REFERENCE WORK
AND ITS TOOLS
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PREFACE

In Dr. Johnson's words, "Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information upon it". It is in relation to the latter part of the quotation that the fundamentals of Reference Service or Reference Work take shape. It is obviously a logical outgrowth of the phenomenal expansion of the fields of knowledge, of the intellectual upheaval of modern times and of the democratic conviction of the freedom of access to such knowledge and information. Although Reference Work has long been acknowledged as basic to an efficient Library Service, the current trends lay an increased emphasis on the side of the readers—the readers who have multiplied due to population explosion—the readers who have to face another unique phenomena of modern times that is, the publication explosion. Increase in the number of library users, spread of education, and the ever increasing urge for learning and knowing have established Reference Work on a high pedestal in the hierarchy of Library Science. To-day's Librarian has to "approach the field of library science from the side of the readers"—(Ranganathan). This is the field where Reference Librarian works.

With the expansive modern concept and definition, his horizon has definitely widened, transcending perhaps the limit of his resources, in terms of service potential and control of material, sweeping away the traditional concepts. It is not merely his question-answering duties performed with the help of a few conventional tools in the traditional sense, today it is his all-out effort to satisfy his clientele's reading, research and informational needs. He has now to work with his entire library collection and even with extra-library resources. Increased emphasis on special library work and the rise of technical
information centres have added a new edge to reference service. It is in this context that this book has been written. Modern expansive interpretation of the philosophy and definition of reference work has been fully taken into account, reference material or tools in all available categories have been mentioned and described, the organizational aspect has been properly enumerated and reference service in different types of libraries discussed.

Mention has been made of 643 tools comprehending the entire range of reference material and 265 have been described in more or less details. Reference tools published in India and on Indian subjects have also been described in a separate sequence. With a view to impart Indian bias 100 Indological Source Material have been listed with description, hoping that this may be of some use for reference librarians in India and abroad, though in a limited sense. More than 1,000 reference books have thus been mentioned in this work. Indology is a vast subject with the following major ramifications—Vedic, Epic and Puranas, Classical Sanskrit, Philosophy and Religion, Literature—Buddhist and Jain, Archaeology and History, Art and Linguistics, etc. Material available on all these major branches of Indology is equally immense, varied and vast. To select only 100 items out of this huge mass of record has been a trying job for the author who has enough apprehensions in this behalf. All his efforts will be amply rewarded if their inclusion is accepted as useful by students of Library Science, Librarians and library users.

The world of reference tools has grown rapidly showing a tendency to cover and codify even minute sub-divisions in the subject fields. On the one hand it is an advantage, enabling the Reference Librarian to collect such tools on every facet of knowledge, idea and fact, and on the other hand the disadvantage of such proliferation becomes manifest when he has to pick and choose and evaluate them both in relation to their value and utility
as well as to his own capacity to procure. By and large, production of reference material has been trying to keep pace with the publication explosion. It is thus equally difficult to be comprehensive or selective and restrictive, whichever way the author may choose. Despite this fact, serious attempt has been made in this small volume to cite as many selected items as possible representing different fields of interest of the users of the library, whether he is a general reader or a serious student, a specialist or research scientist. The reference librarian has to serve them all, equally, but with varied degree of intensity as the occasion demands.

The author is thankful to the World Press (P) Ltd. who have tried to make this publication as presentable as possible. Their venture to publish books on Library Science when the turn over is not as quick as in the case of general text-books and treatises is to be commended.

Author is also grateful to Shri Prabir Roychowdhury who has helped him in compiling the Index, a job thoroughly done, as well as to Shri Dipak Ranjan Chakraborty who has efficiently transformed the manuscript into an elegant typescript.

It is his proud privilege now to hand over the work to the students and teachers in Library Science, to the Librarians in general and to all others who are in search for knowledge and information.

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A. K. Mukherjee
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REFERENCE WORK
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Chapter One

REFERENCE WORK: A NEW HORIZON
IN LIBRARY SERVICE

The last few decades have brought into pleasant relief the indelible fact that Librarianship as a profession is capable of new and revolutionary convictions, allowing old values to wear out and evincing new ideas and principles. James I. Wyer once said that, the theory of what passed for "reference work" half a century ago was, "to provide the books and keep out of the way of readers as much as possible". This attitude has undergone revolutionary changes since then and the term "Reference Work" connotes in the present context, the actual "provision of human beings as canvassing agents for books. The business is to interpret the books to the readers". This has elevated this aspect of library work as the pivot of the modern concept of library service. Traditionally, the librarian's job has been that of Collector, Cataloguer and Custodian, but this archaic concept of librarianship has given way to a new dimension in it, taking responsibility for the provision of personal assistance to its readers. It is now not just a library at par with an academic institution which creates, conserves and communicates knowledge, obviously it is more than that, as it makes a greater and more lasting impact upon the whole lifetime of the people it aims to serve. Librarianship as such, does not enjoin on the person in profession a mere provision of books and other reading materials for its clientele, but it also expects him to provide information and ideas to its readers.

Reference work, simply understood, is the personal assistance rendered by the librarian to individual readers
in pursuit of knowledge or information. In justice to other aspects of librarianship, one can provide the mechanical aids such as catalogue, shelf-list charts, indicators, plenty of gadgets in photo-charging, punchcards, micro-films, micro-card etc. but the fact remains that, the reader would be better served by the unpretentious and smiling assistant welcoming him at the threshold of the library, rather than by the gadgets which may make him feel befuddled and hesitant initially. The reader with a problem will similarly very much like to be met by a human being and not by a photo-electric gadget when he approaches the reference desk. One can manage again, provided resources are available, to put on shelves a voluminous reference collection wherein a wealth of useful information has been coded, but the reader may still be in need of guidance to select proper books for reading, to find-out a specific information from a reference book or to prepare a reading list for his study or a bibliography for his research. There arises the necessity for the provision of human approach, acting as an intermediary between the reader and the right book, or the enquirer and the right information, i.e., he acts as the reader's adviser or guide, breaking through the mechanical approaches, designed as aids to readers. Thus ultimately the purpose of library service is served adequately and the reader learns not merely to trust the gadgets, but to trust the librarian as well.

Reference work has been variously defined and one of the most appropriate definitions has been provided by Wyer who says that "Reference work is the sympathetic and informed personal aid in interpreting library collection for study and research". In the Glossary of Library Terms (A.L.A) it is defined as "that phase of library work which is directly concerned with assistance to readers in securing information and in using the resources of the library in study and research". Margaret Hutchins' says that Wyer’s definition is not comprehensive. According to her, "Reference work includes the direct personal aid within
a library to persons in search of information for whatever purpose, and also various library activities especially aimed at making information as easily available as possible. Selecting and organising materials with this end in view is as important a part of reference work as their interpretation to the individual reader". These definitions taken together provide both a short-term and long-term view of this phase of library work. The definitions as such, bring into bright relief certain basic facts, that of human approach, of adequate preparation including collection and organization of materials and the sense of responsibility for the provision of personal assistance. Assistance to readers is offered directly when asked for and even when not expressed specifically by them. The commonplace picture of the librarian as administrator is thus eliminated and he identifies himself with his readers' problems and difficulties. In the words of another librarian, "it is the zest for assistance which shows the crusading spirit of librarianship. It develops a tactful but penetrating interplay of personality".

Obviously, the establishment of such a service is the product of a more or less deliberate decision and the librarian actually engaged in reference work is expected to be adequately informed about books, bibliographies and source materials, so that he can offer informed personal aid to his readers, and his knowledge about the resources available in his own library, stands him in good stead in this respect.

It cannot be gainsaid, however, that Reference Work is still not universally regarded as a fundamental part of library service. There may be instances galore of personal helpfulness of librarians, but that occurs mostly as matter of simple courtesy rather than of responsibility and deliberate decision. Its comparative absence even in modern libraries is inexplicable, in which case, it would be unwise to presume that a library otherwise organized, ensures fullest facilities to each and every type of reader.

The objective as such has further implications. It is
not merely the personal assistance given by the librarian to individual readers in pursuit of information, it is spontaneous service or help implying further that, library’s responsibility for such work should be adequately recognised and there should be specific organisation for that purpose. In other words, if we are willing to offer help, we must consider such action as an important obligation on our part, we must have adequate preparation for that and provide staff specifically for this work.

