position in society or suddenly highlighted owing to his notable contribution, the curiosity among the people, to know about him is natural. They would like to know, what is behind his achievements, the environment in which he was brought up, his education, family background, etc. By reading the life sketches of such persons, we draw inspiration and strive to achieve something in life. Sometimes, we find answers to our problems, when we read autobiographies or biographies of great people. An autobiography is nothing but the story of a person's life written by himself and a biography is a written account of this life by some one else. But biographical reference sources represent collected biography and not individual biography.

16.2 DEFINITIONS

According to Harrods Library Glossary and Reference Book, 6th ed. 1987, the biography is (1) "a written account of a person's life" (2) "the branch of literature concerned with the lives of

people" and a biographical dictionary is "a collection of lives of people arranged in alphabetical order".

Louis Shores, in his book, 'Basic Reference Sources' has defined the biographical dictionary as "essentially a directory of notable persons, usually arranged alphabetically, by surnames, with biographical identifications that range from brief out-line to extended narrative".

16.3 SCOPE

Every entry, depending upon the types of the biographical tool, contains name (and pseudonyms), date of birth, date of death (if it is retrospective tool), place of birth, parentage, marital status, children, nationality, religion, career details, academic, professional and public achievements, positions held, contribution made, publications, other important landmarks in his life, honours, etc., along with current address, telephone number of and a photograph.

some biographical dictionaries provide long essays with critical evaluation of each biographee and some in a brief and tabular form.

In special biographical dictionaries, the compiler includes only those names that qualify according to the scope of the subject or profession. In the case of National or International Biographical tools the criteria applied to include is measured by degree of public achievements.

16.4 USES

Facts about the lives of the great people are sought by people irrespective of their age or educational levels.

- i) A student or participant in a seminar or conference, may like to know about an eminent/scholarly person in his own field, to give a talk or submit a paper.
- ii) The Chairman of a meeting may require the biographical details of a person, whom he has to introduce to the audience as the main speaker or chief guest of the occasion.
- iii) Research scholars may want to establish authority of disputed authors and eminent personalities by using biographical sources.
- iv) Irrespective of their educational or age levels, people may be interested to know about persons who have occupied the front line newspaper columns.
- v) People may seek information about a person, whose birth centenary is celebrated or who receives a prestigious award, or achieves a unique distinction in arts, science or literature.

16.5 SOURCES FOR BIOGRAPHICAL INFORMATION

Dictionaries, Encyclopedias, Directories, Literary handbooks, Manuals, Year books, Obituary Columns of newspapers, periodicals and newspaper indexes are all valuable biographical sources, in addition to biographical dictionaries.

Among these sources, Encyclopedias are most useful particularly for notable personalities who are dead. They provide lengthy biographical sketches about them. Year books and Encyclopedias give information about living persons or who died in recent years. Telephone directories and occupational directories provide brief information like address, profession, etc. of a person. Literary handbooks and manuals include the notables who are writers. The Yearbooks will have

who's who sections in their work and provide brief life sketches of prominent people. Periodical and newspaper indexes provide us sources of latest profiles published in obituary columns of newspapers or published articles in periodicals. But comparatively biographical dictionaries are more comprehensive, accurate and authentic in providing biographical information.

Self-Check Exercise - 1

What type of information will a Biographical tool provide?

Note: i) Write your answer in the space provided below.

ii) Compare your answer with the model answer given at the end of this Unit.

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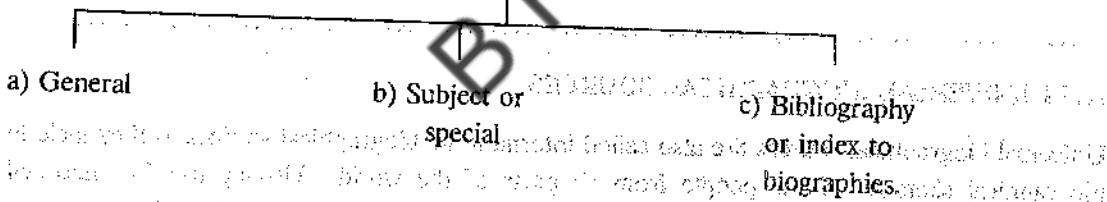
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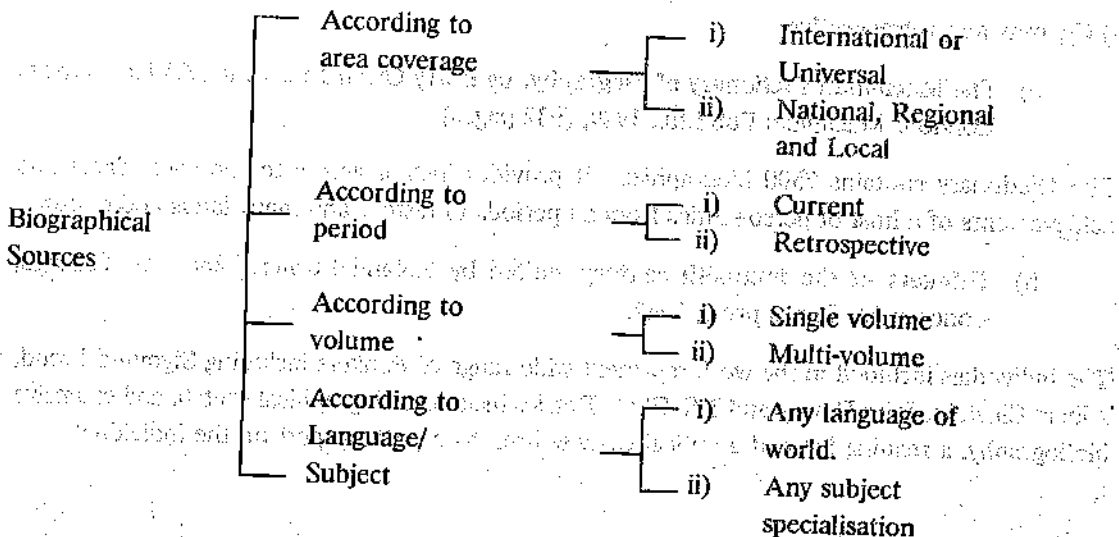
16.6 TYPES OF BIOGRAPHICAL TOOLS

There are numerous biographical dictionaries. They can be grouped into the following major categories according to the scope, nature and content of the source. Such categorisation helps librarians in organising the reference collection.

BIOGRAPHICAL SOURCES



Each one of the above can be further classified into subgroups based on their characteristics.



As there are a number of biographical sources, it is not possible to enumerate all of them here. The most significant ones are listed under the following groups:

- 1) Universal/International biographical dictionaries
- 2) National biographical dictionaries.
- 3) Special/Subject biographical dictionaries.

Each of the above group can be further divided into three categories.

- 1) Current and Retrospective
- 2) Current
- 3) Retrospective

The current and retrospective biographical dictionaries include the notables whether they are dead or alive. The current ones cover only the prominent persons who are alive. The scope of the retrospective biographical source is limited to persons who are dead.

Self-Check Exercise - 2

What are the categories of biographical information sources ?

Note: i) Write your answer in the space provided below.

ii) Compare your answer with the model answer given at the end of this Unit.

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16.6.1 UNIVERSAL BIOGRAPHICAL SOURCES

Universal biographical sources are also called international biographical sources as they include biographical sketches of the people from all parts of the world. Usually the International biographical dictionaries are biased towards the country where they are published. They cover more persons of that country.

i) Current and retrospective

- a) **The Macmillan Dictionary of Biography.** by Borry Owen Jones and M.Vibart Dixon. London: Macmillan Pub.Ltd., 1989, (932 pages).

The Dictionary contains 7500 biographies. It provides instant access to the lives, dates and achievements of a host of personalities from all periods of history and many lands and cultures.

- b) **Thinkers of the twentieth century,** edited by Roland Furner. 2nd ed. Chicago; London: St. James press, 1987.

The individuals included in the work represent wide range of thinkers including Sigmund Freud, Albert Einstein, John Dewey and T.S. Eliot. Entries include a biographical sketch, and extensive bibliography, a reading list and a critical essay written by a noted expert on the individual.

- c) **Almanac of famous people**, edited by Susan L. Stetler. 4th ed. Detroit: Gale Research Inc., 1989, 3 vols. (The 3rd volume is index), vol. 1 and 2 have 2078 pages and vol. 3 has 1005 pages. The earlier editions were titled as **Biography Almanac**.

Over 25,000 famous individuals are included in two volumes. The entries furnish citations to biographical sketches and articles appearing in over 300 readily available biographical sources. The 3rd volume is index. It has (1) Chronological index arranged by dates of birth and death in the order, January 1 to December 31, (2) Geographical index provides place of birth and death and lists them geographically by city, state and country and (3) Occupations' index.

- d) **Webster's Biographical Dictionary**. rev. ed. Spring Field, Massachusetts: G & C Merriam, 1985.

It was first published in 1943. It gives brief biographical sketches for about 40,000 note worthy persons from different countries, both living and dead. But the American and British subjects occupy most of the space with appropriate attention given to major international and historical figures.

- e) **Chamber's Biographical dictionary**. Ed. by J.O.Thorne. Edinburgh and London: Chambers Ltd., 1978.

The first edition was published in 1897. This edition lists 15,000 prominent people, with particular emphasis on British and American personalities.

ii) Current

- a) **Who's who 1990**. 142nd Annual ed. 1849- London: A & C Black (Publishers) Ltd., c 1990. 2019 Pages.

The present edition contains more than 28,000 biographies approximately a thousand of these make their first appearance in **Who's who**. They are of all kinds of people from all parts of the world and from all walks of life. The entries are arranged alphabetically. Each entry is in a standard form, - full name and present position followed by date of birth and family details, education, career in date order, publications, hobbies and addresses. The entries are updated both from information supplied by biographees on their annual profiles and from other independent sources.

- b) **Who's who in the world**, 8th ed. 1987-88. Chicago: Marquis, 1986.

The 1st ed. was published in 1971-72. The present 8th ed. includes more than 24,000 biographies. It provides factual details of prominent personalities from every field.

- c) **The International Who's Who 1990-91**. 54th ed. London: Europa Publications Ltd., 1990.

The 1st ed. was published in 1935. This 54th edition contains nearly 20,000 biographies from almost all countries of the world. More than 1500 biographies appear in this edition for the first time. The existing entries have been revised and updated. All essential facts are given - date of birth, nationality, career details, honours, current address and telephone number. Other details provided are about the place of birth, parentage, marital status, children and leisure interests. It covers person from every walk of life, leading personalities of the world from the fields like, films, music, sport, fashion, literature, the performing business and finance; politics/and religion, ambassadors and diplomats, medicine, law, education and technology.

d) **Dictionary of International Biography**, 21st ed. Cambridgeshire: Melrose Press Ltd., 1990.

Over 5,000 entries reflect contemporary achievements in every major profession and field of interest within as many countries as possible.

e) **Men of achievements**: 14th ed. Cambridgeshire: Melrose Press Ltd., 1990.

It contains over 5,500 entries of contemporary world leaders and prominent individuals known internationally. It provides details on important individuals from every significant walk of life, politics, academic, business, entertainment, sports, fine art etc. Each entry includes date and place of birth, education, family details, career information, memberships, creative works, honours and awards, together with full postal address.

f) **Current Biography**. 11 issues per year (every month except December). New York: H.W. Wilson Co. Vol.1 - (1940).

Current Biography provides profiles of men and women about whom timely and reliable information is in demand, featuring artists, politicians, business people, journalists, actors, authors, sports figures, scientists, and others who make today's headlines and tomorrow's history. Each issue will give 16 to 18 profiles. Each monthly issue offers a cumulative index to past issues of that year. The last issue of the year is hard-bound yearbook providing subject index. The biographical sketches run from about 2,500 to 3,000 words in length and include, full name, pseudonyms if any, guide to pronunciation, date of birth, profession, objective account of the subject's life and career subject's own views, attitudes, and opinions, observations of journalists, colleagues and associates, recent photograph and reference to additional sources. Each issue contains brief obituary notices of people who had been profiled in current biography. References are provided to the source of obituaries and the issue in which the profile appeared. **Current Biography Cumulated Index 1940-1985** had been published in 1986, providing access to over 6,000 biographies. This index lists the subjects of all articles in current biography from Jan. 1940 through the end of 1985. The index entries include career identification, changes in title in the case of nobility, and cross references covering name variants and pseudonyms.

g) **News makers 90 (Formerly Contemporary News Makers)** ed. By Peter M. Gareffar. Quarterly. Vol.1 - (1985 -). Detroit: Gale Reserach Co, 1985

It presents profiles of the people making headlines in newspapers. It offers four logically arranged indexes by name, nationality, occupation and subject, to locate entries. Separate obituaries section provides concise profiles of recently deceased news makers. Photographs are given. Exclusive interviews and sources for additional information are provided.

h) **Who's Who in the Socialist countries of Europe**. Ed. By Juliusz Stroynowski. Sevenoaks, Kent: K.G. Saur, 1989.

It is a 3 volume biographical work covering the countries Albania, Bulgaria, Czechoslovakia, German Democratic Republic, Hungary, Poland, Romania and Yugoslavia. It contains more than 14,000 entries.

i) **Who's Who in Australlia and the Far East**. Cambridgeshire: Melrose Ltd., 1989.

It provides biographical details of prominent individuals from vast geographical area. A particular feature of this source is, the inclusion of biographies from some of the lesser known countries and territories of the region about whom information is very difficult to obtain. It

contains over 5,000 biographies from all walks of life from politics to the Arts. It provides full biographical details on entrants from over 30 countries and states including Australia, New Zealand, China, Hong-Kong, Japan, North and South Korea, Philippines, Singapore, Far Eastern USSR and Vietnam.

- j) **Who's Who in the Commonwealth.** 2nd ed. Cambridgeshire: Melrose Press Ltd., 1984.

It reflects the contemporary achievements of men and women of all the 50 Members and Associated States of the British Commonwealth.

- k) **Who's Who in Arab World.** 1990-91. 10th ed. Beirut: Publitec, 1990.

It contains three sections. The first section is a biographical dictionary, the 2nd section is a regional and historical survey and the 3rd section is a geographical directory of 20 Arab countries. The first section provides 6,000 biographical sketches of outstanding persons in 20 Arab countries. All indexed by country and profession.

iii) **Retrospective.**

- a) **Who was Who.** London: Adam & Charles Black, 7 Vols. Published in different years (1966-81).

It is a seven volumes set covering the period 1897 to 1980 of the biographies removed from **Who's Who** each year on account of their death, with final details and date of death added. Also given is a cumulative index to the seven volumes giving names, years of birth and death and the volume in which each entry is to be found.

Vol. 1 - (1897-1915), 5th ed. 1966;

Vol. 2 - (1916-1928), 4th ed. 1967;

Vol. 3 - (1929-1940), 2nd ed. 1967;

Vol. 4 - (1941-1950), 4th ed. 1967;

Vol. 5 - (1951-1960), 3rd ed. 1967;

Vol. 6 - (1961-1970), 2nd ed. 1979;

Vol. 7 - (1971-1980), 1st ed. and a cumulative index 1897-1980 has been published in 1981. This cumulative index helps in locating the entries if the year of death is not known.

- b) **Obituaries from "The Times" 1951-60.** Compiled by Frank C Roberts. Reading, England: Newspaper Archive Developments Ltd., 1979.

This volume of obituaries reprints the best of those from the 1950s. It contains 1450 entries. With the two volumes already published for the periods 1971-75 published in 1978 and 1961-70 published in 1975 this completes a selection of 4,000 entries covering the entire 3rd quarter of the present century. The volume 1971-75 is a record of 1,000 men and women and the volume 1961-70 is a record of 1,500 men and women whose lives ended during those periods. The selection of the entries is in the order of public importance of each subject.

- c) **The Annual Obituary 1987.** Edited by Burgers Patricia. Chicago; London: St. James Press.

Published annually since 1980, the series provides a unique source of information on the lives and achievements of notable people from all walks of life. International in scope, this volume contains 331 entries.

16.6.2 NATIONAL BIOGRAPHICAL DICTIONARIES

These dictionaries, as the name suggests, belong to particular nation or region. In the modern days, the standard practice of each nation is to produce "Who's Who" for the important contemporary persons and "Who was Who" or retrospective dictionary for the predecessors who are no more. The Dictionary of National Biography (DNB) gives well-written and detailed accounts of the notable persons of a particular nation. They are the most authoritative source of current and retrospective biographies of eminent persons. They cover more nationals and provide more information about them than that of an international biographical dictionary. Likewise State, District or local works include even less important persons, who belong to that region and give more information about them in comparison to national biographical dictionary.

i) Current And Retrospective:

China:

Who's Who in the People's Republic of China. 3rd ed. Compiled by Wolfgang Bartke. Sevenoaks, Kent: K.G. Saur, 1990.

The first edition was published in 1981. The 3rd edition gives full account of the extensive changes that have taken place in the People's Republic of China in the past. Some 4,000 biographical entries provide in-depth and upto-date biographical information of China's political, business, educational and cultural leaders. Each entry begins with a list of positions held and includes a biography featuring pre-1949 information and a chronological list of activities since the founding of the people's Republic of China. The entries are arranged alphabetically with the names transliterated according to the Pinyin system. Each entry also includes the Wade-Giles transcription and the Chinese Characters. The book is supplemented with an occupation index, divided into the following sections - Party cadres, Military carders, Government cadres, etc. It includes a photograph where available.

USSR:

A Biographical dictionary of the Soviet Union 1917-1988 By Jeanne Vronskaya and Vladimir Chuguev. Sevenoaks, Kent: K.G. Saur, 1989.

It contains 5,000 brief portraits of people from all walks of life who have shaped Russian history and culture both within the Soviet Union and beyond the border.

U.S.A.:

Notable Americans (Formerly 'Notable Names in American History') 4th ed. Edited by Linda S. Hubbard. Detroit: Gale Research International, 1988.

