

## TYPES OF INFORMATION SOURCES

L. No.	Title of the Lesson	Skills	Activity
6	Types of Information Sources	Differentiating different types of Information sources, Sorting and Organisation, Effective Communication, Problem Solving and Decision Making	Selecting a type of source needed for specific information, Search information sources in libraries/internet

### Summary

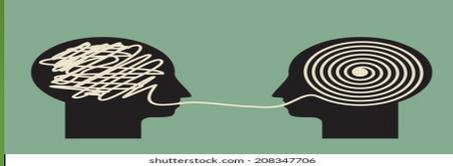
Information can come from virtually anywhere - books, journals, magazine articles, newspapers, personal experiences, social media, blogs and websites. The type of information you need will change depending on the question that has to be answered. Different activities require information from a variety of sources. Therefore, you need to understand what to find and where to go for locating certain types of information.

Almost all conventional information sources, such as dictionaries, encyclopaedia, journals, etc. are now available in the Net. Librarians cannot afford ignore this development and must make sufficient efforts to access such e-sources. This has several advantages in long-range. It is expected that, in long-range cost of such e-publications will reduce and with a little budget one can access to many number of publications. Apart from the cost aspect, user will be in a position to get pin-pointed information with the help of a most powerful search engines.

In this lesson you will learn in detail about each one of these sources, their basic information content, utility and examples. You will also learn how to use them effectively to provide services to the users.

### **Principal Points**

- Primary sources comprise primary periodicals, newspapers, technical reports, conference proceedings, patents and standards.
- A periodical or journal is a serial publication which is published with definite periodicity under the same title and intended to publish indefinitely.
- E-journal, also known as paperless journal or online journal, is a serial produced, published and distributed nationally or internationally via electronic networks.
- Newspapers publish news of recent happenings on political, social and economic front of a nation, or region.
- Conference proceedings contain number of research papers and are primary sources of information.
- Dissertation or a thesis is a document submitted by a researcher in support of candidature for a degree or professional qualification.
- Technical reports are research reports which are produced after conducting research on a well defined research area, mostly in the field of science and technology.
- Standard is a document that provides set of rules for ensuring quality of a product, process or a service.
- Patent is a government grant which gives a person or a company sole rights to make, use or sell a new invention (which may be a product, process or a design) for a certain number of years.
- Secondary sources are based on primary sources and they present the contents of primary sources in condensed form and list them in helpful way, so that the existence of primary documents is known and access to them is made easy.
- A secondary periodical with abstract is an abstracting periodical and without abstract is an indexing periodical. These publications bring together recently published literature in specific subject discipline scattered over wide range of primary sources.
- A bibliography is a list of documents that share a common factor that may be subject, a language, a period, an author or some other criteria. Kinds of bibliographies are- national, trade and subject bibliographies.
- A book is a written or published document of at least 49 text pages that communicates thoughts, ideas or information. A pamphlet is an unbound printed publication with no cover or with paper cover. A pamphlet has minimum of 5 pages and maximum of 48 pages.
- Tertiary sources are based on primary and secondary sources and serve as key to the primary and secondary sources. Tertiary sources help to locate primary and secondary sources. Sources like bibliography of bibliographies; guides to the literature; directories listing primary and secondary periodicals, etc. are placed under tertiary sources



### Build your Understanding

Electronic publishing has become a major topic in the world literature in the recent years, particularly because of the developments in information technologies. Electronic publications, all those publications, which are in electronic or digital media are usually known as electronic sources of information

### What's



1. Information, an invaluable resource is being disseminated, transformed and communicated in a variety of environments
2. They are now mostly available in e-media. Librarians cannot afford to ignore this development and they must prepare themselves to handle e-sources.
3. Move towards electronic handling of information will be cost-effective and users will be in a position to get pin-pointed information with the help of powerful search engines.
4. Information is a most predominant element in the present society and much of the labour force is working in information related sectors, in this society, referred to as the information society.



The information in periodicals is more timely, current and up-to-date, than information in books. Periodicals are of many types such as scholarly periodicals, trade and business periodicals, popular periodicals and magazines.

1. Depending on type of information you require, look out for the relevant source, for example,

Do you need

- Up-to-the-minute news? Try sources on the World Wide Web, such as online newspapers, news' organizations social media sites, or broadcast media
- Current, daily information or local information? Try news sources such as newspapers, broadcast media, or web-based news
- An in-depth exploration of a topic? Try books on your subject or topic
- Background information on a topic? Try subject encyclopaedias
- Statistics and data? Try statistical reference books, online statistical sources, or government websites
- Research on a focused topic? Try scholarly journals
- Information on popular events? Try magazines or broadcast media
- Primary research or editorials from experts? Try scholarly journals or newspapers
- A reliable, broad overview of topics? Try subject encyclopaedias

### **Extend your Horizon**

Go to the library of an R & D organisation. Select a scholarly periodical, popular periodical and a magazine. Write down the title, year of publication, and publication frequency of each. Find out the name of the publisher and list the contents of the periodicals from the content page. Write down the differences you observe in each category.

### **Evaluate Yourself**

1. What are trade and product bulletins and what purpose do they serve?
2. Distinguish between indexing and abstracting periodicals.
3. Give two advantages and two disadvantages of using electronic sources.
4. Examine the basic features of general newspapers.