



# LIS 2022 REFERENCE SOURCES

Adapted from Carteret Community College Library (2010), UNZA-IDE (2016)

# REFERENCE SOURCES

- “1. A book designed by the arrangement and treatment of its subject matter to be consulted for definite items of information rather than to be read consecutively.
- “Any source used to obtain authoritative information in a reference transaction.
- Reference sources can include, but are not limited to, printed materials, databases, media, the Internet, other libraries and institutions, and persons both inside and outside the library.

# REFERENCE SOURCES

- “1. A book designed by the arrangement and treatment of its subject matter to be consulted for definite items of information rather than to be read consecutively.
- Reference sources are meant to be referred to for specific information being sought and are not meant to be read from cover to cover.
- *lookup rather than reading*

# REFERENCE SOURCES

- Reference sources generally summarize topics or assists in finding secondary literature.
- These sources provide background information or help you to find other sources.
- They are also great for quick facts, statistics, or contact information, and can be useful for learning specific vocabulary.
- Many contain bibliographies for further reading or additional sources on your topic.
- They are a great starting point for your research.
- Most print reference sources cannot be checked out from the library.
- However, online reference sources are available on the library's website and can be accessed from home

# Why use reference books?

- Not all information found on the Internet is reliable or correct.
- Not all online databases will always have the type of information you may need.
- Reference books have been written and researched by scholars and professionals who have a thorough knowledge of the topic.
- Reference books are reviewed and edited by other scholars and professionals before they are published to ensure that the information is accurate.

# Categories of Reference Sources



**A. Bibliographical Sources**

**B. Ready Reference Sources**

**C. Special types of materials or Grey Literature**

# A. BIBLIOGRAPHIC SOURCES

They provide details that help to identify a work or the existence of a work. They show you where the information can be found

These include :

- BIBLIOGRAPHIES
- INDEXES,
- ABSTRACTS,

# i. Bibliographies

- Bibliographies compile comprehensive lists of resources that share one or more common attributes about a particular subject, person, geographical area, etc.
- A list of works compiled on some organizing principle such as authorship, subject, place of publication, chronology/year of publication, publisher/printer.
- These materials provide bibliographical details about a publication (i.e. Author, title, imprint information etc.).
- Bibliographies are available on almost every topic and may focus on specific persons, groups, subjects, or time periods.

## i. Bibliographies

- Some bibliographies also briefly describe the resources that are listed.
- One should consult a bibliography when they want citations that will guide them to specific resources.

# i. Bibliographies

- **Uses:**

- help identify & verify info items e.g. author, title, edition, collation, ISBN, price
  - Help locate info resources (where it is published, where it can be purchased, what's been published in a given subject area etc).
  - Helps select info resources- can be used to select resources in a given subject area, by a given author, in a given format or for a certain group of readers. Hence are referred to as "Guides to the Literature ..."
- ➔ Useful for finding other resources on your topic and identifying key works in the field.

## Types:

- National bibliographies list the materials published in a particular country. In
- addition, the scope of the work may be enlarged to include works written about the
- country or in the language of the country, regardless of the place of publication. Because the intent is that the publication be as comprehensive as possible, material written by the citizens of the country, wherever published, may also be included.

## Types:

- ▶ Trade Bibliographies: are produced by commercial publishers and serve to provide the information necessary to select and acquire recently published materials.
- ▶ Usually, the materials included in trade bibliographies are trade books, those intended for sale to the general public and generally available for sale in bookstores, as opposed to mass market books, which are sold in grocery stores or on newsstands.
- ▶ The predominant form of trade bibliography is the in-print list, such as R. R. Bowker's Books in Print ( BIP ).

## Types:

- Library catalogues exist to serve the users of a particular library by listing the holdings and location of materials accessible to users in that library.
- Bibliographies of bibliographies are lists of bibliographies that have been created as a means of bibliographic control.
- guide the users to other useful bibliographies, normally by subject, place or by individual. E.g A Cumulative Bibliography of Bibliographies by H.W. Wilson, 1937 to date.
- They are usually general in scope and offer a good starting place when trying to locate a list of works on a particular subject.

## Types:

Subject bibliographies are lists of materials that relate to a particular topic.

## ii. Abstracts & Indexes

- Indexes such as periodical indexes usually list the authors, titles, or subjects of publications without comment.
- Abstracts, on the other hand, present a brief summary of content.

## ii. Indexes

- Indexes are compilations on information, generally arranged either alphabetically or numerically, that indicate the location of related information either within or outside of the same resource.
- A systematic guide to items contained in or concepts derived from a collection.
- These terms or derived concepts are represented by entries arranged in a known or stated searchable order, such as alphabetical, chronological or numerical.
- The definition of an index as a systematic guide to items contained in or concepts derived from a collection qualifies a library catalogue to be an index to that library's holdings.