It contains the names of notable Americans from a wide range of fields and for all time periods, colonial era to the present. This new work updates all lists from the previous edition, filling in nearly 15 years worth of modern history. The lists are conveniently arranged into 19 chapters covering various branches of government, the military, and important private institutions like corporations, labour unions and religious organisations. Names are organized by institution within each chapter, with historical notes on changes in the names of Institutions. The new organizations index allows users to identify personal names by their institutional or other type of affiliation. It gives more than 50,000 names. A complete alphabetical index puts all names into a single alphabet for easy retrieval.

ii) Current:

U.S.A.:

Who's Who in America, a biographical dictionary of notable living men and women.
Chicago: Marquis, 1899 - V. 1 - Biennial.

This standard work consists of concise biographical data of outstanding living persons in U.S., Canada and Mexico. The 46th edition of this contemporary biographical dictionary for the year 1990/91 is published in 1990 in 2 volumes, has grown from 8,602 names in the first edition to over 79,400 biographies.

India:

- a) **Who's Who - Indian personalities Vol.1 - 1986** compiled and ed. by P. Chavda and H.L. Sagar. New Delhi: Crystal ship publishing, 1986.

The volume one contains about 1,200 entries. The remaining volumes are yet to be published.

- b) **India Who's Who 1990-91.** annual 21st ed.: New Delhi: INFA, 1991.

Its 21st edition contains over 5,000 biographical entries from 126 fields. This annual is updated every year. Thus 500 new entries have been added in this new edition. It is divided into seven sections, each with allied professions grouped under it. Only individuals active in their field are included. Listed here are the most important figures from politics, business and finance, art, entertainment, medicine, education, law, science, sports etc. An alphabetical index is given at the end. New sections included are civil service, public sector undertakings, Vice-chancellors of Universities and Judges of the Supreme Court and High Courts. The Editor says it is extensive in coverage, exhaustive in detail and concise in presentation.

- c) **Who's Who in India, 1986.** Bombay: Business Press (P) Ltd., 1986. This is Published irregularly.

iii) Retrospective:

U.K.:

- a) **Dictionary of National biography, from the earliest times to 1900.** Edited by Leslie Stephen and Sidney Lee (Originally published between 1885 and 1900), 22 Vols. 30,500 pages. London: University Press. This work comprises of 30,000 lives.

- b) **Twentieth Century Dictionary.** Oxford: Oxford University Press, Published during 1912 to 1990 (9 volumes.)

Vol.1. 1901 - 1911 ed. by Sidney Lee, 1912.

Vol.2. 1912 - 1921 ed. by HWC Davis & JRH Weaver, 1927.

Vol.3. 1922 - 1930 ed. by JRH Weaver, 1937.

Vol.4. 1931 - 1940 ed. by L.G. Wickham Legg, 1949.

Vol.5. 1941 - 1950 ed. by L.G. Wickham Legg, and E.T. Williams, 1959.

Vol.6. 1951 - 1960 ed. by E.T. Williams and Helen M. Palmer, 1971

Vol.7. 1961 - 1970 ed. by E.T. Williams and C.S. Nicholls, 1981.

Vol.8. 1971 - 1980 ed. by Lord Blake & C.S. Nicholls, 1986.

Vol.9. 1981 - 1985 ed. by Lord Blake & C.S. Nicholls, 1990.

These volumes record the lives of men and women who died during the period. The Twentieth Century Dictionary include a cumulative index covering their own entries and those of preceding volumes from 1901. This latest supplement records the biographies of 380 distinguished men and women, for the most part of Britain who died between the beginning of 1981 to the end of 1985. This volume covers five years instead of the customary ten, and is thus more topical than previous volumes. The volumes 1 to 8 cover the lives of 6750 men and women who died between 1900 to 1980.

- c) **The Concise Dictionary of National Biography.** Oxford: Oxford University Press, 2 Vols. Volume 1 from the beginning to 1900, 2nd ed. 1906; Vol.II. 1901-1970 published in 1982.

Vol. 1 gives the biographies in brief from the beginning to 1900. Vol.II replaces the Concise Dictionary of National Biography 1901-1950 and now includes in a single alphabetical sequence short biographies of over 6000 outstanding British men and women from all walks of life who died between 1st Jan. 1901 and 31st December 1970. From Statesman to scholars, engineers to editors, monarchs to missionaries and generals to geneticists, the lives cover the whole range of British achievement in the first seven decades of the 20th century. Thus, this 2nd volume serves as a useful 'who was who' in Great Britain from the death of Queen Victoria to the death of Churchill.

U.S.A.:

- a) **Who was who in America;** a companion biographical reference work to Who's who in America. Chicago: Marquis, 1942-85. Vol.1-8

It includes biographical sketches removed from Who's Who in America because of death of the biographee. With the Historical volume these volumes form a series entitled Who's who in American History. Volume 6 includes a cumulated index to the series. A separate index for the period 1607 - 1985 was published in 1985.

- b) **Who was Who in America: Historical volume.** 1607-1896. A component volume of Who's who in American history. Chicago; Marqus, 1963, 670 pages.

It is a compilation of biographical sketches of individuals both of the USA and other countries who have made contribution to or whose activity was in some manner related to the history of the United States from the founding of the James Town Colony to the year of continuation by Vol.1 of 'Who is who'.

- c) **Dictionary of American biography published under the auspices of the American council of learned societies.** New York: Scribner; London: Milford, 1928-1937. 20 Volumes and Index.

This Scholarly American biographical dictionary was designed on the lines of the English DNB with persons of all periods who lived in the territory now known as the United States excluding British offices serving in America after the colonies declared their independence. More than 13,600 biographies are included. It does not include living persons. Supplement volumes 1 to-7 were issued covering the period 1935 to 1965.

India:

- a) **Dictionary of National Biography** 4 vols. ed. by S.P. Sen. Calcuta: Institute of Historical Studies, 1972-74 and a supplement Vol.1 - , 1986.

The period covered by this work is from 1800 to 1947. The DNB includes people from all walks of life like politics, religions, social reforms, education, Journalism, Literature, Science, Law, Business and Industry etc., who made some contribution to the growth of National consciousness or development of society. It also includes persons who had achieved from regional-state or even district level importance. The total number of entries are 1400. Since the period covered is pre-Independence era, persons belonging to undivided India are included. The entries are of varying lengths from small paras to lengthy essays. At the end of each entry bibliographies are given including sources of information. The entries are signed. Cross references are given.

The publishers have planned to publish four supplementaries to this work under editorial ship of N.R. Roy, Director of the Institution to cover the first 25 years after independence. The first supplement was published in 1986. Unlike other DNBs this work includes some living persons born during 1800-1947 who have attained eminence.

- b) **National Biographical Dictionary of India** compiled by Jagdish Saran Sharma, New Delhi: Streling, 1972. There are 5000 entries of prominent persons from all walks of life covering 5000 years. The arrangement is alphabetical. Contains good index.

16.6.3 SPECIAL AND SUBJECT BIOGRAPHICAL SOURCES

The importance of biographical sources from lay persons to research scholars, has not escaped the notice of publishers. Therefore not only general biographical dictionaries but also those belonging to professionals in the specific subject are being published increasingly. The number of specialised/subject biographical dictionaries is so large that it is not possible to enumerate even one wider each subject. Special or subject biographical dictionaries are more comprehensive since they include biographies of specialists in a particular subject field. Some significant examples are provided below.

i) Political Science:

- a) **Who's who in International Affairs**. 1st ed. London: Europa Publications, 1990.

This biographical work, provides information on thousands of key persons involved in various aspects of international affairs. It contains over 10,000 biographical entries for principal personalities in international political, economic and cultural affairs. It includes members of lesser known organisations such as the International Council of Museums as well as representatives of major bodies like United Nations and the European communities. Also included in this biographical source are leading diplomats, politicians, government ministers, heads of State, academics and journalists specializing in international affairs. Each entry contains name, date and place of birth, family information, education, positions held and years of appointment, current post, publications, addresses, telephone, telex and fax numbers.

- b) **Who's who in European politics 1990-91**. Sevenoaks, Kent: Bowyer Law Publ. 1990.

This work contains biographical entries for over 6,000 current serving political figures in Western Europe, as well as an extensive directory index to all names and posts. The personalities are from twelve members of the European community - Belgium, Denmark, France, West Germany, Greek, Italy, Luxembourg, the Netherlands, Portugal, Spain, Ireland and the UK, and seven members of the European Free Trade Association - Austria, Finland, Iceland and Switzerland, Norway, Sweden and Switzerland plus Turkey, Cyprus and Malta. The names of governmental and government personnel is arranged in four categories: Head of States, Government Ministers, trade unions and federations.

- c) **Who's who in American Politics.** 1989-90. 12th ed. New York: R.R. Bowker, 1989, 1800p.

This 12th edition assembles 24,000 concise capsule biographies. It gives details about their entries which list party affiliations, date of birth and place, names of parent, spouse, children, education, political, governmental and business positions held, publications, membership, voting residence, mailing address etc. This is updated biennially. It contains concise information on the men and women whose political ideas, policies and conduct shape the life of the United States.

ii) **Science:**

- a) **Who's Who in Science in Europe.** 6th ed. 4vols. London: Longman Group UK Ltd., 1989, 2480p.

It offers detailed professional profiles of over 27,000 senior research scientists in industrial, official and academic laboratories in Western and Eastern Europe. It is divided into two parts - Part I offers an alphabetical listing of profiles by surname with which help find specific individuals. Part II is organised according to 62 fields of specialization. The guide includes biographies of specialists in the natural and physical sciences, engineering, agriculture and medicine. All Eastern and Western European countries are covered except USSR. Turkey is also included. Each entry covers full name, year of birth, main professional and research interests, higher educational degrees with name of institution and subjects studied, place of work, year of appointment, previous professional experience, membership of societies, higher positions held, major publications, telephone numbers and full professional postal address.

- b) **Medical Sciences International Who's Who.** 4th ed. London: Longman Group UK Ltd., 1990. 1352 pp.

It contains details of around 8,000 senior medical and biomedical scientists from 90 countries. Easy to refer, the book contains an index by subject area. Entries are grouped by country and help locate specialists in a particular field in a specific country.

- c) **Agricultural and Veterinary Sciences, International Who's Who.** 4th ed. London: Longman Group UK Ltd., 1990, 1248 pp.

This gives full details of senior agricultural and veterinary scientists from 100 countries world wide. The listings include directors and section leaders in industrial and official laboratories and consultancy organisations, heads of relevant academic departments and editorial boards. There is a detailed subject index divided by country for location of experts in particular fields from Agricultural Economics to Zoology.

- d) **Energy and Nuclear Science International Who's Who.** 3rd ed. London: Longman Group UK Ltd., 1990. 424pp.

This is a detailed guide to over 3,000 scientists and engineers concerned with new and improved techniques with energy planning and energy-related programmes, services and industries. The subject index is divided by country and within country by subject.

- e) **American Men and Women of Science,** 17th ed. 8 vols. New York: R.R. Bowker, 1989.

This 8 volume directory gives a current detailed biographies of nearly 1,40,000 prominent American and Canadian men and women in the physical, biological and related sciences. A discipline wise index enables to locate experts. It is published triennially.

- f) **Who's Who in Technology.** 6th ed. 2 vols. Ed. by Amy L. Unterburger. Detroit: Gale Research International, 1989. 2742 pp.

It includes 38,000 biographical profiles of North American men and women in one alphabetical volume. The separate Index volume provides access to entries. The Index is given subjectwise under 46 technical disciplines.

- g) **Who's Who in space: the first 25 years.** by Michael Carrutt. Boston: G.K. Hall, 1987. 311pp.

This profiles 199 astronauts of every nationality who flew into space from 1961 to 1986 plus 150 others who underwent rigorous flight training.

- h) **Fellows of the Indian National Science Academy. 1935-1984, biographical notes.** New Delhi: Indian National Science Academy, 1984.

It is a compendium of Fellows elected to the Academy since its inception way back in 1935. Brief life sketches of all 892 Fellows, including those, who are deceased have been given in the work in alphabetical order. Besides, there is a list of 120 foreign scientists elected to Fellowship of the Academy. At the end of the volume, the entries are arranged chronologically starting with Foundation Fellows and also subjectwise to facilitate search and retrieval.

- i) **Chambers Biographical Encyclopaedia of Scientists** by John Daintith and others. Edinburgh: W & R Chambers Ltd., 1983.

This work presents biographical entries on important scientists or on people who have made important contributions to Science from the earliest times to the present day. It contains 2,000 entries. Cross references are given.

iii) **Social Scientists:**

National Register of Social Scientists in India. New Delhi: Concept, 1983, 996 pps.

It gives the back-ground of each social scientist, their fields of interest, research work etc. It contains bio-data of 7527 social scientists in the country arranged under broad subjects. Index is given at the end.

iv) **Women Studies:**

- a) **The World Who's Who of Women.** 10th ed. 1990/91 Ely, Cambridgeshire: Melrose press Ltd., 1990.

This gives details of achievements of leading female personalities throughout the world. It covers biographies of over 7,500 top influential women in the world today. The entrants include women from every walk of life and pace of influence from politicians to musicians and actresses to academics.

- b) **Macmillan dictionary of Women's Biography.** 2nd ed. London: Macmillan, 1989.

This work contains essential details of the lives of over 2000 women from all periods, cultures, and walks of life - from queens to cooks, engineers to entertainers, pilots to pioneers. Subject index is given at the end.

- c) **Dictionary of British Women writers.** Ed. by Jaret Todd. London: Routledge, 1989. 762 pp.

This contains 400 women writers from the middle ages to the present, including from commonwealth countries who have done much of their writing in Britain or aligned themselves with British culture. It covers novelists, poets, dramatists, essayists, literary critics, biographers, historians, polemicists, memoirists, writers of children fiction, letter writers, diarists and travel and hymn writers. Each entry gives a biographical sketch, her pseudonyms if any, and a discussion on her key works and themes. The titles and dates of her works and critical references are also given at the end of each entry.

- d) **International Who's Who of Professional and Business Women.** Ely, Cambridgeshire: Melrose Press Ltd., 1988.

More than, 5,000 biographies are given with personal, educational and career details. Indexes by country and occupation are included.

- e) **International Encyclopedia of Women Composers, 2 Vols.** By Baron I.Cohen. 2nd ed. London: Books & Music Co. 1230pp.

It gives nearly 6,200 women composers from 72 countries. It covers the women composers from 2,500 B.C to the present day. 572 photographs are given.

- f) **Andhra Rachayitruka Samachara Suchika** by Arudra Ramalakshmi. Hyderabad: A.P. Sahitya Academy, 1969.

It is Who's Who of selected Telugu Women Writers in Telugu Language.

v) **Literature:**

- a) **International authors and writers Who's Who 1989.** 11th ed. Cambridgeshire: Melrose Press, 1988. 1200pp.

Fully revised and up-dated, this Eleventh edition offers biographical information on more than 8000 contemporary writers throughout the world, writers of popular fiction and non-fiction, text and academic books writers, poets, critics, reviewers, journalists, editors etc. are included. Every effort is made to include writers from as many countries as possible, not just English speaking nations. Each biographical entry includes full name, date and place of birth, profession, family details, education, literary appointments, major books or works published, contributions to magazines and journals, honours and literary awards, membership of literary societies, literary agent, full address. Appendices list literary agencies and literary societies throughout the world.

- b) **The writers Directory 1990-92.** 9th ed. Chicago & London: St. Jones Press, 1990. 1091 pp.

This is completely revised and expanded 9th ed. of this biennial reference work. This directory lists more than 17,000 living writers from Australia, Canada, Ireland, Newzealand, South Africa, the U.K. and the United States as well as others who write in English. The main section of the book lists fiction and non-fiction writers who have published atleast one full length book in English. Each entry contains name (and pseudonym), citizenship and year of birth subject categories, current and past appointments, a complete bibliography and address. The unique yellow pages (in the beginning) section lists writers under various writing categories. This section is useful to those who need a list of writers on a particular subject.

- c) **Who's Who of Indian Writers** Ed. by Balu Rao. New Delhi: Sahitya Academy, 1983. 731pp.

It contains biographical and bibliographical information about nearly 6000 living writes in 22 Indian Languages including English. It gives biographical sketches of each author and upto six

of his works. Also it gives the language in which the author writes. It gives pseudonyms if any. The compiler took seven years to complete this work. So it is outdated, but, still useful being the only work of its kind.

- d) **Andhra Kavisaptasati** by Bulusu Venkataramanaiah. Madras: published by the author, 1956. 336 pages.

It is who's who of 700 Telugu poets from the earliest times to the end of the 19th century written in Telugu.

- e) **Adhunika Telugu Rachayitala**. Madras: Southern Language Book Trust, 1962, 138 pp.

It is who's who of Modern Telugu Writers in Telugu Language.

vi) **Library Science:**

- a) **Directory of Library and Information Professionals**. 2 vols. Published by Research Publications in Collaboration with ALA, 1988 : Vol.1 - Listings, 1392 pp: Vol.2 - Indexes, 1343 pp.

This contains 23,000 biographical sketches of individuals who work or participate in the information field at professional level in United States and Canada. These sketches are based on questionnaire responses from the individuals. In addition some 20,000 members of the ALA who did not respond to the questionnaire are also listed. The 2nd volume contains four indexes. (1) Key word Index with over 3,000 terms describing professional/subject expertise (2) Employer Index gives access to libraries and institutions. (3) Consulting Index with telephone numbers of professionals listed according to their consultancy availability (4) Geographical Index arranged by State or Province and city and grouped by employers name.

- b) **Who's who in the U.K. Information World**. London: TEPL Publishers, 1989.

It is a directory of over 3,000 key people in the information sector. It covers company librarians and information specialists, Government Librarians, Senior managers in Public and Academic Libraries, Record Managers, personalities from library suppliers and providers. Each entry has fullname, business address, telephone, telex and fax numbers, with qualifications, previous posts, responsibilities and interests.

- c) **Handbook of information Scientists**. comp. by Neelima Kaul. New Delhi: Citation Publishers, 1980.

