
UNIT 8 HANDBOOKS, MANUALS, YEAR - BOOKS, ETC.

Structure

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- 8.1 Introduction
- 8.2 Different Types of Ready Reference Sources
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8.0 OBJECTIVES

In the earlier two Units, we have acquainted you with various types of dictionaries and encyclopaedias. They form an important part of the reference collection and serve as the backbone of the reference services.

The purpose of this Unit is to introduce you to a variety of ready reference sources. They have specific scope, purpose and uses.

After reading this Unit, you will be able to:

- differentiate between various kinds of ready reference sources;
- identify a particular type of ready reference source to trace the required information; and evaluate the value of any such reference tool before acquiring it for your library.

The activities at the end of this Unit will enable you to come across numerous examples of ready reference sources in various disciplines. They will also assist you to pick up the right tools for locating answers to the queries handled by you.

8.1 INTRODUCTION

In this Unit we intend to introduce you to various types of ready reference sources. They are year-books, almanacs, directories, hand-books, manuals, guides and so on. They are called ready reference sources as they are referred to answer the factual queries. They are usually serial publications useful in getting brief and pinpointed answers. As it is usual to describe ready reference service as fact-finding service, ready reference sources are also known as "fact- books thoroughly up-to-date".

The ready reference sources which are published annually and known as yearbooks usually cover the information about the last three months of the previous year and first nine months of the next year to release it in the beginning of the current year. But there are some which cover the same period which is printed on the title page.

e.g. *Manorama Year Book, 1998*. 33rd ed. Kottayam: Malayala Manorama, 1998.

The date '1998' in the title is the imprint date and not the year covered. In order to publish and release 1998 year book, it has to go to print by October 1997. So it covers last three months of 1996 and first nine months of 1997. For example, *India: A Reference Annual 1996*. New Delhi: Publication Division, 1997, covers events of 1996.

The ready reference sources are in a way related sources of information. They are complementary as well as supplementary sources to encyclopaedias. In other words, extra significant



information is added usually or periodically to already existing information in encyclopaedia, by publishing various yearbooks. This helps to update, complete and improve them. However, certain classes of ready reference sources have altogether different type of information than that found in encyclopaedias. Thus directories, advaaces, and guidebooks not only update information, but add new information.

Self Check Exercise

1) Enumerate the different types of ready reference sources, Why are they called ready reference sources?

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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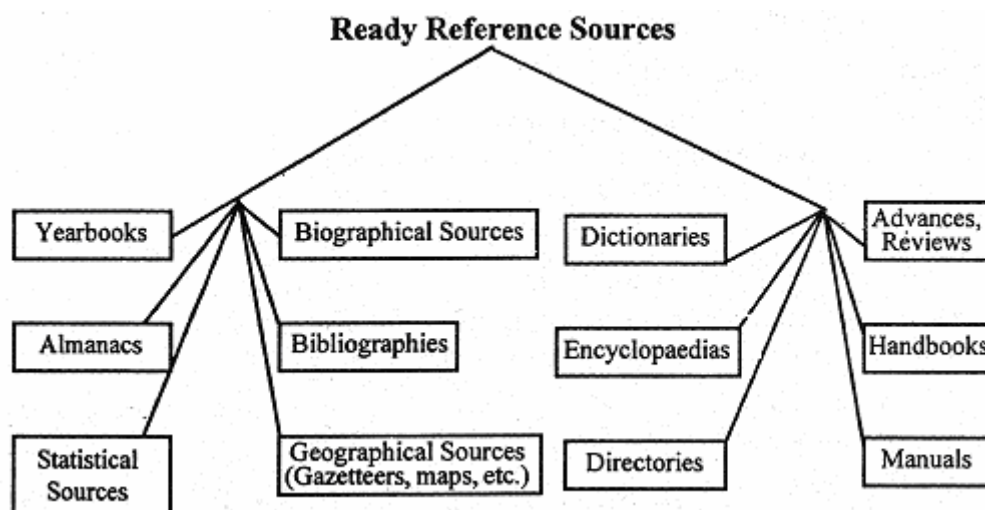
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8.2 DIFFERENT TYPES OF READY REFERENCE SOURCES

There are many types of ready reference sources. These sources satisfy fact-finding queries or in certain cases, material-finding queries. They may be grouped into six to twelve main classes:



In this Unit we shall restrict ourselves to study in detail the definition, scope and purpose of yearbooks, almanacs, directories, manuals and handbooks.

8.2.1 Yearbooks

Yearbooks are also known as annuals. As it is evident from the literal meaning of the term, a yearbook is a serial publication issued every year. It is called a compendium because it provides comprehensive account in a concise form of otherwise a vast subject. It contains current information on one or more subjects - in brief, descriptive or statistical form. Yearbooks are published as independent publications or as supplements to an encyclopaedia. Therefore, year-books can be divided into two major groups:



- a) Yearbooks
- b) Supplement to Encyclopaedias.

a) Yearbooks

The basic purpose of yearbooks is to record annual developments in a geographical area, in a subject discipline or in an organisation. Depending upon the geographical area covered year-books can be:

- a) International or
- b) National/Regional

Again both International as well as National/Regional yearbooks can be grouped according to their scope: (i) General, (ii) Subject, (iii) Organisational.

International Yearbooks - General

International yearbooks of a general nature are very handy, authentic and reliable manuals of descriptive and statistical information about each country of the world. They also include information about international and regional organisations such as, the United Nations and the Commonwealth or SAARC, etc. They cover descriptive and statistical survey of each country - its area, population, constitution, government, political parties, trade and industry, communications, finance, defence, social welfare, transport, tourism, educational and cultural institutions, etc. They also give a brief list of references on the country. Some contain even biographies of internationally known personalities.

Europa Year Book: A World Survey. London: Europa Publications, 1959. Annual. 2 vols.

It started publication in 1926, In its present two volume form brought out since 1959, it provides wealth of information about all countries of the World.

- *International Year Book and Statesman's Who's Who*. East Grinstead, W. Sussex: Reed Information Service, 1953. Annual.
- *Statesman 's Yearbook: Statistical and Historical Annual of the States of the World* . London: Macmillan, 1864 . Annual.

International Yearbooks - Subject

Unlike general yearbook of international scope, a subject yearbook restricts itself to cover world wide development in a particular subject field. It describes activities of organisations in the field, data on the subject and major trend in research in the subject.

- *World Armaments and Disarmament, SIPRI Yearbook*. Stockholm: Stockholm International Peace Research Institute, 1968-69. Annual

It gives reports on world military expenditure, arms production, strategic nuclear weapons, satellites and on the arms trade, Each yearbook has special articles too.

- *Green Globe Yearbook of International Cooperation on Environment and Development.*, Oxford : Oxford University Press for the Fridtj of Naziism Institute, Norway, 1992. Annual.

It reveals as openly and objectively as possible the controversies, conflicts and constraints encountered in promoting, development and protecting environment.

International Yearbooks - Organisational

Yearbook of the United Nations. New York: United Nations, Dept. of Public Information, 1946/47. Annual.

It summarises the activities, proceedings and decision of the United Nations and its agencies and associated international organisations.

National/Regional Yearbooks - General

National Yearbooks provide descriptive and statistical account of a specific region or country. They include area, population, government and constitution, administration, economy, social welfare, commerce, communications and other major services. They include annual events and activities of the nation. Usually, national yearbooks are government publications.



- *India: A Reference Annual*. Delhi: Publications Division, 1953. Annual. From 1998, the title is *India 1998* (year is added)
- *Britain: An Official Handbook*. London: Statistical Office, 1948. Annual.

National/Regional Yearbooks - Subject

Yearbook on India's Foreign Policy/ed. by Satish Kumar. New Delhi Sage, 1982-83. Annual.

Family Welfare Programme in India Yearbook. New Delhi : Ministry of Health and Family Welfare.

National/Regional Yearbooks – Organisational

Library Association Yearbook. London : Library Association. Annual

It contains records of various committees and sub-committees of the Association, its office bearers, list of members etc.

American Baptist Churches in the U.S.A. Yearbook. Valley Forge, Pa. 1973. Annual.

It includes records of the biennial meeting of the Association and reports of activities of the national boards.

The ALA Yearbook; A Review of Library Events. Chicago : ALA, 1986. Annual.

b) Supplements to Encyclopaedias

Since last six decades, the leading publishers of important encyclopaedia sets have begun issuing yearbooks. They are known as "Supplements to Encyclopaedias". The first such year-book was published for "*Encyclopaedia Americana*" in 1923. The basic objectives of bringing out these annual supplements are :

- to update the basic set;
- to summarise the year's major events; and
- to promote their sale by giving psychological realisation to the customer that the set is always kept updated by incorporating latest developments.