# Indexes

- Provide detailed list or table of word/terms mentioned in a resource by pointing out their location in the volume, e.g. page number or by section, or entry number
- It can be a volume unto itself or it can be a section of a document, such as a back of the book index.
- **Indexes are “pointers” to info contained in documents**



# *Abstracts*

- Defn: An abstract is a concise and accurate condensed representation of the contents of a document. It is an abbreviated or condensed representation of the original article, report or book.
- The information is presented in a non-critical way and it doesn't offer an opinion or evaluation of the original work.
- Abstracts allow readers who may be interested in the larger work to quickly decide whether it is worth their time to read it.
- Abstracts serve as an aid in assessing the content of a document and its potential relevance
- Useful for researchers, scholars, etc.

# Uses

## *Indexes*

- Aid in efficient info retrieval
- Periodical indexes can even list the authors, titles, or subjects publications (thus pointing users to documents they seek)

## *Abstracts*

- **Facilitate CAS:** helps keep readers updated on current issues and developments of interest
- **Facilitate Literature Searching:** they help readers get through reading numerous published materials
- **Facilitates literature Selection:** provides salient points of an original doc, making selection of material for reading easier.
- **Save on Reading Time:** because of size, abstracts reduce reading time, aids information digestion & improve on retention rate.
- **Facilitates efficiency in Indexing:** indexers are also helped as abstracts provide them with readymade descriptors for the document
- **Acts as a substitute/surrogate for the document:** may stand in for the larger document that might be more bulky or not easily accessible.



# EVALUATION OF BIBLIOGRAPHIES

## 1. Authority

- Authority concerns the qualifications of the compiler or sponsor.
- Compiling a national or trade bibliography is a massive undertaking, usually involving the resources of a major publisher, national library, or governmental agency.
- Thus, authority usually concerns the compilers of smaller subject bibliographies or resources found on the Web.
- Do the compilers have the educational background or academic stature to justify their roles in compiling these bibliographies?
- Does the organization sponsoring the bibliography have a particular political agenda or viewpoint?



# EVALUATION OF BIBLIOGRAPHIES

## 2. Accuracy

- To accomplish bibliographic control, the accuracy of the bibliographic data describing each item is essential.
- In catalogs this also entails standardization of forms of entry for authors and subjects.
- A basic tenet of cataloging is the principle of collocation, which means that similar materials are gathered together at a single location.
- An essential requirement for achieving collocation is maintenance of authority control, whether of authors' names, subjects, or titles.



# EVALUATION OF BIBLIOGRAPHIES

## 2. Accuracy

- For example, author-name authority control ensures that all existing permutations of an author's name are linked so that all works written by that individual are gathered together at a particular location in the catalog.
- Subject authority control has as its objective the gathering together in one place of items on a particular topic.



# EVALUATION OF BIBLIOGRAPHIES

## 3. Scope

- ▶ the scope of any reference tool is of primary importance when evaluating its usefulness.
- ▶ Parameters determining scope can include place of publication, language, time period, type of materials, format, or subject.



# EVALUATION OF BIBLIOGRAPHIES

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- ▶ width & depth of subject covered...what is included/excluded?  
Look at intro/preface

# EVALUATION OF BIBLIOGRAPHIES

## 4. Access Points

- A print bibliography or catalog will have a primary form of arrangement, such as by author, possibly supplemented by one or more indexes.
- For online sources, options for searching and limiting are generally much more numerous.
- For example, the typical card catalog generally has entries for authors, titles, and subjects interfiled alphabetically.
- Online catalogs likewise enable searching by author, title, and subject as well as by keyword and other elements of the record
- It may also be possible to limit the search by such elements as date, format, or language, etc

# EVALUATION OF BIBLIOGRAPHIES

## 5. Currency

- currency of the materials included
- Currency refers to the delay, or lack thereof, between the date of publication and the time at which the publication is entered in the bibliography.
- Publications designed for the book trade should offer the most recent information to fulfill the intent of their publications: providing information on currently available materials.
- Book trade publications may also list publications announced for publication but not yet published.

## 6. Frequency of publication:

- how often is the bibliography published/revised

# EVALUATION OF ABSTRACTS AND INDEXES

- **Format:** electronic or print? (electronic are good for efficient searching, print good for browsing, esp for Abstracts) Also readability of the text is key
- **Scope:** number of publications covered in the Index, time period covered, subject coverage etc
- **Accuracy:** spellings, inclusion of all authors of indexed items, inclusion of cross-references, etc.
- **Authority:** reputation of publishers & sponsors
- **Arrangement:** for easy browsing (indexes in alphabetical/chronological order, abstract in some classified manner etc)
- **Special Features:** anything that enhances their usefulness, e.g. a link to the fulltext version of the indexed or abstracted items, complete bibliographic details of the items, etc

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## B. READY REFERENCE

- Ready reference describes the provision of straightforward, factual answers for patrons posing very specific questions.
- Ready reference queries usually have only one right answer
- A reference librarian will ideally be equipped to provide the requested answer readily.
- The books, databases, websites, and other materials at the reference librarian's disposal principally suited to answer these types of questions are known as ready-reference resources.



## B. READY REFERENCE

Why Do People Ask Ready-Reference questions in the internet age?