Unfortunately there is an inadequate understanding of the significance of reference service or of the special skill it demands, even among librarians. They remain unconcerned about it, putting more emphasis on circulation or lending service, trumpeting their mass issues in loud refrain. The very existence of reference service and the importance attached to it in the over-all activities of an organised library is closely related to the librarian’s philosophy of library service. If he thinks that the library’s main function is to entertain the mass and to cater to their recreational demands only, he pushes reference work to the back seat inclined to produce spectacular results at the issue counter, where books are lent out in thousands and millions. He would in that case spend his book funds to purchase tons of popular literature than to buy the latest “Encyclopedia of Science and Technology” or the “Manual of Electronics”. If, on the other hand he thinks that the library functions mainly as an educational institution and as a community intelligence centre, well, he definitely puts reference work to the forefront. Although it may not dominate over other activities of the library, it will at least never be relegated to the background. Well-known reference libraries in existence have been providing information and ideas for a long-time now, re-defining reference service as “The process of free enquiry necessary to education and research”. What is described as Personal Enquiry Service or Information Bureau is also comprehended in this service, thus indicating an advanced and elastic type of reference concept.
The help that is offered to readers in course of reference service means a variety of activities, viz., giving instructions in the use of books and libraries, familiarizing the reader with the mysteries in the Card Catalogue, guiding him in the choice of books and getting information out of books for his satisfaction and all that constitute the library “know-how”. Reference Librarian is actually willing to do much more for his readers, by giving the fullest possible attention to demands made on him by finding or creating ways and means to satisfy every questioner or reader. This leads us to the different theories of reference work identified by Wyer as “Conservative”, “Moderate” and “Liberal” on which librarians base their service. How much help should be rendered to readers? The “Conservative” or the “Minimum” theory presupposes that, readers generally do not require more than occasional personal assistance and for the inexperienced and bewildered reader, it limits the help to pointing the way only; the idea of the human approach and worthy obligation being conspicuously absent. This theory is well illustrated by Spofford’s words quoted below:

“It is enough for the librarian to act as an intelligent guide-post, to point the way; to travel the road is the business of the reader himself”. This approach is definitely far removed from the maximum limit to which a Reference Librarian can go. The assistance is limited here to handling ready and ordinary reference question with the help of a few friendly tools. Such an attitude may be due to the lack of sufficient man-power or lack of self-confidence, leading to a tendency of playing safe. The reference librarian however, is well aware of the vastness of the world of knowledge and the varieties and intricacies of the information required by readers at different level and he is equipped fully to meet the demand. He knows that to the advanced student, research scholar, faculty member, businessman, legislator, scientist, etc., information is of crucial concern. Very
extensive library assistance is required by them and they
deserve to have the information rather than to learn
how to acquire it. This leads us to the "liberal" or
"maximum" theory of reference work which has the faith
and efficiency of the librarian as its foundation. Reference
service in this context may mean tracing a quotation,
locating of proverb, identifying an obscure person, verifi-
ying a foot-note, compiling a bibliography, conducting
literature search and many other things. This theory
combines general reference work with information work,
and helps to promote demand for library service without
any restriction. It takes its stand on the delectable
doctrine of direct provision of information and unavoidable
obligation of the library and obviously develops as a
corollary of the original concept. That the clientele of
the library should be helped in all possible ways is the
main objective of this theory. To quote Wyer again in
this respect, "It is service, not suggestion, that is at a
premium". Whatever the nature of the library, be it
public, academic, special or research, reference service
should be aimed as high as that, and there should not be
any reservation or compromise. It is not useful to consider
hereafter the "moderate" theory or the "middling" as
Rothstein has put it, which is nothing but a compromise
of the two extremes, and is difficult to delineate or apply.
It may also lead to inconsistencies.

Once the "Liberal" or "Maximum" theory is accepted
and extensive reference service is assured in its new dimen-
sions, the reference librarian should be conscious of the
following facts as they will ultimately determine how he
will gear his efforts to put in an efficient service:

(1) The need for reference work has increased
considerably since the second world war,

(2) there has been an astounding and unprecedented
proliferation of scientific literature since then,

(3) there has been a parallel movement of scientific
research in the universities, research laboratories
and industries, and
there has been a similar proliferation of publications in the fields of humanities and social sciences.

The problems inherent in and growing out of these facts can only be faced successfully by extending adequate reference service in the libraries. It will not be difficult to discriminate a general reader or a student who may need only instructional help from other serious readers—the scholar, researcher, scientist and technician for whom intensive literature search may be needed to help them save their valuable time. The volume of literature in every field of knowledge having outgrown their capacity to assimilate has made the latter more dependent on library service. A researcher is scarcely able to cope with such flow of literature unaided by the librarian. Even if he knows of and regularly consults the abstracting journals, indexes, bibliographies, etc., the fact that these aids are generally deficient in coverage, forces him to lean heavily on library reference service. Literature search can be conducted more efficiently by the library staff provided they acquire requisite subject knowledge and bibliographical training. Such staff act as intermediary between researcher and his literature, the whole gamut of which is not always within his knowledge. There is again the present tendency of current research being published as "Technical Reports" and not always in the specialized journals. How can a research worker know of these things unless the librarian acquaints him with them? Thirdly, there is an increase in inter-disciplinary approach in modern research. The researcher, scientist or technician may not be so familiar with such work, which is outside the subject of his interest. He depends solely on the librarian for the cognizance of such work.

The amplified reference service thus visualized may appear to be an expensive business, expensive in reading materials and staff, and the reference librarian may have to concentrate more on intellectual tasks to locate and retrieve information, but there is no gainsaying the fact
that a library is rated not by the popularity of its lending service but by the efficiency of its reference service, although it may not yield spectacular results. In this perspective the librarian ceases to be a mere technician working *with* books, he turns instead to work *in* books and deal in knowledge. His efforts culminate in the establishment of an amplified reference service inclusive of information service as part and parcel of library practice. This imparts a new dimension in librarianship.

Reference service propounded above, would consist of the following categories of work:

1. Attending to enquiries received from readers, either in person, or over the phone or through correspondence,
2. helping readers at all levels in the use of library tools, viz., catalogues and other reference tools like bibliographies, and generally guiding them as to the reading materials available in the library,
3. providing general information,
4. preparing ‘Reading lists’ and ad-hoc bibliographies on request from readers,
5. helping in research by maintaining special abstracting and indexing services, i.e. documentation work,
6. providing facilities for copying of reading list, periodical articles, documents, etc., by duplicating or documentary reproduction methods, viz., micro-film, micro-card, photo-copying, etc.,
7. making arrangement for inter-library loan, and if necessary inter-state or inter-national borrowing,
8. preserving university ephemera as research and reference material,
9. providing a translation service,
10. keeping in touch with and co-operating with bibliographical centres and union catalogues,
collecting information regarding library resources of the region, nation and other countries,

providing reader with copies of micro-film or photo-copy in case he wants to own it,

locating information required by research workers, scientists and technologists, and

retrieving research information.

The importance of Reference Service in every type of library has since been adequately understood and properly recognized. The librarian as such, is responsible not only for collecting and cataloguing books and other materials, he is also much concerned about the proper use of them, dealing in knowledge and supplying information contained both in the regular publications and in the fugitive and ephemeral materials. Recorded knowledge in whatever form and wherever published must be made available for serious study and research, a comprehensive bibliographical control should be aimed at and an expeditious service should be organized, so that the requirements of the general reader, student, faculty, research scientist, technologist, administrator, businessman, industrialist, etc., can be met successfully and smoothly.

The efficiency of such service, especially of the reference and information service, depends in fact on the detailed organization of its contents, and even more than in any other branches of library service, it is necessary for a reference library to be thoroughly catalogued and classified to make the information readily accessible. For this, efforts should be made to create a constructive staff. It has been the usual experience that the pre-service training is insufficient to produce such staff as they do not get proper grounding in this phase of library practice. The librarian and his experienced deputies should arrange for intensive inservice training of working assistants properly selected and there should be an adequate number of them to ensure its organization in all its facets. It should be recognized also that organizing and retrieving information is a highly skilled business and the untrained staff may never manage
and find it at all. As most of the libraries, in our country at least, are under-staffed, and whatever technical hands are available are tied up in the acquisition and cataloguing units, the prospect of detailing some of them at the cost of these units pose a difficult problem. Ready-made solution for such difficult problem may not be forthcoming, but do not advances in library technology offer us a scope of making savings by mechanizing acquisition, cataloguing and other units, and deploying such staff to man and expand the reference service? Some at least of the promising assistants should be freed to concentrate on this important service, which is really an intellectual task in librarianship.
Chapter Two

Nature of Reference Work
And Its Technique

Reference service being rendered to readers irrespective of the nature of their problems or enquiries, it is difficult to lay down any definite lines of approach to the individual reader who may differ widely in respect of needs or behaviour. There would be some apparently shy, unaware and diffident reader, expressing his problem clumsily or another browsing aimlessly without expressing anything, while others already initiated into the “know-how” would demand specific and advanced type of information, taxing our brains, books and indexes to the utmost. For readers in general, the library should create an atmosphere of helpful attitude, leaving no scope for any psychological barriers between the staff and the readers and even the shy reader should be imperceptively accommodated. It may simply mean to steer bewildered reader into easy familiarity with the library’s catalogue, indexes, subject-headings, etc., with sympathy and dexterity, or to tackle trivial-enquiries involving matters of absolutely personal nature with tact and human understanding, or to handle informational questions with the aid of a few fact books. On the other extreme, there may be problems posed by advanced research workers needing information of a highly technical type. The latter know something about bibliographical search methods, but require help to locate information recorded in materials beyond their knowledge, involving the use by the reference staff of all available tools and materials and very extensive and intensive search for the clue. The two processes thus depicted, may be termed as short-range and long-range reference service.
As a convenient method of differentiating reference processes, several degrees or intensities of reference work have been distinguished as fact-finding, material-finding, research, etc. These terms are not to be construed as rigid or recognized terminology as they relate to actual reference processes only. It would be proper in this connection to define a Reference Enquiry or Question. According to Wyer it is “A request from a patron of a library for information of a definite nature, which he expects to be found in printed materials and their like; or for a certain work or works, not readily located in the library”.