Their prime function is to supplement the main set of encyclopaedia. But in reality, it is observed that these yearbooks are related to their present encyclopaedias only by name. They are usually issued to record the major events of the preceding year rather than updating the original encyclopaedia set, as claimed by the publishers. They vary in their coverage, arrangement, quality and quantity of illustrations, presentation, inclusion of special features, index and so on. "*The Americana Annual*" includes articles under the broad headings whereas "*Britannica Book of the Year*" contains a large number of relatively brief articles on the year's events and special sections on biography and chronology. It possesses a detailed index with 'see' and 'see also' references and an extensive guide. They are useful to make an easy search.

Usually, the information covered in these supplements is not always incorporated in the later revised editions of the encyclopaedia sets. So, the complete file of these supplements provides the librarians and users a fairly comprehensive view of the events over a period or time. Thus, it is essential for every large library to acquire these supplements regularly.

Some of the examples of important supplements to encyclopaedias are discussed here by grouping them into three categories.

- Adult Encyclopaedia Supplements
- Juvenile Encyclopaedia Supplements
- Subject Encyclopaedia Supplements

a) Adult Encyclopaedia Supplements

They serve as annual supplements to encyclopaedia meant for adults.

Americana Annual, An Encyclopaedia of Events. New York: Americana Corporation, 1923. Annual

Britannica Book of the Year. Chicago: Encyclopaedia Britannica, 1938. Annual.



Chamber's Encyclopaedia Yearbook. London: International Learning Systems, 1968. Annual.

It was published as "*Chamber's Encyclopaedia World Survey*" by Newnes, London, 1952-65. It ceased publication and was superseded by "Chamber's Encyclopaedia Year Book" from 1968.

b) Juvenile Encyclopaedia Supplements

These are annual supplements to young people's encyclopaedias meant for children, students, and youths.

Compton Yearbook: An Illustrated Factual Record of Outstanding Events. Chicago Compton, Annual.

It is a supplement to the "Compton's Pictured Encyclopaedia" having a well illustrated, factual record of important events.

World Book Yearbook, An Annual Supplement. Chicago: Field Enterprise Education Corp. Annual.

It serves as supplement to "World Book Encyclopaedia" and records major events of the year.

c) Subject Encyclopaedia Supplement

The supplements to subject encyclopaedias are very useful for the subject specialists. They cover important development of a particular year.

McGraw Hill Yearbook of Science and Technology. New York: McGraw-Hill, 1962. Annual. It is a supplement to *McGraw-Hill Encyclopaedia of Science and Technology* and keeps it up-to-date between the publications of two editions. It is an important ready reference tool for the scientists, engineers, students and science teachers.

The American Library Association Yearbook. Chicago: American Library Association, 1976. Annual.

It is a supplement to one volume *ALA World Encyclopaedia of Library and Information Services*. There is a difference in scope between the encyclopaedia and the yearbook. The encyclopaedia covers the world whereas the yearbook deals with America. But it serves as a very useful ready reference tool for the librarians and information scientists, students and teachers of library science.

Self Check Exercises

2) Fill in the blanks:

- i) General yearbooks are grouped into four categories according to their.....and.....
- ii) International yearbooks include information about all the..... of the.....
- iii) The prime function of the supplement to Encyclopaedias is to..... the main set of
- iv) National yearbooks provide annual events and activities of a.....

3) Enumerate three objectives of publishing annual supplement to encyclopaedia.

- Note:**
- i) Write your answers in the space given below.
 - ii) Check your answers with the answers given at the end of this Unit.

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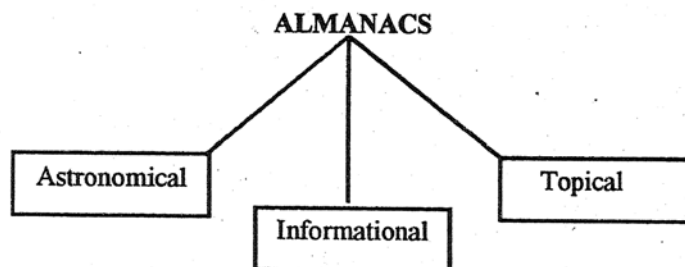
8.2.2 Almanacs

In the previous Section 8.2.1, you have been introduced to different types of yearbooks. This section deals with almanacs.

Like yearbooks, almanacs are also periodically published ready reference sources with similar objectives. Almanac literally means calendar of months and days containing astronomical and nautical information about the sun, moon, tides, anniversaries and so on. It is an annual calendar covering miscellaneous matters such as astronomical events, planetary tables, astrological predictions and anecdotes. But the meaning of the word 'almanac' has undergone semantic change in recent days. The common meaning of almanac is 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. Thus, while the *Shorter Oxford English Dictionary* defines an almanac as "an annual table or book of tables, containing a calendar of months and days usually with astronomical data and information". Harrod's glossary calls it "a publication, usually annual, containing a variety of useful facts of a miscellaneous nature and statistical information". Librarians frequently use them as ready reference sources of statistics.

At this juncture, let us compare and contrast between the yearbooks and almanacs. Though they are two distinct types of reference books, still they are similar and closely related to each other in scope and use. They are always grouped together as ready reference sources. They have fixed periodicity and are published every year. The major distinction between the two is in coverage in the form of duration. A yearbook is an annual compendium of descriptive and statistical data of the past year whereas the almanac inevitably covers retrospective information too. Again a yearbook is published annually but almanacs vary in periodicity e.g., *Congressional Quarterly Almanac* or the *Almanac of American Politics* (biennial), *Almanac of Famous People* (irregular).

Almanacs are grouped into three distinct categories according to the scope, purpose and coverage of information.



a) Astronomical Almanacs

Every country issues astronomical almanacs annually. They give *astronomical* and *astrological* projections of coming year.

- *Indian Ephemerics and Nautical Almanac*. Delhi: Controller of Publication, 1957. Annual.
- *Astronomical Almanac*. London: HMSO, 1989. Annual

This mixes *Astronomical Ephemerics and Nautical Almanac* (US) and *Astronomical Ephemeris* (London) and is a standard source of astronomical data.

b) Informational Almanacs

Informational almanacs are basic general almanacs. They depend heavily on government sources for statistical information. They follow the same pattern of subject matter published every year with revised statistics. They cost less and most of the libraries acquire them for their reference section. They are also purchased by the students and common people to enrich their general knowledge and prepare for competitive examinations.

- *World Almanac and Book of Facts*. New York: World Telegram, 1868. Annual. (Title and publisher vary)
- *Information Please Almanac, Atlas and Yearbook*. New York: Simon and Schuster, 1947 Annual. (Title and publisher vary)



- *Whitaker's Almanac*. London: Whitaker, 1869. Annual.
- *The Readers Digest Almanac and Yearbook*. New York: W.W. Norton, 1966. Annual (Publisher varies)

c) Topical Almanacs

Topical almanacs are also known as subject almanacs as they cover some broad subjects. They are usually annual or biennial publications. So they are called yearbooks or compendia.

The Sportsman's Almanac /by Carley Farquhar. New York: Harper, 1985.

Almanac of Business and Industrial Financial Ratios. Englewood Cliffs, N.J.: Prentice Hall, 1971. Annual

The Almanac of American Politics: The Senators, The Representatives, Their Records, States, Districts/comp. by Michael Barone, [et al.]. Boston: Gambit, 1972. Biennial.

Self Check Exercises

- 4) i) What is the major difference between a yearbook and an almanac?
ii) Explain clearly the statement. The meaning of the word 'Almanac' has undergone change.

Note: i) Write your answers in the space given below.
ii) Check your answers with the answers given at the end of this Unit.

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8.2.3 Directories

In section 8.2.2 we have dealt with various types of almanacs and illustrated each of them by giving suitable examples. In this section, we will introduce you to directories. A directory is one more category of ready reference tool possessing rich information needed by the library users. Every library receives a number of queries for directory-type information. So, it is essential for the reference librarian to acquire different kinds of directories suitable to answer these queries satisfactorily: Directories are tertiary reference sources which aid the searcher in using the primary and secondary sources.

Directories can be institutional providing information regarding the name, structure, functions, objectives, operational activities, addresses, officers; members, etc., of various types of institutions. There are directories of persons, which cover information about the name, ad-dress, status, academic qualifications, profession, experience, affiliations, etc., of individuals. The entries in the directory are systematically arranged in alphabetical or classified order. The term 'directory' is also used for a list of events, newspapers, periodicals and so on. They vary in kind, scope, purpose and size.

Apart from yearbooks and almanacs which provide a separate section of the directory, such information can also be located in encyclopaedias; biographical sources, geographical sources and also some government and -institutional publications. But 'a reference librarian usually prefers to consult a directory first, as he is sure to get the information from it. Sometimes, he may have to search for directory-type information from other reference sources.

There are various kinds of directories. It is not necessary that the word 'directory' should always appear in the title. For example

World of Learning. London: Europa Publications: 1947. Annual.



