



LEAD CITY UNIVERSITY
Faculty of Arts and Education
Department of Library and Information Science
SECOND SEMESTER 2018/2019 ACADEMIC SESSION

COURSE DETAILS

Course Code: LIS 115

Course Title: Introduction to Reference Sources and Services

No. of Units: 2

Status: Compulsory

LECTURER(S) DETAILS

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Area of Specialization: Information Resources

COURSE DESCRIPTION

This course will expose students to what reference sources are and the reference services that operate within the Libraries.

COURSE OBJECTIVES

The objectives of this course are to teach:

- students how to protect and arrange the collection;
- present the collection before the readers;
- encourage coordination between librarians and readers;
- save the time of the reader
- conduct fact- finding research
- maximize use of reference services.

ASSESSMENT

Class Attendance	10marks
Test(s) and Assignments	30marks
Final Examination	60 marks

LECTURE PLAN

Week	Topic
Week 1	Overview of the course and historical background
Week 2	Overview of the course and historical background Contd.
Week 3	Importance of information and sources
Week 4	Information Search Strategies
Week 5	Introduction to reference sources
Week 6	Basic Reference Sources
Week 7	Continuation of Basic Reference Sources
Week 8	Electronic reference sources
Week 9	Reference service
Week 10	Continuation of Reference service
Week 11	Literature Search Tools
Week 12	Reference Desk
Week 13	Status of reference and information services in Nigerian libraries
Week 14	Revision

READING LIST

1. Aina, L.O. (2004). Library and Information Science Text for Africa.
2. Ayoku, A. O. (2007). Information Literacy for Tertiary Education Students in Africa.
3. Hameed, A.B. (2014). Use of Library: Essential Manual for Beginners.
4. Onatola, A. (2004). Basics of Librarianship: A guide for beginners.
5. Chowdhury, G. G.; Burton, P.F.; McMenemy, D. &Poulter, A. (2008). Librarianship: An Introduction.
6. Meyer, H.W.J. (2000). Provision of Information and Reference Services.

TUTORIAL QUESTIONS

- 1a. What do you understand by the term information?
- b. Why is information important?
- c. Describe five (5) categories of library and information users.
- 2a. What is Reference Service?
- b. List and explain five (5) qualities of a Reference Librarian.
- 3 Describe the various categories of literature tools and their importance to library users
- 4 Discuss the various criteria you would use in evaluating general reference sources
- 5a. Outline three (3) different types of reference materials in the library and their characteristics.
- b. What is the rationale behind the inclusion of Fact Sources in a library collection?
- 6a. List the functions of a reference desk and describe the activities carried out at the reference desk.
- b. Itemize the different ways by which a reference desk can be consulted.
- 7a. Mention any five (5) types of reference service in the library.
- b. Explain in detail any two (2) of these reference services.
- 8a. Write short notes on the following:
 - i. Wikipedia
 - ii. Search engines
 - iii. Ask the Librarian
 - iv. Library gateways
- 9a. What are the challenges Nigerian Libraries face in carrying out reference information services?
- b. Mention three (3) possible solutions to these challenges.
10. Differentiate between Reference Sources and Reference Services.
- 11a. Why are electronic sources better than print source?
- b. What is grey literature? Give five (5) examples.
- 12a. What are the advantages of planning a search strategy?
- b. What is query formulation? What is the approach to use in composing a query statement?