- ▶ these seem to be people who trust libraries and librarians as reliable sources of information
- ▶ do not have access to or are not comfortable using other means of answering their questions
- ▶ simply enjoy the interaction of asking ready-reference questions



# B. READY REFERENCE

- ▶ Directories
- ▶ Encyclopaedia
- ▶ Dictionaries
- ▶ Thesaurus
- ▶ Almanacs
- ▶ Yearbooks
- ▶ Handbooks
- ▶ Manuals
- ▶ Biographical sources
- ▶ Geographical sources



# Directory

- A directory is defined as “a list of people, companies, institutions, organizations, etc., in alphabetical or classified order, providing contact information (names, addresses, phone/fax numbers, etc.) and other pertinent details (affiliations, conferences, publications, membership, etc.) in brief format, often published serially.”



# Directory

- Directories contain an organized list of people and/or organizations, and help one to find information such as addresses, phone numbers, and email addresses, etc. for the organizations or people included within the scope of that directory.
- It must be current for it to be useful as the kind of information can go out of date quickly

# Directory

- ▶ Directories are very useful to locate answers to agency queries as they cover information about organisations and their members, as well as notable personalities in various fields in the world.
- ▶ They include:
  - list of organisations or persons arranged systematically in alphabetical or classified order,
  - names and addresses of organisations and persons including their telephone number, fax number, telegraphic and telex address;
  - functions, objectives and activities of organisation; and
  - list of office bearers and members, their official and residential addresses, designation, qualification, working experience, achievements, publications etc

## Types of Directories and Uses:

- *Telephone directories* e.g. phone books – useful for getting contact details
- *Library directories*- lists libraries in a country/specific geographical area, consortia arrangements and key personnel e.g. American Library Directory
- *Publishers directories* – useful for librarians or book sellers to locate publishers e.g. Gale's publishers directory
- *Education directories* e.g. Education in Zambia (e-directory) - useful for potential students or those interested in education sector, e.g. browsing through programs

## Types of Directories and Uses:

- ▶ *Business directories*-useful for traders /professionals e.g. Zambia business directories <https://www.zambiayp.com/>
- ▶ *Government directories*- information on govt . agencies.



# Evaluation of Directories

- ▶ Librarians have always placed a high priority on evaluating directory sources.
- ▶ In helping users find people, places, and organizations, having suitable directory resources has always been critical.
- ▶ Criteria for judging directories are often similar to standards that are used for other types of reference sources.
- ▶ Some important criteria to consider in evaluating a directory include scope, currency, accuracy, and arrangement.



# Evaluation of Directories

- Scope: check preface to find out who (pipo), what (organisations/institutions) , or where (geographical coverage). Are physical details, website/phone etc details provided?
- Currency: how often is it updated? (quarterly, annually etc)
- Accuracy: how correct is the information? How was the data compiled?
- Arrangement: is the arrangement user-friendly? Does it have an index for easy info retrieval?

## ii. ENCYCLOPEDIA

- ▶ provides a summarized compendium of multidisciplinary knowledge in a verifiable, organized, and readily accessible manner that allows its users to meet their information needs first on a general level and then on a specific level by pointing them to more detailed sources of information.

## ii. ENCYCLOPEDIA

- Gives b/ground information on topics, subjects, people, places, etc
- They can be general or specific subject, and contain alphabetically organized entries with varying detail.
- Overview of each entry/subject with definition, description, explanation, history, current status, statistics and bibliography
- has an index for easy location of entries
- Has a bibliography-help the reader to find additional material
- These are great starting points for fact-finding, getting background topic information, learning of key events and individuals, or starting a research project.

# TYPES OF ENCYCLOPEDIA

- Encyclopaedia can be categorised by format, scope and audience
- Encyclopaedia for children & young adults
- Subject encyclopaedia
- Encyclopaedia yearbooks & supplements
- Foreign language encyclopaedia
- General encyclopedia e.g Encyclopedia Britannica  
<https://www.britannica.com/>
- Single volume encyclopedia



# ENCYCLOPEDIA

## Uses

- Useful in getting b/ground info - provide definitions & illustrations, explain phenomena,
- Also provide cross-references to related info either within the encyclopaedia and bibliographic citations for outside sources
- Can provide quick answers to questions
- Provide a useful launch point for basic research by giving clear introductions to a topic as well as succinct overviews

# EVALUATION OF ENCYCLOPEDIA

- **Scope:** identify the focus or purpose it serves, the subjects covered (to ID bias) and the targeted audience (to gauge its suitability for your users)
  - ❑ The focus or purpose of an encyclopedia is generally found in its prefatory remarks. There, its editors should clearly delineate its intended audience, its scope, and its format.
- **Format:** print vs electronic, use of illustrations/graphics, etc, any accompanying materials e.g. CDs/DVDs etc?
  - ❑ The key to evaluating an encyclopedia in terms of its physical format lies in understanding one's target audience.
- **Uniqueness:** anything that makes it different or gives it an advantage..eg. Inclusion of certain subjects usually not covered by other encyclopaedia or study guides



# EVALUATION OF ENCYCLOPEDIA

- **Audience** - Subject matter, writing style, and presentation determine an encyclopedia's audience.
- **Authority** - As with any reference source, authority, or the staff responsible for the content, has immense value when one chooses to use or purchase the source.
  - ❑ An examination of a source's prefatory remarks can reveal much about its authority and thus its worthiness.
  - ❑ With regard to encyclopedias, the editorial board and contributors are deemed to be specialists in their respective fields.