It contains 1220 entries arranged in alphabetical order by name. Also given in the work are (1) Universities conducting courses in Library, Information Science and Documentation (2) Library and Information Science associations (3) Some of the Journals in Library and Information Science (English and Indian languages). This list with addresses covers foreign journals also.

vii) **Music:**

- a) **International Who's Who in Music ~ 1990-91**. (Classical and light classical fields) 12th ed. Consultant editors: David Cummings and Dennis McIntire. Cambridgeshire. ~~Madrose~~ Press, 1990. 1105 pp.

This completely revised 12th edition includes biographies of more than 8,000 contemporary writers, arrangers, composers, soloists, orchestral players, conductors, singers and managers in the classical and light music fields. The appendices list music societies, conservatories, awards, orchestras and opera companies.

- b) **The New grove dictionary of Music & Musicians**, ed. by Stanley Sadie. 20 vols, Each volume 900 pp. London: Macmillan Publishers Ltd.

This contains 22,500 articles and 4,500 illustrations.

- c) **Andhra Vageeyakara Charitramu** by Balantrapu Rajanikantha Rao. Vijayawada: Visalandhra Prachuranalu, 1958. 531 pp.

It contains Biographical sketches of Telugu musicians written in Telugu language.

- d) **Dictionary of South Indian music and musicians**. Madras: Indian Music Publishing House, 1984.

It is planned to publish in 5 vols. 3 volumes are published till now.

viii) **Education:**

- University, College faculty, Who's Who**, New Delhi: Sultan Chand, 1982.

It gives biographical Information of India's outstanding academicians in various disciplines.

ix) **Religion:**

- a) **Indian Christian Who's Who**. Bombay: Parish Church of the East, 1983. 210 pages.

- b) **Who's Who in Yoga and Ashrams**. Edited by Swami Gitananda. Pandicherry: Ananda Ashram, 1985, 2 vols.

x) **Art & Drama**

- a) **Indian sculptors today**. Bombay: Jahangir Art Gallary, 1983. 107 pps.

It gives biographical sketches of Indian sculptors and painters alongwith the description of their works and sample reproductions.

- b) **Artists directory; covering painters, sculptors and engravers**, 2nd ed. New Delhi: Lalita kala Academy, 1982.

It gives biographies of hundreds of artists famous and less known.

- c) **Andhra Nataka Ranga Charitra** by Mikkilineni Radhakrishna Murthy. Madras; Renuka Granthamala, 1969, 856 pp.

It contains biographical sketches of stage artists in Andhra Pradesh. It is written in Telugu.

xi) **Special:**

- a) **Bharat Ratnas (1954-1991)** by S.K. Dhawan, Delhi: Wave Publications, 1991.

This work provides biographical accounts of the exemplary personalities of the 20th century, who were awarded "Bharat Ratna", the highest and prestigious award of Government of India. The arrangement of profiles is in chronological order of the year of award.

- b) **Encyclopaedia of Nobel Laureates 1901-1987**. by Dr. Ashoke Bagchi and others. Delhi: Konark Publishers(p) Ltd., 1986.

It is a reference work with authentic and accurate data on every Nobel prize winner. The entries provide their basic biographical background, academic outline, a brief summary of the work leading to Nobel prize and their subsequent works and also a photograph of the laureate.

A similar work was published by H.W. Wilson Company, under the title "Nobel Prize Winners" (New York: H.W. Wilson, 1987). It presents profiles of the 566 men, women and institutions that have received the prize between 1901 and 1986. It provides 1200 to 1500 word essay, a narrative summary of the laureates life and work, early development, family background and formative influences; a description of the work for which the subject was awarded the prize, a critical evaluation of subject's contribution to their field, a photograph and a bibliography citing works by and about the subject.

- c) **Who's Who of Freedom struggle in Andhra Pradesh.** 3 vols. ed. by Sarojini Regani. Hyderabad: The State Committee for the compilation of the Freedom Struggle in A.P. Ministry of Education, Govt. of Andhra Pradesh, 1978-1982.

It comprises the life sketches of the freedom fighters. It contains about 1500 entries and they are arranged alphabetically within each district of Andhra Pradesh.

Self-Check Exercise - 3

- (a) Give any example with bibliographic details for each of the following types of biographical information tools:

- i) Current (ii) Retrospective (iii) Special/Subject

Note: i) Write your answer in the space given below.

- ii) Compare your answer with the model answer given at the end of this unit.

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- b) What are the differences between Universal and National biographical dictionaries ?

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16.7 EVALUATION OF BIOGRAPHICAL SOURCES

All biographical sources available in the market are not worth possessing and it is not possible for every library to purchase them all from the limited funds allocated to the reference department. As a large number of spurious biographical dictionaries are being published to make easy money, it is essential to evaluate them before acquiring them. Some unscrupulous publishers extract money or advance subscription from comparatively less known people and publish their biographical sketches padded with wrong information. Though there may be a few such inclusions, it raises doubts about the authority of such works. Such biographical sources should not be rejected outright if the better ones are not available but used with caution.

The criteria laid down for the evaluation of general reference books are also applicable to judge the value of the biographical sources. The following points should be kept in mind while evaluating them.

- (a) Authority (b) Scope and purpose (c) Selection policy (d) Method of Compilation (e) Treatment (f) Arrangement (g) Currency, Accuracy and Reliability (h) Format and style (i) Special Features.

a) Authority:

The authoritativeness of a biographical reference source can be assessed from the reputation of the sponsoring body, editors, compilers, contributors and the publishers. This can be judged from their qualifications, experience and contributions of the authors and reputation and standing of publishers.

b) Scope and Purpose:

The scope and purpose can be indicated by the title or by scanning through the preface and introduction to the work. The important elements are time, place, subject and coverage.

- i) Time : Is it current or retrospective?
- ii) Place : Is it international, national or local?
- iii) Subject : Is it restricted to one particular subject or profession?
- iv) Coverage : Is it comprehensive or selective? If the chosen field is more specific, the coverage is likely to be more comprehensive.

c) Selection Policy

The criteria for the selection of biographies could be:

- i) Solely by merit, or
- ii) by inviting applications, or
- iii) by paying advance subscription, or
- iv) by taking payment from the biographees for the inclusion of the sketch, or
- v) as per the decision taken by the publisher.

d) Method of Compilation:

There are different methods of compilation employed by the publishers in making a biographical dictionary. Most of the current "who is who" are compiled from the questionnaires filled in and checked by the biographees themselves. In the other cases, compilers prepare the biographical sketches from the published and unpublished sources. Original sources used for writing the sketches are preferred for the national retrospective biographical dictionaries.

e) Treatment: The length of the entry depends mainly upon the treatment. In case of a factual, biographical sketch, it may be a brief, stereotyped outline but a narrative and discursive biographical sketch can be a long essay. The editor or the compiler has to give some of the basic information regarding the biographees viz. full name, place of birth, dates of birth and death (if retrospective), nationality, local and permanent addresses, academic qualifications, positions held, experience, contribution to the field in a form of publications, marital status, wife's name,

number of children and their names, hobbies, etc. Hence, the length of the article also depends upon the importance of a person.

f) Arrangement: Entries in a biographical dictionary, retrospective or current, are generally arranged in alphabetical order by surname. Sometimes, they may also be arranged by subject, in chronological order or by geographical places. Such entries should be supported by a good index.

g) Currency, Accuracy and Reliability: Current biographical sources must be kept upto-date by revising them annually or biennially. If it is irregular, the revised edition should be compared with the previous edition to check for the revision made. If it is a retrospective biographical source, new entries of the persons who died in the previous year should be included. The facts given should be accurate and reliable. The editor or the compiler should not underestimate or exaggerate while writing a biographical sketch.

h) Format and Style: The format of each entry should be presented in a clear-cut way for easy reference. If the style of the entry is in a brief outline, the sketches should consistently give the factual information but in the case of a narrative essay type biographies, the style should be simple and lucid. Physical format also need be checked as biographical sources fall under the category of frequently used reference sources.

Special Features:

- i) **Indexes:** Alphabetical biographical dictionaries have a self-indexing arrangement. Classified, chronological or geographical biographical dictionaries must have detailed alphabetical indexes of the names of persons arranged by surname.
- ii) **Cross-references:** There should be adequate cross references for the nick names, pseudonyms, maiden names of women changed after marriage etc., to facilitate easy reference.

Self-Check Exercise - 4

How are the entries in a biographical dictionary arranged ?

Note: i) Write your answer in the space provided below.

ii) Compare your answer with the model answer given at the end of this Unit.

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16.8 SUMMING UP

Biographical sources are important tools which are most frequently used by library clientele. Each source is a collection of lives of prominent people arranged usually in alphabetical order by name. Entries provide details of a biographee regarding his date and place of birth, nationality,

religion, education, contribution to society, achievements, publications, family details, address, photo etc. If any information is sought about a person, whose birth anniversary is being celebrated or who is to be introduced to audience as a chief guest of the occasion, or whose name appears prominently in newspapers, these sources will help the Reference Librarian in providing full information about that person. The biographical sources could be categorised as International, National or subject/special. Each of these again could be classified into sub-groups like current and retrospective. A number of examples of all categories have been given with brief annotations. Criteria to evaluate these sources have also been explained in detail.

16.9 MODEL ANSWERS

- 1) The Biographical tools provide biographical details of notable persons. The details may be factual and brief or lengthy essays with critical evaluation of the works of the biographee. A biographical dictionary, depending upon the scope of the tool, provides date and place of birth and death (if it is a retrospective tool) nationality, religion, career details, academic, professional, public achievements, positions held, contributions made, publications, important landmarks in life, honours, address, telephone number, parentage, marital status, children, leisure interests, etc.
- 2) The Biographical Information tools could be mainly categorised as a) General b) subject or special and c) Index to biographies. Each of the above can be further classified into subgroups according to their characteristics and scope i.e.
 - i) According to area:
 - a) International or Universal:- They cover notables from all parts of the world.
 - b) National:- These dictionaries cover notables belonging to a particular nation.
 - c) Local:- The persons covered in such dictionaries belong to a particular area within a country.
 - ii) According to period:
 - a) Current:- It covers prominent persons who are alive.
 - b) Retrospective:- Its scope is limited to only those who are no more.
 - iii) According to language/subject.
 - iv) According to volume whether it is single volume or multivolume publications.
- 3(a) **Current:** The International who's who 1990-91. 54th ed. London: Europa Publications Ltd., 1990.
Retrospective: Who was who. London: Adam and Charles Black, 1966-81, 7 Vols.
Subject: Medical Sciences International Who's Who. 4th ed. London: Longman Group UK Ltd., 1990. 1352 Pages.
- 3(b) The International Biographical sources include biographical sketches of the people of all parts of the world. However coverage of persons of the country in which it is published will be more. The national biographical sources, as the name suggests, belong to a particular nation. They cover more persons and provide more information about them as compared to an international biographical dictionary.

- 4 The entries in a biographical dictionary are generally arranged in alphabetical order by name. Sometimes they may be arranged chronologically, i.e., mostly in case of obituaries or awardees. The arrangement also could be by subject or by geographical places.

16.10 ASSIGNMENT

- 1) What factors need be considered for evaluation of a Biographical Dictionary?
- 2) Critically evaluate any two important Biographical information sources.
- 3) Give four examples for subject/special biographical information sources with bibliographic details and brief annotations.
- 4) Why do people seek Biographical information?
- 5) Provide the following information with bibliographical details of the tools you have consulted.
 - a) Real name of the following:
 - i) Mark Twain ii) Premchand iii) Arudra
 - b) Works of the following:
 - i) John Milton ii) Viswanatha Satyanarayana iii) Sri Sri
 - c) Contributions of the following to Science:
 - i) Sir C.V.Raman ii) Jagdish Chandra Bose.
 - d) Birth and death dates of the following:
 - i) Galileo ii) Jamalapuram Kesava Rao.
 - e) Brief Biographical sketches of the following:
 - i) Abul Kalam Azad ii) Dr.Babasaheb Ambedkar
 - iii) Raja Ram Mohan Roy iv) Veer Savarkar.

16.11 RECOMMENDED BOOKS

1. Katz, W.A.: *Introduction to Reference Work, Vol.1. Basic Information Sources.* 5th ed. Singapore : McGraw-Hill Book Co., 1987.
2. Krishan Kumar: *Reference Service.* 3rd rev.ed. New Delhi: Vikas Publishing House (P) Ltd., 1989 (Reprint of 1987 ed.).
3. Mukherjee, A.K.: *Reference Work and its tools.* 3rd ed. New Delhi: World Press, 1975.
4. Sharma, Jagdish Saran and Grover, D.R. : *Reference Service and Sources of Information.* New Delhi : ESS ESS Publications, 1987.

16.12 GLOSSARY

Autobiography: The life of a person written by himself.

Biographee: A person who is the subject of biography.

Biographer: A person who writes a biography of another.

Biographical Dictionary: A collection of lives of people arranged in alphabetical order.

BRAOU

UNIT 17 CURRENT EVENT SOURCES AND SERIALS

Contents

- 17.0 Aims and Objectives
- 17.1 Introduction
- 17.2 Definitions
- 17.3 Nature and Characteristics.
- 17.4 Scope
- 17.5 Uses
- 17.6 Types with Examples
 - 17.6.1 Directories
 - 17.6.2 Union Catalogues
 - 17.6.3 Indexing Periodicals
 - 17.6.4 Current Contents
 - 17.6.5 Abstracting Journals
 - 17.6.6 Newspaper Indexes
 - 17.6.7 News Summaries
 - 17.6.8 Television and Radio Broadcast summaries.
- 17.7 Summing up
- 17.8 Model Answers
- 17.9 Assignment
- 17.10 Recommended Books
- 17.11 Glossary

17.0 AIMS AND OBJECTIVES:

After going through this unit you will be able to understand:

- the nature and sources of current events and serials;
- the scope of different sources of current events;
- the importance and uses of the sources of current events; and
- the types with examples of the sources of current events and serials.

17.1 INTRODUCTION

Current events are latest happenings or findings. The sources which help in locating the latest information published in various primary materials are called current event sources. We can consider 'serial' as a broader term used to cover all publications which provide latest information. The serials are the best communication media for nascent micro thought. They help readers to keep themselves abreast of the latest developments in their field of knowledge. Any research finding or current event first appears in newspapers, periodicals, seminar papers, conference proceedings, etc.

D.E. Davinson (*Periodicals collection; purpose and uses in Libraries*. London: Gower Publication Co., 1978) emphasised the importance of serials as "periodicals provide platform for the exchange of experience and transmission of current information." He further said that "it is a fact that most new discoveries and novel presentation of ideas first appear as periodical articles and a large number of these articles do not subsequently achieve publication in book form".

The serial, usually, is synonymously called as 'Periodical' and 'Journal'. Osborn says that the use of serial is more universal. Davinson says that the serial is falling out of favour and the broad interpretation of periodical is growing. Because of flood of current events and increased number of information seekers, these sources are of vital importance.

17.2 DEFINITIONS

D.C. Taylor (*Managing the serials explosion; the issues of publishers and libraries*. New York: Knowledge Industry Publication, 1982) defined that "a serial is a publication reproduced in more than one copy and more than one issue. It has a common name identifying the issues and dating or numbering to the distinction and connection between one issue and another. It has no intended point of completion."

The serial includes scholarly journals, periodicals, popular magazines, newspapers, newsletters, memoirs, transactions, trade guides, year books, almanacs conference proceedings etc.

Harrod's *Librarian's Glossary and Reference Book*, 6th ed. (Brookfield: Gower, 1987) defined all the above types as follows:

Journals: A newspaper or periodical particularly a periodical issued by a society or institution and containing news, proceedings, transactions and reports of work carried out in a particular field.

Magazine: A periodical publication as distinct from a newspaper, separate issues being independently paginated and identified by date rather than by serial number.

Memoirs: A collection of researchers and accounts of experiments, or dissertations on a learned subject published by a learned society, especially in the form of proceedings or transactions.

Transactions: The published papers read at meetings of a society or institution or abstract of the same. Also sometimes they are synonymous with proceedings. A general distinction made between Transactions and proceedings is that Transactions are the papers presented and the proceedings are the records of meetings.

Proceedings: The published record of meetings of a society or institution, frequently accompanied by the papers read or submitted, or by abstracts or reports.

Newsletter: A brief publication conveying news. Frequently issued by societies or business organisations.

Newspapers: A publication issued periodically/usually daily or weekly, containing the most recent news.

Almanac: A publication, usually an annual containing a variety of useful facts or a miscellaneous nature, and statistical information.

Yearbook: A volume often called an annual, containing current information or a variable nature, in brief descriptive and/or statistical form, which is published once in a year. Often Yearbooks review the events of the year.

Trade Guide: A list of books in print, published in a country and frequently of books published abroad for which the home publishers are agents.

17.3 NATURE AND CHARACTERISTICS OF SERIALS

- i) It is a serial publication
- ii) It is likely to be continued in its publication
- iii) It is published at regular intervals.
- iv) It is published for an indefinite period.
- v) All the issues are published under the same title.
- vi) The issues are dated and given its volume and issue number to distinguish and connect the issues.
- vii) The contents are on different topics.
- viii) The information provided is nascent and micro in nature.

17.4 SCOPE

The scope of the sources of current events and serials, depending on the type, will be limited to a geographical area, or a subject area, to a particular journal or a newspaper or more than one journal or newspaper. There are certain sources of current information covering only particular type of material or person.

17.5 USES

- i) They furnish contemporary and upto-date information and opinion on events, topics and matters of current interest.
- ii) They cover latest developments in the field of medicine, science and technology, social sciences, commerce and industry etc.
- iii) The bibliography, usually given at the end of each paper/article, published in a journal, help the reader to obtain more information on the subject.
- iv) They provide relevant and to the point information on the subject with brevity.

