



**BHARATHIDASAN UNIVERSITY**

Tiruchirappalli- 620024, Tamil Nadu, India

**Programme: M. Master of Library and  
Information Science (M.LIB.I.Sc)**

**Course Title : Information Resources**

**Course Code : P21MLS2A**

**Unit-II**

**Types of Ready Reference Sources**

**Dr. B. Jeyapragash**

**Professor**

**Department of Library and Information  
Science**

# READY REFERENCE SOURCES

Ready Reference Sources are referred to as compilation, specifically designed to provide items of information in a most convenient form.

# Need for Ready Reference sources

- to obtain information quickly for a specific requirement.
- to obtain information for awareness of newly generated information
- need for selection of information/books
- get specialization in a particular subject
- obtain copies of required material or the material itself and
- criteria for evaluation and selection of reference materials.

# Categories

---

- Dictionaries
- Encyclopedias
- Biographical sources
- Almanacs and Year books
- Hand books and Manuals
- Geographical sources

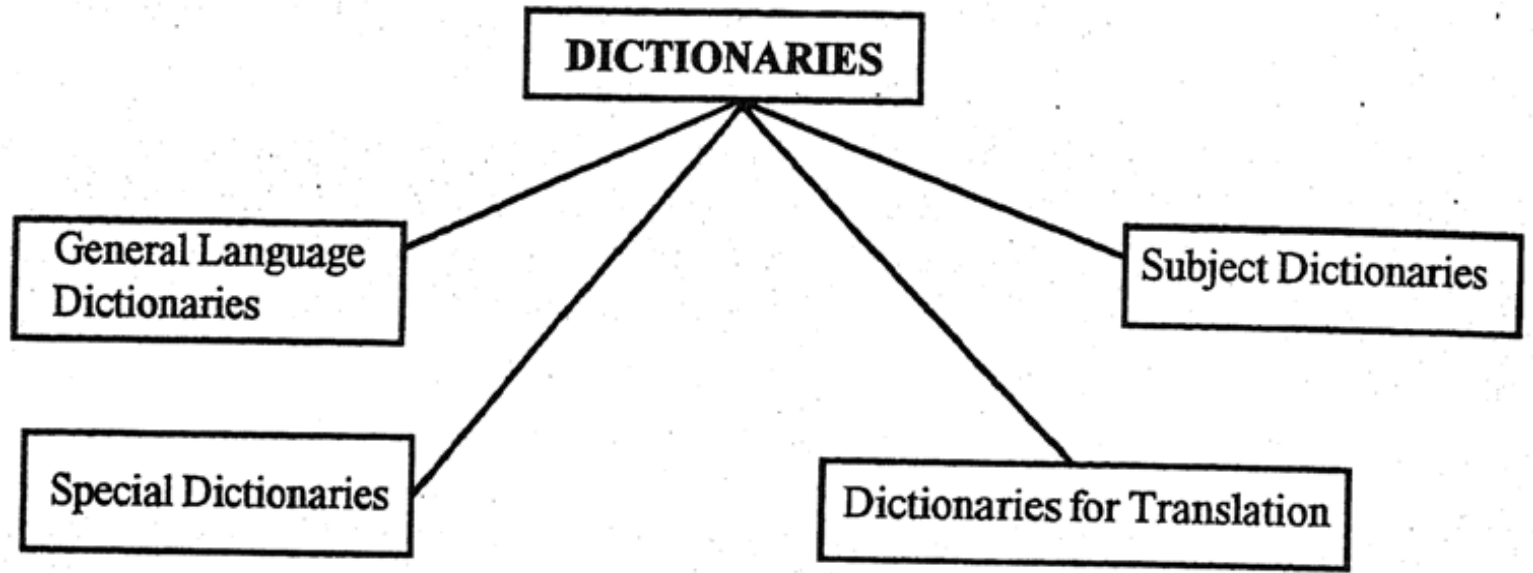
# DICTIONARIES

- The word 'dictionary' is derived from the medieval Latin word 'dictionarium' - a collection of words.
- Definition by Encyclopaedia  
"A dictionary is a book containing a collection of the words of a language, arranged alphabetically or in some other definite order, with explanations of their meaning and often with other information concerning them in the same or in another language".