If we keep in view the entire network of libraries functioning throughout the country and their development and re-orientation of services, we will perhaps notice that there is a steady growth of interest of patrons of libraries to call upon the reference counter in time of need. This is an age of facts and there is an accelerated demand for facts from users of the library, who ungrudgingly accept the importance of such service. It has been found necessary therefore, to tackle varieties of the large number of questions or enquiries, by classifying them according to types, and discriminating between the trivial and the important request.

For the fact-finding type, reference work is reduced to its lowest terms, when enquiries refer to a name, date, title or author of a book, statistics, facts on matters of ordinary interest, biographical, geographical or literary information, etc.; the friendly reference tools or the fact-books as they are called, answer such questions conveniently and expeditiously. Then there will be the Information Bureau type of questions which are entirely of personal nature and are related more to an individual’s need for clarification of trivial and awkward problems. In such cases reference to the usual tools may not also be necessary. A strong commonsense, perfect humour and extensive knowledge of men and matters may help the librarian more in handling such problems. A youngman coming up to a Reference
Library asks for a “Reference”. After conversation he explains that he has applied for a job and has been told to get a “Reference”. Having heard of the Reference Library he thinks it to be the right place where his requirements will be met. Now, a little bit of commonsense and humour is certainly necessary to convince the enquirer of what he is actually required to do. Patient and unobtrusive reference assistant will be able to serve personal enquiry matters even more absurd or awkward.

Another category of questions—the Material-finding type would require the reference staff sometimes to start a long hunt. An Indian educationist asks for “the number of students that would pass out of higher secondary schools this year with science and technology as their subjects, and are likely to seek admission to the engineering courses”. Apparently this enquiry looks innocent and easy. But is the answer readily available? Unfortunately, such current information, factual and specific, is not a recorded data. The problem may be tackled from different angles, consulting simultaneously the Census Reports, educational reports, statistical tools etc. But even then it will baffle the most resourceful reference librarian because such reports and documents give back-dated information only. The 1961 Census Reports not yet being available till then, recourse has to be taken to the 1951 volumes, find out the age group which is to mature for such education in 1963, work out the percentage going in for science and technology subjects, do some sort of demographic research, viz., subtraction according to death rate, etc., and ultimately arrive at some approximate or tentative figure. Even a simple enquiry like “the exact date on which Winston Churchill was Knighted” may not be easy to find out. The biographical reference tools may not mention the date. The existing biographies may have been published before he was awarded the Knighthood, the existing resources of the library in types of reference tools may be insufficient. In course of the pursuit, it may just be possible to arrive at the period
1940 onwards. A diligent search in "Keesings Archives" may ultimately produce the exact information. It may also be necessary for finding answer to this type of enquiries to consult background materials like encyclopedias, year books, readers’ guides, etc., to interpret conflicting data and compare them before serving the answer.

The next would be the Reader’s Advisory Type which presupposes a perfect knowledge of one’s own library resources and some background knowledge of subjects, the source materials and bibliographies, as this work involves, guiding the general reader and student, advising them regarding choice of books, and ‘best’ books, texts and parallel or supplementary studies, preparation of reading list, ad-hoc bibliographies and do other similar work about books, authors, etc., in response to requests.

The Research Type has been categorized on the basis of the “Maximum” theory of reference work. Here the reference librarian becomes a collaborator in research, finding out for the specialist materials of crucial concern, for the professor the latest information on his topics of interest and for the scholar the materials not easily accessible. He prepares dependable bibliographies of both macro and micro materials, carefully examines clues pertaining to a particular problem, gathers parts of answers, suggestions, facts and hypothesis and puts them to test before a complete solution is offered. His subject knowledge and sound bibliographical training makes him a specialist in “finding out”. He actually works at greater range and depth. Quality of the library’s book stock, its files of periodicals, its collection of government documents, technical reports, the various indexes and bibliographical apparatus, etc., are the prerequisites for tackling enquiries and problems of this type, which involve many facts. Research is not a quest for a single fact.

The reference department always expects that, the patrons of the library would express their problems or enquiries in specific and clear-out manner, as otherwise,
it would take much more time and energy simply to get at the root of the unspecified problem, necessitating one or more interviews with the reader for clarification. As the reference librarian talks with a reader demanding solution of his problem, he must also carry in the background of his consciousness the types of materials which may contain clues to the solution of the problem, so that by the time the interview is ended, the plans for his search is ready. In fact, actual searching for material may, in some cases, go hand in hand with the interview. On receipt of an enquiry, it is also necessary to estimate whether information can be found quickly or not, so that, the reader may be asked either to wait or arrangement may be made to communicate the answer later on.

Whatever routine or method is followed, its application is possible only when the reference staff has gained sufficient knowledge of the conventional types of reference tools. There is no common technique for assistance applying to all readers and all questions. But some systematic method, on the lines enumerated below, may be advocated for general guidance of the reference staff:

(1) Categorize or classify the enquiry according to its type,
(2) try to correlate the question with the type of reference tool that will answer it,
(3) don’t keep your reader or enquirer waiting. Provide him if nothing specific is available immediately, with a volume of encyclopedia containing an article bearing on or related to the subject of enquiry and proceed with your search imperceptibly,
(4) if still unsolved, ask the reader for time and in the meanwhile consult general reference works, source materials, bibliographies, periodical indexes, abstracting journals, etc., at suggested headings,
(5) consult the reference shelves, lending shelves, your card catalogue and other bibliographical tools,
(6) if still baffled, consult by telephone any other person, library or organization likely to help,
(7) above search routine having ultimately yielded the result, serve your reader with the relevant information.
(8) keep a record of all the enquiries handled, either unsolved or solved, for future pursuit or guidance.

For handling general information questions Louis Shores has advised the following procedural code:

(1) For language questions, involving meanings, spellings, pronunciations, word usages, abbreviations, signs and symbols, slang, dialect, names and foreign terms, consult Dictionary Sources first,
(2) for trend questions involving records of progress, last year's happenings and current events, consult Year Books, Almanacs first,
(3) for background question, involving general information or "all about" enquiries, consult encyclopedias first,
(4) for fact questions, involving curiosities, statistics, documents, allusions, dates, literary terms and activity questions involving "how to do" or "how to make", consult handbooks and manuals,
(5) for questions about persons, place and agencies, involving biography, address, location, business and profession, etc., consult Biographical dictionaries, Geographical references, and Directories,
(6) for questions relating to location of printed materials such as books, essays, poems, plays, short stories, speeches, articles and original reports of research, consult Bibliographies and Indexes first.
Subject specialization gives a new turn to the reference work associated with research. Even in the most narrow specializations, research records display prodigious proliferation and appear in new form as 'technical reports' with restricted distribution. There are then, the 'separates' or journal articles in monograph form, the 'social data' which are statistical summaries of facets of social life covering human activities in social, economic, and political organization, the 'unpublished reports' and 'non-trade materials'. The value of specialized information within the fields of research or for operational or planning purposes is also being realized by the government, business and industrial enterprises. Libraries therefore have to adapt themselves gradually to acquire and organize such materials and communicate specialized information, conduct thorough literature search and feed researchers in the fields of science, technology and sociology. This has imparted a significant new slant to reference work, attributed separately as Information Work, especially in research and special libraries. We hear much now-a-days about the "Information Scientist" or the "Information Officer" attached to scientific departments of governments, national laboratories and the research units of commercial and industrial organizations. Whether the latter constitute a new profession by themselves treading on the toe of the librarians or remain a constituent unit of the library profession, may be a matter for controversy, but the new emphasis resulting from the emergent need to feed the scientists and technologists with all the records of new observations, has been insistently posed to our profession. If we work at greater range and depth, looking into the needs of our clients and also to our self-interest, we have got to organize specifically and provide adequately a first-class reference service, which is inclusive of "Information Work". While discussing categories of reference work in the previous chapter, its scope has been sufficiently enlarged to comprehend everything that comes under the
terminology of "Information Work". Items 5 to 14, all relate to this aspect of library work. Organization of technical information service and communication of information, is undoubtedly a costly and painstaking affair, but the benefit accruing therefrom far outweighs such cost or trouble. The time of the users of the library, who are engaged in original research, and of the businessman, industrialist, administrator and scholar, being valuable, the latest information on the development in their special subject fields, needs quick dissemination. As Rothstein has put it, "The chemist no longer blows his own glassware, the doctor no longer takes temperatures. Why should they not have the librarian conduct literature search for them?" He can do these things, perhaps better than the client himself. He can become the specialist in "finding out", even to the point of validating the data he secures.