17.6 TYPES

The serials mainly are of two types, i.e., 1) primary and ii) secondary. The primary periodicals are those which publish the new original research and the secondary periodicals are those which digest, comment and interpret the information published in primary periodicals. The indexing, abstracting, current contents and reviewing journals come under this category. The Reference Librarian is mainly concerned with these secondary type of journals. As a matter of fact these are the sources which form the subject of discussion of this unit. They access to original (primary) documents and save the time required for search. These secondary journals are the tools which facilitate bibliographic control of ever increasing flood of information published in large number of primary journals. These secondary documents which are called current information sources are of following types:

- i) Directories or lists of periodicals.

- ii) Union catalogues and lists of periodicals.
- iii) Indexing periodicals.
- iv) Current contents.
- v) Abstracting periodicals.
- vi) Newspaper indexes.
- vii) News summaries and News Digests, and
- viii) Broadcasting summaries.

Self - Check Exercise - 1

Explain the nature and characteristics of a serial.

Note: i) Write your answer in the space given below.

- ii) Compare your answer with the model answer given at the end of this Unit.

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17.6.1 DIRECTORIES OR LIST OF PERIODICALS

These directories list the periodicals systematically. Arrangement is usually subject-wise and then alphabetically under each subject. The entries contain title, corporate name, series statement, variant form of title, date of publication, volume number, ISSN, language, periodicity, price, publisher's address and phone number, editor's details, distributors address, L.C.No., D.C.No., circulations, availability in other formats, if indexed or abstracted in which indexing or abstracting service, etc. Some directories evaluate the journal and provide annotations.

These Directories or list of periodicals may limit their scope to a geographical area or type of materials.

USES

- i) They facilitate the bibliographic control of serials.
- ii) Help Librarian in selection and procurement of Journals/Serials.
- iii) They also reveal the richness of periodical publications in a particular subject field.

TYPES

These directories can be categorised as follows:

- i) International
- ii) National or Regional
- iii) Subject
- iv) Special.

Some important examples under each category have been provided.

i) International:

The International Directories cover all serials published in the world.

- a) **Ulrich's International Periodicals Directory.** New York: R.R. Bowker, 1932 - todate, annual with quarterly update at free of cost.

This is the most widely consulted reference work for information about current serials, periodicals and irregular serials and annuals. In its 29th edition for 1990-91, 50 percent of the entries have been amended with the new, changed or deleted materials. There are 1346 new serials listed as compared to previous edition. This edition is published in three volumes. It lists virtually any periodical published any where in the world. It lists, 1,20,000 titles from 60,000 publishers. It has used 500 subject headings covering new and emerging fields, designed especially for serials, collection management and access. The data from Irregular serials and Annuals is merged into this Directory in a single alphabetical sequence. It gives complete ordering information for all periodicals including online and CD - ROM products. It provides upto 59 data elements for each entry.

- b) **The Serials Directory: An International Reference Book.** 4th ed. Birmingham: EBSCO Pub., 1990.

This reference tool was designed primarily for use by Librarians. It includes over 1,23,000 titles including annuals, irregular serials and periodicals in one sequence. It has a separate ceased titles index in addition to the information about the cessations given in the subject index. Also included are more than 6000 newspapers from around the world. Quarterly cumulative updates are provided free of cost. It gives upto 38 data elements for title. 1990 edition of 'Ulrich' lists only 1,11,600 entries. It shows that Serials Directory includes titles not covered by 'Ulrich'. But, on verification it is found that some of the titles covered by 'Ulrich' are not listed in serials directory. It shows that Serials Directory does not replace 'Ulrich' but rather supplements and complements it.

- c) **Gale International Directory of Publications:** 1st ed. Ed. by K. Gill and D.L. Smith. Detroit: Gale Research International, 1989.

It gives country-by-country coverage of more than 4,800 newspapers and general interest magazines published in over 100 countries. It provides all details of the periodicals including its description, date established, frequency, subscription rates, advertising rates, circulation, etc. Newspaper index, periodicals index and Title and Key Word Index are given.

- d) **Serials in the British Library:** 1981 - Quarterly with annual cumulations.

It is a list of all new serial titles acquired by the London based Reference collections of the Humanities and Social Sciences Division and the Science Reference and Information Service in the British Library. Also included are all British serials received through legal deposit. This work is designed to serve the bibliographic needs of libraries. It lists serial titles newly acquired by the British Library, published all over the world and covering all subjects. The serials are arranged in author/titles sequence of catalogue entries with an alphabetical subject listing derived from keywords from each serial title.

- e) **Benn's Media Directory:** London: Benn Brothers, 1846 - todate. annual.

(Earlier it was Newspaper Press Directory).

Until 1876 it covered British Isles only. From 1877 todate includes foreign journals as well.

f) **Serials Reviews:** Ann Arbor, Mich.,: Pierian Press, V.1(No.1) - 1975 - Quarterly.

It offers guidelines on the selection and purchase of periodical and other serially published works. It reviews both new and established serials.

ii) **National**

U.S.A.:

a) **The Standard Periodical Directory:** Ed.1 - 1964 - 13th ed. By Matthew Manning. New York: Oxbridge Communications, 1990. Biennial. (Distribution by Gale Research Inc.).

This Directory lists 65,000 periodicals published in United States and Canada. The entries are annotated and arranged under 230 major subjects. An exhaustive title index and cross-index to subjects is given. The entries include Magazines, Newsletters, House organs, Directories and Bulletins, Associated publications and other types of ephemeral materials. Entries give different types of information from that found in Ulrich and include advertising rates, trimsize, print methods, etc.

b) **The IMS 198 Directory of Publications:** (Formaly Ayer Directory of Publications) Fort, Washington: IMS Press, 1880 - todate, annual.

It covers periodicals from United States, Canada, Pereto Rico, Vergin Islands, Bahamas, Bermuda, Panama and Philippines. It lists newspapers and periodicals with basic information on price, editor etc. The entries are arranged geographically by State and city.

United Kingdom:

a) **Willing Press Guide:** A guide to the press of United Kingdom and to the principal publications of Europe and USA. London: Willing, 1874 - todate. annual.

It mainly gives periodicals from United Kingdom. It also lists American, European, Australian, Far East and Middle East periodicals Regional list of newspapers for United Kingdom and Ireland is given.

b) **Current British Journal:** Ed. By. D.P. Woodworth and C.M. Goodair. Boston Spa: BLLD, 1982, 312 pages.

First and 2nd editons of this work were published in 1970 and 1973 respectively by Library Association. It gives necessary bibliographic data of every entry. 4,929 entries are arranged by UDC with title and subject index.

c) **BRAD / British Rate and Data:** The national guide to media selection. London: Maclean Hunter (published for BRAD), V.1 (No.1) - 1954 - Monthly.

It's main section is on newspapers (national, regional foreign language), Consumer Publication, Business Publications and other media. It is a valuable source for British newspapers and periodicals.

Australia:

Australlian serials in print. 1st ed - 1981 - Melbourne: D.W.Thorpe, 1981 - annual.

It inclues periodicals, magazines, directories, yearbooks, newspapers, trade publications, proceedings and newsletters of Australian Societies and Associations. It gives title, address, year

first published, frequency, circulation, ISSN. The subject and title entries are arranged in one sequence.

India:

- a) **Directory of Periodicals published in India, 1991.** Comp. & Ed. By Susheel Kaur and P. Sapra. 2nd rev. editon. New Delhi: Sapra & Sapra Publishers Distributors (p) Ltd., 1991. biennial.

This Directory provides precise information about 7,200 regularly brought out Journals, Bulletins, Video Magazines, a few widely circulated Newspapers, Proceedings and Transactions of the learned bodies and Government Departments (Centre as well as State) in English and in other regional languages. The Directory has three sections - (1) The main section contains bibliographic information for periodicals arranged subject-wise (2) Status unknown/unconfined titles-a new section which enlists all titles that do exist but the information provided only to the extent possible and (3) Title index - lists all current, cross references, ceased, discontinued and those from section two (Status unknown) are arranged in dictionary order.

- b) **Press in India: Annual report on the Press compiled by the Registrar of Newspapers for India, under the PRB Act.** New Delhi: Ministry of Information and Broadcasting, Govt. of India, 1964 - annual. 2v.

Volume two lists Journals and Newspapers published in all Indian Languages and English. They have been listed state/city-wise.

- c) **INFA Press and Advertisers Yearbook 1989-90.** 27th ed. New Delhi: INFA Publications.

It is a yearbook which will mainly provide every type of media information. It also provides information about 2,000 newspapers and periodicals published in India, Children Magazines to Trade, Technical and professional publications.

iii) **Subject**

- a) **Walford's guide to Current British Periodicals: In the Humanities and Social Sciences.** London: Library Association, 1985, 473 p.

It is a selection guide of British periodicals in the field of Humanities and Social Sciences. The Journals are classified according to the UDC System and listed under subject headings.

- b) **Financial Journals and Serials: An analytical guide to Accounting, Banking, Finance, Insurance and Investment periodicals.** Compiled by W.Fisher, Westport : Greenwood Press, 1986. 201 pp.

It contains only the subject periodicals published in English. The arrangement of entries is by major topical groups and under each group the titles are arranged alphabetically. Annotation for each entry is provided.

- c) **Directory of Indian Scientific periodicals.** 4th ed. New Delhi: INSDOC, 1992.

It lists 1991 periodicals in Science and Technology and allied subjects in English and Indian Languages. It includes Journals, Conference and Seminar Proceedings and Reports, Bulletins, etc. It follows ISDS guidelines of UNISIST/UNESCO.

iv) Special

- a) **Oxbridge directory of newsletters: 1981-82:** The most comprehensive guide to United States and Canada newsletters available. Edited by J. Moody and S. Pearlman. 2nd ed. New York: Oxbridge, 1981, 403 p.

Its 1st ed. was published in 1972 as *The directory of newsletters*. It contains 8,000 titles in 153 categories. Title index is given.

- b) **Newsletters in Print:** 4th ed. by B.T. Darnay. Detroit: Gale Research Inc., 1988, 1397 pages. (formerly *Newsletters Directory*).

This provides detailed entries for over 10,000 sources. Entries are arranged in seven broad categories comprising 32 specific subjects.

- c) **Magazines for Libraries:** 6th ed. Ed. by Bill Katz and Linda S. Katz. New York: R.R. Bowker, 1989.

It contains entries for 6,500 periodicals. It profiles general-interest magazines, research journals and commercial publications.

- d) **Periodicals for School Libraries: A guide to Magazines, Newspapers and periodicals' indexes.** comp. and ed. by M.H. Scott. Rev. ed. Chicago: ALA, 1973. 269 Pages.

It was first published in 1969. It is an annotated buying guide to 520 periodicals and newspapers recommended for school library purchase from Kindergarten to U.S. 12th grade students.

17.6.2 UNION CATALOGUES AND LISTS OF PERIODICALS

A Union catalogue or list is nothing but a list of holdings of two or more libraries arranged in one sequence, usually in alphabetical, classified or in some other order, with markings of location. It is impossible for any single library to have a total coverage of current titles or their holdings. Such being the position, it is beyond the capacity of any library to satisfy the entire demand of its readers in respect of serials. Therefore, it has to depend to some extent on the resources of other libraries. The union catalogues come to the rescue of the reference librarians and help in finding the required serials, books or a particular issue of a journal in another library within the city, district, state, nation or beyond the boundaries of a country. Thus Union catalogues help the libraries to overcome the limitations in their stock and facilitate the procurement of the required information through library cooperation and resource sharing.

Scope:

The scope of the Union catalogues or Union lists will usually be confined to Regional or Local level. Union Catalogues/lists international of coverage are rarely found. Some limit their coverage to a particular subject field or only to those periodicals intended for a category of persons like women or type of serials, like newspapers or magazines.

The usefulness of the Union Catalogue/list of periodicals can be summarised as follows:

Uses:

- i) It tells who has what or how many libraries have a particular book or journal.
- ii) It facilitates library cooperation and resource sharing.
- iii) It helps in avoiding duplication of serials in libraries of a region.

- iv) It reveals the total document resources in a region.
- v) It indicates the strength and weakness of the holdings in a particular area.
- vi) It helps as selection tool for periodicals.
- vii) It facilitates universal bibliographic control and universal availability of publications.

Types:

Categorywise examples of the Union Catalogues or lists of periodicals are given below.

These Categories are: International ; National ; Regional & Local; Subject and special.

International

World list of National newspapers. Comp. by R.Webber. Sevenoaks, Kent: Butterworth & Co., Pub. Ltd., 1976.

It is a union list of over 1,500 national newspapers, alphabetically arranged. It gives both current and retrospective holdings of newspapers of more than 120 countries. The data includes holdings of newspapers, their frequency, language, change of title, country code etc.

National, Regional and Local:

U.K.

- i) **Serials in the British Library:** Together with holdings and locations of other British and Irish Libraries . No.1-, 1981-London : British Library, Bibliographic Service Division, 1981 - (Quarterly).

It provides information on holdings of various departments of the British Library. It replaces 'British Union catalogue of periodicals' and 'New periodical titles'.

- ii) **British Union Catalogue of Periodicals:** A record of the periodicals of the world ; from the 17th century to the present day in British libraries. ed. by J.D. Stewart etc., London: Butterworth, 1955-58. 4 Vols. Suppl. 1962 lists periodicals published in 1950-60.

The main 4 volumes catalogue lists more than 1,40,000 titles permanently filed in 441 libraries in the U.K. It includes complete holdings of many general libraries with specialised material from special libraries and selected items from many other sources.

- iii) **The London Union List of Periodicals: Holdings of the Municipal and County libraries of Greater London.** 3rd ed., Ed. by H.J.Rengert. London : Library Association, London & House Countries Branch, 1969.

It lists more than 6,000 titles in 37 library systems.

U.S.A.

- i) **Union List of Serials in the Libraries of the United States and Canada.** 3rd ed. Ed. by Edna Brown Titus. 5 vols. N.Y.: H.W.Wilson Co., 1965, 4649 - p.

It was first published in 1927 and the 2nd ed. came out in 1943. This 3rd ed. lists 1,56,449 serials held in 956 libraries in the U.S. and Canada. Newspapers are not included. It gives the serials holdings of all American and Canadian Libraries acquired from all over the world. 'New Serial Titles' took over from the 'Union list of serials' from 1950.

- ii) **New serial titles:** 1961 - to date. 8 issues per year. Washington : Library of Congress. Cumulated quarterly, annually and for every 21 years.

The 1950-70 cumulated ed. has more than 2,50,000 entries held by 800 US and Canadian Libraries indicating at an average 6 locations for each title. The 'New serial titles' file is now computer-data based. It now offers full cataloguing information including tracings for each entry. ISSN and county codes for titles also are provided. A separate list of cessations is included.

New Zealand

Union list of serials in New Zealand Libraries. 3rd ed. Wellington : National Library of New Zealand, 1969-70. 6 vols. Supplement for the years 1970-75 was published in 1976.

It was first published in 1953 and the second edition in 1964-68. In this 3rd edition the titles are arranged alphabetically. It excludes newspapers. The conferences, symposia etc. published in 1968 are included in a supplementary publication. The union list is updated by a monthly card service.

Subject

Social Sciences & Humanities

- a) **Serials in Australian Libraries, Social Sciences and Humanities: a Union list.** Rev. ed. Canberra : The National Library, 1964-67. 3 Vols. loose leaf.

It lists 17,000 titles with holdings of 250 libraries.

- b) **Union Catalogue of Social Science Serials : Andhra Pradesh.** New Delhi : ICSSR, 1976. (Union Catalogue Series (S) No.12).

ICSSR has brought out a series of union catalogues of social science serials available in the libraries of different states and cities. The present publication is the 12th in the union catalogue series (S). It includes 3310 serial publications available in 27 libraries in Andhra Pradesh. A total of 14 union catalogues are published under this series. The Union catalogue series (S) is a separate series intended to cover social science serials other than the periodicals. Included in the union catalogue series (S) are : Annuals, Reports, Yearbooks, Proceedings and Transactions of Societies, Conferences, Congresses, Proceedings of Legislative bodies, Five Year Plans, etc.

- c) **Union Catalogue of Social Science Periodicals: Andhra Pradesh.** New Delhi : ICSSR. 1974. (Union catalogue series (p), 3).

The term periodicals refer to bulletins, journals, magazines, newspapers etc. The annuals are generally excluded. This catalogue records the total holdings of over 1700 social science periodicals in 36 selected libraries in Andhra Pradesh State. A total of 17 Union catalogues had been published covering various states and cities in India.

- d) **Union-Catalogue of Periodicals in Social Sciences Held by the libraries in Pakistan,** compiled by Fazal Elahi and A.H. Siddiqui, Karachi : Bibliographical Working Group, 1961.
- e) **Periodicals in Humanities, Union Catalogue Of Periodicals in Humanities and Newspapers in Delhi Libraries.** By J.A.Wajid and H.K.Kaul. New Delhi : Arnold-Hienemann India, 1973.

The entries are arranged in one single alphabetical form and cross references from alternate titles and from the name of the sponsoring bodies etc. have been liberally provided. Entries in

the catalogue are according to AACR. This union catalogue covers about 125 libraries and lists 1,800 titles in 40 different languages.

- f) **Union Catalogue of Library and Information Science Publications, Delhi Libraries 1986.** Comp. By S.C. Gorkoti and Indra Kaul. New Delhi : National Social Science Documentation Centre, 1986.

Science

- a) **Union list of current Scientific serials in India.** (Union Catalogue series No.18), New Delhi : INSDOC, 1981.

This is a preparatory volume, prior to publishing the final National Union Catalogue of Scientific serials. In a way, this volume is a supplement to the previous 17 volumes in the Union catalogue series published by INSDOC during 1968-1978. This union list gives information on 11,511 foreign scientific serials received from 82 countries and 1892 Indian serials.

- b) **Union Catalogue of Medical Periodicals In Indian Libraries** compiled by S.A. Chitale. New Delhi : D.G.H.S., 1956.

- c) **Union list of Scientific serials in Canadian Libraries** 5th ed. Ottawa : National Science Library, 1973. 2 Vols.

It was first published in 1957 by National Research Council of Canada. This 5th ed lists 46,000 titles from 241 participating libraries.