It enlists learned societies, research institutions, *universities*, libraries, museums and so on. It gives date of establishment, faculties, senior administrative and academic staff members, etc. A separate section on UNESCO, international council and organisations is included.

National Register of Social Scientists in India/by N.K.Nijhawan. New Delhi : Concept (for ICSSR), 1983.

It is a directory of social scientists numbering about 7500 which provides information about their academic background, research interest, positions held and current addresses.

Again, there are a number of titles consisting the terms 'Encyclopaedia', 'Yearbook', 'Hand-book', 'Register', 'Guide', etc., but in reality, they are directories. Let us examine the following titles:

Encyclopaedia of Associations. Detroit: Gale Research Co., 1956. Biennial. 3 vols. Vol. 1 - It is a guide to all types of national and international organisations.

Vol.2 - It includes a geographic index arranged by state and city and an executive index listing alphabetically the chief executive of the organisations enlisted in the first volume.

Vol.3 - It contains the information about the new associations and projects added in between the two editions of the encyclopaedias.

Yearbook of International Organisations . Brussels: Union of International Associations, 1948. Annual.

It is a comprehensive directory of currently active international organisations and associations. It is published both in English and French.

Universities Handbook: India. Delhi: Association of Indian Universities, 1975. Biennial. It provides information about various aspects of Indian universities.

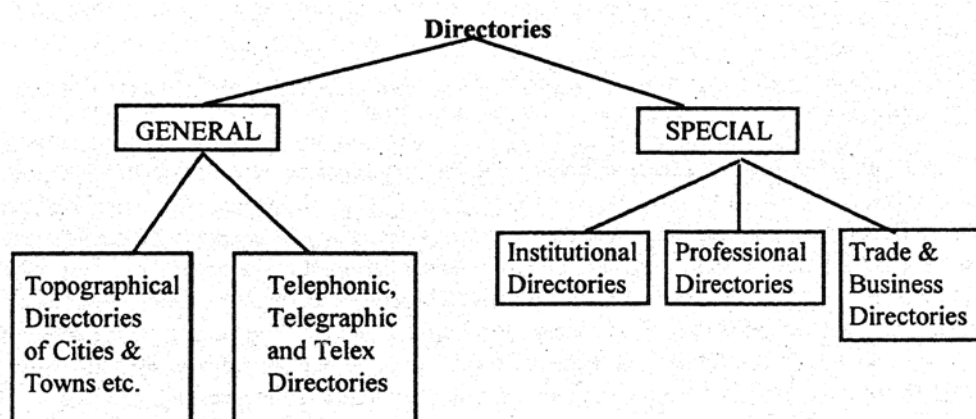
American Register of Exporters and Importers. New York: American Register of Exporters and Importers Corporation, 1946. Annual.

It lists about 25,000 American export and import concerns. It also provides product indexes in English, French, Spanish and German.

Guide to the Coalfields. /ed by R.C. Sansom. Fuel and Metallurgical Journals Ltd., 1986. As the title suggests, it provides information regarding coalfields.

This shows that there are a number of such directories where either the word 'directory' does not necessarily appear in the title or it is replaced by the words such as 'Encyclopaedia', 'Yearbook', 'Handbook', 'Register', 'Guide', etc.

Directories can be basically international, national, regional and local. They can be grouped into two major categories.



a) General Directories

General directories are further divided into two groups:

- Topographical Directories of Cities and Towns



- Telephonic, Telegraphic and Telex Directories.

Topographical Directories of Cities, Towns, etc.

These are also known as local or city directories. Most of these publications are government publications. They include guides to post offices, army and navy, posts, city guides, etc. They are valuable source of information.

Directory of Cities and Towns in India/by O.P. Sharma..Delhi Kripa, 1989.

Geographical area, population, city status, name of the parent districts are provided for 4023 cities and towns.

Cities of the World, a compilation of current information of cultural, geographical and political conditions in the countries and cities of six continents based upon US Dept. of State 's post/ reported by Monica M. Hubbard and Beverly Baer. Ed. 4. Detroit : Gale, 1993. 4 vols.

Great Britain *Post Office: Post Office Guide*. London: Statistical Office, 1856-.

It was called 'British Postal Guide' from 1856-1879. It varied in frequency but usually it is an annual with supplements. Since, 1937, associated volumes entitled 'Post Office Le 's United Kingdom' and 'London Post Offices and Streets' are published irregularly.

Thacker's Indian Directory. Calcutta: Thacker's Press and Directories, 1870. (99th edition in 1971).

It is a comprehensive and up-to-date directory providing state wise information regarding the government and its officials, trade, commerce, educational institutions, societies etc.

Some of the Indian city directories are :

Assam Directory and Tea Areas Handbook. Calcutta: Assam Review Pub. Co.

Comprehensive Calcutta City Guide and Directory. Calcutta: Newman & Co., 1959.

Kerala City Guide and Directory/Compiled by Esjeays. 2nd ed. Madras: G.S.S. Iyer and Sons, 1966.

Telephone, Telegraphic and Telex Directories

Telephone Directories

Every nation, country, state and city have telephone directory giving information about telephone numbers of subscribers.

These are usually compiled by Posts and Telegraphic department of various national and state governments. It lists the subscribes in alphabetical order. It also provides address along with the subscribers phone number.

All India Telephone Directory: Classified According to Trade and Professions, Government Departments, Individuals, Institutions etc. 5th ed. Baroda: Indian Export Trade Journal, 1970. 4 vols.

The National Directory of Addresses and Telephone Numbers. New York: Bantam Books , 1977. Irregular.

In U.S.A., Bell and Howell Produces microfiche for 360 major current Bell Telephone Company directories for urban communities and regions in U.S.A. Some city directories have re-verse telephone number services such as, 'Numerical Telephone Directories'. Some directories have a classified section, some are 'an alphabetical listing of residents and business, a list of streets in alphabetical order with business and residential occupants listed in a dictionary order, and a numerical listing of telephone numbers directing to the subscriber's name and address. The R.L. Polk Company of Detroit founded in 1870, has issued over 800 such directories. It has also published a directory for banks and direct mail concerns.

Every city in India has its own local directory. These directories are published by the State Governments and after agencies at regular intervals.

Delhi Telephone Directory :1999. New Delhi : Mahanagar Telephone Nigam, 1999. 3 vols.



It used to be published irregularly but since the formation of Mahanagar Telephone Nigain Ltd., it has been published regularly.

The directory is in three volumes having general section in alphabetical order. It also incorporates blue pages for State and Central governments and Yellow pages containing around 1600 classified heads for different products and services.

This is an indispensable reference source for locating telephone numbers, addresses, organisations, names and designation of offices located in Delhi. It is a highly reliable source of information.

Telephonic and Telex Directories

Directories giving information regarding telegraphic telex addresses or fax numbers, are *very useful ready* reference sources. They can have international, regional, national or local coverage.

Jaequer and Waldmann World Telex. Darmstadt: Telex - Verlag Jaequer and Waldmann.

It is published annually in four volumes with quarterly supplements. In first two volumes, entries *are* arranged in alphabetical order - one for the European countries *and* the other for the rest of the world. Volume three is classified by activity and the fourth contains a consolidated answerback code index. It is known for its highest reputation and comprehensive cover-age.

Marcon's International Register. New York : Telegraphic Cable and Radio Registry,

It is international in coverage. The alphabetical arrangement in separate columns for telex numbers, answer back code and cable address makes it convenient to refer it. A classified section is followed by *an* index of cable address.

All India Telegraphic Address Directory. Baroda : Indian Export Trade Journal, 1969. Irregular.

It is a national telegraphic directory covering telegraphic addresses of India.

b) Special Directories

Special directories can be international, national, or local in coverage. They are divided into three main groups:

- Institutional Directories
- Professional Directories
- Trade and Business Directories

Institutional Directories

Try to recollect some Yearbooks which have been covered in the section 8.2.1 viz. 'Europa Yearbook', 'Statesman's Yearbook' and 'Yearbook of the United Nations' which include lists and descriptions of international organisations. Again, we have also discussed in this section, some information sources *which are* actually institutional directories but the word 'directory' does not occur in the title or it is replaced by terms yearbook, handbook, encyclopaedia, guide, register etc. Here, we will introduce you to some more yearbooks and directories dealing exclusively with information regarding institutions. They cover the structure, functions, objectives operational activities, addresses, office bearers, members and other important information about different organisations, institutions, associations etc.

Let us now examine a few examples of institutional directories:

Commonwealth Universities Yearbook Directory to the Universities of the Commonwealth and the Handbook of Their Associations. London: Association of Commonwealth Universities, 1914. Annual.

It was published as 'Yearbook of the Universities of the Empire' from 1941-46 and 'Yearbook of the Universities of the Commonwealth' from 1948-57.