# EVALUATION OF ENCYCLOPEDIA

- **Accuracy:** check for errors, mis-reperstation of facts, etc. be cautious and thorough
- **Objectivity:** is it balanced? any omisions/inclusions that lead to bias? (race, gender, etc)
- **Currency:** due to dynamism of life & events, need for regular updates. How often is it updated?
- **Arrangement:** is it easy to use? Any index for easy retrieval? Sufficient cross refernces?



# DICTIONARIES

- A book that lists words of a language in alphabetical order and gives their meaning and often other information such as pronunciation, usage, etymologies and variant spellings.
- It can also be a book that lists words alphabetically and gives the equivalent words in a different language

## Types:

- *General language dictionaries* (abridged & Unabridged)
- *Foreign language dictionaries*: e.g. French-English/Bemba-English
- *Historical dictionaries*: trace history of words since introduction in the language
- *Period dictionaries*: focus on specific time period
- *Subject dictionaries*: focus on word definitions in a specific subject area eg LIS, Law, glossary
- *Biographical dictionaries*: contain short articles about people's lives
- *Other dictionaries*: slang dictionaries, synonyms, antonyms, idioms, abbreviations, acronyms



# Thesaurus

- Lists words in groups of synonyms and related concepts and sometimes antonyms
  - ☐ Synonyms are words with the same meaning while antonyms are words with opposite meaning
- Alphabetically arranged
- Great for writing reports

# Thesaurus

## A a

**abandon** *verb* 1 LEAVE, desert, forsake, strand 2 GIVE UP, relinquish, surrender, yield  
▶ *noun* 3 WILDNESS, recklessness

**abandonment** *noun* LEAVING, dereliction, desertion, forsaking

**abashed** *adjective* EMBARRASSED, ashamed, chagrined, disconcerted, dismayed, humiliated, mortified, shamefaced, taken aback

**abate** *verb* DECREASE, decline, diminish, dwindle, fade, lessen, let up, moderate, relax, slacken, subside, weaken

**abbey** *noun* MONASTERY, convent,

connive at, support

**abeyance** *noun* In **abeyance** SHELVED, hanging fire, on ice (*informal*), pending, suspended

**abhor** *verb* HATE, abominate, detest, loathe, shrink from, shudder at

**abhorrent** *adjective* HATEFUL, abominable, disgusting, distasteful, hated, horrid, loathsome, offensive, repulsive, scuzzy (*slang*)

**abide** *verb* TOLERATE, accept, bear, endure, put up with, stand, suffer

**abide by** *verb* OBEY, agree to, comply with, conform to.

## Evaluation of dictionaries

- ▶ **Authority** - Authority can be difficult to ascertain in the case of large, unabridged, comprehensive dictionaries because they are usually the product of editorial staffs of publishers.
  - ❑ investigating the authority of the publisher is usually a more productive endeavor.
- ▶ **Accuracy and Currency** The three key factors - spelling, definition, and usage.
  - ❑ Spelling should be up-to-date, keeping pace with how a word's spelling might have changed in common use.
  - ❑ The inclusion of variant spellings such as the word airplane , which is an alteration of the French word aéroplane .

## Evaluation of dictionaries

- ▶ **Format** – print/online dictionaries, layout is a key factor in assessing usability. Good use of white space, color choices, use of boldface or italics for emphasis, use of different fonts, and size of typeface all have an impact on the ease of locating a definition and readability
- ▶ **Scope** - A dictionary's scope is often communicated in its introduction, usually written by the primary author or lead editor.
  - In addition to explaining the purpose and content of the dictionary, the introduction often contains information such as abbreviations and acronyms, pronunciation guides, names of contributors, and how the dictionary came to be compiled and published.

## Evaluation of dictionaries

- ▶ **Comparing Similar Dictionaries** In evaluating dictionaries that cover similar topics, regions, or time periods, choose a few words, look them up in each dictionary, and compare the elements of the dictionary entry discussed above.
  - The words selected should represent commonly used terms, slang, technical jargon, and rarely used words.



***iii.* Almanac, Yearbooks, Handbooks &  
Manuals**



### **iii. Almanacs and Yearbooks**

- ▶ They are compiled to cover important developments, activities and statistics in various fields in a particular year.

### iii. Almanacs and Yearbooks

► They include:

- Chronological listing of important annual events;
- Summaries of major events in sports, achievements, prizes, awards etc. in different fields of activities;
- Brief biographical data of well known people in different fields and obituaries of notable personalities;
- Particulars regarding capitals, area, population, languages, religion, currency of the nations of the world;
- Current trends, research and development in various subjects; and
- Annual recent information to serve as supplement to encyclopaedias.