**Documentation:**

Bardford defines documentation as "the process of collecting and subject classifying all the records of new observations and making them available, at need, to the discoverer or inventor". According to Ranganathan "Documentation is the complex of processes involved in pin-pointed, exhaustive and expeditious service of nascent thought to specialists". ASLIB's definition in the "Journal of Documentation" described it as "Recording, organizing and dissemination of specialized knowledge or in other words documentation means collecting, organizing and providing micro-thought to the scientist and research scholars".

The increased emphasis on this work results from the enormously increased number of informational records published as articles and research reports and the increased number of persons interested in their easy accessibility. The articles scattered and buried in the great mass of scientific literature, the other ephemeral materials not easily identified, the documents, data and the patents and
standards all remain dormant and useless, unless they are collected, processed and disseminated for the use of those who need them. This is the main job of the documentalist. The book, which carries macro-thought is the traditional vehicle of knowledge and readers themselves can find out requisite information from them. But the nascent thought or the micro-thought, which is recorded in thousands of learned serials in the form of articles, assumes an unwieldy proportion for the specialist to control or digest. Documentation in various facets is the necessary remedy in this context. The creative scientist should not be allowed to dissipate his genius and invaluable time in prodding through the huge mass of records on the subject of his investigation. Documentation should open before his view the panorama of previous research.

Documentation actually means much more than building bibliography of micro-thoughts. It surpasses the technique of providing bibliographical and reference service to the discerning reader. Its main importance lies in the retrieval of information for the scientist and research scholar, irrespective of the field of knowledge and is confined to that aspect of bibliographic organization which is related to the scholarly apparatus of annotated bibliographies, subject indexes to periodicals, abstracting services, etc.

'Documentation work' and 'documentation service' have been distinguished and recognized as the two mutually exclusive divisions of documentation. According to Ranganathan the term comprehends the *Documentation Work*, i.e., bibliography building, plus *Documentation Service*, i.e., documentary reproduction work or mechanical reproduction of reading material. As comprehended, it is the most important part of our modern graphic communication system, designed as an instrumental device for expeditious flow of recorded information in the world of scholarship.
Documentation Work consists of the following processes:

1. Locating the documents—from various published and unpublished sources, by conducting thorough literature search.

2. Abstracting the documents—especially the current scientific literature. Abstracts may be general covering the whole field of a particular science or special picking out only those papers relating to specialized topics.

3. Classification—It is the fundamental process of documentation with a view to arrange abstracts in a convenient way. A faceted scheme of classification is more suitable for the purpose. After arrangement according to the scheme, a serial number is given to each abstract. The classifier’s aim should be to produce all documents relative to a particular aspect of a subject when required.

4. Indexing of documents is much more necessary than cataloguing of books. Subject index cards are prepared bearing classification number of the abstracts with citations of author, title, name of the journal with volume no., part and pages and the serial number of abstract is also noted. The technique of chain procedure should be adopted, entries being arranged in a classified sequence, based on the principles of a standard classified catalogue.

5. Finally the result should be brought out as Documentation List. It may be in the dictionary form or the classified form with alphabetical index of subjects or class headings. The former form is, however, preferable.

Documentation Service consists of the following processes:

1. Consulting the Indexes for entries of the documents to bring to the knowledge of the reader, the available information.
(2) Supply him with documents if available in the library.

(3) Taking recourse to Inter-Library Loan to procure documents from other libraries for the use of reader.

(4) To reproduce the documents by photostat, photocopy, micro-film, or near-prints etc., and providing copies to the reader if he desires to own them.

(5) To provide technical translation service in the language understood by the reader from any other foreign language.

The following is a list of some important Documentation Centres in the world:

**India:** Insdoc, New Delhi
Iaslic, Calcutta

**Great Britain:** Aslib, London
British Standard Institute, London
Royal Society, London

Council of Documentation Research, School of Library Science, Western Reserve University, Cleveland.

**U. S. S. R:** Vinity (Union Institute for Scientific & Technical Information), Moscow.

**Netherlands:** Netherlands National Documentation Centre, Nider.

**France:** Central Nationale de les Recherche Scientifique, Paris.

**Japan:** National Diet-Library, Tokyo.
Tokyo Institute of Technology.
Japan Information Centre of Science & Technology, Tokyo.

**Egypt:** Educational Documentation Centre, Cairo.
Knowledge is an organism which is ever changing and is not confined to any static rule or procedure. Its dissemination through the agency of library service, is likewise undergoing many mutations, owing to the proliferation of literature and its impact on current research. The evolution of reference work has consequently been subjected to other ramifications, necessitating adoption of the new techniques. And the need for reference work has also mounted since the last twenty years or so. This poses a challenge to the profession of librarianship, which must be understood in its entirety and not piecemeal. The concept and objective, and the procedure and technique of reference work detailed above, show convincingly that, the profession is quite conscious of this challenge.
CHAPTER THREE

REFERENCE WORK PERFORMED IN DIFFERENT TYPES OF LIBRARIES

Although similar questions may be asked by the patrons of different libraries situated wide apart, although the technique of the search process and service procedure may be almost identical everywhere, there are some fundamental differences in the nature of reference work performed separately in the Public Libraries, National and Copyright Libraries, University and College Libraries, School and Children's Libraries and the Special Libraries. This is largely due to the differences in the composition of their clientele and differences in their needs.

Users of the public library represent a cross-section of the entire community, coming from all levels and representing all diversities in social, cultural, political and economic structure of the society. It deals with a diverse constituency, having varieties of interest and with widely divergent standards of education, culture and personality. Neo-literates may brush their shoulders with persons of high academic achievements; the inquisitive child, restive with growing curiosity may come side by side with a retired old man serene and serious; the enterprising housewife intent on enlarging the amenities of home life by fruitful utilization of her leisure hours may accompany another who seeks only an interesting fiction to kill her spare time. The clientele may be anything from the inquisitive child or high-school student to the professor, scientist, businessman, civic leader, hobby rider, amateur craftsman, artist, musician and what not. This being the case, the range of reference enquiries and services rendered therefore may extend over a very wide area of subjects and topics. Many
people have little idea of the number, variety and consequence of the informational questions that may be answered by public libraries, if it cares to cater to the demands of its users. A nationwide growth of interest in information on all matters and topics and demand for facts, as well as specialized information in science, industry and all other fields is noticeable. The librarian of a public library should build up this vital service to transform his library to an effective community information centre, reliable and unique, as there is a feeling that in most of the public libraries this ground has scarcely been scratched. Its importance should be universally accepted.

The reference librarian in such a public library would therefore be better advised to study the community he serves, its composition, general and special needs, vocational and professional interests, social and religious institutions, its economic structure, political affinities, etc. This will give him an adequate understanding of the actual users of his library. The library caters to the recreational, intellectual and informational needs of the people in general and of the locality in particular. Its circulation and reference stock is therefore small or large in proportion to the population it serves. The volume of its reference work also varies accordingly.

Although fact and background questions predominate in public libraries, it will be unwise to exclude the possibilities of other types of questions. The assistance given to the reader strays much beyond the principle of offering guidance only. The reference librarian has not only to supply the information asked for, by searching his own resources, he will have even to seek help of other libraries and individuals, if he fails to find the proper answers to serious enquiries himself. It is obviously risky on his part to attempt a lesson of self-help on his readers. The reference librarian therefore has got to be prepared for all sorts of eventualities, adapting himself to a greater range of knowledge and information.
Arundale Esdaile of the British Museum, writing about the National Library says that, "The first business of a National Library is to provide the material for the advanced students of the nation’s history and literature and to educate the educators, teachers and writers". Suzanne Briet of Bibliotheque Nationale, enumerates that, one of the functions of a national library is to furnish reference services.

This type of library has not only a comprehensive reference collection, as copyright library it is also the repository of national book-stock, and of the government documents. It is as such, used primarily as reference library by the indigenous people, as well as by the foreigners. Generally, it does much more in aid of research than the public libraries or even the university and other types of libraries. It has a clientele mostly of highly educated adults, needing materials of the advanced type or research type as they are called, for purposeful reading or in pursuit of doctoral thesis. Its hoary tradition, its collection of manuscripts, old journals, documents and the enduring literature in the fields of science and humanities, and the national dignity attached to it, makes it an internationally known institution, inviting even foreign scholars in pursuit of knowledge. It not only attends to the reference enquiries of its regular clientele, but it also plays a big role in meeting the demands made on its resources and services from other libraries, government departments, universities and research institutions spread all over the country. It also acts as the nation’s clearing house of international demands for informational work. It has the privilege of preparing and publishing the National Bibliography, a charge it alone is competent to fulfil, in view of its functioning as a copyright library as well. As it undertakes to function mainly as a Reference Library, it usually discourages the idea of duplicating the work of a circulation library. Because of its national status it receives a huge quantity of printed or near-printed documents, important and of restricted use,
non-trade materials difficult to procure by other libraries and the publications of the international organizations and of other countries, especially of official nature. These materials constitute a formidable part of reference collection, which is scarcely available in any other type of library.

