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 **1 lecture**

**Q-Define reference book?**

 The term has come to mean a specific kind of publication which has been planned and written to be consulted for items of information rather than read throughout.

**Q-What are the types of reference books ?**

**1.**Those which contain the needed information ,such as handbooks.

**2.**Those which tell the user where the information can be found ,such as indexes.

**Q-What are the tools that librarians provide to the user to use library?**

 The librarians provide tools like library catalogue, shelf list and bibliographies.

**Q-Define reference service?**

Answering questions.

**Q-What are the kinds of reference services?**

 Direct and indirect.

**Q-What are the type (the categories) of direct services?**

**A.** Reference or information services.

**B.** Formal and information instruction.

Lecture2

**Q. What are the types of indirect services?**

1**.**Selection of materials.

2.Reference Administration.

3.Interlibrary loan.

4.Evaluation of reference section.

5.Miscellaneous tasks.

**Q-What are the division (the types) of reference questions divided?**

1.The user asks for a knowledge item.

2.The user asks for information without any knowledge.

**Q-What are the division of reference questions?(1,2,3,4)**

1.Direction.

2.Ready reference.

3.Specific Search.

4.Research.

**Q-what are the types (the kinds) of reference sources? (Explain one)**

1.Primary sources.

2.Secondary sources.

3.Tertiary sources.

**Q-Define Primary sources?**

These one original materials which have not filtered through interpretation condensation or,often,even evaluation by a second party such as report.

Lecture 3

 **Q- Define Secondary sources?**

is information about primary or original information which usually has been modified , selected, or arranged for purpose of an audience, such as indexes.

**Q- Define Tertiary sources?**

These consist of information which is a distillation and collection of primary and secondary sources ,such as encyclopedias.

**Q-What are the Evaluation point reference sources?(Explain one)**

1.Purpose.

2.Authority.

3.Scope.

4.Audience.

5.Format.

**of reference sources? Q-Explain in details the Purpose**

The clues to purpose are found in the:

a. table of contents.

b. introduction or prefacae.

c. index.

d. publisher catalog and the jacket of the book.

Lecture4

**Q-Explain in details the Authority of reference sources?**

Authority is a matter of the author and the publisher.

a. What are the authors qualifications.

b. What were the sources of the authors knowledge.

c. The imprint of the publisher.

d.Writing style.

**Q-Explain in details the scope of reference sources?**

a.What has the author contributed.

b. currency.

c. With in the work itself.

**Q-Explain in details the Audience of reference sources?**

Is this for the scholar or student or the layperson.

**Q-Explain in details the format of reference sources?**

a. arranged alphabetically.

b. there should be an author, subject and title index.

c. cross-reference.

d. scientific sources the classification.