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- **Topic-** REFERENCE WORK AND INFORMATION PROCESS SKILLS:-AN AUDIT

SUB-TOPIC - Function, Preface, Reference Process, the Special Origins'/ Test-

Books ,Demand for Reference Origin/Special-Volumes, Reference Inquires, Performance for
Mainframe, Analysis, Vital Words, Reference and Added Learning.

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UNIT 1:- REFERENCE WORK AND INFORMATION PROCESS SKILLS: AN AUDIT

Framework

- ❑ Functions
- ❑ Preface
- ❑ Reference Process
- ❑ The Special Origins/ Text-Books
- ❑ Demand for Reference Origin/Special-Volumes
- ❑ Reference Inquires
- ❑ Performance of Mainframe
- ❑ Analysis
- ❑ Vital Words
- ❑ References and Added Learning

FUNCTIONS:- Reference work is one of the meaningful meatiness arranging to the students of learning and knowledge centre and observation stations. The like process is needful afford by advising records where the demand of observation is such to be vacant. It is accordingly, basic that librarians should be skilled with various kinds of maintains and their appearance so that the observation can be arranging on the outside regularly trouble.

Later learning this zone, you will be ready to:

- ❑ Realize the meaningful of reference services in a information centre;
- ❑ Performance of reference origins/ Text- Books in arranging knowledge;
- ❑ Determine the demands for reference special-volumes/origin;
- ❑ Explain the Maintenance of taking reference work;
- ❑ Learning the performance of computer in the reference work;
- ❑ Disclose a reference questions to a reference Origins/Text-Volumes;
- ❑ Describe a reference sources/ services and describe their unique appearance;
- ❑ Comprehend reference volumes from traditionally volumes;
- ❑ Describe the reference process;
- ❑ Take account of range type of reference volumes origin.

PREFACE:- Libraries have ever been committed in maintains process to their readers. Ultimate application of origins in the fundamental elemental the soul of the very approach of the librarianship which is the shared destructions and need of the reports for the advantage of culture as a entity and of the un-formal formulation up the cultural in case. In the new decision of library science too Dr. Ranganathan has highlight that study material are for need. In Reference services so, the graduated library experts additive the different the professor of the library by arranging intimate corporations to un-formal readers in survey to the observations. The performance of the reference librarian is to take corporations to the library students by apply the library equipments to the ultimate.

Reference Services are the certain corporations taken to the readers in help for information. It permits librarians and students to interpret where the reports information stands and needs in serving the demanded observations this services has been framework in the libraries for the advantages of the populations advent to the library generally most libraries have a separate reference section or collection.

REFERENCE PROCESS:- The purpose of reference work is to permit to observations origins to those who are consider for it. In the workday process in the libraries, the librarian has to depend on reference special books of the library, which you would have examine stored personally in the library and is usually not expressed out of the library. Each of us are very enough usual with the reference volumes of which the greater trendy ones are the general dictionaries, and encyclopedias in evidence many of us have a like study materials at department and help these absolutely regularly.

The reference process usually indicates to as reference process in libraries, has come a yearn way in the 21th century. it has advanced its exactions from more corporations to reads to applications of programmed authority, increases of large numbers volumes and skills for reference and value of computers to delight the observation demands of experts, survey scholar and etc. each these have grow in to possible outstanding to a through logical structure in the reference process, which suggest three definite path for offering reference work. They are: (A) Natural Path,

(B) Flexible approach and (C) Balanced approaches.

The treading path is placed on the evidence that the buyers be advised on how to need of study materials and libraries pretty than on supply of observation.

The flexible path secular significance on the evidences that the buyers be handover with related and required observation fairly then taken the elements to self where the observation may be possible. Present it is sense that observations take to a readers should be in a form that tolerate its actual help.

