

## DSC 6

# Information Sources and Services

60 Hours  
(45hrs Lect. + 15hrs Tut.)

| Course Title & Code                        | Credits | Credit Distribution of the Course |          |                     | Eligibility Criteria | Pre-Requisite of the Course (if any) |
|--------------------------------------------|---------|-----------------------------------|----------|---------------------|----------------------|--------------------------------------|
|                                            |         | Lecture                           | Tutorial | Practical/ Practice |                      |                                      |
| DSC 6:<br>Information Sources and Services | 4       | 3                                 | 1        | 0                   | -                    | -                                    |

## Course Objectives

The course aims to familiarize students with various types of information sources and their effective use in meeting diverse user needs. It develops skills in providing reference and information services using both print and digital resources. The course also prepares learners to evaluate, organize, and deliver information efficiently in different library and information service settings.

## Learning Outcomes

After completing this course, students will be able to:

- ☞ Use different types of information sources to provide information services to the clientele.
- ☞ Evaluate various information sources to provide information services to the clientele.
- ☞ Apply various search techniques to retrieve relevant information from the database
- ☞ Organise user education and information literacy programmes in library and information centres.

## UNIT I: Fundamental Concepts

10 Hours

- ☞ Meaning, Definition, Importance, Nature and Characteristics
- ☞ Printed and Electronic Information Sources

- ☞ Types of Information Sources and Services
- ☞ Criteria for Evaluation of Reference Sources (Print and Electronic)

## **UNIT II: Sources of Information (Print and Electronic)**

**14 Hours**

- ☞ Primary Information Sources
- ☞ Secondary Information Sources
- ☞ Tertiary Information Sources
- ☞ Evaluation of Multimedia & E-resources; Portals, Subject Gateways; Open Access Resources, databases

## **UNIT III: Reference and Information Services**

**11 Hours**

- ☞ Users and their Information Needs, Users and their Information needs
- ☞ Theory and Functions of Reference and Information Service
- ☞ Enquiry Techniques: Reference Process, Search Strategies and Searching Techniques
- ☞ Information Seeking Behavior of Users
- ☞ Role of Librarian and Information Officer in Electronic Environment

## **UNIT IV: Types of Information Services**

**10 Hours**

- ☞ Documentation Services: Abstracting and Indexing Services
- ☞ Alerting Services: CAS, SDI
- ☞ Reprographic Service, Translation Service, Document Delivery and Referral Service
- ☞ Web Based Library Services
- ☞ Information Literacy Products and Programmes

## **Essential Reading**

- ☞ CASSELL (Kay Ann) and Hiremath (Uma). Reference and Information Services: An Introduction. Chicago: American Library Association, 2013
- ☞ CHENEY (FN) and WILLIAMS (WJ). Fundamental reference sources. Ed. 3. Chicago: ALA. 2000.
- ☞ FOSKETT (D J). Information service in libraries. Ed. 2. Connecticut: Archon Books, Hamden. 1967.

- ☞ GROGAN (D). Science and technology: An introduction to literature. London: Clive Bingley. 1984.
- ☞ KATZ (WA). Introduction to reference work. 2 vols. London: Butterworths. 2000.
- ☞ RANGANATHAN (SR). Reference service. Ed. 2. Bangalore: Ranganathan Endowment for Library Science. 2006.

## **Suggested Reading**

- ☞ ALAN (P) and others. The library and information professional's guide to the World Wide Web. London: Facet Publishing. 1999.
- ☞ Bopp (Richard E.) and Smith (Linda C.). Reference and Information Services: An Introduction. Westport: Greenwood Publishing Group, 2013.
- ☞ HURT (CD). Information sources in science and technology. Ed. 3. London: Libraries Unlimited. 1998.
- ☞ KRISHAN KUMAR. Reference service. Ed. 3. New Delhi: Vikas Publishing. 1996.
- ☞ RAO (IKR). Electronic sources of information. Bangalore: DRTC. 2001.
- ☞ ROWLEY (J). The basics of information systems. Ed. 2. London: Library Association. 1996.
- ☞ SINGH (Gurdev). Information sources, services and systems. Delhi: PHI Learning. 2013.
- ☞ SUBRAMANYAM (K). Scientific and technical information resources. New York: Marcel Dekker. 1981.
- ☞ WALFORD (AJ). Guide to reference materials. 2nd edn. 3 vols. London: Library Association. 1992.