# Alternative names for Dictionaries

- Glossary – list of technical terms
- Lexicon – dictionary of foreign languages
- Thesaurus – finding the most appropriate  
alternate word to express an idea
- Vocabulary – brief explanations and meanings  
restricted to a single work or author

# DIFFERENT TYPES OF DICTIONARIES



# General Language Dictionaries

- They are called general dictionaries as they deal with the common words of a language. They are most popular and readily used dictionaries. These may be classified into three groups according to the purpose, size, volume and user's age
- According to Purpose
  - Prescriptive – to set authoritative standards for spelling etc
  - Descriptive - to record the words of language with all their spelling etc
- According to size
  - Unabridged
  - Semi-abridged or Desk
  - Abridged or Pocket
- According to users age
  - Children
  - Junior
  - Adult

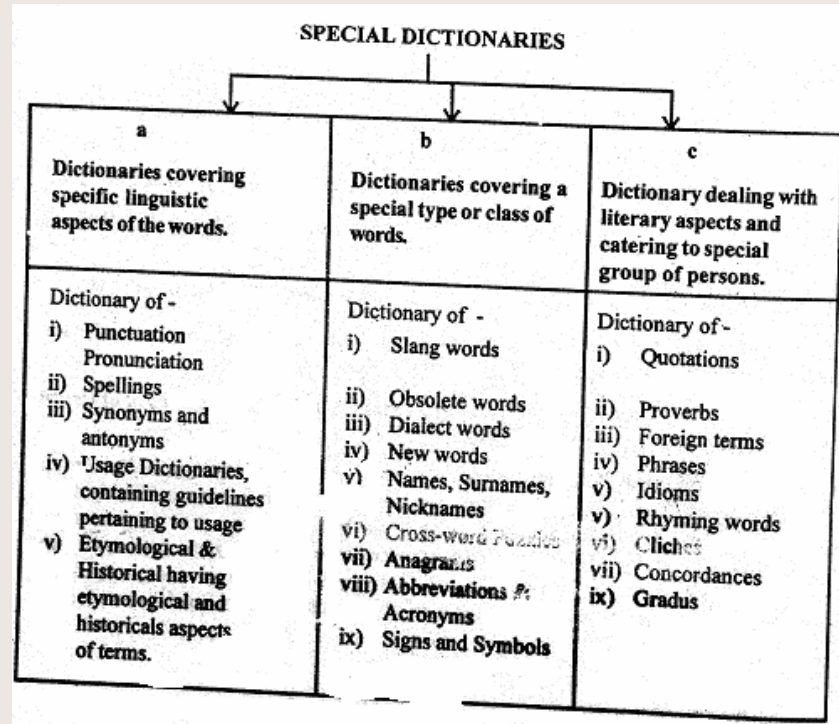


# Examples

Category	Members of the Oxford Family	Members of the Webster Family
Unabridged multivolume dictionary for adults	Oxford English Dictionary. Ed.2/ ed. by John Simpson and Edmond Weiner. 1989. 20 vol. Also available compact edition. 2 vols.	Webster's Third New International Dictionary of the English Language. 1981 (48 pages of Addenda of new words).
Semi - abridged or desk dictionaries	New Shorter Oxford English Dictionary / ed. by Brown Lesley. 1993. 2 vols. Concise Oxford Dictionary of Current English. / ed. by R.E. Allen. Ed.8. 1990.	Webster's Ninth New Collegiate Dictionary. [1983]
Abridged or Pocket dictionaries for Juniors	Pocket Oxford Dictionary of Current English / ed. by Della Thompson. Ed.8. 1992. Oxford Mini Dictionary / ed. by J.M. Hawkins. Ed.3. 1995.	Webster's Vest Pocket Dictionary. 1981. Webster's Ninth New Collegiate Dictionary. Ed.8.1983 Webster's Intermediate Dictionary. 1977.
School dictionaries for Children	Oxford Illustrated Junior Dictionary / ed. by R. Sansome and Reid. 1991.	Webster's New Secondary School Dictionary. 1961. Webster's School Dictionary. 1980. Webster's Elementary Dictionary. 1971.

# Special Dictionaries

- The dictionaries, which are compiled for a special purpose or aspects of a language, are called special dictionaries



# Examples

- Cassell's Spelling Dictionary / comp. by Mary Waddington. 1969
- Webster's New Dictionary of Synonyms: A Dictionary of Discriminated Synonyms with Antonyms and Analogous and Contrasted Words / ed. by G & C Merriam Co., 1980
- The Penguin Book of Hindu Names/by Maneka Gandhi. New Delhi: Viking, 1992
- Longman Anagram Dictionary / by R. J. Edwards. Harlow : Longman, 1985
- Concise Oxford Dictionary of Quotations. New ed. Oxford University Press, 1982.
- Concise Oxford Dictionary of Proverbs/comp. by John Simpson and Jennifer Speak. Ed.2. London : O.U.P., 1993
- A Book of English Idioms/by V.H. Collins. Longman, 1956.
- A Dictionary of Cliches with An Introductory Essay/by Eric Partridge. 5th ed. London : Routledge and Kegan Paul, 1978.

# Subject Dictionaries

- They include words, phrases, expressions, and technical terms of a particular subject: Some of these are technical and so they do not find place in general language dictionaries. They are used by the subject specialists and students.

Eg: 1. Dictionary of Library and Information Science :  
English-Hindi, Hindi- English / compiled by Pandey S.K.  
Sharma and O.P. Gupta. New Delhi : Ess Ess Publications, 1986.

