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Paper-V : Reference and Information Services

Module-1 :

Unit-1 : Concept of Reference and Information Services

Unit-2 : Varieties of Reference Services

Unit-3 : Functions of the Reference Department

Unit-4 : The Reference Process

Module-2 : Study of Bibliographical Tools

Unit-5 : Bibliographies Need and Types, Bibliographical control

Unit-6 : Subject Bibliography

Unit-7 : National Bibliography (BNB & INB)

Unit-8 : Trade Bibliography

Unit-9 : Study of Abstracting and Indexing Tools

Module-3 : Reference Sources

Part-I :

Unit-10 : Dictionaries

Unit-11 : Encyclopedia

Unit-12 : Ready Reference Sources

Part-II :

Unit-13 : Geographical Sources

Unit-14 : Biographical Sources

Unit-15 : Reference Sources for Current Events

Unit-16 : Evaluation Reference Sources

Module-4 : Information Services

Unit-17 : Concept and Need for Information

Unit-18 : Types of Documents : Primary, Secondary and Tertiary

Unit-19 : Organization of Information services

Unit-20 : Information Services and Techniques.

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