A national library forms the apex of the library system of a country and its services, especially in the field of reference work, are extensively utilized by the authorities, both in the states and the centre.

In the college library reference librarian deals with undergraduates often having too little confidence in their own ability. Because of the large class roles rarely any personal relations develop between an under-graduate and his teacher and the former, out of timidity, avoids asking his professor twice over any matter which is discussed and not properly understood by him. Invariably, the student tries to find out something for his enlightenment from the library. This leads to his contact with the reference librarian, who becomes his confidant. The objective here is to foster self-dependence on part of the students. The reference librarian’s duty is to help the student to help himself, to show him how to consult the catalogue and indexes and to find the material himself. He actually trains the student to use his own talents and energies. He finds it necessary to give the student a proper guidance to the source materials, which is always backed by an assurance of further help, if necessary. It would be appropriate therefore to expect, after reasonable help has been rendered, that students apply themselves to use the basic reference books with advantage and develop habit of independently using reference materials in looking for information. When they are required to prepare “Term papers” or “Design Papers” or similar assignments, they will never feel at bay, provided they are assured of the initiation and helped to develop reference habit.

One fundamental thing which is lost sight of, is that
reference service to students is primarily a college problem and not merely a library problem. It should be the aim of the teacher as much as of the librarian to guide the student, and such co-operation and interest of the teaching faculty is a pre-requisite of a successful reference service in a college library. Help should also be rendered to the student in answering fact questions and general information questions, which spring from his personal curiosity, class assignments or other activities.

The reference librarian in a college library has to do something for the teachers also, mainly for providing background materials or for locating quotations or furnishing bibliographical data, etc. His capacity in this respect, however, is dependent on the size of his book budget, because the tools necessary for aiding faculty research are too many and too costly for acquisition by a small college library, with limited book fund. In that case, he takes shelter under inter-library loan service, looking beyond the four walls of his college for some of the research materials required by the teachers. Costly books and journals, out-of-print and rare materials are scarcely available in college libraries. Specialized literature seldom forms a part of its stock.

A university is not merely an institution established for higher studies, it is also an acknowledged agency for the encouragement of research. Its library likewise reflects a dual function of implementing the educational policy of the parent body and providing scope for research in the fields of science and technology, social science and the humanities. The constituents of a University Library are the faculty, the students, research workers and occasionally the alumni and local community. The reference work performed in the university library of some size and consequence consists of various activities from educating the ill-equipped graduate student, who often does not know how to look up the most elementary information, in the proper use of reference
books, to the highly skilled technical information service in aid of research, demanding extensive knowledge of scientific literature and a rigorous search routine. The reference department of such a library, primarily organizes its service to meet the students' elementary demands stemming from their general studies, which are again determined solely by the curriculum. The latest syllabus, reading lists for every course, and the question papers are the first objects of importance in their mind. Next in importance is their search for books and other materials, apart from the textbooks, which are referred to by their teachers in the class, or the reference works that they are asked to look up and explore, to complete their class assignments. Last in order would be their search for information to satisfy their own curiosities about facts, objects, men and matters. Provision of the latest syllabus, reading lists and question papers, and guidance into the use of the library catalogue, various indexes, bibliographies, handbooks and manuals, encyclopedias, subject dictionaries, year books, directories, fact books, etc. would meet their demands to a large extent. The main objective of the reference department, however, will be the same as in the case of the under-graduates in the college, that is, to foster self-dependence on their part to train them to use their high mental ability, energy and drive to get at things by themselves. The duties enjoined on the reference librarian are therefore of a two-fold nature:

(1) assisting the students to become familiar with their library and the materials provided for them, and
(2) teaching the students to use the library facilities and the different types of reading materials it contains, effectively and expeditiously.

The members of the faculties and the administration draw largely upon the reference library staff, whenever they require. Whether it is for a biographical information of an educationist or information regarding academic matters relating to other universities or any statistics or
data, or any news item relating to the affairs and activities of the university, the demand is made on the reference department to furnish the relevant information and material. The faculty would always be eager to know about the latest publications in their respective field of interest, of the results of latest research appearing as articles in the journals, on source materials on topics and subjects of current interest; they would also expect the reference librarian to provide them with micro-slides for illustrating their class or extension lectures, with photographic reproduction of documents, with technical translation services; they would again ask for books and journals to be obtained from sources outside the university campus, if not available in the university library and for all possible help to plan their research programme or in preparation of their tour for field work. Their demand for reference service needs no bounds. The reference department as such, shall have to work out proper solutions for all such problems and enquiries. An exhaustive collection of all types of reference tools, both conventional and in the different subject fields; a documentary reproduction and translation service; a machinery for bibliographical compilations, topical and specialized; an efficient arrangement for acquisition, storage and organization of all non-book materials, including university ephemera, thesis papers, etc.; an up-to-date collection of newspaper cuttings and above all, a team of expert reference personnel, skilled and energetic, will be required for the reference department of a sizeable university in action, to meet the total demand on its services with reasonable success.

The library has another function, that is to further research in the university. There are post-graduate scholars and teaching staff preparing their doctoral thesis, as well as the research scholars appointed under various schemes and endowments. Although they can reasonably be expected to go some way to solve their own problems, there is still
the necessity of some contact being maintained between them and the reference staff, who may be required to suggest sources of information or supply information direct and help the former to channel bibliographical searches in difficult problems. The reference staff and resources play an important role in the process, and there is progressive understanding of the role of the reference librarian in aiding research in the university libraries.

The reference librarian is required to know the research interests of the different faculties—arts, science, technology, etc., whose subjects of research or investigation need to be clearly defined to enable the former in finding the right materials required by the scholars, as quickly as possible. Very often, the reference librarian has to go through a protracted procedure of literature search, to secure a topical outline of the subject content of the field, by examining principal encyclopedic works and guides to the literature of the field, to study materials on its special aspects, to scan related serial literature, pamphlets and ephemeral material and observe trends of research in the subject and critically evaluate all relevant items, before he can confidently extend his helping hand to the researcher.

A few lines on "The School Library" from the British Government's Ministry of Education's pamphlet No. 21, are quoted below to bring home the fact that a special technique governs the reference activities with children.

"Books are, apart from the work and influence of the teacher, the chief instruments of education. They are indeed one of the teacher's main tools and once the child has been taught to read and brought to love books, they are the main avenues by which he can explore for himself the wealth of human experience and knowledge.... When a child enters school, he needs a store of books suitable to his age and development, in which he may follow up and enlarge his own interests and enrich and illumine his growing consciousness of the world around him, and as he grows, so will the range on which he will draw widen".
The idea contained in the above statement emanates from a deep understanding of the mind and behaviour of a child, which should never be violated while offering help to the child reader. It will be necessary to ascertain the child’s individual interest and also that which arises out of the child’s school work. Curiosities develop in the child’s mind much earlier these days and he expresses varieties of interest. The reference collection in such a library should be built up with considerable caution and intelligence. The materials desired to interest the child reader must lead him to the love of books and he should be initiated into their use with all tenderness and understanding.

Undoubtedly, visual aids have much more appeal with him than the written matter and as such, the majority of reference materials used to meet his questions should contain sufficient illustrations. Compton’s Pictured Encyclopedia, Book of Knowledge, the Children’s Encyclopedia, Oxford Junior Encyclopedia, Illustrated Dictionaries, large scale atlas, globes and picture books must form a part of reference collection in a school or children’s library. Specimens of museum objects, photographs of famous things, places and persons, slides, filmstrips and films informative and documentary, and some auditory materials, such as gramophone records, radio etc., should be other items carefully collected and made use of. To these should be added, a local directory, a year book, a gazetteer and a few newspapers and periodicals. Attention should be given to the physical make up of the books as well as to their contents. They must be pleasant to handle and physically easy to read, at the same time the contents should be easily understandable by a child.