It is a very useful reference tool consisting of detailed information about the universities of



Commonwealth countries published in four volumes. The countries are listed alphabetically and within each country, further arrangement is alphabetical by name of the university. It includes information regarding the year of foundation, principal officers, teaching staff, important administrative staff, affiliated or associated institutions, statistical information of library, courses, admissions, degrees, scholarships, vacation etc.

Directory of Scientific Research Institutions in India, 1989. New Delhi : INSDOC, 1989. 6 vols.

Vol. 1- C.S.I.R. , I.C.M.R., D.R.D.O., I.C.A.R.

Vol.2 - Central Government Institutions, State Government Institutions.

Vol.3 - U.G.C.

Vol.4 - Medical, Engineering and Agricultural Institutions.

Vol.5 - Medical, Engineering and Agricultural Institutions.

Vol.5 - Public Sector undertaking, private sector undertaking, international and other institutions.

Vol.6 - Cumulative Indices.

Directory of Educational Research Institutions in the Asian Region. 2nd ed. Bangkok: UNESCO Regional Office for Education in Asia, 1970.

It covers about 170 institutions of educational research listed country wise. The term educational research has been broadly used to mean both development and dissemination. It provides information about name, address, designation of the head, year of foundation, administrative departments, list of selected research projects completed and those in pipe-line, journals, list of selected publications, summary of selected publications and so on. It provides index to educational research projects in Asia at the end. It is a very reliable and informative reference source for education planners and research scholars.

Directory of Indian Public Libraries : A Selected List of Libraries Assisted by the RRRL Foundation./ed. by B.P. Barua. Calcutta: Naya Prakash. 1986.

It covers names and addresses of more than 6000 public libraries in India assisted by the Raja Rammohun Roy Library Foundation from 1972-73 to 1984-85. It is not a comprehensive list but is a valuable source of information of public libraries. It enables us to know the developments in relation to the period of its coverage.

Women's Studies in India: A Directory of Research Institutions/comp. by Gulnaz A.Khan. Delhi: Ashish, 1993.

Professional Directories

The past four decades have witnessed the growth of international, national and local professional associations whereby scholars of a particular field voluntarily get together to foster their knowledge of the *field*: They strive to promote scholarship and to broaden *their* activities by organising seminars, conferences and workshops, undertaking research projects, publishing journals, *bulletins*, newsletters, seminar proceedings, monographs and project reports. These associations publish their membership directories which have proved to be *very* useful information *sources* to locate the talented scholars *in* various disciplines.

World Directory of Mathematics. International Mathematical Union, 1979.

It enlists 20,000 names of the experts in mathematics within a particular country or area.

International Directory of Marine Scientists Rome : Food and Agriculture Organisation, 1977.

It enlists over 10,000 specialists *from* 90 countries and is produced by using computer. *International Directory of Anthropologists* Ed. 5. Chicago: University of Chicago Press, 1975.

First four editions were published between 1938-67 by different bodies. It covers biographical data of *more* than 43,000 anthropologists and provides geographical, chronological and subject *indexes*.

International Directory of Philosophy and Philosophers. Ed. 2. Ohio: Philosophy Documentation Centre, Bowling Green University, 1966.



First edition was published with the aid from UNESCO. Second edition has been issued as a companion volume to '*Directory of American Philosopher*' in two parts. Part I covers international philosophical organisations and part 2 lists colleges, universities, institutes, research centres, philosophical associations, journals, and publishers of philosophical works. It also enlists the member of the above organisations.

International Directory of Translators and Interpreters. London : Pond Press, 1967.

It enlists more than 2100 translators and interpreters throughout the world with both subject and geographical approach.

These examples are confined to one particular discipline and profession but has a world wide *coverage*. We will now provide examples of the directories of particular professional experts limited to one specific country, organisation and societies.

Fire Research Specialists : A Directory. Washington: National Bureau of Standards, 1977. *American Architects Directory* . 3rd ed. New York : Bowker, 1970.

Directory of Members of Royal Institute of British Architects.

American Medical Directory. American Medical Institute. 2 vols.

A. L.A. Membership Directory. Chicago : American Library Association, 1950. Annual.

Directories of Libraries and Who's Who in Library Profession in Delhi/ed. by N.K. Goil, [et al.]. New Delhi : Delhi Library Association, 1964.

Trade and Business Directories

Almost all countries have their directories of trade, business, manufacturers and industrialists. It is not possible for the general international directories to cover all the aspects of trade and business in detail. Thus, it has to be selective and limit its coverage to major topics. But, subject and professional directories dealing with specific field and occupation can cover de-tailed information about the major important topics and provide minute particulars about theca. A few examples of trade and business directories of different nations are given below.

Kelly's Directory of Merchants, Manufacturers and Shippers of the world: A Guide to the Export and Import Shipping and Manufacturing Industries. London: Kelly's Directory, 1880. Annual.

It is published in two volumes. First volume covers Great Britain, Northern Ireland, Republic of Ireland, Isle of Man and the Channel Islands. Second Volume covers Europe, America, Asia, Africa and Oceania. It is a very useful directory arranged in alphabetical as well as classified lists.

Directory of American Firms Operation in Foreign Countries/compiled by Juvenal L. Ange. 7th ed. New York: World Trade Academy Press, 1967. Irregular.

First edition was issued in 1955. It gives a list of nearly 3200 American corporations, which run more than 15,000 business enterprises in foreign countries. Part 1 is an alphabetical index of American corporations and part 2 lists the international distribution of corporations alphabetically by country.

American Register of Exporters and Importers. New York: American Register of Exporters and Importers Corporation, 1946. Annual.

It lists about 25,000 American export and import concerns. It also provides product indexes in English, French, Spanish and German.

Kothari's Industrial Directory of India. Madras : Kothari Enterprises, 1936. Annual.

Kothari's Industrial Directory of India: 1988-89. 10th ed. Madras: Kothari Enterprises, 1988.

This edition has been thoroughly revised not only in contents but also in the format and get-up. It describes economic development, population and employment, the rules and regulations regarding industrial activities, the policy changes in relation to business and industry, new export-import policies from 1988-91 etc. It provides over all picture made in public and private sectors covering essential aspects of Indian economy. It provides useful brief surveys of various industries under important material heads. The new sections of 'Electronics' and 'Learning Finance and Investment' are added in this edition.



1996 edition is divided into two parts, the first part gives general information on the Indian economy; in the second part are profiles of major industries arranged by broad subjects e.g. Banks, Cement, Chemicals, etc.

PHD Chamber of Commerce and Industry: Directory of Members, 1988. 15th ed. New Delhi : PHD House, 1988.

The PHDCCI directory of members is an important reference manual providing valuable information about manufacturing and export potential of the Northern region. It includes information regarding six states and two Union Territories of North India. They are Uttar Pradesh, Punjab, Rajasthan, Haryana, Himachal Pradesh, Jammu and Kashmir, Delhi and Chandigarh. It includes alphabetical and classified index of members with membership number. It provides detailed particulars regarding the members also.

All India Book Trade Directory : 1986-87. 2nd ed. Delhi : Modern Publications. 1987,

It provides district wise alphabetical list of book sellers, publishers, distributors, exporters, importers, representatives of various publishers, wholesalers, retailers, library suppliers, paper merchants, printers, stockists, etc. The information regarding location of the district, pin code number, geographical, rail route indicators, banking facilities, name of the proprietor, year of establishment, postal address, telegraphic address, telephone and telex numbers, language of publications, specialisation of supply in particular subjects, etc. are covered in detail.

Directory of Publishers Registered under the ISBN System/comp by K.P. Rajora. New Delhi : Saraswati B.K, 1993.

A directory of more than 1600 Indian publishers who have been allotted ISBN number as on 31st March 1993.

Self Check Exercise

- 5) What are the different types of directories?
- 6) Why are they called ready reference sources?
- 7) What information can be searched from institutional Directories?

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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8.2.4 Handbooks, Manuals, Guide-books

We have a very large group of ready reference sources consisting of handbooks, manuals, sourcebooks and guide books. It is difficult to distinguish them from one another as they have common scope and identical purpose. 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' is borrowed from German word 'handbuch' meaning 'a small book or a treatise giving useful facts.' The literal meaning of the term '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 'manuals'. 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'.

They are usually single volume reference tools. All the handbooks may not be providing facts of popular interest. There are countless subject handbooks consisting of articles based on re-search reports. In order to understand them it is essential to have basic knowledge of the subject. The information *is* provided in 'compact and concise form but illustrated by various diagrams, graphs, data, equations, formula, principles, symbols, tables, procedures. They have limited scope because they deal with the minute details of the specialised subjects meant for a small group of specialists. In fact, they are valuable for their depth of information in a narrow subject field.