- d) **Union Catalogue of Scientific and Technical Periodicals in the Libraries of Australia**, 2nd ed., by E.R. Pitt. Melbourne : Commonwealth Scientific and Research Organization, 1951.

- e) **Union Catalogue of learned periodical publications in South Asia.** Comp. by S.R. Ranganathan & Others. Delhi : Indian Library Association; London : G.Blunt, 1953 - Vol.1-

The Vol.1 covers physical and biological sciences. It lists the holdings in libraries of Indonesia, Malaya, Thailand, Burma, Ceylon and India.

- f) **National Union Catalogue of Scientific Serials in India (NUCSSI).** 4 Vols. New Delhi : Indian National Scientific Documentation Centre (INSDOC), 1988.

It includes the holdings data of 35,000 titles from 800 libraries in the country upto the end of the year 1983. Cross references are given. This work is a by-product of the NUCSSI database. The arrangement is alphabetical title wise. List of participating institutions with address is given. A separate list of centres where prototype facility is available is also provided. Tables with subject-wise and country-wise break-up of the journals are given.

Special

Women's Periodicals and Newspapers from the 18th Century to 1981 ; a Union list of the holdings of Madison, Wisconsin Libraries. Ed. by James P. Danky. Boston : G.H. Hall, 1982.

This provides direct access to nearly 1500 women's periodicals in North America.

Self - Check Exercise - 2

What is a union catalog? Explain briefly its uses?

Note: i) Write your answer in the space given below.

- ii) Compare your answer with the model answer given at the end of this Unit.

17.6.3 INDEXING PERIODICALS

The term index is derived from the Latin word 'Indicare' which means to indicate. An index is nothing but a systematic guide to the location of items in a collection. It comprises entries arranged in a searchable order with enough details about each item, so that it can be identified and located. It provides the required communication link between the sources and seekers of information. Thus it acts as a guide to the information contained in the original document, by providing a number of entry points to the users of literature. It is a means to an end and not an end in itself.

The indexes are arranged alphabetically, numerically, subjectwise or in geographical order.

Scope

The indexes may limit their scope to a geographical area, type of the material or subject. Usually the scope of the subject indexes is international. They may cover book reviews, pamphlets and other forms of material.

Uses

- i) They provide a subject, author and title approach to individual articles in periodicals.
- ii) They are more upto-date, and reflect the contemporary opinion on the subject.
- iii) They employ more specific subject-headings.
- iv) They reveal trends in certain subject-fields.

Types

We can categorise the indexes into the following types:

- i) National Indexes
- ii) General Indexes
- iii) Subject Indexes
- iv) Specific subject Indexes
- v) Citation Indexes

i) **National:** The National Indexes cover only the periodicals published within a country.

Australia

Australian Periodical Index. Sydney : New South Wales Public Library, 1950 -

It covers Australia, New Zealand, S.W. Pacific and the Antarctic. From 1956 it is being published as a supplement to the Library's monthly catalogue.

India

Guide to Indian Periodical literature. Gurgaon (Punjab) ; 1964 - V.1 No.1 - Quarterly, bound, annual cumulations.

It covers 500 Indian periodicals in Social Sciences and Humanities. Alphabetical arrangement of entries of author and subject in one sequence.

U.S.A.

The Abridged readers' guide to periodical literature. 1935 -, New York:Wilson. 9 monthly issues: with 3 cumulations.

It is restricted to 60 general and popular U.S. Journals, being designed primarily for the use of school and small public libraries. Author and subject indexes are given.

ii) **General:** The General periodical indexes cover articles on subject of general interest. The following are the few examples of this category.

a) **Readers guide to Periodical literature.** New York: H.W.Wilson Co., 1900 - todate. 18 issues per year. with quarterly cumulations and annual cumulative volume.

It is the most popular periodical index in United States, Canada and most of English speaking world. Its success is due to excellent indexing and the selection of periodicals indexed. About 190 popular periodicals are indexed by author and subject. The Author and subject entries are arranged in a single alphabetical order:

Numerous cross references are given. Book reviews are provided in a separate section and are arranged alphabetically by author. The Readers Guide is an excellent source of relatively current materials. The time lag between publication of an article and its indexing is one or two months. Abstracts are now available but only on microfiche and online as well.

b) **Magazine Index.** Los Angeles, California : Information Access Corporation, 1977 - todate, monthly.

It covers more than 435 popular magazines. The index is available only 'online' or microfilm. It indexes about 1,40,000 articles each year, whereas the Readers guide indexes only 56,000. The microfilm is updated as a complete unit at least once a month, so there is no need to consult various volumes and cumulations. The updated microfilm covers 5 years. But the online costs are higher in comparison to Reader's guide to periodical literature.

c) **Access.** Evanston, Illinois : J.C. Burke, 1975 - todate, 3 issues per year.

It is a general index. It emphasizes works on popular music, travel magazines, science fiction and arts and crafts titles. It is strong in its coverage of city and regional magazines. About 150 periodicals are indexed in each issue. The index is divided into two parts. The first part is subject and the second one is Author.

d) **Popular Periodical Index.** Wayne, New Jersey : Popular periodical Index 1973 - todate, semi-annual.

It includes about 40 titles not found in the Readers guide to periodical literature. Where a title does not indicate content, the editor often adds a word or a line explaining what the article is about.

- e) **Poole's Index to periodical literature.** Boston : Houghton Mifflin Co. 6Vols. Vol.1 (Cover the period 1802-1881) was published in 1881 and Vol.2 to 6 (Cover the period 1882-1907) were published as supplements during 1888 to 1908.

This was the first general magazine index and the fore-runner of the Reader's guide to periodical literature. About 470 American and English periodicals were indexed covering the period 1802 to 1906.

- f) **19th Century Readers guide to periodical literature 1890-1899 with supplements 1900-1922.** New York: H.W.Wilson co., 1944. 2 Vol.

It indexed 51 magazines only by author and subject for the years 1890-99 and 14 magazines are indexed between 1900-1922.

- g) **Index India.** Jaipur : Rajasthan University Library, 1967 - Vol.1 - Quarterly.

It is a quarterly documentation service combining in one sequence Index to Indian Newspapers, Index to Indian periodicals, Index to foreign periodicals received in Rajasthan University Library, Index to composite publications, Index to theses and dissertations, Index to biographical profiles and Index to book reviews with a separate author and subject Index. A valuable reference tool to know the literature in the field of Social sciences and Humanities published on India in English language. The arrangement of entries is by subject.

- iii) **Subject Indexes:** These subject indexes are intended to meet the needs of students, average public library users and non-experts in subjects, who want more details of a subject than found in the General indexes like Readers guide to periodical literature. But they are not as specialized as the specific subject indexes. The following are some examples:

- a) **The Humanities Index.** New York : H.W.Wilson Co., 1974 - (quarterly) with annual cumulation volume. Earlier it was published as

- (1) **Readers guide to periodical literature supplement.**
- (2) **International Index to periodicals V.3 - 52, 1907-1965.**
- (3) **Social Science and Humanities Index V.53 - 62, 1965-74**

It analysis over 345 English language periodicals. It gives separate index to reviews of current books in the Humanities. The subjects covered are, Art, Archaeology and classical studies, Area Studies, Dance, Drama, Film, Folklore, History, Journalism and Communications, Language, Literature, Music, Performing arts, Philosophy and Religion and Theology. The arrangement is by subject and author in one sequence.

- b) **British Humanities Index:** London : Library Association pub.Ltd., 1915 - (Quarterly) with annual cumulations.
- c) **The Social Sciences Index.** New York: H.W.Wilson co., 1975 - (q) with annual cumulations.

Earlier it was published as

- (1) **Readers guide to periodical literature supplement.**

(2) **International Index to periodicals** V.3 - 52, 1907-1965.

(3) **Social Science and Humanities Index** V.53 - 62, 1965-74.

It covers over 350 English language periodicals. As in the case of Humanities index, it gives separate index to reviews of current books in Social Sciences. The arrangement of entries is by subject and author in one sequence.

d) **The General Science Index.** New York: Wilson Co., 1978 - 10 issues per year with quarterly and annual cumulations.

It indexes over 108 English Language general science periodicals by subject. There is no author approach other than in the citations to Book reviews, which are listed by authors of the Books. The subject heads are selected for non-specialists and adequate cross references are given.

iv) **Special Subject Indexes:** Most of these subject indexes are not confined to periodicals. They often include books, monographs, bulletins and even government documents. These indexes usually cover journals from all over the world.

a) **Applied Science and Technology Index.** New York: H.W. Wilson Co., V.46 - 1958 - (formerly Industrial arts index 1913-57; V.1 - 45) The Industrial Arts Index was divided into two separate indexes - (1) Applied Science and Technology Index and (2) Business periodicals index).

It analyses about 336 English Language periodicals by subject. In addition to sciences it covers such areas as transportation, food and a wide variety of Engineering titles.

b) **Business Periodicals Index.** New York: H.W. Wilson Co. Jan. 1958 --

It covers 304 titles. Articles are indexed by subject and not by author.

c) **Biological and Agricultural Index.** New York: H.W. Wilson Co. V.50 - 1964 - (Vol. 1 to 49 it was published as Agricultural index during 1916-64.)

It covers 202 periodicals in Biology and more detailed aspects of agriculture.

d) **Art Index.** New York: H.W. Wilson Co., Oct. 1932. --

It indexes more than 230 periodicals, yearbooks and museum publications. It includes subject areas from films and photography to architecture and land-scape design. It gives in a single alphabetical sequence, subject-author index. Also given is a separate index of current book reviews.

e) **Education Index**

N.Y. : H.W. Wilson Co., July 1929 - 11/yr with quarterly and annual cumulations.

It covers 345 publications while it concentrates on periodicals, it does analyse some books, reports, etc. It gives in a single alphabet, subject-author index. Extensive cross references are given. The entries are under specific, current education subject-headings.

f) **Index to Legal periodicals.** New York: H.W. Wilson Co., Aug. 1952 - 11/yr with quarterly and annual cumulations.

It indexes articles from 500 important Legal periodicals, yearbooks, institutes, bar association organs, University publications, Law reviews, and government publications from United States,

Canada, Great Britain, Ireland, Australia, New Zealand and Puerto Rico. It gives in a single alphabet subject-author index with full bibliographic citations and extensive cross references. It offers access to current information in all areas of jurisprudence including court decisions, new legislation, and original scholarly articles on such topics. In addition it offers table of cases, table of statutes and Book Reviews of current Books.

g) **Library Literature.** New York: H.W. Wilson Co., 1921 - (b-m) and annual cumulation.

It offers in a single alphabet, subject and author entries of articles which have appeared in about 200 library-oriented periodicals and in more than 600 monographs per year. It gives extensive cross-references and complete bibliographical data.

h) **Public Affairs Information Service Bulletin.** New York: Public Affairs Information Service Inc., 1915 - (Fortnightly)

This is issued twice a month and regular currency is maintained. The coverage is primarily of material in political science, government, legislation, economics and sociology. Periodicals, government documents, pamphlets, reports and selected books are indexed. Articles from 1400 periodicals and some 6000 other items are indexed each year. The arrangement is alphabetical, primarily by subject. The coverage is international but limited to English language publications. The PAIS brings out a second index called 'Foreign Language Index'. This also offers the service. It indexes 400 journals and 2000 non-journal items. These two indexing services are combined and are available on line called PAIS International.

i) **Business Index.** Foster city : Information Access Co., (monthly).

It is a specialised version of the Magazine index. It comes with a reader and a monthly update on computer output microfilm. About 810 periodicals are indexed. Brief annotations are given wherever necessary. It is updated once in a month and facilitates the search of three years indexes at one place. To search beyond three years one must look elsewhere i.e., some other indexing journal like 'Business Periodical Index' of H.W. Wilson Co.

j) **Canadian Business Index.** (formerly Canadian Business periodicals Index). Toronto : Micromedia Ltd., 1975 - (Monthly).

It analyses 170 periodicals and newspapers published in Canada. The arrangement is by subject. Personal name index and corporate name index is given.

k) **Canadian Education Index/Reportoire Canadien Sur L' Education** (Text in English or French). Toronto : Canadian Education Association : 1965 - 3/yr (3rd Issue is annual Cumulation.)

It covers both English and French publications. It indexes about 230 periodicals. Also indexed are books, reports and other material dealing with education. This author/subject index covers only material related to Canadian educational activities. A list of French subject headings with the English language equivalents is given.

v) **CITATION INDEXES**

This is the contribution of Eugene Garfield of 'Institute for Scientific Information', Philadelphia, USA.

ALA Glossary of Library and Information Science (1983) defines Citation Index as "an index consisting essentially of a list of works which have been cited in other, later works and a list of

the works from which the citations have been collected. Thus citation index is a particular form of periodical index. Its each issue consists of three parts:

- i) The 'Citation Index' is arranged alphabetically by cited author. It gives year of citation name of the Journal, volume number and page number. Under the cited author, name of the citing author, name of the journal, citing year, volume number and page number are given.
- ii) The Source Index is an alphabetical list of citing authors accompanied by co-authors. It gives standard bibliographic information of the source items like name of the Journal, Volume number, Issue number, Year of publication, Number of references, Accession number of the document in ISI collection, Language, etc.
- iii) The 'Permuterm Subject Index' indexes the articles by subject, i.e., by significant words in the title.

The following are the examples of the citation indexes:

- a) **The Social Science Citation Index.** Philadelphia : Institute for Scientific Information, 1973 - V.1 - three issue per year, including annual.

It fully indexes about 1400 periodicals and selectively indexes another 3000. About 250 books are noted each year.

- b) **The Science Citation Index.** Philadelphia: Institute for Scientific Information, 1961. - V.1 - (b.m) including annual.

This is the oldest of the group and probably most used. Over 3000 Journals are indexed.

- c) **Arts and Humanities Citation Index.** Philadelphia: Institute for Scientific Information, 1977 - V1 - three issues per year including annual.

It indexes about 1200 periodicals in depth, and another 4,500 are covered selectively. About 75 to 150 books are noted each year.

17.6.4. CURRENT CONTENTS

It is a quick 'Current Awareness Service'. It provides content pages of journals.

Each issue of a journal contains a table of contents. The 'Current Contents' enhances, rearranges and reproduces the table of contents in a practical, easy to scan format. Each issue of 'Current Contents' will have 'Title Word Index' to locate articles on a given topic. Author Index and addresses directory helps the readers to contact the authors for reprints of their articles. In addition, Triannual cumulative journal index enables the reader to locate every Journal issue published in 'Current Contents' during the four months period. The 'Current Contents' is a weekly service. It is published from Philadelphia by the Institute for Scientific Information, covering seven separate subject areas. They are:

- 1) **Current Contents** : **Agriculture, Biology & Environmental Sciences.** 1970 - W (Formerly C.C. : Agricultural, Food & Veterinary Sciences)
- 2) -do- : **Social and Behavioral Sciences.** 1969 - W (Formerly C.C : Behavioral Social & Educational Sciences)
- 3) -do- : **Clinical Medicine.** 1973 - W (Formerly C.C. : Clinical Practice)

- 4) -do- : Engineering, Technology and Applied Sciences. 1970 - W (Formerly C.C : Engineering & Technology)
- 5) -do- : Life Sciences. 1958 - W (Formerly C.C. Chemical, Pharmaco-medical & Life Sciences)
- 6) -do- : Physical, Chemical and Earth Sciences. 1961 - W (Formerly C.C. : Physical & Chemical Sciences, which was formed by merger of C.C. : Physical Sciences and C.C. : Chemical Sciences)
- 7) -do- : Arts and Humanities. 1979 - W

17.6.5 ABSTRACTING JOURNALS

Abstracts are a specific type of reference materials. They serve two purposes, i.e., (1) Index current literature in a specific field and (2) Provide digest of the most important current publications of that field. Thus they are useful as reference sources and as guides to reference materials. The abstracts vary in scope, coverage and type. The reader who does not have time to read the current material in his subject field finds important articles summarized in abstracts. He can then choose the articles he wishes to read in their entirety. The abstracting services tend to take longer time to publish in comparison to an index. In each issue the summaries are arranged by subjects and provided with indexes under Author, Keyword, etc. The abstracts are not cumulated but the indexes are cumulated.

The Abstracts are of many kinds:-

- 1) Indicative
- 2) Informative
- 3) Extracts
- 4) Telegraphic
- 5) Autoabstract
- 6) Graphic
- 7) Annotations
- 8) Selective (Slant).

Out of all the above kinds, the indicative and informative abstracts are most important. The indicative abstract mainly directs to the original document by indicating the scope and content in brief. The Informative abstract informs in detail the scope, purpose and content of the article. It specifies all pertinent material in the original document and all relevant arguments, data and conclusions.

Scope

The abstracts are usually International in scope and cover the entire field of a specific subject. They are comprehensive to the extent of a particular subject field. The Abstracts are prepared for a wide range of sources like Journals, Books, Monographs, Dissertations, Patents, Reports, Conference papers, etc.

Uses

- 1) It helps in keeping the reader upto-date with new knowledge.
- 2) It indicates whether the article is of value to the reader or not.
- 3) It serves as a tool to survey current and retrospective literature.
- 4) It helps the user to over-come the language barrier to some extent.
- 5) Informative abstract sometimes serves as a substitute to the original document.
- 6) It reveals the current state-of-the-art of a given subject.

- 7) Classified arrangement help the reader to glance the related abstracts at one place.
- 8) It serves the reader, who does not have access to original documents.
- 9) It helps provide in selection of articles to read in full and a it clue to locate relevant articles.

Types with Examples:

Some important examples are given below under the following broad categories of subjects: i) Science ii) Social Sciences and iii) Humanities.

Science

- a) **Physics Abstracts** (Science Abstracts Series, A) London: Institute of Electrical Engineers, 1898 - Vol.1 - semimonthly (It was published as Science Abstracts during 1898 - 1902. During 1903 - 1940, the Science Abstracts was published in two sections i.e., Section A - Physics and Section B - Electrical Engineering. From 1941, the titles of the two sections are changed as **Physics Abstract** and **Electrical Engineering Abstracts** respectively.

