

**Sant Gadge Baba Amravati University, Amravati**

As Per NEP 2020 Syllabus

Faculty: Humanities

**Three Years- Six Semesters Bachelor's Degree Programme**

B.A-III, SEM –VI (Library & Information Science)

**Course Code – 636264**

**Minor: Reference Source and Services**

| Level | Semester | Course Code | Course Name                                           | Credits | Teaching Hours | Total Teaching Hours | Max Marks | Internal Marks | Total Marks |
|-------|----------|-------------|-------------------------------------------------------|---------|----------------|----------------------|-----------|----------------|-------------|
| 5.0   | VI       | 636266      | <b>Minor Theory:</b><br>Reference Source and Services | 4       | 4              | 60                   | 60        | 40             | 100         |

**Course Code – 636266**

**Minor: Reference Source and Services**

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|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------|--------------------------------------------------------------|
| Course Objective | <ul style="list-style-type: none"><li>To understand the concept and importance of reference services.</li><li>To familiarize students with emerging digital reference tools and technologies.</li></ul>                                                                                                                                                                                                                                                                  |                   |                             |                                                              |
| Course Outcomes: | <ul style="list-style-type: none"><li>To differentiate between primary, secondary, and tertiary reference sources.</li><li>To conduct effective reference interviews to identify user information needs.</li><li>To evaluate the authority, accuracy, and currency of information tools.</li><li>To provide high-quality reference services in both physical and virtual spaces.</li><li>To apply ethical standards and copyright laws to reference practices.</li></ul> |                   |                             |                                                              |
| Unit System      | Contents                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Workload Allotted | Weightage of Marks Allotted | Exam Type & Marks                                            |
| Unit I           | <b>Source of Information</b> <ul style="list-style-type: none"><li>Primary, Secondary and Tertiary Sources of Information.</li><li>Nature, Characteristics of Reference Books</li><li>Documentary Information Sources.</li><li>Non Documentary Information Sources.</li></ul>                                                                                                                                                                                            | 10 Hours          | 10 Marks                    | Theory-60<br>Internal Assessment-40 Marks<br>Total Marks-100 |
| Unit II          | <b>Reference Sources</b> <ul style="list-style-type: none"><li>Definition and characteristics of reference sources.</li><li>Types of reference sources.</li><li>Dictionaries: types and uses</li><li>Encyclopedias: types and evaluation.</li></ul>                                                                                                                                                                                                                      | 10 Hours          | 10 Marks                    |                                                              |

|             |                                                                                                                                                                                                                                                                                                                                                           |          |          |  |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|--|
| Unit III    | <b>Introduction to Reference Services</b> <ul style="list-style-type: none"> <li>• Meaning and objectives of reference service.</li> <li>• Need and importance of reference service in libraries.</li> <li>• Types of reference service.</li> <li>• Ready reference and long-range reference.</li> </ul>                                                  |          |          |  |
| Unit IV     | <b>Steps in Reference Service</b> <ul style="list-style-type: none"> <li>• Receiving and analysis of User query.</li> <li>• Reference Questions, Reference Interviews.</li> <li>• Selection of reference sources.</li> <li>• Providing Information to users.</li> </ul>                                                                                   | 10 Hours | 10Marks  |  |
| Unit V      | <b>Information Services and User Support</b> <ul style="list-style-type: none"> <li>• Current Awareness Service (CAS)</li> <li>• Selective Dissemination of Information (SDI)</li> <li>• Referral service and document delivery service.</li> <li>• User education and orientation.</li> </ul>                                                            | 10 Hours | 10Marks  |  |
| Unit VI     | <b>Reference Services in Digital Environment</b> <ul style="list-style-type: none"> <li>• Electronic reference sources.</li> <li>• Online databases and e-resources.</li> <li>• Digital reference services.</li> <li>• Internet as a reference source .</li> </ul>                                                                                        | 10 Hours | 10 Marks |  |
| References: | <ul style="list-style-type: none"> <li>• Reference Service by William A. Katz.</li> <li>• Introduction to Reference Work by William A. Katz.</li> <li>• Reference and Information Services by S. R. Ranganathan.</li> <li>• Reference Sources and Services by G. G. Chowdhury.</li> <li>• Information Sources and Services by C. P. Vashishth.</li> </ul> |          |          |  |