There is a rapid increase in publishing of handbooks and manuals. There are countless hand-books on specific subjects. With the growth of knowledge, they become out of date and revised editions have to be published. They are reliable and indispensable reference tools for libraries. They can be grouped into following categories :

Various Types of Handbooks and Manuals:

- | | |
|--------------------------------|-------------------------------|
| a) General handbooks | e) Official handbooks |
| b) Statistical handbooks | f) <i>Tables</i> |
| c) <i>Historical handbooks</i> | g) <i>Practical handbooks</i> |
| d) <i>Literary handbooks</i> | h) <i>Subject handbooks</i> |

Let us now examine a few examples of each type of handbooks, manuals, guide-books or source books.

i) General Handbooks

They provide facts regarding the first, best of everything. They cover information to satisfy the curiosities and inquisitiveness of the people in almost all the fields of knowledge. The subject-wise arrangement of content and exhaustive index are useful to locate the information easily and quickly.

- *Famous First Facts*/by Joseph N. Kane. Ed.4 . New York: H.W. Wilson, 1981.

It is a very, valuable reference tool giving facts not only for enriching general knowledge but also useful for scholars and researchers. The content is arranged alphabetically by subject. It enlists facts geographically, chronologically and by personal name.

- *Awards Honours and Prizes*/ed. by Gita Siegman. Ed.78. Detroit: Gale Research, 1987. 2 vols.

It includes the awards, honours and prizes in a wide variety of fields. It lists American, Canadian and international awards alphabetically under the name and subject. It also describes the awards with names and addresses of the sponsors. It provides subject and geographical indexes. It does not give the names of the winners.

- *Awards Honors and Prizes : Recipients* ed. by Gita Siegman. Detroit: Gale Research, 1988.

This volume gives name of the recipients of *the aWards*, honours and prizes.

- *Guineas Book of World Records*. New York : Sterling, 1955. Annual.

It provides facts and figures on records of human achievement, space, arts, scientific world, animal and plant kingdom, etc. It gives content and detailed index for quick search. The success of the publication has resulted in publishing a series called 'Guinness Family of Books' having titles such as ' *Guinness Sports Record Book Guinness Book of Surprising Accomplishments* ' , 'Guinness Book of Extraordinary Exploits and so on. The editions of the 'Guinness Book of World *Records*' are available in twenty-five languages.



- *Shanti Swamp Bhatnagar Prizes for Science and Technology: Awardees and Citations, 1958-1984*. New Delhi: CSIR, 1986.
- *Hinduja Foundation Encyclopaedia of Nobel Laureates, 1901-1987*/compiled by A.K. Bagchi. New Delhi: Konarak Pub., 1988.
- *National Teachers Award and Those Who Received it: 1958-to date*/compiled by S.S. Gandhi. New Delhi: The Defence Review, 1987.

ii) Statistical Handbooks

Statistical handbooks cover information regarding various aspects in numerical form. They are also produced by the Governments of different countries. They are very handy for social scientists and research scholars.

- *Handbook of Labour Statistics*. Shimla: Labour Bureau, 1991.
- *European Historical Statistics: 1950-1975*/by B.R. Mitchell . 2nd rev. ed. New York: Facts on File, 1980.

iii) Historical Handbooks

Every library receives queries regarding dates and events in history. Historical handbooks provide information regarding events, discoveries, achievements in literature, music, art, science and technology in a particular year in different countries of the world. They are usually arranged alphabetically or chronologically. They also provide historical information of the world.

- *The Time Tables of History: A Chronology of World Events Based on W. Steins Kulturfahr Plan*/by Bernard Grunt. Rev. ed. New York: Simon & Schuster, 1987.
- *Rulers and Governments of the World*. London and New York: Bowker, 1977-78. 3 vols.
Vol.1- Earliest to : 1491/compiled by Martha Ross
Vol.2 - 1492-1929/compiled by Bertold Spuler
Vol.3 -1930-1975/compiled by Bertold Spuler and others.
- *The People's Chronology: A Year by Year Record of Human Events from Pre-history to the Present*/by J. Trager. Rev. ed. New York: Henry Holt, 1992.

iv) Literary Handbooks

There are number of literary one volume handbooks and companions, which are very useful to get information for ready reference queries on literature, literary works literary characters, publication dates, authors, brief summary of classics and master pieces, etc.

- *The Oxford Companion to American Literature*/by James D.Hart. Ed 5. New York: Oxford University Press, 1983.

The Oxford companions are also available for English, French, German, Spanish and Classical literature.

- *The Cambridge Guide to English Literature*. Cambridge: Cambridge University Press, 1983.
- *Dictionary of Indo-Persian Literature*/by Nabi Hadi. New Delhi: Indira Gandhi National Centre for Arts, 1995.
- *Bharatiya Sahitya Kosh*/ed. by Nagendra. New Delhi National Publishing House, 1981
- *Victorian Life and Victorian Faction: A Companion fir the American Reader*/by Jo McMurty. Hamden: Archon, 1979.
- *A Chronological Outline of British Literature*/by Samuel J.Rogal. Westport: Greenwood, 1980.

v) Subject Handbooks

There are countless number of subject handbooks in various disciplines. They are very useful to the academicians and specialists in respective fields. As new research and developments are taking place regularly, these reference books become out of date very quickly. Some of them



are revised regularly whereas the others are updated at irregular intervals.

- *Handbook of Special Librarianship and Information Work*/ed. by Patti Dossett. London: ASLIB, 1992.
- *Handbook for Members of Rajya Sabha*. New Delhi : Rajya Sabha Secretariat, 1996.
- *Handbook of Information Resource Management*/ed. by Jack Robin and Edward M. Jackowski. New York : Marcel Dekker, 1987.
- *Electronics Applications Sourcebook*/ed. by Harry L. Helms. New York : McGraw Hill, 1986. 2 vols.
- *Oxford Handbook of Criminology*/ed. by Mike Maguire and others. Oxford: Clarendon Press, 1994.
- *The American Movies Reference Book : The Sound Era*/by Paul Michael. Englewood Cliff, N.J.: Prentice Hall, 1969.
- *Third World Economic Handbook*/by S. Sinclair. Ed. 2. London: Euro Monitor Publications, 1989.

vi) Practical Handbooks

Handbooks and manuals providing specific instructions or clear directions to do, to make, to operate, to learn, to perform specialised jobs are called practical handbooks. They are also known as instruction manuals. They are further classified in different groups as:

- a) Family Health, First Aid Handbooks
- b) Home Maintenance Handbooks
- c) Etiquette and Manners Handbooks
- d) Cooking Recipes Handbooks
- e) Recreation, Handicrafts and Hobbies Handbooks
- f) Self-taught and Learn Yourself Handbooks
- g) Equipments and Appliances Handbooks

There are number of practical handbooks of different categories already available in the market and many more are added every year. Some of the examples are as follows :

a) Family Health and First-Aid Handbooks

There are a number of health guides and first-aid handbooks which serve as very useful reference tools for families. They provide information regarding various diseases, their symptoms, precautions to be taken, medicines and home remedies, instruction regarding first-aid, prevention measures for certain sicknesses etc.

- *Where There Is No Doctor: A Village Health Care Handbook*/by David Werner. California: Hesperian Foundation, 1977.
(4th Indian edition revised by the Voluntary Health Association of India, New Delhi, 1984.)
- *Your Guide to Health*/by C.RAnderson. Poona: Oriental Watchman, 1976.
- *Listen to Your Body: A Head to Toe Guide to more than 400 Symptoms, Their Causes and Best Treatment*/by Ellen Michaud et.al. Bombay: Rajendra Publishing House, 1992.
- *Your Guide to Health*/by C. R. Anderson. Poona Oriental Watchman, 1976-

b) Home Maintenance Handbooks

They have wider scope and include information on interior decoration, gardening, maintenance of clothes of different materials, various household aspects, their care taking and maintenance. They serve as useful guide and companion for housewives:

- *Women's Home Companion Household Booked*. by Henry Humphrey. New York; Colier, 1948.



- *101 things for Housewife To Do : A Practical handbook for the Home*/by Lillie B. and Arthur Hourth. Philadelphia : Lippincott, 1954,
- *Around the House Like Magic*/by Jean E. Laird. New York : Harper & Row, 1967.

c) **Etiquette and Manners Handbooks**

Etiquette handbooks deal with the rules for formal relations in elite society or polite social behaviour among people in a particular class, society or profession. They cover information regarding various social customs, manners and human relations. Separate handbooks for elderly people, boys, girls, youth and women are available to facilitate each category of people to regulate their behaviour accordingly. Etiquette handbooks or guides are published for different occasions such as party manners, table manners, letter writing etc.