As a child is brought up to grow into a useful citizen, the facilities of a good library in his boyhood days will go a long way in leading him to the love of books which will be for him an enduring experience, ever-growing and ensuring a rich harvest of knowledge.
By the very nature of its concept, collection and clientele, a special library is distinguished from other types of libraries. It exists primarily for reference and serves the research staff mainly. The clientele may differ according to the type of the institution to which the library is attached, such as, government science department, national laboratory, research laboratory of an industrial concern, commercial house, professional association, etc., only by virtue of their subject interest or specialization, but basically it has two common attributes, firstly, the clientele is limited in each library and secondly, it is well-informed in its own field. The 'Special Librarian' as such, takes complete responsibility for the 'literature' side of the research in progress in his institution and frees his users to concentrate on the Laboratory side of their projects. He is often called 'Information Officer' or 'Documentalist' as his main work consists in locating scientific information, organizing it for expeditious use and furnishing it to the scholars and researchers, as needed. He compiles bibliographies, conducts literature search, prepares 'indexes' or 'abstracts' of articles bearing on the projects of research, prepares translations of technical papers, provides micro-films, photo-copies, etc. In a word, he is engaged in meeting the new needs of communication of specialized information, so much in demand in the laboratories, factories, business, finance and industry, planning centres, defence science organizations, technological institutions, etc.

The literature in the sciences and technology is vast and fast expanding, its proliferation is rather astounding. The huge number of scientific journals which are the main type of material collected by such libraries as dominant instrument of scholarly communication, has outstripped the ability of individual researcher to tackle unaided.

In addition, a Special Library has to provide a considerable collection of nontrade materials, standard specifications, etc. For the collection, storage and processing of these materials, the traditional techniques
and practices prove insufficient. The responsibility of the librarian of a special library therefore, is to create his own organization of information with non-conventional materials mostly.

Other characteristics of the information or reference service in the special library consist in:

(a) ‘routing’ or regular circulation of periodicals, pamphlets, separates, etc., in the special fields. This yields good results as the research staff scans the material circulated and formulates his own requirement,

(b) ‘Bulletin’ of recent additions is also a common feature,

(c) each special library prepares ‘Indexes’ or ‘Abstracts’ of articles in periodicals in specified subject fields for information of its users, which is a standard form of publication in such libraries,

(d) sometimes a form of ‘News Bulletin’ giving items of current and general information is also issued,

(e) conducting surveys of literature on specific topics on demand from its users is also its usual routine, and

(f) maintaining ‘Clippings Files’ on relevant topics, so that the information is absolutely up-to-date.

All the varieties of work mentioned above is possible only in the special library, where the subject field is restricted or circumscribed, collection is scarcely counted in thousands and the clientele is also limited to a few. It is limited by its scope and effort, to a small precise field. The availability of various indexes, manuals, handbooks, data books, abstracting journals and abstract cards, which are now in service of the reference librarian, makes it comparatively easy to search and locate information. Development of the new technique of documentation helps him to streamline his organization by harnessing micro-thoughts for research power.
As a first step in reference service in a special library the librarian should understand exactly what is asked for and why. A specific question or problem would save time and he would do well to have a discussion before he starts the information search. Secondly, he should evolve a system of recording reference enquiries and answers thereto, in a uniform manner. A cumulative file of reference questions thus recorded, would be important, as often questions recur and answers may thus be given without going for a new search. Lastly, there ought to be inter-library co-operation with facilities for use of collateral and supplementary reference materials, between the special libraries themselves. No single library is absolutely self-contained, not even a special library which aims at specialization of stock. There are subjects on the fringe and the fact of inter-disciplinary approach in modern research, which requires some bibliographic control over materials available on other subjects also, should be duly considered.

By and large, the ‘special’ librarians, whether belonging to science and technology or business and industry, know in advance the specific subjects of interest or of investigations of their respective organizations, so that, they are able to prepare themselves with the latest items of information on these subjects, always searching and recording the newly published material.
CHAPTER FOUR

REFERENCE TOOLS: BOOKS AND OTHER MATERIALS

Before the nature, structure and purpose of reference books are considered, it may be worthwhile and interesting to know how books are graded, sometimes, according to the types of the readers for whom they are produced. For instance, the three books on Medical Science, “Everyman’s Home Doctor”, Gray’s “Anatomy” and Rose and Carless’ “Surgery” are desired to be used by an amateur, a student and a qualified and professional medical man, respectively. There is again a well-recognised grading of books as “Text book”, “Treatise”, Monograph”, “Representative Book”, “Standard Book”, “Classic”, and last but not the least—the “Reference Book”.

A “Text Book” is meant for the use of students in a particular branch of study and has generally numbered paragraphs, containing exercises for working. Its main purpose is to cater basic knowledge on the subject to the student, in an easy language, without any flourish. Very often the title is expressive in this respect also.

Examples: (a) Sayers’ “Manual of Classification” (b) Gilchrist’s “Principles of Political Science” (c) Cohen and Nagel’s “An Introduction to Logic” (d) Billmeyer’s “Text Book of Polymer Chemistry”.

A “Treatise” is a book or writing, which treats of some particular subject, commonly one containing a formal or methodical discussion or expression of the principles of the subject.
Examples: (a) Laski’s “Grammar of Politics” (b) Meites & Thomas’s “Advanced Analytic Chemistry” (c) Chirol’s “India” (d) Zeeveed’s “Foundations of Tudor Policy”.

A “Monograph” is a separate treatise on a single object or class of objects, in contradistinction to general treatise in which this is dealt with, as part of a wider subject. It is a complete account of any one family, tribe or genus, nothing being neglected for a perfect knowledge of it.

Examples: (a) Elwin’s “Baiga” (b) Hennessy’s “The Congo” (c) Eardley’s “Structural Geology of North America” (d) Brenen’s “Literature of Spanish People”.

A “Representative Book” is one which is typical of a class of books, keeping the average level of its class. Librarians have very often to select such books to build up a balanced stock.

Examples: (a) Hardy & Perrin’s “Principles of Optics” (b) Irwin’s “Digital Computer Principles” (c) Maurois—“History of England” (d) Hall’s “Arab Civilization”.

A “Standard Book” is one which has a permanent rank as an authority or as an exemplar of excellence. It must contain good and accurate information, ensure clear exposition and be considered as a substantial and original contribution to any field of knowledge.

Examples: (a) M. Taggart’s—“Nature of Existence” (b) Toynbee’s “Study of History” (c) Fisher’s “History of Europe” (d) Burt’s “Young Delinquent” etc.

A “Classic” is a literary work of first rank and of acknowledged excellence. Although it literally applies to the general body of Greek and Latin literature, any outstanding work of scholarship or of high literary merit judged by succeeding generations as such, and hallowed by time, may be termed as “Classic”.
Examples: (a) Kane’s “Dharmashastra” (b) Coomaraswamy’s “Art and Architecture of Indonesia” (c) Thompson’s “Introduction to Greek and Latin Palaeography” (d) Machiavelli’s “Prince”, etc.

It must be remembered, however, that no firm line of demarcation can be drawn between a representative and a standard book or classic, as by the passage of time, many of the former grading have attained the status of latter varieties. Only by familiarity with books, the way they are made use of by the readers, and the purpose they ultimately serve, can the librarian pick up knowledge or intuition of such gradations and build up his stock accordingly.

“Reference books” differ from books described above or from other books in general, due to the fact that, they are looked up only for specific information and are not meant for continuous reading. Whether for recreation or study or research, a book on any subject or topic is gone through thoroughly, but no one would be expected to read a dictionary, an encyclopedia, a directory or a yearbook from cover to cover. A reference book is not designed for consecutive reading, but for short consultation only. In such books, the facts and information are usually brought together from a vast number and variety of sources and arranged conveniently for rapid and expeditious use. Their main purpose is to supply information.

Many attempts have been made to define a reference book. According to American Library Association’s Glossary of Library Terms “It is a book designed by its arrangement and treatment to be consulted for definite items of information, rather than to be read consecutively, and it is a book whose use is restricted to the library building”. According to Mary N. Barton “A reference book, as generally understood, is a book to be consulted for some definite information rather than for consecutive reading. In such books, facts are usually brought together
from a vast number of sources and arranged for convenient and rapid use. Reference tools (books) serve the enquirer in two ways. They may supply the information directly, as in encyclopedias, dictionaries, directories, almanacs and similar works, or they point the way to the place where the information is found, the function of the many ingenious bibliographies and indexes now available.