# almanac

- ▶ According to Behrens (1988: 228), 'an almanac is a record which contains a variety of general facts and statistical information presented in brief form'.
- ▶ An annual compendium of statistics and facts, both current and retrospective. It can broadly cover a particular region or subject or it can be limited to a particular nation, country or state.
  - They can be general or subject specific.
  - It is usually published yearly and contains information on the previous year and a lot of information from several retrospective years.
- ▶ Examples include Library and Book Trade Almanac, World Almanac and Book of Facts 2019, and Old Farmer's Almanac  
<https://www.almanac.com/> .





# YEARBOOKS

- Yearbooks are also known as annuals, issued every year.
- These are annual documentary, historical, or memorial compendiums of facts, photographs, statistics, and other information from the preceding year, often limited to a specific country, institution, discipline, or subject.



# YEARBOOKS

- It contains current information on one or more subjects - in brief, descriptive or statistical form for a given year.
  - Useful for getting overviews of trends of previous yr.
- 

- 
- Examples: United Nations Year book, Commonwealth Universities Year Book, Statesman's Yearbook and Book of Facts,
  - Yearbook of the United Nations
    - It summarises the activities, proceedings and decision of the United Nations and its agencies and associated international organisations.

### **Differences:**

- Almanacs are full of bits of data on a wide spectrum of topics, whereas yearbooks provide more in-depth information on a specific topic.
- A yearbook covers the past year whereas the almanac inevitably covers retrospective information too.

### iii. Handbooks and manuals

These terms are used synonymously as they have similar features. They are also known as compendia as they contain concise and comprehensive account of given fields of knowledge.

- The word 'handbook' originates from the German word 'handbuch' meaning 'a small book or a treatise giving useful facts.'
- 'handbook' is the book which is 'handy' to use as it contains all sorts of facts and 'handy' to carry it conveniently in hand.
- A 'manual' is a corresponding word derived from Latin term 'manualis'. It means a guide book, a compendious book, an abridged handbook or a concise treatise which can be referred for guidance in any occupation, art or study.
- They are essential ready reference sources consisting of 'facts to know' and 'instructions to do'. They are sometime known as 'instruction books'



# HANDBOOKS AND MANUALS

- ▶ They provide information in depth in a narrow field or subject. However, they have some distinctive features.

# HANDBOOKS AND MANUALS

- Manuals provide "how to" information, such as how to write a catalogue, how to write a citation, etc.
- Examples include
  - Manual of cataloguing practice
  - The Merck Manual Of Diagnosis
  - Today's Librarian: A Practical Manual for Academic
- Handbooks present concise factual information on a specific subject.
  - Examples include CRC handbook of chemistry and physics, The Oxford Handbook Of Zooarchaeology, Handbook of American Popular Culture, Handbook of Green Chemistry, and the Business Plans Handbook.

# EVALUATION OF ALMANACS, YEARBOOKS, HANDBOOKS AND MANUALS


- Accuracy: this is key in a fact book. use review, reputation of compilers, compare with difference sources
- Indexing: shd be helpful, consistent and accurate
- Documentation: original sources from which the facts are derived shd be listed and identifiable
- Comprehensiveness: should be exhaustive in scope, all-inclusive in dealing with the subject matter
- Uniqueness: anything that adds to its value, e.g. does it cover certain info not covered in your collection? Does it come with additional material?
- Format: arrangement., search facilities e.g. index, print vs electronic
- Currency: upto dateness has an effect on accuracy of the facts. Look at publication date and how often it is updated

# BIOGRAPHICAL SOURCES

- ▶ Biographies contain information about notable persons, usually arranged alphabetically by surname, with biographical identification that ranges from brief outline to extended narrative.
- ▶ A biography is a written record of the life of an individual, or a group of individuals or a particular time in history or in an era.
- ▶ These sources provide information on the lives of specific people.
- ▶ Examples include Who's Who in America and Twentieth Century British Humorists.
- ▶ Online biographical reference sources: Biography in Context and <https://www.biography.com/>



# BIOGRAPHICAL SOURCES

- Biographies may cover general important figures, or may be organized thematically/geographically, etc.
  - One would use a biography to look up facts or detailed information about a person or group of people.
- 

# BIOGRAPHICAL SOURCES

- ▶ Biographies can be divided into two broad categories: individual biographies (auto-) and collected biographies.
- ▶ Collected biographies are the ones intended for reference purposes.
- ▶ types of biographical sources include
  - Biographical Dictionaries
  - Current Universal biographical dictionaries



# GEOGRAPHICAL SOURCES (ATLASES, GUIDES, GAZERTEERS,

- Relate to geography/physical earth surface of a specific region
- Contain
  - locational info,
  - directions,
  - info on road systems,
  - info on topology,
  - climate & climatic zones,
  - info on population,
  - agric & economic statistics,
  - place names,
  - historic places & events,
  - tourist attractions, etc

# Atlas

- An Atlas is a book of maps.
- Atlases are used to find specific locations such as: country, state, city or geographic formation.
- Many people use an atlas when they are going on vacation or traveling to another place.
- There are also specialized atlases such as historical and geographic.