- *Etiquette, the Complete Modern Guide for Day-to-day Living and Correct Way*/by Frances Benton; co-edited by General Federation of Women's Clubs. New York: Random House, *1956.
- *The Random House Best Pocket Handbook of Etiquette*. New York: Random House, 1962.
- *Business Etiquette Handbook*. Englewood Cliff: Prentice Hall, 1965.
- *A Young People's Guide to Manners*/by John Barclay and Leila Hanley. New York: Random House, 1967.

d) **Cooking Recipes Handbooks**

There are numerous recipe books *giving* information about various delicious dishes of different countries. They provide information on vegetarian and non-vegetarian dishes. They also give hints regarding selection and purchase of ingredients, nutritive values, tables of calories, weights and measures, setting the tables, glossary of various food materials, etc,

- *Vegetables Delights: A Collection of 650 Recipes*/by Malini Bisen. Bombay: Wilco, 1969.
- *Nutrition Cookbook*. Hawthorne: Culinary Arts Institute, 1975.
- *The Working Woman 's Cookbook*/by Vimla Patel. New Delhi: India Book House, 1979.
- *101 Jams, Pickles, Candies and Squashes*/by Barbara LaI. New Delhi: Vikas, 1986.

e) **Recreation Handicrafts and Hobbies Handbooks**

A large number of useful handbooks and manuals are published in this category of practical handbooks. They help in providing recreation in leisure house through practising various handicrafts, playing games or promoting hobbies. They include pottey, wood work, weaving, needle work, stitching, knitting embroidery, crocheting, gardening, flower arrangement, interior deco-ration, photography, ceramics, oil painting, fabric painting, drawing, sketching, stamps collection, coins collection, playing various indoor and outdoor games etc.

- *Crafts for Your Leisure Years*/by Cora Bodkin and others. Boston: Houghton Mifflin, 1976.
- *Crafts and Hobbies*. New York: Arco Pub., 1964.
- *Creative Embroidery: A Complete Guide*/by Anne Spence. New York: Harcourt, Brace, Javonovich., 1970.
- *Stitch by Stitch Needle Work for Begirmers*/by Carolyn Meyer. New York: Harcourt, Brace, Javonovich, 1970.
- *Ikebana of Japan: Heika Style*/by Houn Ohara. Tokyo: Shufunotorno, 1970.
- *Carol Curtis' Complete Book of Knitting and Crocheting with An Introduction*/by Eloise Davison. (Carol Curtis, Pseudonym). New York: Pocket Books, 1954.
- *Knit to Fit: A Comprehensive Guide to Hand and Machine Knitting*/by Ida Riley Duncan. New York: Liveright Pub. Corp., 1963.
- *Arco 's New Complete wood Working Handbook*/by Jeannette T, Adams. Rev. ed. New York : Arco, 1975.



- *Handbook of Greek Pottery: A Guide for Amateurs* by Robert S. Folsom. Greenwich: New York Graphic Society, 1967.
- *ABC of Potted Plant* by Gay Nightingale. New York: Arco, 1974.
- *To-day's Guide to Green House Gardening* by Bob Price. London: Lugcombe, 1916.

f) 'Self-taught' or 'Learn Yourself' Handbooks

There are a number of practical handbooks, which provide information and instructions about how to do, to make, to learn, to operate without getting any personal coaching: They are called self-instructional materials usually known as 'Self-taughts' or 'Learn Yourself handbooks. They are available for learning languages, to play games or musical instruments, to operate machines and equipment and so on.

- *Learn Hindi in 30 days*/K. Srinivasachari. Madras: Balaji Pub., 1970.
- *Learn Kannada through English*/Ranga Rao. Ed. 2. Madras: Balaji Pub, 1972.
- *Learn Tamil the Easy Way*/Rev. Sowmya. Ed. 2. Madras: Swadesamitran, 1966.
- *Learn Electronics in 5 Minutes 37 Seconds*/M. Clifford. Bombay: Taraporevala, 1969.
- *Learn Photography*/ed. by J. Chakraborty and B. Sengupta. Calcutta: Photographic Assn. of Dunn Dum, 1981.
- *Learn to Play on Harmonium*/Ram Avtar. New Delhi : Punkaj Pub., 1984.
- *Learn Magic*/Henry Hay. Dover. 1975. .
- *Learn to Play Golf the Simple Way*/Jaffrey K. Smith. Cartton, 1986.
- *Learn to Drivel* rev. ed. George Hansel. Warner Bks, 1987.
- *Learn to Cook Without Preservatives: Try Swayam Singh's Gourmet Cooking*/Swayam P. Singh; ed. by B.K. Singh. 1979.
- *Learn to Make Children's Clot "es*/Sue Locke. 1987.

g) Equipment and Home Appliances Handbooks

Most of the electronic gadgets and home appliances have their manuals to explain their operations. There are number of handbooks and manuals which explain the theory and practice of modem equipments and their problems or repairs. There are comprehensive, straightforward reference tools which bridge the gaps between the scientists/technicians and laymen. They are informative and make the people realise the infinite connections between our lives and the machines.

- *How Things Work- The Universal Encyclopaedia of Machines*. London: Granada, 1972. 2 vols.
- *Car Repairs Properly Explained: Maintenance and Adjustments*/by B.C. Macdonald. Ed. 7. Surrey: Elliot Right Way Books.

vii) Tables

There are numerous handbooks presenting numerical and quantitative information in tabular form. As mathematics, physical sciences, engineering and technology are largely concerned with quantification, we have countless handbooks of science having numerical information in tabular form. It is convenient to present numerical data in tables where existence of language barrier is absent. Hence, we have quite a few handbooks of tables in multi-languages in differ-eat countries. Users find it easy to locate and grasp the data available in tabular form. Scientific and technical data regarding boiling and melting points, density, atomic weights, solubility, mathematical calculations for daily wages, taxes, etc. can be very well presented in tables.

- *International Tables for X-ray Crystallography* Birmingham: Kyoch Press, 1952-62. 3 vols.
- *Tables of Physical and Chemical Constants*/by G.W.C. Kaya and T.H. Lay. Ed. 14. Longman, 1973.



- *Climatological Tables of Observatories in India, 1931-1960*/by Meteorological Dept. Government of India, New Delhi, 1983.
- *Nuclear Tables*/by W. Kunz and I. Schintmeister. N.Y.: Pergamon, 1963.
- *Industrial Engineering Tables*/by S. Eilon. N.Y.: Van Nostrand, 1962.
- *Table of Isotopes*/by C.M. Lederer and V.S. Shirley. 7th Ed. New York: Wiley, 1978.
- *Penguin - Honeywell Book of Tables*/by F. W. Kellaway. Harmondsworth: Penguin, 1969.
- *Logarithm and Other Tables with Useful Data: General and Chemical* /compiled by V. L. Pradhan. 2nd ed. Poona: Dastane Bros., I

viii) Official Handbook

In order to have consistency in following office rules for people working in Central and State Government offices, rules and regulations have been formulated for various aspects. These are published as handbooks which are extensively used by government servants.

- *Swamy's Handbook 1990 for Central Government Servants*/by Muthuswamy and V Brinda . Ed. 16. Madras: Swamy Publishers, 1989. Annual

Such Swamy's compilations are available for various aspects of service rules in the form of handbooks and guide books such as:

- Fundamental Rules and Supplementary Rules -- 5 parts
 - Pt. I General Rules
 - Pt. II T.A. Rules
 - Pt. III Central Civil Services (Leave) Rules
 - Pt. IV D.A. with rates and Ready Reckoners
 - Pt. V BRA and CCA
- General Financial Rules
- House Building Advance Rules
- General Provident Fund Rules
- Staff Car Rule
- Leave Travel Concession Rules
- Reservations and Concessions for S.C. and S. T., etc.
- *Chaudri's Compilation of the Civil Service Regulations: Main Rules (Corrected upto 1st April, 1986)*/by S. Lakhi Singh Chaudhri and Satya Chaudhri. Hoshiarpur: Chaudri Publishers, 1986. 5vols.
 - Volume I - Fundamental Rules
 - Volume II - Supplementary Rules
 - Volume III - Civil Service Regulations
 - Volume IV - Civil Service Regulations
 - Volume V - Civil Service Regulations

Now, we will acquaint you with a few well-known manuals and guides.

Manuals

- *Manual of Law Librarianship: The Use and Organisation of Legal Literature*/ed. by E.M. Moys. London: British and Irish Association of Law Librarians, 1976.
- *Today's Librarian: A Practical Manual for Academic Librarians*/by S. Morgan and M. Heery. London: Aslib, 1996.



- *A manual of Style: For Authors, Editors and Copywriters. Ed. 12. Chicago: University of Chicago, 1969.*
- *The McGraw-Hill Style Manual/ed. by M. Longyear. New York: McGraw Hill, 1983.*

Guides

- *Guide to Current National Bibliographies in the Third World/by G.E. Gormen and J.J.Mills. Ed.2. London: Zell, 1987.*
- *The World Guide to Performing Art Periodicals/ed. by C.Edwards: London: International Theatre Institute, 1982.*
- *Entail for Librarians/by Simmon Pride. London : Aslib, 1994.*
- *Engineers' Guide to Product Information: Sources and Use / ed. by Raymond Wall. London: Aslibo 1992.*

Self Check Exercises

- 8) Enumerate eight types of handbooks.
- 9) Match the following number of 'A' with its counterpart in 'B'.