The **Physics Abstracts** is produced by INSPEC (Information Science in Physics, Electro-technology Computers and Control) data-base. The abstracts cover whole field of Physics. It covers wide range of sources, journals, reports, books, dissertations, patents and conference papers from all countries and languages of the world. A total number of 1,55,000 items are abstracted per year. The abstracts are arranged by subject in accordance with the scheme of classification. Author index, Bibliography index, Book index, Conference index, Corporate author index and supplementary list of journals are given at the end of each issue. Jan-June and July-December cumulative indexes of subject and author are provided. A full list of the journals scanned is given alongwith Author index in July-December issue.

- b) **Chemical Abstracts**. Easton, pa: American Chemical Society, 1907 - V.1 - Weekly (Formerly, 'Review of American Chemical Research' i.e., during 1897-1906, Weekly from 1967. Earlier it was semi-monthly.

Chemical Abstracts, 'Key to World's Chemical literature', contains English language abstracts and indexes of the World literature of Chemistry and Chemical Engineering. In all about 1,20,000 pages are published annually and includes more than 2,50,000 abstracts. It is international in scope and covers about 12,000 Scientific Periodicals in 56 languages published from 106 countries and also patents published from 26 countries. All Abstracts are classified under 80 specialised subjects and these subjects are grouped and published as five separate sections. They are:

1. C.A. - Biochemistry section (Covers specialised subjects 1-20).
2. C.A. - Organic Chemistry Section (Covers specialised subjects 21-34).
3. C.A. - Macro-molecular Section (Covers specialised subjects 35-46).
4. C.A. - Applied Chemistry & Chemical Engineering Section (Covers specialised subjects 47-64).
5. C.A. - Physical, Inorganic and Analytical Section (Covers specialised subjects 65-80).

Keyword index, Author index and patent index are given.

- c) **Biological Abstracts**. Philadelphia : Bio-Science Information Service, 1926 - V.1 s-m. Cumulated annually. (It was earlier published as two separate publications : 1) Abstracts for Bacteriology, 1917-1926 and 2) Botanical Abstracts, 1918-1926).

The Biological Abstracts is a very comprehensive abstracting service, covering Theoretical and Applied Biology and excluding clinical medicine. It is a fortnightly publication. It covers about 8000 journals. 1,40,000 abstracts are prepared annually. The arrangement of entries is under broad subject headings which are about 500 in number. The list of subject headings is given in the beginning. Each issue has 5 types of indexes 1) Author Index (2) Biosystematic Index (3) Generic Index (4) Concept Index and (5) Subject Index. These indexes are cumulated annually.

- d) **Genetics Abstracts.** Wisconsin Avenue, Bethesda : Cambridge Scientific Abstracts, 1968 - V.1 - Monthly.

Each issue contains over 1200 abstracts followed by author and subject indexes. It covers 5,000 primary journals and papers falling within the scope of Genetics. The arrangement of entries is by broad subjects under Genetics.

- e) **Indian Science Abstracts:** New Delhi: Indian National Scientific Documentation Centre (INSDOC), 1965 - V.1 - Monthly.

It abstracts the Indian scientific literature comprehensively. It can be considered as complete record of the output of Indian scientific documents. It reports works published in India as well as work done in India but published in foreign periodicals. It gives more than 14,000 abstracts a year from over 600 Indian and 2000 foreign scientific periodicals. Books are excluded. The entries are arranged according to UDC Scheme of Classification. Each monthly issue provides Author Index and Keyword Index at the end. These indexes are cumulated annually.

- f) **Review of Agricultural Entomology.** Wallingford: CAB International Information Services, 1913 - V.1 - Monthly. (Formerly Review of Applied Entomology; series 'A' : Agricultural.)
- g) **Helminthological Abstracts.** Wallingford: CAB International Information Services, 1932 - V.1 - Monthly (Formerly Helminthological Abstracts; series A: Animal and Human).
- h) **Hospital Abstracts, a monthly survey of world literature.** London: Staff Office, 1961 - V.1 - monthly.
- i) **Excerpta Medica.** Amsterdam : Excerpta Medica Foundation, 1947 - V.1 -monthly. 1234
- j) **Engineering Index.** New York : Engineering Index Inc. 1884 - V.1 - m. with annual cumulation.
- k) **Current Abstracts of Chemistry and Index Chemicus.** Philadelphia: Institute for Scientific Information, 1960 - V.1.- Weekly.

Social Sciences

- a) **Sociological Abstracts.** New York: Sociological Abstracts. 1952 - V.1 - b-m.

It provides comprehensive coverage of sociological articles in various languages. Its scope is international. Ph.D. Dissertations are included. It gives over 5,000 entries in a year. The arrangement is classified. Each issue will have author index, which is cumulated in the last issue of the year.

- b) **Psychological Abstracts.** Washington, D.C. : American Psychological Association, 1927 - V.1 -m.

It attempts to cover the world's literature in psychology and related topics. It covers 1000 periodicals as well as books, dissertations, monographs, reports etc. Each issue contains about 2500 abstracts. The abstracts are arranged under 16 broad subject categories. There is an author index and a brief subject index in each issue.

- c) **Library and Information Science Abstracts (LISA)**. London: Library Association, 1950 - V.1 - b-m. (It supersedes 'Library Science Abstracts').

It abstracts articles from 350 periodicals, conference papers, selected books and pamphlets. The abstracts are arranged according to a specially designed classification scheme. Author index, alphabetical subject index are given at the end. These indexes are cumulated annually.

- d) **Information Science Abstracts**. Documentation Abstracts, 1966 - V.1 - b-m. Cumulative index 1966-75 is available in 16mm microfilms.

Each issue contains abstracts and an author index. The abstracts are arranged in classified order. The final issue of each volume contains two parts - Part A. lists new abstracts and an author index and Part B. gives cumulated indexes of author, subject and continuity indexes and list of journal abstracted.

- e) **Indian Library Science Abstract**. Calcutta: IASLIC. 1967 - V.1 - q.

It abstracts original articles including short communications published in Library Science Periodicals published in India and proceedings of conferences and symposia held India. Indian language periodicals also included. The entries are arranged in classified order according to Colon Classification. Subject and author indexes are given. The indexes are cumulated annually.

- f) **International Political Science Abstracts**. Oxford: Blackwell, 1951 - V.1 - q.

- g) **Key to Economic Science**. The Hague: Martinus Nijhoff, 1953 - V.1 - s-m. (Formerly 'Economic Abstracts')

Humanities

- a) **Linguistics and Language Behaviour Abstracts**. San Diego: LLBA, 1967 - V.1 - quarterly with annual cumulative index (Formerly Language and language Behaviour Abstracts).

Each issue of this abstracting service will have about 2,280 entries. The abstracts are arranged under 77 subject headings. Book Review Bibliography is followed by the Abstracts section. Author Index, Source Index and Subject Index are given at the end.

- b) **Language - Teaching Abstracts**. London: Cambridge University Press, 1968 - V.1 - q.

This is compiled by the English-Teaching Information Centre of the British Council and the Centre for Information on Language Teaching and Research. This abstracting service provides summaries in English of selected articles from nearly 400 periodicals from many countries. They cover relevant works in psychology, linguistics, language studies, teaching methodology and technology and experimental teaching. Annotations for new books and information about Current Research in Great Britain related to language teaching are also included.

Self Check Exercise - 3

How are the Abstracts different from indexes?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the answer given at the end of this Unit.

17.5.6 NEWSPAPER INDEXES

Newspapers are the richest sources for current information and play a very important role in reference work. They record day to day incidents, events and facts of local, national and international importance. Due to the low quality of paper (news print) used, and its abnormal size, preservation of newspapers is a difficult task. In spite of all these problems, a few libraries keep the back files of newspaper and there are many union catalogues of newspapers holdings, of which some examples can be found in the union catalogue section of this unit. But, the search for a single event or news in newspaper files would be a difficult job, unless some key to the news items is made available.

The enquiry about the intensity and impact of recent cyclone disaster in Bangladesh, or of retrospective nature like birth of Israel and World reaction to it, the queries like appointments of Ministers, prestigious awards, obituaries, enactment of laws in Parliament or State Assemblies, recent constitutional amendments and public opinion on various matters, etc. could be answered by taking the help of Indexes to newspapers. Many libraries maintain their own clippings files of the news on important topics needed by their users. The coverage of these clippings will be limited to the field of their interest.

The computer produced newspaper indexes are also available now a days. The indexes in microform are very useful in overcoming the difficulties of storing and preservation. The newspaper's indexes, indexing a number of newspapers from different nations and in different languages, are invaluable and indispensable sources of current affairs. Every library should subscribe atleast to one indexing service.

Scope

Some newspaper indexes cover only a single newspaper and some cover more than one. Some indexes have limitation of geographical area or type of information like articles, editorials etc.

Uses

- 1) They provide key to the information published in newspapers.
- 2) They save the time of library users by making the search easy to locate the required information in newspapers.
- 3) Fulltext of information could be obtained with the help of these indexes.

Types

The newspapers indexes are categorised into two types:

- i) Indexing of a single newspaper.
- ii) Indexing of multiple newspapers.

Some important examples of these types are given below:

i) Indexing of a Single Newspaper

- a) **'New York Times' Index**, New York: New York Times, 1913 - todate semi monthly from 1948 onwards with annual cumulation.

This was quarterly during 1913-29 and monthly during 1930-47. 1948 onwards it is being published semimonthly. This index is more detailed than the Index to the (London) Times'. The brief synopsis will often answer an enquiry without reference to the newspaper itself.

- b) **Index to the 'Times'**. London : The Times, 1906- todate, monthly from 1977 onwards.

It was annual from 1906 to 1913, quarterly from 1914 to 1956, bi-monthly from 1957 to 1971, again quarterly from 1972 to 1976 and 1977 onwards it is a monthly service. It gives reference to date, page and column of the newspaper. It indexes the newspaper every day. All supplements of the newspaper also included in the index.

- c) **Index to Pravada'**. Columbus, Ohio: American Association for the advanced Slavic Studies, 1975 - todate. monthly.

It is an index of Russian's second largest circulated and official newspaper Pravada'. Published in America.

- d) **Index to the 'Financial Times'**. London. Financial Times Business information, 1981- todate, annual.

This index provides access to the financial and business news contained in Financial Times. There are three separate indexes. The first covers information about corporations. The second is general index with citations to countries, continents and political and economic groups. The third index is an alphabetical listing of personalities cited in the 'Financial Times'. There are abstracts to the entries. Citations to date, page and column are given.

- e) **Index to 'Glasgow Herald'**. Glasgow: Outram. 1907 - todate, annual.
- f) **Index to the 'Times of India' (Bombay) 1973 - Bombay: Micro film and Index service, reference department, Times of India, 1974 - , three times a year. After a few issues it ceased publication.**

ii) Indexing of many Newspapers

- a) **Newspaper index**. Wooster, Ohio: Newspaper Indexing Centre, 1972- todate. monthly with annual cumulation.

It covers Tribune, Los Angles Times, New Orleans Times, and Washington Post. It gives brief synopses of articles with subject and personal name indexes.

- b) **Canadian news index**. Toronto: Micromedia Ltd., 1977- to date, monthly with annual cumulation.

It indexes the contents of 30 major Canadian newspapers and popular magazines.

- c) **The African newspaper index.** Longley Park: Current Documents and Information, 1981-to-date, Semi - annual.

It indexes four privately owned newspapers from Ghana, Kenya, Zimbabwe and Zambia plus **Government News Bulletin** from Ghana. All the entries are arranged in one sequence of name, place and subject.

- d) **Letopis' Gazetnykh Statei.** Organ Gos. Bibliografil SSSR, 1936- , Moscow: VSesoyuznaya Knizhnaya palata, 1939- weekly.

It is a record of newspaper articles. It covers Central and Union Republic newspapers. The entries are arranged in 31 classes.

- e) **Indian Press Index.** Delhi: Delhi Library Association, April, 1968 - monthly.

It indexes all the articles, special write-ups editorials, important statements, letters to editors published in various daily newspapers of India. About 26 English newspapers published in India are covered. The arrangement is under specific subjects in alphabetical sequence. At the end author index and geographical index are provided giving references to the entry.

A separate quarterly supplement to the index, covering the book reviews published in all newspapers is brought out.

17.6.7 NEWS SUMMARIES

News Summaries or News Digests are allied to newspaper indexes in subject matter but differ in form. News index gives the bibliographical details to locate the news required whereas news summaries additionally provide digests of news items. To trace a particular information from the news index, a two-stage process is required i.e., first locate the indexed item in newspaper index and then locate it in newspaper. News summaries provide required information in one source.

Scope

The scope of these news summaries is limited to geographic area, or a subject. Most of them quote sources for a detailed study.

Uses

- 1) They provide brief and factual information on current events.
- 2) They solve the problem of maintenance of newspaper files
- 3) They reduce the search time by providing summary of the current events.
- 4) They facilitate retrospective study of a problem, concept or event.

Types with Examples.

The undermentioned are some important examples of news summaries. According to their coverage they are categorised as International, Continental, National and Subject.

International

- a) **Facts on File: World news digest with index.** Vol. 1 (No.1) - 1940 - N.Y.: Facts on File. Looseleaf. weekly.

It is an American Service. It digests and classifies the significant news of the week from the leading newspapers. Ephemeral events like sports, arts and movies are also covered. It consists of bi-weekly, monthly, quarterly and annual cumulative indexes. Summaries are grouped under world affairs, national affairs, finance and economics; arts and science, obituaries, sports and numerous sub-headings of these subjects. Source of information is not given. The annual bound volume is called **Facts on file year book**.

- b) **Keesings Record of World Events**. V.1 - 1931 - London: Longman Group (UK) Ltd., (Formerly: Keesings Contemporary Archives).

It is a British Service. It is a monthly in loose leaf form. It is a record of day to day developments in national and international politics, economics, industry, commerce, state of finance, defence, social problems, religious life, etc. Also included are extensive summaries of reports of all important treaties, charters, conferences, major pronouncements of leading persons, outstanding events in arts, science, sports and other areas of human activity. Sources used are, government information departments, international news agencies and selected daily, weekly and monthly publications. It gives cross references. Maps and tables are given wherever necessary. It provides quarterly, half - yearly and annual indexes. It helps the reader (1) to review the events of past month or any month (2) to follow a news story every month or years. (3) to trace a career (4) to pursue a theme (5) to research an organisation and (6) to trace a movement.

Regional/Contientental

- a) **Africa Diary**, a weekly record of events in Africa with index. V.1 - July 1st, 1961 - . Ed. By Hara Sharma Chhabra. New Delhi: Africa Publications. Weekly, looseleaf.

It is a weekly record of African events. Indexed from dailies and weeklies both foreign and Indian with abstracts. The arrangement is alphabetical by country. Quarterly and annual indexes are provided.

- b) **Africa Research Bulletin**. V.1. - Jan. 1964 - Exeter, England: Africa Research Ltd., monthly, loose leaf.

It is in two parts 1) Political series and 2) Economic series. It offers summaries of major events, decisions, movements, survey etc. drawn mainly from newspapers. Source from which the summary prepared is indicated. An annual index for each part is arranged geographically with topical subdivisions.

- c) **African Recorder**: A fortnightly record of African events with index. VI-Jan. 1, 1962- , loose leaf. New Delhi: African Recorder. Weekly.

The summaries of events are given under country with an added section for events relating to Africa outside Africa. Semi-annual and annual indexes are provided.

- d) **Mid East File**: Vol.1 - 1982- . Ed. by H. Shaked. Medford, N.J.: Learned Information. Quarterly.

It gives abstracts of government documents, interviews, speeches, journal articles, research reports, newspaper features etc. The abstracts are in English covering Libya to Iran.

- e) **ARR (Arab Report and Record)**. London: Arab Report and Record. VI - 1966 - , semi monthly.

It is a news digest similar to **Keesings Record of World Events**. It is arranged by countries. An annual binder for filling loose leaves of the year is supplied.

- f) **Asian Recorder: A weekly digest of outstanding Asian events.** New Delhi: Sankaran. V.1 - , 1955 - , weekly, loose leaf.

It is a weekly loose leaf news summary on the lines of **Keesings Record of world events.** It provides summaries of events from all countries of Asia and events about Asia happenign outside Asia. The sports items are covered from all countries of the world. It has quarterly index with annual and tr-ennial cumulations. It is arranged alphabetically with topics grouped under each country. References to previous entries on the topic are given. The entries are numbered serially from the beginning. It quotes sources for each news item recorded.

National

- a) **Keesing U.K. Record.** 1988 (b.m.) London: Longman Group (UK) Ltd.

It is a detailed, factual and upto-date reference work published once in two months. It covers news items related to politics, economics, and foreign affairs. Each issue presents important events that take place during two months period. It contains, an obituary section, a diary of parliamentary business and summary of current economic date. There are cumulative subject and name index supplements.

- b) **Survey of Current Affairs.** 1955 - London: HMSO Books. monthly. free (Formerly: **Survey of British and Commonwealth Affairs**).

It is in existence for over 40 years. This monthly publication is a reliable and authoritative source of information on British Affairs. It provides a comprehensive account of government policy on recent issues. It has five sections 1) Government and Administration 2) External Affairs and Defence 3) Economic and Scientific Affairs 4) Environmental, Social and cultural Affairs 5) Documents.

- c) **The Current digest of the Soviet Press.** New York: Joint Committee on Slavic Studies, 1949 - weekly.

It gives complete listing of articles in Izvista and Pravada and selective listing of 60 other soviet publications. The more important articles are either condensed or given complete translations. Quarterly and annual indexes for Author and Subject are given.

- d) **Canadian News facts: The indexed digest of Candian Current events.** Vol.1 (No.1) - Jan. 16, 1967 - , Toronto: Marpep, Bi-weekly. loose leaf.

It is a loose leaf service for Candian news events similar to Facts on file. It is a bi-weekly publication with cumulated indexes, monthly, quarterly and annual.