## Types:

- **General atlases:** **have** contain maps that focus on the physical and political features of countries, regions or continents.
- Also may have maps showing other info like climate, population, economic activities, and environment
- **Subject atlases** : subject specific providing maps showing changes or activities over time, such as borders, military campaigns, exploration, and cultural differences as well as the physical terrain of an area
- **Road atlases:** show major highways and secondary roads for geographical areas



# Gazetteer

- A **dictionary of geographical places**. It does **NOT** include maps.
- A gazetteer gives information about places and geographical data.
- Use it to find information on cities, states, countries, mountains, lakes, rivers, etc.
- Example: How tall is Mt. Everest?

- Considered as geographical dictionaries.. alphabetical list of place names with information that can be used to locate the areas that the names are associated with.
- Info contained include a place location, geographical makeup, social statistics (like GDP, population, literacy levels), physical features (like mountains, waterways etc.)
- Some are found at the back of an Atlas as an appendix, used to locate the place names in that volume.
- Maybe useful when place names have changed multiple times e.g. European countries, colonial names like Fort Jameson

## Types:

- *Location gazetteers*: provide information on precise location of a place, either by atlas page or grid index or by latitude/ longitude coordinates.
- *Descriptive Gazetteers*: provide some or all the above info plus a description of the given place e.g. brief history, altitude, population, commodity production, historical sites/tourist attractions

## Guidebook

- Provide detailed descriptions of *places*.
- Intended for travelers.
- Contains geographical facts plus maps.
- May contain special points of interest for travelers.

- These are compilation of useful and sometimes unusual information on something, generally a place.
- They are often slanted towards the needs and interests of visitors or tourists e.g. descriptions of a city, region, or country and may contain detailed maps.
- Info might incl places and events of interest, such as historic sites, landmarks, festivals, cost of lodging and meals, brief histories, notable people and events, contacts for help or information

# *Evaluation*

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- **Scale and Projection:** affect how much detail the images can show as well as the possible distortions that may arise. Choose maps with suitable scale & proportion
- **Location key/grid system:** accuracy of altitude & longitude, represented by degrees, minutes & seconds. Important for locating places.
- **Colour and Symbols:** consider the overall effect of the colours & symbols used... easy to use or distracting/cluttered? Are Keys/Index to the symbols provided?
- **Authority:** consider publisher's reputation
- **Indexing and Place Names:** need for an index that is easy/clear to use, does it provide grid references or exact coordinates & page #s? Does it include all the place names on the image/map?
- **Currency:** the only thing constant is change & these sources need to reflect this or they become inaccurate. Consider how often they are updated.
- **Binding:** check that you are able to see the entire map when you lay the atlas flat...binding should not obscure some parts of it