The range of reference books has been expanding rapidly to keep pace with the increasing interest of the general readers for information on varieties of topics and facts, although certain types of them, the ready-reference books which are exclusively designed for quick work, are extensively known and used. These are the friendly tools of the reference librarian, providing him quick results for average enquiries, and they deal with miscellaneous subject matters, with very brief entries. A directory or a biographical dictionary or a one-volume encyclopedia fall into this category. The Times of India Directory or Chambers's Biographical Dictionary or Pears' Cyclopedia, or Columbia Encyclopedia are examples of this. The difference of Pears' Cyclopedia or Chamber's Biographical Dictionary with the Encyclopedia Britannica or the Dictionary of National Biography is, however, considerable, as the latter provide detailed background information at great length, although they have the same fundamentals. A very pertinent question now arises, whether the works generally accepted as reference books, such as, dictionaries, encyclopedias, yearbooks and their like or those quick reference tools, actually comprehend the reference collection of a library in action. Recent ramifications of reference service and its extension to the fields of scientific research, has displayed a wide demand for specialized information also. The subject dictionaries, bibliographies, indexes, abstracts, patent literature, standard specifications, handbooks, manuals, etc., constitute a very large part of the collection of reference materials in a sizeable active library of the present day. Each and every type of them harnesses the power available in print to render mankind a very valuable service. Such collection
to be comprehensive will include non-book materials also. The entire range of reference materials may be categorized as follows:

1. Dictionaries
2. Encyclopedias
3. Geographical references
4. Year Books & Almanacs
5. Biographical Dictionaries
6. Educational References
7. Directories
8. Handbooks and Manuals
9. Bibliographies
10. Serials, References
11. Patent Literature and Standards Specifications
12. Documents
13. Pamphlets and other ephemera
14. Micro-documents
15. Audio-Visual sources.

Each of them has a distinctive structural variety and a different identity; although collectively they have the identical purpose, that of serving as an instrument communicating information for the benefit of those who need them.

Before we enter into the detailed consideration of each type of reference tool enumerated above, we should clear one more confusion prevalent in our mind. Are the Cambridge History Series, The Oxford Literature Series and other long and authoritative works in several volumes, reference books? The answer definitely would be in the affirmative. They have valuable indexes, appendices and bibliographies and are so comprehensive in nature, that they cannot but be regarded as reference books. It would be reasonable, therefore to divide reference books into the pure and conventional works, and the latter-mentioned works of scholarship and authority, giving a comprehensive conception of the branches of knowledge they relate to. These, added with non-book materials, will provide us with a complete picture of the reference tools. In such
circumstances, the scope of the definition of a reference book may be enlarged further, to include any book which through arrangement of its contents or through value or rarity, is mainly used for short consultations, rather than for reading in whole.

**DICTIONARY**

The word ‘Dictionary’ originated from the Latin word ‘Dictionarium’ derived from ‘Dictio’ meaning word. This is a reference book dealing with individual words of a language so as to set forth their orthography, pronunciation, signification and use, their synonyms, derivation and history. For convenience of reference the words are arranged in alphabetical order and in larger dictionaries the information given is illustrated by quotations from literature.

In Europe its history can be traced back to 1225 A. D. when Joannes de Garlandia used the word as the title of a collection of Latin vocables arranged according to subjects. In 1362 Peter Berchorius wrote a ‘Dictionarium morale utriusque Testamenti.’ In 1538 Sir Thomas Elyot published his Latin-English Dictionary. Dictionaries of English and various modern languages appeared in England from 1547 onward. In 1755 the famous Johnson’s Dictionary made its appearance.

It is stated that the Chinese had a dictionary of 40,000 hieroglyphical characters as having been compiled 1100 years before the Christ.

In India there are some ancient dictionaries in Sanskrit language of which “Amarakosha: Namalinganusasana” by Amar Singha is the most famous. He was a scholar in Vikramaditya’s time dating back approximately to 400 A. D.
In Bengali, the first systematic attempts were perhaps “Sabdasindhu” and a Bengali rendering of “Amarakosha” in early nineteenth century. Of the most recognised attempts by Europeans, Foster’s Dictionary 2 v. (1799-1802) and Carey’s Dictionary 2 v. (1815-1825) printed from Calcutta and Serampore, respectively, are well-known.

In every language, history records profound scholarship in linguistics and lexicography, supported by rulers and potentates which has been directly responsible for bringing out a number of outstanding works in the field. Beginning from mid-eighteenth century when Johnson compiled his famous dictionary, England has progressed from strength to strength, culminating in the laudable efforts of Murray and others, in producing the greatest dictionary of English language, the Oxford English Dictionary. It was the fruit of toil of a number of eminent scholars for more than 45 years. Bohtlingk’s famous “Sanskrit Worterbuch” was the result of German scholarship in Sanskrit language and a sustained effort for 21 years, financed by an enterprising ruler of Russia. Such instances can be multiplied to show what amount of learning, devotion and energy has been extended by generations of scholars to establish lexicography as a scholarly pursuit and give to the posterity some outstanding works of enduring value.

The growth of vocabularies in every modern language has been steady and attempts have been made consistently for finding facilities for inter-communication between one language and another, resulting in the production of bi-lingual and polyglot or multilingual dictionaries. The latter is an important tool the in field of science and technology, especially. There are other works also with identical purpose, although of different types, which can be comprehended in the larger class of dictionaries. These are:

(i) ‘Glossary’: a list of dialect or technical terms in a special field,
(ii) 'Lexicon': a dictionary of foreign language, especially of Greek, Hebrew, Arabic, etc.,

(iii) 'Thesaurus': meaning literally a treasury of words and as such, a dictionary,

(iv) 'Concordance': an alphabetical index of principal words in the Bible or works of an author, showing location in the text,

(v) 'Dictionary of Synonyms': containing words identical and co-extensive in sense and usage with another of same language,

(vi) 'Dictionary of Abbreviations': containing standard abbreviations or parts of words representing the original in abbreviated form and giving their original full form and meaning. It also contains many abbreviations used in classical languages,

(vii) 'Dictionary of Slangs': containing expressions in common colloquial use, but regarded as outside of standard English. They are often spoken words and uses of them are peculiar to some class of people. And lastly,

(viii) 'Subject Dictionary': containing specialized terms of a subject or of several related subjects, arranged in alphabetical order, with explanations of their meaning and use. The technical dictionaries, relating to science and technology spearhead this type.

One thing is common in all of these supplementary types of dictionary material, that is, they deal in words. The conspectus thus obtained, provides a long range of materials necessary for any reference library of consequence, in tackling questions relating to words, terms, and phrases, old or newly coined, and used in written or spoken communication in any field of human knowledge.

Language questions at the service counter may often prove difficult for a dictionary of ordinary type to answer and such questions may run the whole gamut of information and expression recorded in all the different types of tools described above. The meaning, implication or
identity of phrases, words, etc., such as Boston Tea Party, Not a Stiver, Mouth-glue, Frame of reference, Split infinitive, CWT, j.n.d., faux pas, sine qua non, violine case, squeeze play, taking a power, Gestalt, Glottochronology, Grouse Disease, Morpho-phonemics, Fool's Gold, etc., can be traced successfully in some of these reference tools. Words in general or occasional use pose no problem. Only when ordinary dictionaries fail, the bigger language dictionary like the Oxford English Dictionary or the Webster’s New International Dictionary can be consulted with profit in respect of difficult English words. When phrases, idioms, abbreviations, biblical words, synonyms, slangs and scientific and technical terms are required to be explained, there is no other way than to consult some of the supplementary types, mentioned above.

A few examples of dictionaries and of other types of like material discussed above, are given below:

*Language Dictionaries*: (Mono-lingual—ML and Bi-lingual—BL)


Tamil (ML) (41) : Tamil Lexicon. 6 vols. & supplement. Madras, University of Madras.


Polyglot or Multi-lingual Dictionaries:


(Technical)


Technical Dictionary (Science & Technology)

There are quite a number of dictionaries in the field of science and technology, dealing with the technical terms in science in general, or in one or several branches of science and technology. The DeVries series, published by McGraw-Hill is well-known in this respect. A few of
them are in English, uni-lingual, but the majority is bi-lingual. Some of them are mentioned below:


Subject Dictionaries:

Rapid development in all fields of knowledge has resulted in the coining and use of new words or specialized terms to which the language dictionaries in general demand, will not give any clue. As a result, the subject dictionaries in humanities, social sciences, and science & technology started producing in more than one language and found their way to the reference shelves of every library. Their usefulness cannot be over-estimated. A large number of language questions may relate to specific subject fields, and provided, the reference librarian can correlate the terms with the subjects concerned, the search becomes very easy. Practically every subject has one or more dictionary explaining the meaning and use of such
terms. Modern research transcends the boundary of a single language and large number of books, journals and like publications are being published in the subject fields in non-English speaking areas, which contain valuable material for study and research. The rigours of the barriers of language which beset the subject specialists are considerably lightened when the subject dictionaries, the bi-linguals especially, are provided for their use. A representative list of subject dictionaries is given below:

Subject Dictionaries:


(5) Sports: Cummings, Parke, ed. The Dictionary of Sports. N. Y.


Selection and acquisition of dictionaries should be a regular process in a reference library. In addition to the publishers' catalogues, and announcements, it would be worthwhile to consult with profit the available bibliographies in related field, such as, "Dictionaries of Foreign Languages : a Bibliography of over 14,000 Dictionaries" by Robert L. Collison (Hafler), the Unesco’s "Bibliography of Monolingual Scientific and Technical Glossaries, 2 vols." and "Bibliography of Inter-Lingual Scientific and Technical Dictionaries", etc.

