**Lecture 16**

**Reference part 3**

Q1. Define encyclopedia, ( what is meaning )

 instruction in the circle of arts and sciences.

Q2. What are the functions of encyclopedia?

 The specific function of an encyclopedia is to provide specific and authorative facts on a wide variety of subjects.

Q3. What are the evaluation points of encyclopedia, ( explain, discuss)?

1. Usability: stress the long survey article.
2. Authority.
3. Up-to –datedness: supplementary year books.
4. The format: Physical appearance.

Q4. Explain in details the encyclopedia Britannica.

 Encyclopedia Britannica, Chicago: Encyclopedia Britannica in corporation 30 Vols.

First published in 1768 in 3 viols .in Edinburgh the articles were brief. The 3rd ed 1810 had vols. The 9th ed. 1889 had 25 Vols. Covered 20000 pages and 9000 illus. it gained a large number of contributors from the 11th ed. 1910-1911.

Lecture17

Q5- What are the parts ( types) of encyclopedia Britannica?

1. Mecropedia, which consist of 19 vols. and covered detailed.
2. Micropedia, which consist of Vols. is a ready reference.
3. Propaedia, which is one Vol. the knowledge is divided in to 10 subjects.

Q6. Explain in details Encyclopedia Americana

.

 Encyclopedia Americana: N.Y, encyclopedia Americana 30 Vols. First published in 1903. In1918 20 th ed was a complete revision, reset throughout with much materials and is the basic of the succeeding edition.

Q7. Explain in details champers encyclopedia.

 Champers encyclopedia: new ed. London Oxford university press,1959.15 Vols., ill, first ed.1850-68 it is designed for education layman who has some information but wants to get exact and more information.

Q8. Define directories(what the meaning)

A List of persons or organizations, systematically arranged, usually in alphapatical or classed order, giving addresses.

Lecture18

Q9. What are the purposes of directors?

1. An individuals or a firms address.
2. The full name of individual, a firm
3. Adscription of particular manufacturer's
4. " Who is…….." for example, the president of firm

 Q10. What are the uses of directories?

1. Limited but up-to date biographical information.
2. Historical and current data about an institution affirm.
3. Data for commercial use such as selecting a list of individuals.
4. Random or selective samplings.

Q11. What are the types of directories?

1. Local directories: such as telephone books.
2. post offices.
3. Institutional directories: these are lists of schools.
4. Investment services: business directories.
5. Professional directories: relating to law.
6. Trade and business directories: about companies about manufactures information

The word encyclopedia is of Greek origin ,meaning instruction in the circle of arts and sciences

Lecture19

Evaluation points

1. Usability
2. Stress the long survey article.
3. The arrangement of the articles of the volumes.
4. Depends on the type of the reader whether children, layman or scholar.
5. How extensive is the coverage? Encyclopedia for children.