

**BLI-222**  
**Information Sources**  
**and Services**

Block

**1****DOCUMENTARY SOURCES**

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## Programme Design Committee

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Prof. Uma Kanjilal (Chairperson)  
Faculty of LIS, SOSS, IGNOU

Prof. B.K.Sen, Retired Scientist  
NISCAIR, New Delhi

Prof. K.S. Raghavan, DRTC  
Indian Statistical Institute, Bangalore

Prof. Krishan Kumar, Retired Professor  
Dept. of LIS, University of Delhi, Delhi

Professor M.M. Kashyap, Retired Professor  
Dept. of LIS, University of Delhi, Delhi

Professor R. Satyanarayana  
Retired Professor, Faculty of LIS, SOSS, IGNOU

Dr. R. Sevukan  
(Former Faculty Member) Faculty of LIS,  
SOSS, IGNOU

Prof. S.B. Ghosh, Retired Professor  
Faculty of LIS, SOSS, IGNOU

Prof. T. Viswanathan  
Retired Director NISCAIR, New Delhi

Dr. Zuchamo Yanthan  
Faculty of LIS, SOSS, IGNOU

### **Conveners:**

Dr. Jaideep Sharma  
Faculty of LIS, SOSS, IGNOU

Prof. Neena Talwar Kanungo  
Faculty of LIS, SOSS, IGNOU

---

## Programme Coordinators

Prof. Jaideep Sharma and Prof. Neena Talwar Kanungo

---

## Course Coordinator

Prof. Neena Talwar Kanungo

---

## Course Preparation Team

**Unit No(s)**  
1-4

**Unit Writer(s)**  
Professor B.K. Sen

**Course Editor**  
Prof. Neena Talwar Kanungo

---

## Print Production

Mr. Manjit Singh  
Section Officer (Pub.), SOSS  
IGNOU, New Delhi

**Secretarial Assistance**  
Ms. Sunita Soni  
SOSS, IGNOU

**Cover Design**  
Ms. Ruchi Sethi  
Web Designer  
E-Gyankosh, IGNOU

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## **BLOCK 1 DOCUMENTARY SOURCES**

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### **Introduction**

With the advent of printing from movable types in 1450s, the production of publications increased enormously giving rise to different types of publications such as books, pamphlets and periodicals. The hand-written documents like manuscripts, notes, and diaries continued to co-exist along with printed documents. All these formed the documentary sources of information. Non-documentary sources of information like the government and non-government offices, institutions and human beings continued as close allies of documentary sources. Documentary and non-documentary sources forms the entire gamut of information sources. In this Block we shall deal only with the documentary sources of information, non-documentary sources of information will be dealt with separately. Information sources may also be divided as published and unpublished sources. Published and unpublished sources can be further divided as primary, secondary and tertiary sources.

In **Unit 1** of this Block, first of all, published and unpublished sources are enumerated and then how different authors have tried to categorise the documents is discussed along with the criteria they have followed for categorisation. The characteristics of categorisation by each author are commented upon. Categorisation by different authors has given rise to certain discrepancies which have been discussed item by item, causes of the discrepancies are elaborated, and proper placement of the specific item is also suggested.

In **Unit 2**, primary sources comprising of research periodicals, technical reports, conference proceedings, patents, standards, theses, project reports, official publications, trade literature, laboratory notebooks, diaries, internal research reports, correspondence, personal files, etc. are defined, explained and discussed with examples. Some of the publications have been divided according to their types, and each type is discussed with definitions and explanations.

In **Unit 3**, secondary and tertiary sources are dealt with. Secondary sources comprise of bibliographies, secondary periodicals (abstracting, indexing, reviewing, and popular periodicals), and reference books such as encyclopaedias, dictionaries, handbooks, manuals, yearbooks, directories, formularies, and textbooks. All these are discussed with adequate examples. Tertiary sources include bibliography of bibliographies, directory of directories, library catalogues, and guides to information sources. All these have been discussed in some detail with examples whereby you get a fair idea about these sources.

**Unit 4** deals with the criteria of evaluation for all these sources. It should be remembered that evaluation criteria vary from category to category. The criteria we use for evaluating a dictionary will not be same for a primary periodical.

### **Information Source and Information Resource**

In the very beginning it is better to be clear about the concepts 'information source' and 'information resource'. The two terms 'source' and 'resource' have started creating confusion ever since the term 'information resource' has appeared on the scene. Prior to the emergence of this term, there was no

confusion about the term 'information source' as this term used to connote a document or non-document e.g. an institution that provided information. As such, an encyclopaedia, a specialist, etc. were the 'source' of information. Mostly librarians and information scientists deal with information sources. The term 'information resource' pertains to information and communication technologies, especially to information management. Sometimes, information management is referred to as 'information resources management'. Schneymann included five types of information resources for the purpose of information management. The resources are: systems support including computers and telecommunications, processing data, images, etc., conversion and transformation including reprographics, distribution and communication including network management and telecommunications, and finally retention, storage and retrieval which covers libraries, record centres, filing systems and internal and external databases (Feather and Sturges).