The path or the in bounded by access suggest to be in better natural one in the current day libraries. There is an expended need & bibliographic volumes and the teaching staff of computer as information capacity and improvements materials has promoted the tolerant path. The librarians present day have process to a vast stock of observation and knowledge HIV counting written and non-written news each these can be oppressed to the ultimate durations achievable to take process to the buyers. Therefore,

Readers can collect the observation demands by him either or after the need of the librarian. The reference inquiries contrast from library to library. In most of the civil libraries

The reference inquiries contrast form library to library. In the most of the civil libraries, the type of queries include assistance regarding finding of books from the catalogue or the few questions from the civilized respecting the people services. In the educational libraries, the reference process described chiefly to show out or questions by user regarding the programmed attended by the parent education centre of the library. But in the superior standards of departments libraries, unusual libraries and information zones, the reference questions are of through type as the buyers here are functional which receive facility member, Research scholar, planners, administrator, plan makers and senior citizens.

REFERENCE ORIGIN/TEXT-BOOKS: A primary questions appear then when we found consider reference text-books that are what volumes and etc elements a reference library should store and how they should be arranged as to establish reference storage.

The reference storage should arranging three divisions of equipments.

- ☐ Reference study material the like is as, Dictionaries, Encyclopedias, (all subjects) Bibliographies, Yearbooks, Handbook, Directories, Biographies; Autobiographies.
- ☐ Usual process of observation the like as Geographical Origin (Gazetteers, Atlases, Maps) Manuscript Direction Guides etc.
- ☐ Each a like study elements that cannot be given for departments learning like as indexing and abstracting journals (national, international journals), Magazines numerically origin.

In the raised, the first two types are planned to conform the positive objective of a reference information centers that is- the fund of knowledge.

Reference study materials are indicating to as collection, clearly framework to afforded elements of observations in a ultimate helpful form. The main ordinary various are encyclopedias, dictionaries, Directories, Yearbooks, Bibliographies biographical and geographical observation origin. The reference storage of any information centre should introduce the best and latest editions of the encyclopedia dictionaries and other reference books, bibliographical sources, indexes catalogues and guides, standard histories and gazetteers, version of the standard process of novel. Accurate process on another programmed should be joined as par as funds allowance, notably those, which are over matched for unusual discussion rather than for unceasing learning.

ELEMENTARY ORIGINS:- these are elements, which are authentic in culture. They normally catch the form of periodicals pieces, easy, dissertations, records or a concession or equipments in storage. The studies elements are again indicate to as elementary origin as they have not cross over any clean system such as contraction, interoperation and are the pattern process of the writer. The elementary origin is very biggest in figure and can be commonly crack with the help of some secondary sources like, a bibliography, an indexing service, or an abstracting work.

Supporting Origins:- A Supporting origin is one that takes knowledge about a elementary origin. The properly knowledge is preferred path and rearranged in a selected, prepared sufficiently pattern for the objective of clear place by the readers, e.g., indexes, abstracts, bibliographies, encyclopedias, yearbooks, gazetteers, who's who. An autobiography is a elementary origins whereas a ligature print by different people is a supporting origin.

Tertiary Origin:- The tertiary origins consist of observation that is a perfection and storage of elementary and sporting origins. These introduce agenda of each type of origins of reference proceeds such as the encyclopedias, dictionaries, and yearbooks, handbooks bibliography of bibliographies, almanacs etc.

DEMAND FOR REFERENCE ORIGINS/VOLUMES:- the current day community is in the observation grow. In this current grow, information turns in to an origins as well as a asset, and its conducts and convert again to arrive a proper enterprises in this observation grow or panel- formal cultural community, the needs will be arranged on the observation of what to assemble, how to gather, work and apply it. It is in this context we have to show/ learning the demands for reference origin, the students have diverse knowledge demands and condition. Our readers can be student's professor, survey scholar, chemist, monologist, authority, administrator, or plan- makers. The standard readers do not have process to knowledge recommended by him as a long as he does not show where to seen for it.

Also, the students have besides several another fundamental like as:-

- a) Demands to collect observation quickly for a specific fundamentals area;
- b) Observations of freshly generated information is difficult;

Need for selection of freshly observations, as there is over wealth of knowledge;
would specialization only in a restricted subject area;

- a) Earn photocopies of demand elements or the study material, itself;
- b) Norms for analysis and choice of reference study equipments.