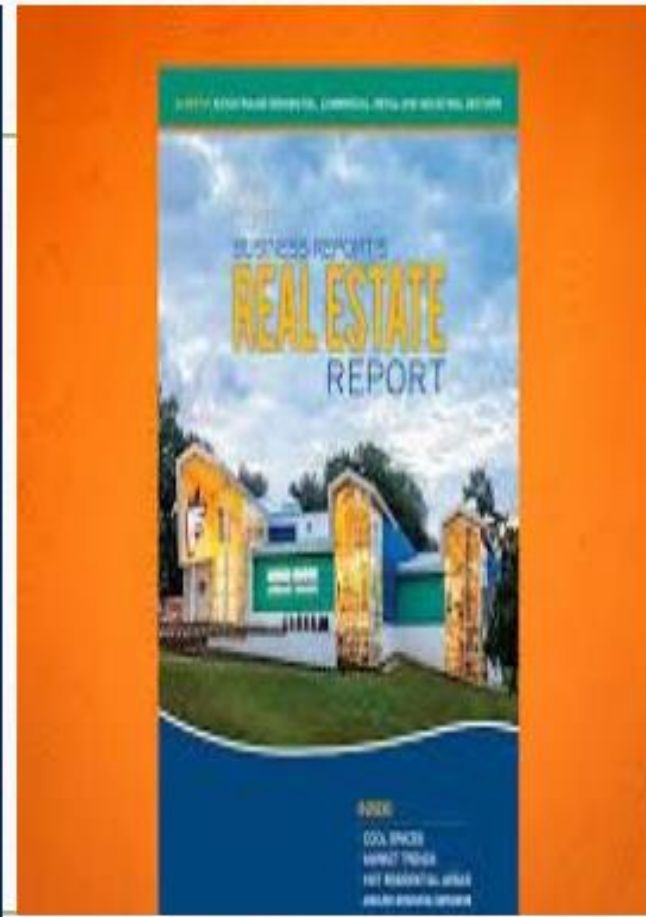
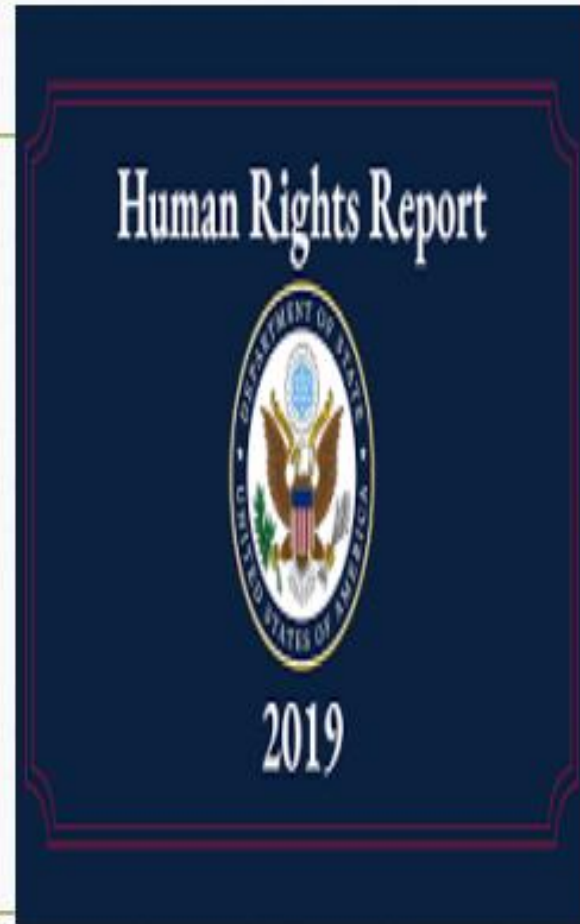
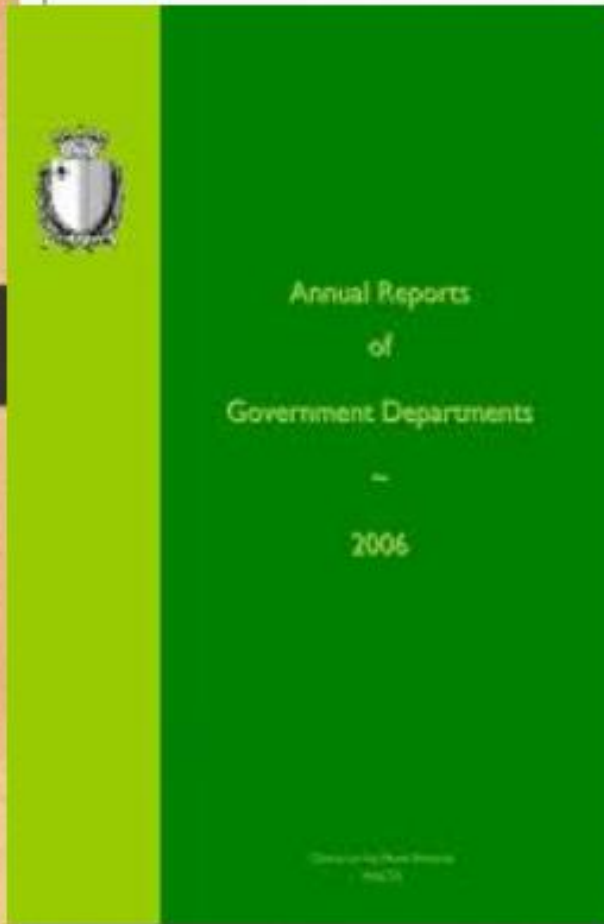
## C. GREY LITERATURE

- Information contained in these sources is often unpublished or published in a non-commercial form, hence not easily accessible.
- Provide high quality information & can be good sources of up-to-date research on certain topics, e.g. government regulations, statistics, policies, etc
- These sources include research reports, government documents, proceedings of conferences and symposia, theses, standards and patents, institutional repositories.

# 1.(research) Reports

- Contain information gleaned from government or non-governmental agencies, scientific institutions and industrial laboratories as regards their work and results achieved.
- Info may incl descriptions of experiments, investigations, studies and assessments, accompanied by statistics, pictures, graphs and tables.
- They are thus important communication channels in various disciplines as they contain pertinent research findings .

# Examples of Reports



## 2. Standards & Patents

### Standards

- Standards are a formal or rule applicable in industry & trade, covering methods of test, terms, definitions & symbols, performance & constructional specifications, codes of practice and other technical matters.
- They may be issued by companies, associations, government departments, national standard organizations, or regional and international standards bodies.
- Standards help to ensure uniformity, reliability and safety and to eliminate wasteful variety.
- The information contained in standards is helpful for e.g. researchers, manufacturers, professionals in a particular field where those standards are application, etc.

## PATENTS

- ▶ They are official documents that explain an inventor's solution to a particular problem in great detail. They also grant the inventor the sole right for a specified period of years to make, use or sell the invention disclosed.
- ▶ Patent specifications often reveal technical information at a much earlier date than other literature
- ▶ Literature search on an industrial topic should include patents as they often indicate trends in a given subject field.
- ▶ Patents useful sources of information for those in research & development (R&D) as they stimulate the inventive spirit, or for settling ownership disputes or for competitors gathering competitive intelligence etc.