- e) **Data India.** Vo. 1, - 1974 - New Delhi: Press Institute of India, weekly, loose leaf.

It gives summaries of news items on the lines of **Asian Recorder.** The news are grouped under various heads including Indian States. The sources are cited giving specific sources and date so that one can consult the original source for detailed study. It covers only India but the coverage is not comprehensive. Quarterly and annual indexes are provided.

- f) **India Back Grounders, An indexe Treasure of Topical Facts.** VI (No.1) - 5th April 1976 - New Delhi: India Back Grounds Service. loose leaf.

State/Local

- a) **Data Andhra Pradesh: Vol.1 1971 - Hyderabad: Data News Features.** Semi-monthly, loose leaf.

It gives summaries of news from newspapers, periodicals, official documents, bulletins of State Legislature proceedings etc. The information covered is on developmental activities, economics, industry, power, natural resources, agriculture etc. relating to Andhra Pradesh. Quarterly and half - yearly indexes are given. It has ceased publication.

b) **News Data Karnataka.** Vol.1 - 1984 - Hubli: Raj & Raj Publications, monthly. loose leaf.

It gives summaries of information items from newspapers covering the subjects- economics, agriculture, education, environment, health, housing, Government, science, press etc. relating to the State of Karnataka. Source of the information with date is provided for detailed study.

Subject

Indian Economic Diary. Vol.1 - 1970 - New Delhi: Hari Sharma Chhabra, weekly, loose leaf.

It is a weekly reference publication presenting an accurate and authentic record of significant economic events in India. The summaries are covered from 50 different Indian newspapers and periodicals by a group of specialists. Quarterly indexes are provided with a cumulative annual index. 'National events' section gives economic news of country-wide importance, 'Around the States' section deals with the developments in various States. 'India and the world' section covers India's economic relations with other nations. 'Foreign trade' section accounts foreign trade trends.

Self Check Exercise - 4

How are the news summaries different from the index to newspapers ?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

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17.6.8 TELEVISION AND RADIO BROADCAST SUMMARIES

The demand for current event sources is ever increasing. Though current event sources and serials, in the form of indexes, abstracts, digests, news summaries, etc. are available in good numbers, they are not able to meet the needs of all sections of people. They are found insufficient and inadequate to record the contemporary events of the world, as they cover only conventional media sources like newspapers and periodicals. They do not cover the non-conventional media sources like Television and Radio broadcastings. In contrast to early periods, the modern man gets information regarding the daily happenings of the world, from radio and television. TV news with the actual events shown on the screen and hearing the news on Radio are more interesting and time saving in comparison to reading newspapers. But spoken word heard on the radio or scenes seen on T.V. are difficult to retrieve after a few days. To overcome this problem Television and Radio Broadcasting summaries are made available.

- a) **Summary of World broadcasts.** Caversham Park, Reading: Monitoring Service of the British Broadcasting Service, 1947 - daily (Monday to Friday) in 4 main series. (Previously 'Daily Digest of World Broadcasting' during 1939-47).

The four main series are 1) The USSR 2) Eastern Europe 3) The Far East 4) The Middle East, Africa and Latin America. It gives summaries of transmissions from foreign broadcast services. It is an authoritative and upto-date source on foreign political and economic developments. It is also available in microfilm form from University Microfilms Ltd. and on-line as 'World Reporter' from Data-Solve Ltd.

- b) **The Foreign Broadcast Information Service Digests - FBIS daily reports.** Washington D.C.: U.S. Depot. of Commerce, 1960 - 8 parts. 5 issues per week.

It is also available on microfilm. It is the American counter part to 'Summary of World Broadcasts'

- c) **Television News Index and Abstracts.** Nashville: Vanderbilt University, 1968 - monthly.

It is a guide to vanderbilt's collection of network television evening news programmes including Abstract. There are subject, person & place indexes.

- d) **BBC Six P.M.** Cambridge: Cladwyck-Healey, 1978

Cladwyck-Healey had published the BBC Home Service Nine 'O' Clock News from 1939-1945 on microfiche. It has started reproduction of news readers, scripts of radio. six p.m. news bulletins which are collected quarterly with a printed index. It has been coming regularly since 1978.

- e) **CBS Television News Bulletin Scripts.** New York: Microfilming Corporation of America, 1975 - quarterly with annual cumulations.

This index provides primarily a subject approach. It also records entries by personal names and location. It offers verbatim transcripts of daily television broadcasts on microfilm or microfiches.

17.7 SUMMING UP

Current events are latest happenings and findings i.e., information about latest events or research, published in primary journals or newspapers. The sources which help in locating the latest information are called current event sources. Broadly, the serials are the main media for transmitting the current information and results of current research. The directories of periodicals, union catalogues, indexing and abstracting journals, news indices and news summaries, T.V. and Radio broadcasting summaries which are sources of current information, are explained with important examples.

17.8 MODEL ANSWERS

- 1) The Serials are the best communicating media of nascent micro-thought. They provide platform for the exchange of experiences and transmission of current information. Any research finding or event first appears in print form in newspapers, periodicals, seminar papers, conference proceedings etc. The nature and characteristic of a serial is that it is published serially at regular intervals and continue its publication for an indefinite period of time. All its issues are published under the same title. The issues contain dates and give volume and issue number. This helps to distinguish one issue from the other and also to connect them. The contents cover different topics.

- 2) A union catalogue or list is nothing but a list of holdings of two or more libraries arranged in one sequence, alphabetical, classified or some other order with markings of location. The uses of union catalogue are many.
 - i) It tells who has what or how many libraries have a particular book or a periodical.
 - ii) It facilitates library cooperation.
 - iii) It helps in avoiding duplication of serials in a region.
 - iv) It reveals the total document resources of a region.
 - v) It indicates the strength and weakness of the holdings in a particular area.
 - vi) It can be used as a selection tool of periodicals.
 - vii) It facilitates universal bibliographical control and universal availability of publications.
- 3) The abstracts are a specific type of reference sources that serve two purposes :- (1) to index current literatures in a specific field and (2) to provide a digest of the most important current articles in the field. The summary of the article given in abstracts indicates whether the article is of value to the reader. It helps him in selection of articles that need to be read in full. Some times, the abstract serves as a substitute of the original document. Whereas the indexes provide the required communication link between the readers and sources of information. Index acts as a guide to information contained in the original document, by providing a number of entry points to the users of literature. It is a means to an end but not the end in itself.

ASSIGNMENT

- 1) What is a periodical directory ? Provide bibliographical details with annotations of some tools that are useful for selection of Indian periodicals including periodicals in oriental languages ?
- 2) Make a comparative study of Ulrich's International Directory (Bowker) and Serials Directory (EBSCO Pub.) in regard to their scope and usefulness.
- 3) Prepare an exhaustive bibliography of articles published in various journals during past 5 years on the following topics.
 - i. Women as Administrators.
 - ii. Environmental pollution.
 - iii. Drug abuse.
- 4) Find out in which libraries of A.P., the following periodicals are available (give the bibliographical details of the sources with page numbers) :
 - i) *Econometrica*, Vol.10
 - ii) *Journal of Marketing*, Vol.28
 - iii) *Journal of Material Sciene*, Vol.3
 - iv) *Plastics*, Vol.32.
 - v) *Psychology Abstracts*, Vol.44

- 5) Provide information about the following (give the bibliographical details of the sources searched with page numbers) :
- i) Five latest constitutional amendments.
 - ii) Details about recent earth quake in Uttarakashi District in U.P.State.
 - iii) Details about latest Industrial policy.
 - iv) Details about recent typhoon in Phillipnes.
- 6) Explain what are T.V. and Radio Broadcasting summaries and give two examples with bibliographical details :

17.10 RECOMMENDED BOOKS

- 1) Kastz, W.A. : **Introduction to Reference Work. Vol.1 : Basic Information Sources.** 5th ed. Singapore : McGraw- Hill Book Co., 1987.
- 2) Krishan Kumar: **Reference Service.** 3rd rev.ed. New Delhi : Vikas Publishing House (p) Ltd., 1989 (Reprint of 1987 ed.)
- 3) Osborn, A.W.: **Serial Publications their place, treatment in Librarries.** Chicago: American Library Association, 1980.
- 4) Sharma, Jagadish Saran and Grover, D.R.: **Reference Service and Sources of Infomation.** New Delhi : ESS Publications, 1987.

17.11 GLOSSARY

Annotation : A note added to an entry in a catalogue, reading list or bibliography, to educate, evaluate or describe the subject and contents of a book.

Bibliographic Description : The description of a published work of literary or musical composition, giving particulars of authorship, or others who have contributed to the presentation of the text (editor, translator, illustrator, arranger etc), title, edition, date, particulars of publication (Place and name of publisher and possibly of printer), format, etc.

Clipping: A piece clipped, or cut from a newspaper or periodical.

Cumulation : The progressive inter-filing of items arranged in a pre-determined order any usually published in periodical form, the same order of arrangement is maintained.

Cumulative Index : One which is built up from time to time by combining seperately published indexes into one sequence.

Review : 1) A periodical publication which is devoted largely to critical articles and reviews of new books. 2) An evaluation of literary work published in a periodical or newspaper.

Series : Volumes usually related to each other in subject matter, issued successively, sometimes at the same price, and generally by the same publisher, in a uniform style, and usually bearing a collective 'series title' on the Half Title or the cover, or at the head of the Title page.

UNIT 18 GUIDES TO REFERENCE SOURCES

Contents

- 18.0 Aims and Objectives
- 18.1 Introduction
- 18.2 Definition
- 18.3 Scope
- 18.4 Uses
- 18.5 Types with examples
 - 18.5.1 Guides to general books
 - 18.5.2 Current sources or reviews of reference books
 - 18.5.3 Guides to specific reference books
 - 18.5.4 Guides to special type of reference books
- 18.6 Summing Up
- 18.7 Model Answers
- 18.8 Assignments
- 18.9 Recommended books
- 18.10 Glossary

18.0 AIMS & OBJECTIVES

In the previous five units (11 to 17) we have introduced various reference sources. This Unit introduces you the guides to reference sources.

After going through this unit, you will be able to understand the

- nature of guides to reference sources;
- scope and uses of guides to reference sources; and
- different types of guides with examples.

18.1 INTRODUCTION

Guides to reference sources can also be called as Bibliographies of Reference Books. These Bibliographies to reference sources will introduce the reader to general reference sources and specific reference sources. The general and specific reference sources help librarians in selection of reference tools for their libraries. They are also useful for research scholars to know about information sources that are needed for their research work. These guides will be annotated or handbooks type which introduce users to investigative tools. The guides to reference sources provide almost text-book like approach.

18.2 DEFINITION

Harrod's *Librarians Glossary* (1983) defined the reference books as "Books such as Dictionaries, Encyclopedias, Gazetteers, Yearbooks, Directories, Concordances, Indexes, Bibliographies and Atlases which are compiled to supply definite pieces of information of varying extent and intended to be referred to rather than read through". The guides to reference sources are those which list such reference books with or without annotations, selectively or comprehensively.

18.3 SCOPE

The guides to reference books depending on their scope will cover all or few or a particular type of the reference sources. They generally give critical evaluation and provide annotation to each item with bibliographic details.

18.4 USES

- 1) The annotated guides will help the Reference Librarian as selection tools in building a good reference collection.
 - 2) The guides will reveal the total reference books published upto a particular date category-wise, area-wise, etc and thus useful for researchers.
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18.5 TYPES WITH EXAMPLES

These guides to reference sources could be categorised as : i) Guides to General Reference Books; ii) Current Sources or Review of Reference Books; iii) Guides to Specific Reference Books; and iv) Guides to Special Reference Books. The following are some important examples.

Self-Check Exercise - 1

What is the nature and scope of the Guide to Reference Sources?

Note: i) Write your answer in the space given below:

- ii) Compare your answer with the model answer given at the end of this Unit.

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18.5.1 GUIDES TO GENERAL REFERENCE BOOKS

These guides include basic reference books in all fields.

- a) **American Reference Books.** annual, 1970 - vol.1 Ed. by Bohalan S. Wynar. Littleton: Libraries unlimited, 1970. annual.

It gives about 1800 entries. General reference works are included in Part I and Subject reference works in Part II. This is a comprehensive work for a given year. For every five years the publisher issues a cumulative index.

- b) **Best Reference Books 1970-1980:** titles of lasting value selected from American Reference Books annual. Ed. by Susan Holte and Bahalan S. Wyner. Littleton: Libraries Unlimited, 1981. 480 pages.

It offers a selection of 920 titles with annotations.

- c) **Guide to Australian Reference Books: Humanities.** by Wilma Roadford. Sidney: Library Association of Australia, 1983. 81 p.

It gives nearly 400 items with brief annotations.

- d) **Canadian Reference Sources: a selective guide** by Dorothy E. Ryder. 2nd ed. Ottawa: Canadian Library Association, 1981. 311 p.

It is a selective, annotated guide to reference materials relating to Canada and Canadian Affairs.

- e) **Printed reference material**, ed. by Gavin Higgins. 2nd ed. London: Library Association: Phoenix: Oryx Press, 1984, 740 p.

- f) **Fundamental reference sources**; by Frances Neel Cheney and Wiley J. Williams. 2nd ed. Chicago: ALA, 1980, 351 pages.

- g) **Guide to Reference Books**. By Eugene P. Sheehy. 10th ed. Chicago: ALA, 1986.

Prior to the 9th edition, this work was compiled by Constance Winchell. This guide lists and annotates the major titles used in reference service. It includes 14,000 entries. Complete bibliographical information is given for each entry. It has five main sections in a single volume. The arrangement of entries begin with main subject and sub-divided by smaller subjects and by form. Further, division is made by country also. It gives mainly American, Canadian and English titles.

- h) **Guide to Reference materials**. 4th ed. by Albert John Walford. 3 vols. London: Library Association, 1987.

It gives mainly English and European titles. It is published in three separate volumes -- 1) Science and Technology 2) Social Sciences and 3) Generalities, Languages, the Arts and Literature. UDC system is followed in arrangement. It provides about 15,000 entries. The entries are annotated and complete bibliographical details are provided for each entry. Each volume has title, author and subject index.

18.5.2 CURRENT SOURCES OR REVIEWS OF REFERENCE BOOKS

Reviews of reference books in periodicals are the current sources which help the Reference Librarian in selecting the latest reference books. The following are the reviewing periodicals or reference books.

- a) **Book List**. 1905 - Chicago: ALA, 1905 - V.1 - s-m

In the middle of each issue of the Book List, under the heading "Reference Books Bulletin" appear 'Reviews' prepared by ALA Reference and Subscription Books Review Committee.

- b) **RSR (Reference Services Review)**. Jan/Mar. 1973 -- V.1 (No.1) Ann Arbor: Pierian Press, 1973 -q.

Each issue includes a section on reviews of "Recent Reference Books". There are also two more sections. "Reference Book review index" and Reference books in print".

- c) **Choice**. Chicago: American Library Association, 1964 Vol.1 -- montly.

This journal evaluates a number of reference books. It gives about 6000 reviews a year out of which 500 are of reference books.

- d) **Library Journal**. New York: R.R. Bowker Co., 1876 - V.1 - s-m

It is a Journal of Library Science. It has general book review section which includes 450 reference reviews a year.

e) **R.Q. (Reference Quarterly)**. Chicago: ALA, 1960 - v.1 -q

The last section of this Journal is devoted entirely to the review of reference books. This Journal does not review general books. It reviews about 150 reference books each year.

f) **Wilson Library Bulletin**. New York: The H.W.Wilson Co., 1914 -- v.1 -m.

A separate section, in each issue of this Journal, is devoted to "Current Reference Books". The reviews are descriptive and evaluative and help the Librarian in taking a decision for selection of reference books.

Self-Check Exercise - 2

List out three sources, which will help in selection of latest reference books?

Note: i) Write your answer in the space given below.

ii) Compare your answer with the model answer given end of this Unit.

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18.5.3 GUIDES TO SPECIFIC REFERENCE BOOKS

These guides cover only a particular type of reference books hence they are more comprehensive in coverage. Some of the important examples under this category are given below:

i) Indexes

a) Milner A.C.: **Newspaper Indexes, a location and subject guide for researchers**. 3 vols. Metuchen, N.J.: Scare Crow Press, 1977 - v.1 -

The volume 1 was published in 1977. V.2 and 3 were published in 1979 and 1982 respectively. This work is a guide to newspaper indexes in American Libraries.

b) Lathrop, M.M. and Lathrop, M.L. (Comps. and editors): **Lathrop report on newspaper indexes, an illustration guide to published and unpublished newspaper indexes in the United States of America**. Wooster, Ohio: Lathrop Enterprises, 1979.

It lists 1000 confirmed newspaper indexes and 9000 unconfirmed newspaper indexes.

c) **Abstracting and indexing services Directory**. Detroit: Gale Research Inc., 1982-83.

It lists 1800 indexes and abstracting services.

d) **Abstracting and Indexes in Science and Technology**. 2nd ed. Metuchen: Scare Crow Press, 1985.

It gives 200 titles arranged by broad subject categories.

ii) Union Lists:

- a) Nelson, Bonnie R.: *A guide to published library catalogs*. Metuchen, N.J.: Scare Crow press, 1982.

It gives 429 numbered entries for published catalogues in 33 subjects sections. Lengthy annotations, subject index and index of libraries is given.

- b) United States, Library of Congress, General and Bibliographic Division: *Union lists of serials: a bibliography*, compiled by Ruth S.Freitag. New York: Library of Congress, 1964.

It lists more than 1200 Union Lists arranged geographically by region and country.

iii) Bibliographies of Bibliographies:

- a) *Bibliographic Index: a cumulative bibliography of bibliographies, 1937 -* New York: Wilson Co., 1938.

It is published in three forms (1) Permanent cumulated volumes (2) Annual supplementary volumes, and (3) Current issues - two issues per year.