A	B
1. Family Health Handbooks	1. Established knowledge
2. Handbooks/Manuals	2. Baking book
3. Cooking Recipes Handbook	3. Knit to fit
4. Official Handbooks	4. Where there is no doctor
5. Recreation & Hobbies	5. Staff car rules

- 10) List 7 Practical Handbooks.

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- 11) Fill in the blanks:

- Handbooks deal with knowledge.
- Subject handbooks contains based on
- The term 'Handbook' is derived from word meaning
- Rules and regulations for government servants can be located from
- 'Tables' present data in form.
- The word 'manual' is derived from word meaning

- Note:**
- Write your answers in your own notebook.
 - Check your answers with the answers given at the end of this Unit.



8.3 USES OF THE READY REFERENCE SOURCES

We have surveyed various types of ready reference sources viz., yearbooks, almanacs, supplement to encyclopaedias, handbooks, manuals, guides, source books, etc., in Section 8.2. They are known by different names due to their varied content, coverage and usage. The yearbooks, supplements to encyclopaedias and almanacs are often called 'facts' or 'trends' -sources as they are referred to locate brief, concrete, factual details involving current developments and trends in human progress. Even though yearbooks and almanacs are related sources and can be referred to locate short fact-finding answers to trend questions, there is a sharp contrast between the two. Traditionally, almanacs used to be general and yearbooks were specific pertaining to one particular subject. But now, we have quite a few subjects almanacs which are specific and general yearbooks which are as broad in coverage as, general almanacs. The essential difference between the two is that the yearbook covers recent developments of any particular year whereas an almanac includes both current and retrospective information.

Again, directory type information is found in many yearbooks and almanacs but they cover only limited number of important organisations and personalities in the field as they have less space for inclusion of such information. Directories are special tools meant only for institutional and personal information and hence, they present their detailed and exhaustive account. Again, though 'almanac' and 'yearbook' are compendia of useful data and statistics, special statistical sources can give accurate and reliable information.

We have also surveyed a large groups of ready reference sources in Section 8.2.4. Handbooks, manuals, sources books and guide books are usually single volume, handy hand books dealing with established knowledge and not the current developments. They contain articles for subject specialists and facts of popular interest for general public. Hence, it is essential for a reference librarians to have an adequate knowledge about all these ready reference sources so as to approach the right source for seeking the needed information.

After surveying the characteristics and outlining the differences between each category of the ready reference sources dealt with in this Unit, let us now examine the scope, coverage and usage of these sources.

1) Yearbooks and Almanacs

They are referred to trace varied information about each country. They are compiled to cover important developments, activities and statistics in various fields in a particular year. They include:

- Major developments in science and technology; Short account of the current political, social and cultural events of the year;
- Statistical information in various fields especially economics, commerce and business, trade and industries, transport and communication, tourism, defence etc.;
- 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.

2) Directories

Directories are very useful to locate answers to agency or bibliographical 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.

3) Handbooks, Manuals, Source-books and Guide-books

They are handy, single volume ready reference sources on a specific subject in a variety of forms. They deal with already established knowledge. They are:

- compendia of facts in shorthand form consisting of diagrams, graphs, tables, equations; formulas, principles, procedures, instructions etc.;
- concise treatise of facts of popular interests;
- self-instructional manuals to operate and repair machines and equipments, to cook various kinds of recipes, to learn languages, etiquettes and manners, to learn to play games and musical instruments, to carry on with hobbies etc.
- guides to family health and first aid;
- rules for government servants; and
- handbooks for historical and literary information as well as various subject specialists.

8.4 EVALUATION OF READY REFERENCE SOURCES

There is a tremendous increase in the importance and use of the ready reference sources due to availability of variety of information. They serve as important reference sources for all sorts of people - from students to research scholars and professors, general readers to business executives involved with facts and trivia, housewives to retired persons who are interested in utilizing their spare time and getting satisfaction of doing some useful activities. In order to satisfy the users' demands, enormous varieties of ready reference sources are brought out by publishers all over the world. They are abundant in number and kinds. No library can afford to procure many of them due to limited funds available for the acquisition of reference tools. Most of them are regular annuals or biennials and so, recurring expenditure is involved. Many libraries place standing orders for some well-known serial publications to get them soon after they are released and without any gap in the file. A reference librarian is tempted to buy number of such sources when the announcement leaflets are received but one has to be choosy in selecting the sources considering the type of the library, needs of the users and types of queries usually received in the library. Needs of the university libraries differ from those of the public libraries. Special libraries of social science institutions need different types of sources than those of science and technology libraries. Hence, it is necessary to evaluate each and every source before adding them to the collection. The criteria for the evaluation of this large variety of ready reference sources are : authority, scope, arrangement, treatment, format special features, Index, Bibliographies etc.

Let us now discuss each of these criteria in detail.

i) Authority

The authoritativeness of the ready reference sources can usually be assessed on the basis of the reputation, credibility, experience and educational qualifications of the publishers, compilers, and editors. The sources should be up-to-date, accurate and reliable.

ii) Scope

The scope of the work can be-judged from its purpose stated in the preface and introduction: The scope of this variety of ready reference sources differs from each other. They can be either



general or restricted to a specific language, subject or area. Their coverage can be comprehensive or selective, current or retrospective, international, national, regional or local, pertaining to a subject or a profession, etc.

iii) Arrangement

The arrangement of this ready reference sources also differ from one another. It can be alphabetical, chronological, geographical or classified. Whatever may be the method of arrangement, it should be systematic and consistent. It should facilitate the users to search required information easily and quickly.

iv) Treatment

The serial ready reference source such as yearbooks, almanacs, supplements to encyclopaedia, published at regular intervals should be checked for their up-to-dateness, accuracy, thoroughness, reliability, simplicity and objectivity. The style of two groups of advances and subject handbooks should be scholarly where as manuals and practical handbooks should be simple and popular.

v) Format

The value of the format can be determined by verifying the following aspects of the ready reference sources.

- a) *Size*: Ready reference sources are usually single volume tools. Some handbooks are available in multi volumes. They should be handy.
- b) *Typography*: The size and style of the type faces should be clear and legible. The proper spacing between the letters, words and lines and layout of the columns improve the readability of the sources. The distinct difference between the headings and sub-headings by using the bold letters or different sizes of the letters facilitate the usability of the sources.
- c) *Paper*: Good quality papers should be used for durability. Thin and opaque papers reduce the weight and make the size of the source handy.
- d) *Binding*: Binding should be of leather, rexin or calico cover and should be light but strong enough to withstand heavy and rough use.
- e) *Physical Appearance*: The physical get up and appearance should be appealing, functional and pleasing with golden or ink print lettering.

iv) Special Features

Most ready reference sources are of specific frequency i.e. annual, biennial, or published at specific or irregular interval. They are referred to answer factual and trend questions. So, by their very nature, they become out of date soon after the latest editions are published. It is necessary therefore, to check them for the special criteria.

- a) *Recency*: As ready reference sources are referred to locate information on dates, events, persons, organisations or specific subject, they should be checked for recency. Some few well-known events, changes in addresses, recruitment of eminent scholars, important dates, inventions or notable achievements of the previous year are included or not.
- b) *Brevity*: Since most of these sources are browsed through to enhance general knowledge, the information should be available in brief, pinpointed, factual form which are *easy* to locate and remember. The long descriptive articles are meant for serious study.
- c) *Trends in Development*: They should indicate trends in development. One should be able to see the continuity in development over the years whether it is scientific advances, sociological research, political events, personalities or organisations.
- d) *Methods of Compilation*: They are varied types and are different in their nature, scope and coverage. Hence, one has to look for the method used *for* its compilation. The data may be collected from the primary or secondary source. Sometimes either census or survey method is used for compilation.



v) Indexes

The whole purpose of ready reference source is defeated, if the user is not able to locate the required information easily and quickly. Thus, it is necessary to have detailed, exhaustive indexes - chronological, alphabetical, classified and geographical having cross reference of 'see' and 'see also' and additional keys or citations. These will provide guidance to interested readers to locate the information and also assist them to refer the primary sources if they want more details.

vi) Bibliographies

The references and bibliographies given at the end of the articles in hand-books are very useful to the subject specialists for further reference. As they are secondary or sometimes even tertiary sources, the references will help them to refer to the primary sources for more information and authoritative data.

The above checkpoints are very useful to judge the value of any ready reference source before adding it to the collection. The thorough scrutinization of these tools in the light of the above guidelines makes the reference librarian familiar with the sources and information available in them.