Each the these demands of the students can be find by having services to decent and the same day reference study materials. The reference volumes needs the librarians and libraries in service the knowledge banks from which reply to readers questions and equipments demands by the students are vacant, in another words the musical primary for a all reference work in a library is the reference text-books service by the reference employee of the library. The reference technique. But it is also around support the observation origins banks from which information is produce to students. It likewise receives founding points with knowledge suppliers both collect and other side the library atmosphere.

The issued risk by the student has specified raised can be affected by recover to a few of the coming skills.

- Description of reference study materials possible in the library;

- Placing reference special volumes and their distributors surface the library;
- Administration fresh reference study textbooks in e-library to humor to the determine observation demands of the readers.
- Collaborating with another library and observation to pool, the origins well organized.

The implements and formation of the observation is reliant on the process, place and dissemination of the suitable records. The reference work in the library gives care of the objectives of creating possible the knowledge whereas the library enterprise of promote, coordinate and conserve the reference study materials is object which the students are not something of also is of-ceiling purpose to them.

REFERENCE QUESTIONS:- the ultimate significant condition in the reference service present to the reference queries with their analogous study origins. You are informed that for the bulk of the quarried demands in the observation, the libraries, reference sources are the most logical starting point for searching enough of the reference work connects the information of the reference study materials and duplicate the quarries to their origins.

The various divisions of questions collected in the libraries informed to:

- ❑ Writer/title questions;
- ❑ Direction and managements questions;
- ❑ Case-decision questions;
- ❑ Equipments- Conclusion question
- ❑ Survey Questions.

Not reach the questions describe to the above demands the process of qualified library specialist. For pattern for directional or departmental queries any library employee can sincere the readers to asset knowledge. For writer and title questions, the libraries catalogue or index can very well arrange solve to the readers in inclusion to bibliographies. Each then another type of inquiries particularly. Case-conclusion or

Equipments-conclusion or the survey questions demands the process of the specialist and ultimate qualified someone. There can more be library questions where all along survey for a solve the buyers may replace the queries. The questions in like carton are only produce with minimum of directions process. Many times, there can be enduring the inquiries, which are, residue of factor of proceeding questions or queries for which no solve are possible in the library. In like an order, descriptions by a senior library specialist can be award to the buyers in smooth aspects to escape setback.

Taken down are the few reference queries and the various kinds of reference origins:

Kind of Queries	Analogous examples of Questions	Categories of reference Origin
General awareness	where can I catch each boasts article <i>Broadcast in botany?</i>	Indexing/Abstracting review
Vocabulary	How can I catch the concepts of <i>The term unobtrusive?</i>	Dictionary Webster Oxford
Movements	what implements draw establish in <i>Technology Company during last period?</i>	Yearbook (Historical)
Textbooks Catalogue	Where can I catch a file of each textbook <i>On the programmed of information technology?</i>	Bibliography/Trade
Culture	how can I find concise observation on <i>London or Olympics?</i>	Encyclopedia (Britannica)
Educational Systems	please take me the names and addresses <i>Of managements institutions in India?</i>	Directory/Handbook
Autobiography	<i>Autobiography of Jwahar Lal Nehru,</i> <i>President of India?</i>	Autobiography

The reference work librarians should be adept to look evaluation at all the queries that are put to them, evaluate them and then only arrange the demands of the reference origins. You will learn the particulars about the several of reference origins in the later zones.

SUMMARY:- when library service became available to buyers. It was thought that just a reference librarian at desk was good enough. However, in the recent times it has become clear that a reference librarian can serve users only if some proper and standard reference books are also available. This is due to the varied information needs and requirements of a wide variety of our users.

At present, financial constraints are everywhere. Maintain this makes selection of materials very critical, as waste of materials must be eliminated and service. The choice of information technology in such reduced resources circumstances appears to be the most viable and possible solution. Electronic information has, therefore, become more concentrated and centralized. There are many ways and means to have access to this kind of information.

REFERENCE AND ADDITING LEARNING

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