

**THE ISLAMIA UNIVERSITY OF BAHAWALPUR**  
**DEPARTMENT OF LIBRARY & INFORMATION SCIENCES**

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COURSE OUTLINE

SPRING SEMESTER 2020

Course Title: Reference & Information Sources  
Class: (BS-LIS 4<sup>th</sup>) LISC-01405  
Credit Hours: 3

Instructor: DR. SHAKEEL AHMAD KHAN  
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**Description of Topics**

<b>Session No.</b>	<b>Topics in Each Session</b>	
1	Meaning & Definition of Reference: What is Reference Service?	
2	Why Reference Service? Importance According to Lovic Shore Purpose of Reference Service in Libraries Historical Concept	
3	Components of Reference Service: Instruct the Reader Answer the Reader Queries Aid the Reader in Selecting Material Promote the Library in Community	
4	Major Types of Reference Service Ready Reference Service Reader Advisory Service Result Consulting Service Bibliographic Service Inter-Library Loan Service	
5	Six Functions of Reference Section: SIGIBA (Supervision, Information, Guidance, Instruction, Bibliographic Function, Appraisal Function)	
6	What is Reference Book? Evaluation Criteria of Reference Material (Authority, Scope, Arrangement, Treatment, Format, Special Features)	
	Reference Librarian: Definition & Responsibility Qualities of a Reference Librarian	
7	Digital Reference Service	

	Historical Background Meaning & Definition Objectives	
8	Major Types of Digital Reference Service E-mail Webform Chatterbots, Synchronous Transactions,	
	<b>Mid Term Exam</b>	
9	Bibliography & Its Types Purpose of Bibliography Library Catalogue/OPAC	
10	Indexes & Abstracts: Types & Qualities of Abstract Automated Abstracting What is Index & Indexing? Various Types of Indexing	
11	HEC National Digital Library: Major Services HEC databases	
12	Documentary Sources of Information: Primary Sources Secondary Sources Tertiary Sources	
	Non-Documentary Sources Formal Sources & Informal Sources	
13	Types of Secondary Sources of Information: Dictionary & Thesaurus Encyclopedia, Yearbook Almanac	
14	Types of Secondary Sources: Bibliographical Sources Geographical Sources Directory Handbook Abstract & Index,	
15	Reference Theories: Liberal Theory Conservative Theory Moderate Theory	
16	Name of Reference Sources Name of Dictionaries Name of Encyclopedias Name of Yearbook Name of Biographical Sources Name of Geographical Sources	

17	Name of Reference Sources Name of Bibliographies Name of Directories Name of Indexes Name of Current Reference Sources Name of Databases	
	<b>Final Term Exam</b>	

**Sessional: 20 Marks**

### **Recommended Readings**

1. Bopp, R.E. and Smith, L.C. (eds), (2011). Reference and information services: an introduction. 4th ed. Colorado: Libraries Unlimited.
2. Basic reference sources. <http://www.lili.org/forlibs/ce/able/course11/welcome-2.htm>
3. Katz, W.A.(2002). Introduction to reference work volume I: basic information services. 8th ed. New York: McGraw-Hill.