### 3. Statistical Sources

- These collect, classify and organise numerical facts or data
- They may present compilations of such numerical data in charts, graphs, tables, etc.
- The data is organised by subject, type, issuing agency or yr/period covered
- Often compiled by govt agencies, NGOs, research organisations, individual researchers or prvt companies

## Information contained:

- Primary data (e.g. demographics)
- Trends
- Statistics on specific topics (e.g. literacy levels, lib usage)
- E.g. census reports, surveys, financial reports on inflation, national or organisation budgets, JCTR food basket etc.

## 4. Theses and dissertations

- Useful for gaining further insight in a particular field of study or topic/subject
- Often used by researchers, students, lecturers, to gain background knowledge or insight on a given phenomenon

- Theses are statements of investigation or research, presenting the author's findings and any conclusions reached, and submitted by the author in support of his candidature for a *higher degree* (e.g. Masters), *professional qualification* or *other award*
- Dissertations are statements of investigation or research, presenting the author's findings and any conclusions reached, and submitted by the author in support of his candidature for a *doctoral degree*.

## 5. Material on Conferences & Symposia

### Conference Announcements

- ▶ They provide details of forthcoming conferences in all subject fields of science and technology, such as Forthcoming International Scientific and Technical Conferences as Aslib's annual conference.
- ▶ These provide useful information to professionals in the field researchers etc

### Preprints and Meetings papers

- Papers to be presented at conferences & meetings issued in advance and often have a pre-assigned a serial code.
- After the conference the papers are reviewed and published in proceedings or conference reports.

### Conference Proceedings (bound conference volume)

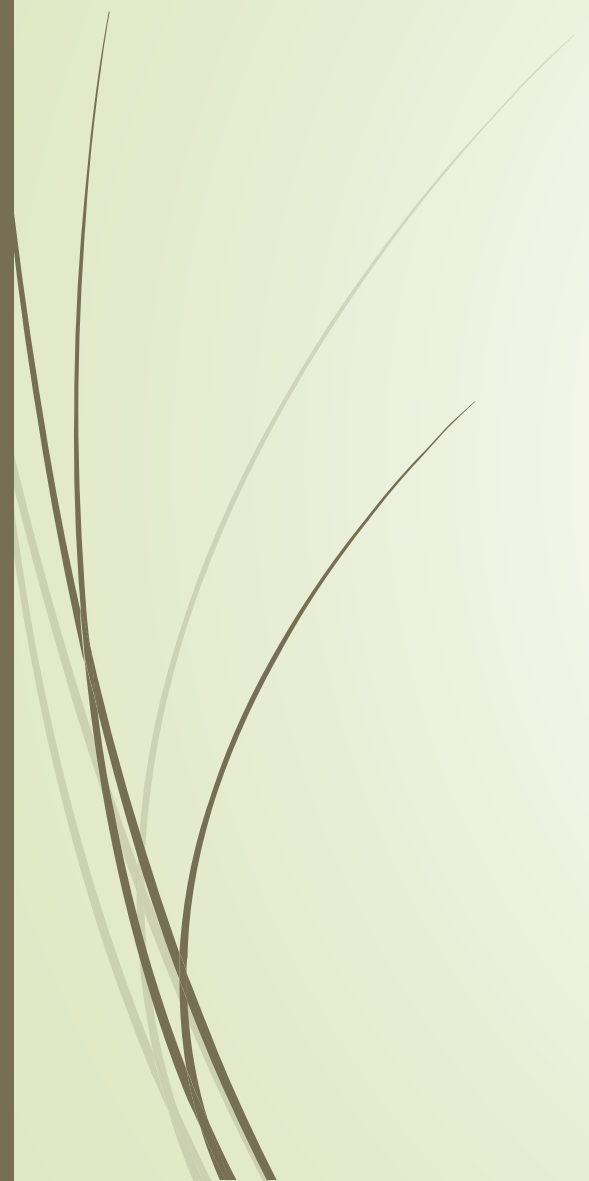
Available during or shortly after the conference

## 6. Government Documents/Official publications

- Publications generated by govt during their daily work of executing governance duties (i.e. executive, administrative, judicial).
- Originate from different ministries and other wings of government.
- Most countries usually have a central publishing agency responsible for publishing the majority of official publications (e.g. Government Printers in Zambia)
- Reliable source for obtaining official information related to govt eg policy issues, tracing legislation, budgets, statutory instruments, etc

## *Evaluation*

- **Nature & Purpose:** Most are intended to provide factual records or statistics and may and may be taken for accurate.
  - Proceedings, records & most statistical documents are meant to be straightforward
- **Bias:** be mindful of any bias that may arise due to politics or interpretation issues
- **Format:** consider your users' needs
- **Currency:** how upto date? Affects accuracy



 **End**