Self Check Exercises

12) State six evaluation criteria to judge the value of ready reference sources.

13) Match the following number of A with its counterpart in B.

- | | |
|---------------|--------------------------------------|
| 1 Arrangement | 1 Accuracy, objectivity, reliability |
| 2 Authority | 2 Clear and legible type faces |
| 3 Index | 3 Current or retrospective |
| 4 Typography | 4 Alphabetical or classified |
| 4 Treatment | 5 'see' & 'see also' references |
| 6 Scope | 6 Reputation of publishers |

14) Enumerate the special features for evaluation of ready reference sources.

15) List five criteria of format to assess ready reference sources.

Note : i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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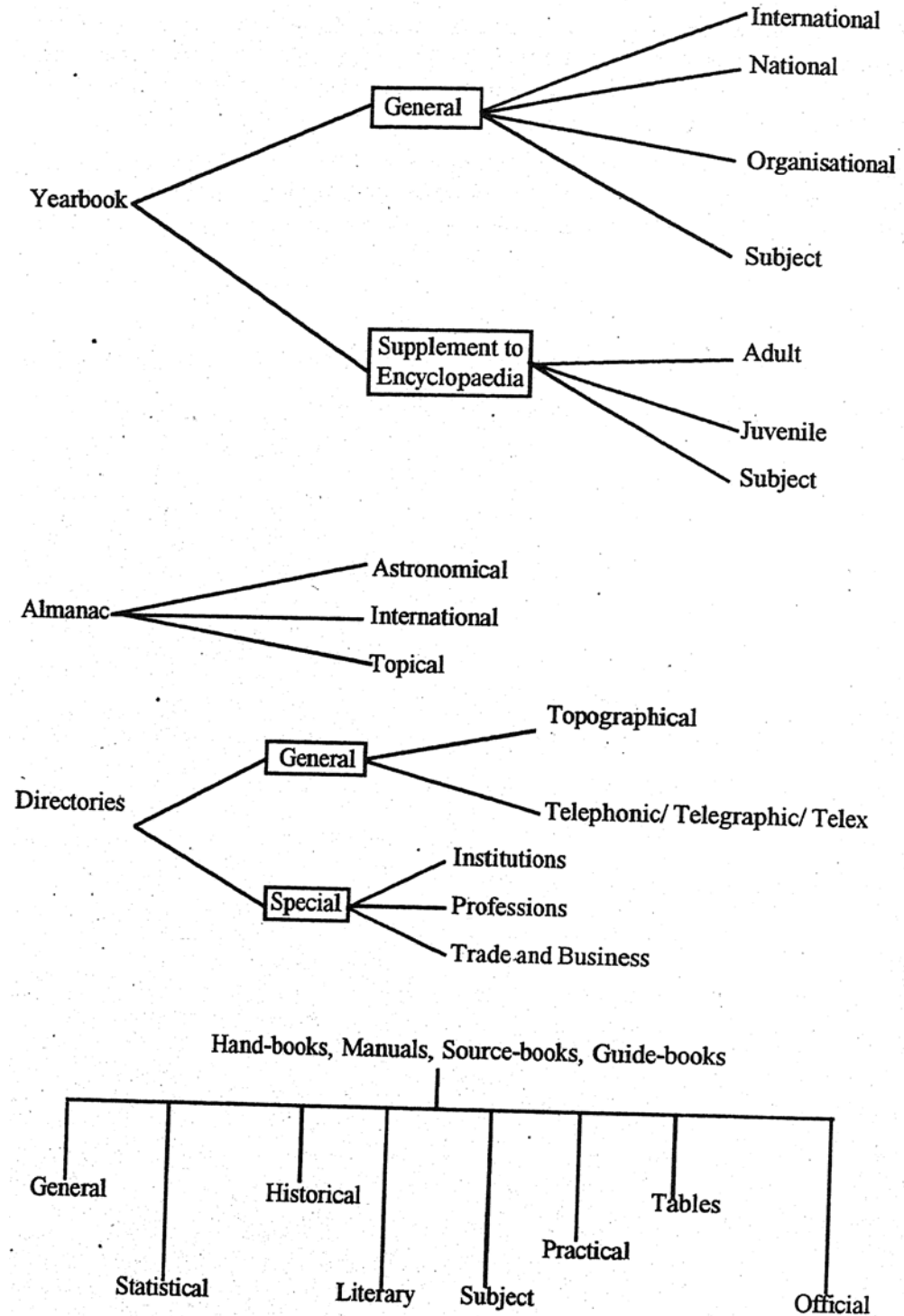
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8.5 SUMMARY

In this Unit, we have surveyed various types of ready reference sources giving a few examples of each category. They are very useful to answer fact finding questions. Reference librarian and library users depend on these sources for ready-reference queries. We have also discussed various criteria to judge the value of these sources before adding them to the library collection. The diagram given below gives the panoramic view of the types of ready reference sources discussed in this Unit.



8.6 ANSWERS TO SELF CHECK EXERCISES

- 1) Yearbooks, almanacs, directories, handbooks, manuals, sourcebooks and guides are ready reference sources. They are called ready reference sources because they are referred to answer factual questions. They are useful to provide brief, pin-pointed answers.



- 2)
 - i) Scope, Coverage and Purpose
 - ii) Countries, World
 - iii) Supplement, Encyclopaedia
 - iv) Specific Nation
- 3) The three objectives- of publishing annual supplement to encyclopaedia are to:
 - i) up-date the basic set
 - ii) summarise the year's important events
 - iii) make the customers psychologically feel that the set is always kept updated and there/by promote the sale of the same.
- 4)
 - i) The major difference between a yearbook and an almanac is in coverage. A year-book covers the information of the past year whereas an almanac covers both cur-rent and retrospective information.
 - ii) Almanac is an annual calender covering information about astronomical events, planetary tables, astrological predictions and anecdotes. But, this original meaning of the almanac has undergone semantic change. Now, almanac is an annual compendium of current and retrospective statistics and facts. It can be international, national, regional, local or pertaining to a particular subject.
- 5)
 - i) Directories can be divided in two major groups
 - General Directories; and
 - Special DirectoriesGeneral directories are of two types:
 - Topographical directories
 - Telephonic, Telegraphic and Telex directoriesSpecial directories are of three types:
 - Institutional directories
 - Professional directories
 - Trade and business directories
- 6) Directories are called ready reference sources as they are referred to locate short and factual directory-type information.
- 7) Institutional directories provide information regarding the name, address, structure, functions, objectives, operational activities, officers and members and their addresses etc. of various types of institutions.
- 8)
 - i) General handbooks
 - ii) Statistical handbooks
 - iii) Historical handbooks
 - iv) Literary handbooks
 - v) Subject handbooks
 - vi) Practical handbooks
 - vii) Tables
 - viii) Official handbooks



- 9) A1 - B4
A2 - B1
A3 - B2
A4 - B5
A5 - B3
- 10) i) Family health and first-aid
ii) Home maintenance
iii) Etiquette and manners
iv) Cooking recipes
v) Recreation, handicrafts and hobbies
vi) Self-taught and learn yourself
vii) Equipment and home appliances
- 11) i) Established
ii) Articles, research reports
iii) German, 'handbuch', a small book or a treatise of useful facts
iv) Official handbook
v) Numerical, tabular
vi) Latin, 'Manualis', a guidebook, a compendious book, an abridged handbook or a concise treatise.
- 12) Authority Scope Arrangement
Treatment Format Special features
- 13) A1 - B4
A2 - B6
A3 - BS
A4 - B2
A5 - BI
A6 - B3
- 14) There are six special features for assessing the value of ready reference sources.
- 15) Five criteria of format to evaluate ready reference sources are size, typography, paper, binding and physical appearance.

8.7 REFERENCES AND FURTHER READING

Cheney, Frances Neel. (1980). *Fundamental Reference Sources*. 2nd ed. Chicago : American Library Association.

Grogan, Denis. (1992). *Science and Technology An Introduction to the Literature* 4th ed. London: Clive Bingley.

Katz, William A. (1982) *Introduction to Reference Work. Vol. I. Basic Information Sources*. 4th ed. New York: RQc Graw Hill.

Handbooks, Manuals,
YearBooks, etc.



Ksishan Kumar (1984) : *Reference Service* 4th ed. New Delhi : Vikas.

Stevens, Rolland and Smith, Linda C. (1986). *Reference Work in the University Library*. Littleton : Libraries Unlimited.

Activities

Visit any big university or special library and persue through guides to reference sources, publisher's catalogues, book selection tools, or collection of reference sources in libraries. Try to collect as many examples of ready reference sources as you can and classify them in different types of ready reference sources we have surveyed in this unit. Also evaluate a few reference sources according to the evaluation criteria discussed in this unit.