2. A Dictionary of the Social Sciences /ed by Julins Gould and  
William L. Kolb. N.Y. : Free Press, 1964.

# Dictionaries Useful for Translations

- Bilingual dictionaries-  
It gives meaning in one or two other languages.
- Multilingual dictionaries-  
It gives equivalent words in three or more languages

Eg: Harrap's Modern College French and English Dictionary/by LE. Mansion. New York: Scribner's, 1972.

Twenty-one Language Dictionary/by H. L. Ouseg - Owen, 1962.

# Usage

---

- To verify spelling, pronunciation of a word
- To find the meaning of words and phrases
- To act as a vocabulary builder
- To help in translation work
- To locate quotations and proverbs
- To find the meaning of foreign terms
- To know the history of a word
- To act as record of the development of language

# ENCYCLOPAEDIAS

The word `encyclopaedia is derived from the Greek word `enkyklios paideia' meaning 'general education'. It meant `circle of knowledge' or `circle of learning`.

## Meaning :

The term encyclopaedia is now applied to any reference work of one or more volumes consisting of articles pertaining to all branches or some special branch of human knowledge, usually arranged in alphabetical order.

## Definition:

ALA Glossary defines an encyclopaedia as ` a work, containing informational articles on subjects in every field of knowledge usually arranged in alphabetical order, or a similar work limited to a special field or a subject.

# Types of Encyclopaedia

- **General** : General encyclopaedia contains a collection of articles giving essential information about all the branches of knowledge. They are arranged either in alphabetical or classified order by subjects or names.
- **Special or Subject** :  
Special or subject encyclopaedia is a collection of articles limited to a specific field of area. They are generally arranged alphabetically by subject and names. They are designed to satisfy the needs of the specialists interested in a particular subject.



# Further By size

Two types :

Single volume

1. The New Columbia Encyclopaedia/ ed. Wild Harris and J.S. Levy. 4<sup>d</sup> ed. New York: Columbia University Press, 1975.

2. Golden-Treasury of Science and Technology. Ed. 2. New Delhi : Council of Scientific and Industrial Research, 1993.

Multivolumes

1. The New Encyclopaedia Britannica. 15th ed. Chicago: Encyclopaedia Britannica Inc., 1974.) 30 Vols,.

2. Encyclopaedia Americana. New York : Grolier, 1976. 30 volumes, )

3. McGraw-Hill Encyclopaedia of Science and Technology. Ed. 6. New York : McGraw-Hill, 1987. 20 Vols.

# Evaluation of Encyclopaedias

## Evaluation criteria by Louis Shores

1. Authority – Publishers, Editors and contributors
2. Scope – Plan, Range and Selection
3. Arrangement - Alphabetical, Classified, Cross reference
4. Treatment - Readability, style and objectivity
5. Format – size, typography, physical appearance, quality of paper, binding and presentation of articles.
6. Special Features – Bibliography and revision

# Evaluation : New encyclopaedia Britannica

---

- History :
  - 1<sup>st</sup> ed in 1768-71
  - 9<sup>th</sup> ed in 1929 with 24 vols
  - 1929 to 1973 only revised editions
  - 15<sup>th</sup> ed in 1974 with new title and 30vls

- **Authority:** Published by The Encyclopaedia Britannica Incorporation Chicago. Editorial staffs around 100 and advisory staff around 200 and contributors around 4000 are provide the articles.
- **Arrangement :**
  - Propaedia – Out line of knowledge (1Vol)
  - Micropaedia – Ready reference and Index(10 volumes)
  - Macropaeida –Knowledge in Depth(19 volumes)

# Arrangements of Britannica

---

## Propaedia:

- Outline of Knowledge and guide to the new Britannica.
- It is a systematic outline of all human Knowledge in one volume.
- One million words
- Ten major areas and 15000 topics

## Micropaedia:

- It is a treasury of concise, accurate information in ten volumes.
- It is both a ready reference and an index to the entire encyclopaedia.
- 14 Million words and 16000 illustrations
- It lists over 102000 entries ranging from a few lines upto 750 words each
- Numerous cross references are provided for articles

### Macropaedia:

- It consists of knowledge in depth
- It is of essay length articles
- It covers the major fields of human knowledge and human interest
- It has more than 4200 thoughtful and comprehensive essays
- Each article is having more than 1000 words
- All the articles are signed by the contributors and brief annotated bibliographies



---

Treatment:

- It is excellent for scholarly treatment of articles
- The major headings in propaedia are too broad and heterogeneous.

## Special features:

- It has plenty of illustrations and maps
- Tables and charts are used in extensively
- Every year 'britannica book' of the year is being published
- Continuous revision is there
- It covers topics and geographical areas than other sets
- Micropaedia can give the facts for average ability people
- Macropaedia can give the facts for more competence people
- Advanced students can develop their own self study programme through propaedia



# Usage

---

- To get background information on any subject
- To know something about a subject of which reader does not know or to refresh
- To enlighten the general knowledge
- As a self educator
- To provide different points of view on a given subject
- To provide valuable bibliographies
- To get a bird's eye view of the subject