- b) Besterman, T.A.: *A world bibliography and of bibliographical catalogues, calendars, abstracts, digests, indexes and the like*. 4th ed. revised and enlarged. Lausanne: Societies Bibliographica, 1965-66. 4 volumes and Index (5 volumes).

This edition records bibliographies published through 1963, with some later additions. It includes some 1,17,000 items grouped under 16,000 headings and sub-headings.

- c) Collison, Robert Lewis: *Bibliographies, subject and national; a guide to their contents, arrangements and use*. 3rd ed. revised and enlarged. London: Crosby Lockwood, 1968.

It was first published in 1951. It contains about 500 carefully selected and annotated references to bibliographies. It is in 2 parts. Part I - covers subject bibliographies arranged in D.D.C. order and Part II - Universal and National Bibliographies. Index of subjects and personal names is given.

- d) *Bibliography of Canadian Bibliographies*. comp. by Douglas Lockhead. 2nd. ed. revised and enlarged. Toronto: Published in association with the Bibliographical Society of Canada by University of Toronto Press, 1972.

This work lists more than 2,300 bibliographies. There are brief annotations in English or French according to the language of the title.

- e) *A Bibliography of bibliographies of India*. By Kalia (D.R) and Jain (M.K) Delhi: Concept publishing co., 1975.

It is a bibliography of bibliographies arranged alphabetically by subject. It gives 1,243 entries and index of authors and subjects.

- f) *Commonwealth National bibliographies; an annotated directory*. London: Commonwealth Secretariat, 1977.

It gives country by country listing with full description of National Bibliographies published in Commonwealth countries.

- i) Gorman, G.E. and Mahoney, M.M : *Guide to current National bibliographies in the third worlds*. Munchen: H. Zell/K.G. Saur, 1983.

It provides a state-of-the-art report for national bibliographic control in the developing nations listing some 80 National bibliographies, 10 Regional bibliographies for 6 regions and complimentary compilations for 60 developing countries.

- j) **Index Bibliographicus.** 4th ed. The Hague: Federation International de Documentation, Vol.1 -- Science and Technology published in 1959 and Vol.2 - Social science published in 1964.
- k) **Bibliographical services throughout the world, 1950 -- Paris : UNESCO, 1961-84, 5 vol.** V-1-(1950-59), Vol.2- (1960-64), Vol.3 - (1965-69), Vol.4 - (1970-74), Vol.5 - (1975-79).
- l) **Indian Reference Sources: an Annotated guide to Indian Reference Material.** 2.Vols. 2nd ed. by H.D.Sharma. Varanasi: Indian Bibliographic centre, 1986.

Its 1st ed. was published in 1974. This work includes only those reference sources which are in print or are easily available in libraries. It covers materials in all Indian languages including the tribal languages. Vol.1 which covers Generalia and Humanities has 2,500 entries and Vol.2 which covers Social sciences and Pure and Applied sciences has about 3,000 entries. The arrangement of entries is subject-wise. Author and title index is given in one alphabetical sequence.

iv) Encyclopedias

- a) **Best encyclopedias, a guide to general and specialised Encyclopedias.** 4th ed. by Kister, K.F. Phoenix: Oryx Presss, 1986. 356 p.

The first three editions were published by R.R. Bowker. This 4th ed. published by Oryx Press, gives 52 general and 450 specialised encyclopedias. The encyclopedias are grouped in 32 subject categories.

- b) **ARBA guide to subject encyclopedias and dictionaries.** Ed. by Bohdan S. Wynar. Littleton, Colorado: Libraries Unlimited, 1986, 570 p.

This guide presents a representative selection of subject dictionaries and encyclopedias, serials and non-serials.

- c) **Anglo-American general Encyclopedias: a historical bibliography 1703-1967.** by S. Padraig Walsh. New York: Bowker, 1968, 270 p.

More than 400 English language general encyclopedias are included with notes on the publishing history of each.

- d) **Encyclopedia buying guide, 1975-76 -- New York: Bowker, 1976 -- Irregular.**

It is edited by Kenneth F.Kister. It serves as a continuation of Walsh's 'General Encyclopedias in Print.'

- e) **Encyclopedias, their history throughout the ages.** A bibliographical guide with extensive historical notes to the general encyclopedias issued throughout the world from 350 B.C. to the present day. New York: Stechert-Hafner, 1962.

v) Dictionaries

- a) **Dictionaries of English and foreign languages: a bibliographical dictionaries with historical and explanatory notes and references.** 2nd ed. Robert Lewis Collison. New York: Hefner, 1971, 303 pages.

Its 1st edition was published in 1955 with the title, 'Dictionaries of Foreign Languages'.

- b) **Dictionary buying guide: a consumer guide to general English - language wordbook in print.** New York: Bowker, 1977, 358 pages.

It reviews 58 general adult English Language dictionaries, 60 school and children's dictionaries and 225 special purpose dictionaries and wordbooks.

- c) **World Dictionaries in print, 1983: a guide to general and subject dictionaries in world languages,** New York: Bowker, 1983. 579 pages.

It lists more than 13,000 publications in 238 language categories published in 100 countries. It includes technical and subject dictionaries as well as language dictionaries.

- d) **Oriental Dictionaries; a select bibliography** by Moharamad Wajid. Karachi: Library Promotion Bureau, 1967. 54 pages. (Library Promotion Bureau Publication No.2)

It lists 345 dictionaries of the Arabic, Balochi, Bengali, Gujarathi, Hindi, Hindustani, Kashmiri, Persian, Punjabi, Pushto, Sanskrit, Sindhi, Turkish and Urdu languages. Some brief annotations are given.

- e) **Dictionaries, Encyclopaedias and other word related books** by Annie M. Brewer. 3rd ed. Detroit: Gale Research Inc., 1982. 3 vol, with supplement published in 1983.

The first volume contains English books, vol. two contains multiple languages with English as one of the languages and the volume three contains non-English books.

- f) **A bibliography of Dictionaries and Encyclopedias in Indian languages.** Calcutta: National Library, 1964.

It lists nearly 2,200 items in modern Indian languages. It gives scientific, technical and other subject encyclopedias, dictionaries and biographical dictionaries. The works are grouped by language with author, subject and title index.

vi) Dictionaries

- a) **Directories in print 1990.** 7th ed. Ed. by Julie E. Towell and Charles B. Montney. Detroit: Gale Research Inc., 1990. 1887 pages in 2 vols. with title and key word index and subject index. (formerly Directory of Directories).

It includes significant directories published in United States and Canada. This edition contains 10,000 detailed and upto-date entries including 2000 new directories. The entries are arranged in 16 subject chapters.

- b) **International Directories in Print, 1989-90.** (1st ed.) by Julie E. Towell and Charles B. Montney. Detroit: Gale Research Inc., 1988, 1125 pages with Geographic index, Subject Index, Title and Key word Index.

This work covers a wide range of directories from over 100 countries of the world. It lists nearly 5,000 directories arranged subject-wise.

- c) **City and State directories in print, (1st ed.)** Ed. by Julie E. Towel and Charles B. Montney. Detroit: Gale Research Inc., 1989, 966 pages. With Title and Key word Index and Subject Index.

This guide provides access to about 5,000 state, city and local directories published in United States. The entries are arranged by States.

- d) **International bibliography of Special directories'** Ed. by H. Lengenfelder. 7th ed. Munich; New York: Saur; Gale, 1983, 474 pages

Its previous edition was published in 1978 as 'International bibliography of directories'. It contains 6,000 entries divided into 72 subject groups. The entries are sub arranged by country.

- e) **Current European directories:** a guide to international, and national, city and specialised directories and similar reference works for all countries of Europe excluding Great Britain and Ireland. 2nd. ed. by G.P. Henderson. Beckenham, Kent: CBD Research Ltd.; Detroit: Gale, 1981.
- f) **Current British directories.** ed. by C.A.P. Anderson. 10th ed. Beckenham: C.B.D. Research Ltd., 1983.
- g) **Current Asian and Australian directories:** a guide to directories published in or relating to all countries in Asia, Australia and Oceania. ed. by I.G. Anderson. Beckenham: C.B.D. Research Ltd., 1978.

It covers 100 countries in two sections 1) International and 2) National (country) directories. It gives 9,700 entries.

- h) **Directory information service:** annotated guide to business and industrial directories, professional and scientific rosters and other lists and guides of all kinds. Detroit: Gale Research Inc., 1977 - 2 issues for 18 months.
- i) **Guide to American directories:** a guide to the major directories of the United States; covering all trade, professional and industrial categories. 4th ed. by B. Klein. Coral Springs, Fla: B. Klein, 1982. 572 pages.

It has about 7,000 entries. The entries are arranged in 187 subject categories.

vii) **Biographies**

- a) **ARBA guide to Biographical Dictionaries.** Ed. by Bohdan S. Wymar. Littleton, Colorado: Libraries unlimited, 1986, 444 pages.
- b) **Biographical Sources: a guide to Dictionaries and Reference works.** by Chimbala, Jennifer and Brian. Phoenix, Ariz: Oryx press, 1986, 146 pages.
- c) **Biographical Dictionaries and related works:** ed. by Robert B. Slocum. 2nd. ed. Detroit: Gale Research Inc., 1986. 2 Vols. 1319 pages.

It lists 16,000 Biographical Dictionaries arranged in 3 sections - Universal, National and Area biography. Author, title and subject indexes are given.

viii) **Geographical Sources**

- a) **Encyclopedia of Geographic Information Sources.** 4th ed. Ed. by Jennifer Mossman in 2 vols. (1) U.S. Volume. 428 pages with location index published in 1986 (2) International volume, 479 pages. City, Country, and Regional Index published in 1988. Detroit: Gale.

It provides wide range of live and inprint information sources on 75 major countries and 81 major cities.

- b) **Gazetteers and Glossaries of geographical names of the member countries of the United Nations and the agencies in relationship with the United Nations bibliography 1946-76.** Wiesbaden: Stener, 1984.

It is a bibliography of Gazetteers and Glossaries of geographical names including atlases which have names of place and indexes.

- c) **Kister's Atlas buying guide.** General English language world Atlases available in North America. Phoenix, Arizona: Oryx Press, 1984, 236 pages.

It provides complete bibliographic data for 105 Atlases.

- d) **Guide to Atlases - World, Regional, National, Thematic: an international listing of Atlases published since 1950 by G.L.Alexander.** Metuchen, N.J.: Scarecrow Press, 1971. 67 pages. Supplementary published in 1977 has 362 pages.

- e) **Travel guides in Review.** Ed. by John Heise, 3rd ed. rev. Syracuse, New York: Geylord professional publications, 1978.

It lists 78 travel guides and series. They are grouped by continent and then by type.

- f) **Selected guide to travel books.** by Susan Nuckel. New York: Fleet Press Corporation, (1974). 117 pages.

It includes about 700 items with brief annotations. Subject Index is given.

- i) **Guide to Travel guides** by John O. Heise. New York: Bowker Co, 1981.
- j) **The maps of Canada: a guide to official Canadian Maps, Charts, Atlases and Gazetteers** by N.L. Nicholan Hamden, Connecticut: Shoestring, 1982.
- k) **Guide to U.S. Map Resources** by David Cobb. Chicago: ALA, 1986.

This describes more than 900 library holdings of maps.

- l) **Map Librarianship** by Harold Nichols. London: Bengley, 1982.
- m) **Map Librarianship** by Mary Larsgaard. Littleton, Colorado: Libraries unlimited, 1978.
- n) **Maps for America: Cartographic products of the U.S. Geological survey and others.** 2nd ed. Washington, D.C.: Govt. Printing Office, 1981.

ix) **Statistical Sources**

Statistical Sources, 1991. 14th ed. Ed. by Jacqueline Wasserman O'Brien and Steven R. Wasserman. 2 vols. Detroit: Gale Research Inc., 1990, 3800 pages.

It tells what is available on more than 22,000 specific topics. This edition contains 94,000 citations and adds nearly 200 more international sources.

18.5.4 GUIDES TO SPECIAL TYPE OF REFERENCE BOOKS.

These guides provide list of reference books intended to particular type of library, a particular level of readers or a special type of publications. The following are some of the examples:

- a) **Government Publications: a guide to bibliographic tools.** by Vladimir M. Palic. 4th ed. Washington; Library of Congress, 1975, 441 pages.

This guide provides outlines of bibliographic aids in the field of official publications issued by the United Nations, some countries of the world and international government organisations.

- b) **A guide to theses dissertations; an annotated, international bibliography of bibliographies.**
By Michael M. Reynolds. Detroit: Gale Research Co., 1975. 599 pages.

This is a retrospective international listing of bibliographies of theses and dissertations produced through 1973.

- c) **A guide to reference books for small and medium-sized libraries. 1970-1982.** By Kim Dority. Littleton: Libraries unlimited, 1984, 410 pages.

It lists 1,179 titles classified and annotated.

- d) **Reference sources for small and medium sized libraries.** 4th ed. Chicago: ALA, 1984.

It includes about 1,800 items. Items are grouped under subject categories and further sub-divided by type of reference sources or other suitable division. It is a useful guide for college and large secondary school libraries and public libraries.

- e) **Reference Books for children.** By Peterson and Fenton. Metuchen: Scare Crow Press. 1981, 265 pages.

It offers an annotated list of 900 reference works and selection tools suitable for school and public libraries.

Self-Check Exercise-3:

Explain two types of guides to reference sources with two examples under each type.

Note: 1) Write your answer in the space given below.

- ii) Compare your answer with the model answer given at the end of this Unit.

18.6 SUMMING UP

Guides to reference sources are bibliographies of reference books. The guides are mainly of two types - general and specific. The general guides lists all types of reference books where as the specific guides list a particular type of reference books. They are mainly used as selection tools. The annotated guides particularly help reference librarian in building a good reference collection. The guides also reveal the total reference book production in a country, subject, period or of a type. The types of guides have been explained with important examples.

18.7 MODEL ANSWERS

- 1) The nature of guides to reference sources is such that, they will introduce the readers to various types of Reference Books. Primarily, they are either annotated lists of titles or handbooks type which are useful as investigative tools. By an elaboration they provide almost text-book type of the reference sources depending upon their scope. They usually provide critical evaluation or annotation for each item with bibliographic details.

2) (i) **Book list 1905 - V.1 - Chicago: ALA, 1905- s.m.**

Each issue of 'Book list' in its middle pages, contains 'Reference Books Bulletin' which provide reviews of latest Reference Books.

ii) **RSR (Reference Services Review) 1973 - V.1 - Ann Arbor: Pierian Press, 1973- q.**

Each issue of 'RSR' includes a section on Reviews of 'Recent Reference Books', a 'Reference Book Review Index' and a section on 'Reference Books in print'.

iii) **RQ 1960- V.1 - Chicago: ALA, 1960-q.**

The last section of this Journal is devoted entirely to the review of Reference books. It reviews about 150 Reference Books each year.

3) The guides to Reference Sources could be categorised as follows:

i) Guides to general Reference Books, which include basic reference books in all fields.

eg: a) **American Reference Books annual. 1970.- V.1 - ed. by Bohalan S.Wynar. Littleton : Libraries unlimited.**

b) **Guide to Reference Books. By Eugene P. Sheehy. 10th ed, Chicago: ALA, 1986.**

ii) Current sources or Reviews of Reference Books (in periodicals) - Most of the Library science periodicals devote some pages to reviews of latest Reference Books.

eg: a) **Wilson Library Bulletin. New York:H.W. Wilson, 1914 - V.1- m.**

b) **Library Journal. New York: R.R.Bowker Co., 1876 - V.1- s.m.**

iii) Guides to specific Reference Books, cover only a particular type of reference books. These are more comprehensive in coverage in that particular field.

eg: a) **Best Encyclopedias; a guide to general and specialised Encyclopedias. 4th ed. by Kister (K.F.). Phoenix: Oryx Press, 1986.**

b) **World Dictionaries in Print,1983: a guide to general and subject dictionaries in world languages New York: Bowker, 1983.**

iv) Guide to special type of reference books list reference Books intended for a particular type of library, a particular level of Readers or a special type of publication.

eg: a) **Reference Books for children by Peterson and Fenton. Metuchen: Scare Crow Press,1981.**

b) **Reference Books for small and medium sized libraries, 4th ed. Chicago: ALA, 1984.**

18.8 ASSIGNMENT

- i) Prepare a list of Indian guides (with bibliographical details), to Reference Books.
- ii) How does Sheehy's Guide to Reference Books differ from Walford's 'Guide to Reference Materials'.
- iii) Prepare a selective list of latest Reference Books covering all categories. (i.e., Bibliographies, indexes, Encyclopedias, Directories, Dictionaries etc) with bibliographic details of the sources from which the Reference Books are selected.

18.9 RECOMMENDED BOOKS

- 1) Katz, W.A. *Introduction to Reference Work*. Vol.1. Basic Information Sources. 5th ed. Singapore: McGraw-Hill Book co., 1987.
- 2) Krishan Kumar: *Reference Service*. 3rd rev. ed. New Delhi: Vikas Publishing House (P) Ltd., 1989, (Reprint of 1987 ed.)
- 3) Sheehy, Eugene P (ed): *Guide to Reference Books*. 10th ed. Chicago: ALA, 1986.
- 4) Walford, Albert John (ed.) : *Guide to Reference materials*. 4th ed. 3 vols. London: Library Association, 1987.
- 5) Wynar, Bohalan S: *American Reference Books, 1970 - Vol.1- Annual*. Littleton: Libraries unlimited.

18.10 GLOSSARY

Bibliographic Index: A systematic list of writings or publication (eg. of books or periodicals articles) with or without annotations.

Bibliographic information: Details concerning a publication which are sufficient to identify it for the purpose of ordering.

Catalogue: A list of books, maps, or other items arranged in some definite order. It records describes and indexes (usually completely) the resources of a library or a group of libraries.

Concordance: A book arranged so as to form an alphabetical index of all passages, or of all the more important words, in any work, with indications of the context of such passages and phrase in the text.

Glossary: An alphabetical list of abstruse, obsolete, unusual, technical, dialectical or other terms concerned with a subject field, together with definitions.

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