**Classical Dictionaries :**

**General :**


3. Anglo-Saxon Dictionary and Supplement. Based on the Manuscript


Arabic : 1) Feroz-ul-lughat-i-Arabic. Lahore, Feroz Sons, 1918.


(2) Jacob, G. A. A Concordance to Principal Upanishads and Bhagavadgita. Bombay, Govt. Central Book Depot, 1891. (Bombay Sanskrit Series, 39).


(4) Oxford Concordance Bible. The Holy Bible, with a Dictionary of Scripture Proper Names, a subject-index Concordance, etc. Oxford University Press, n.d.

Abbreviations: (1) Allen, E. F. Dictionary of Abbreviations and Symbols. New York, Coward-McCann, 1946.


**ENCYCLOPAEDIA**

Perhaps one of the most used and publicized term in library world is “Reference Collection” or “Reference Material” and not “Reference Books” specifically. This implies that, the librarians are aware of the fact that books form only a part of reference sources although they serve as its backbone, the non-book materials contributing another share. Of this backbone again, the encyclopedia has the pride of place as its mainstay. Like so many other things and ideas, the use of the word “Encyclopedia” originated with the ancient Greeks, who considered the educated amongst them as having completed the “Circle of knowledge”. In modern sense, it means a work of reference, containing a summary of human knowledge, usually arranged alphabetically. If it is of a general nature, attempting to systematize all available knowledge, the
work is a general encyclopedia, whereas, if it is devoted to a particular subject field, it is called a special or subject encyclopedia. According to the A L A Glossary of Library Terms, encyclopedia is “A work, containing informational articles on subjects in every field of knowledge usually arranged in alphabetical order, or a similar work limited to a special field or subject”. “Encyclopedia Britannica” and “Encyclopedia of World Art” may be cited as classic examples of these two types. While “Art” has received proper though limited treatment in the former among innumerable other subjects and topics, in the latter it receives a treatment which may be called exclusive and elaborate, giving detailed account of the subject and its ramifications. A further break-down is discernible in the subject fields, for example, the “Encyclopedia of Painting”.

Encyclopedias trace their origins at least as far back as Pliny (A. D. 23-79), whose “Historia Naturalis” or “Natural History” is perhaps the first encyclopedia on record. In it, Pliny attempted to analyse the contents of 2,000 ancient books and compiled it in classified form under broad subject headings. Many attempts have been made through the succeeding ages, for compilation of improved types of encyclopedias, which may be stated to have come into its own in the eighteenth century. The first English encyclopedia in alphabetical order was called ‘Lexicon Technicum’ or a ‘Universal English Dictionary of Arts and Sciences’, compiled by John Harris, and published in 1704. This was followed by Ephraim Chambers’ “Cyclopedia” in two volumes, published in 1728. Having passed through much stress and strain, the evolution of this type of reference book ultimately gave birth to its modern version—the ‘Encyclopedia Britannica’. Its subtitle, when published in parts during 1768-1771 from Edinburgh, was “English Dictionary of Arts, Sciences and general literature”. Its 9th edition (1875-89) consisted of 24 volumes, to which 11 supplementary volumes were added in the 10th ed., (1902-03), including an atlas and
index. The 11th ed. of 29 volumes, was sponsored by Cambridge University, published in 1910-11. The 14th edition, edited by J. L. Garvin and Franklin Hooper was published in 1929 in 24 volumes, from both London and New York. From its 15th edition it has shifted its moorings permanently to the new world, that is America. It happened in 1955. Since then it has been reprinted several times and has kept pace with the all-round development of human knowledge by issuing annual volumes, called ‘Encyclopedia Britannica—Book of the Year’. The first thing to suggest when we think of this type of reference book, is undoubtedly the ‘Encyclopedia Britannica’, which still holds supreme in this field. The story of this unique book is the saga of human endeavour to codify knowledge, which is ever expanding.

There are other stalwarts in the field, especially, ‘Encyclopedia Americana’, ‘Chambers’s Encyclopedia’, ‘Collier’s Encyclopedia’ in America and England as well as ‘Brockhaus’ Konversations Lexicon’, ‘Larousse Encyclopaedique’, etc., in the continent, and all of them vie with each other to systematize knowledge as effectively as possible.

Analysing the structure of encyclopaedias we find two types, both in the general and special fields—one giving long articles on general subjects, smaller topics being included in them. For instance, a search for the topic ‘Flora and fauna of India’, in ‘Encyclopedia Britannica’ one would find it discussed with a paragraph heading under the general article ‘India’. A reference to the Index is required to locate the topic, which is not available under ‘F’ in the general alphabetical order. In the other type, articles on general subjects and on smaller topics are co-existent, readers being guided to related subjects by cross references. ‘World Book Encyclopedia’, may be cited as an example of this type. The arrangement is generally in alphabetical order, although in some it is classified by subjects, or according to major areas of knowledge. ‘The
Book of Knowledge' being an example of the latter group. Regarding the composition and choice of contents there is again a new trend discernible, a departure from the time-worn practice of covering human knowledge in its entirety, in case of encyclopedias which are not actually in the subject fields. In the ‘New Century Cyclopedia of Names’ a very interesting experiment has been made to give information about persons mainly, but also of places, historical events, plays and operas, works of fiction, literary characters, etc., covering many fields of subjects and topics. It is actually more than a biographical reference tool and is to some extent encyclopedic in nature. Similarly, ‘World Mark Encyclopedia of the Nations’ professes to leave the beaten track, serving as a practical guide to the geographical, historical, political, social and economic status of all nations, their international relationship and the United Nations system. Such works are too general to be categorized as ‘Special or Subject Encyclopedia’ and too restricted and circumscribed to be put in the same category of comprehensive and general encyclopedias. Human ingenuity and enterprise has been manifest in the current development of this type of reference tool.

The efficient use of encyclopedias requires a knowledge of such basic peculiarities. An estimate of the coverage is seldom possible in the bigger types. By the count, 'Britannica' gives 40,000 articles. But this does not mean that the coverage is limited to these articles only. 500,000 subjects and topics have been treated in it. A reference to the Index is therefore essential in such cases.

It has been argued that encyclopedias generally suffer from certain limitations, characterized as follows:

(1) They go out of date, and it is a problem to keep them abreast of current knowledge. New subjects, new thoughts, discoveries and inventions of the day, new personalities, and places assuming new importance, etc. are not usually found in them and as such, a considerable
part of the text is rendered antiquated and the gaps prove distressing.

(2) The pressure of new subjects may necessitate the dropping out of many articles of real worth in successive editions. Brilliant long articles could be cited in the 7th, 8th, 9th and 11th editions of 'Britannica' which are of genuine historical value, having been dropped in the later editions.

(3) It serves only as a background source of information or knowledge, on subjects and topics, generally. For detailed information on specific subject fields, special encyclopedias are more helpful, and unfortunately the latter ones are not available on all specific subject fields.

(4) The bibliographies appended to the articles are usually not exhaustive.

(5) Some well-known encyclopedias suffer from national bias, wherein all subjects and countries are not equally treated, etc.

The above criticisms may be true to some extent, but it should be noted that the first defect is largely being countered by the important encyclopedias, by issuing supplements, year books, loose-leaf insertions or by periodical revisions. To chase the fleeting feet of knowledge is only a part of the job of encyclopedists, their main work is to summarize knowledge recorded up to certain period, following it up in annual supplements to maintain the facade of up-to-dateness. Revised new editions of multi-volume encyclopedias, like "Britannica" or "Americana" can only be expected after long intervals as they cost so much in money, labour and time. So far as the second point of criticism is concerned, it is perhaps physically impossible to carry all articles of enduring value through successive editions, without increasing the bulk of the work to unmanageable proportions. The only way to obviate this trouble is to keep as many editions of it as possible, as it is an acknowledged fact that, each encyclopedia and each edition of the same encyclopedia, supplements one another. No encyclopedia is best in all fields
neither does any claim for completeness in contents or coverage. Thirdly, the purpose of an encyclopedia of general nature is to summarize human knowledge and cover as much ground as possible, to give the basic and background idea or the conspectus of it. For detailed and thorough knowledge of a subject a further pursuit covering standard works on it, is absolutely necessary. Subject encyclopedias of a bigger type may deal in greater details, but even they may not be up to the standard as required by the subject specialists.

The bibliographies are always selective, their main purpose being to guide the reader for further study. They have never been presumed to be exhaustive. And lastly, the incidence of a national bias is neither unexpected nor derogatory. It is very natural for "Americana" to have American bias or the "Australian Encyclopedia" to cover more of Australia's subjects and topics, and an Indian encyclopedia would likewise have heavier leanings towards Indological subjects. Only when the bias is inordinately pronounced or it discriminates perceptively against other countries, an encyclopedia can be criticized on this score. The limitations discussed above, lose much of their force when objectively considered, and they never detract anything from the value of encyclopedias, which form the backbone of the reference collection of a library.

Louis Shores has advised the Reference Librarian to consult first the encyclopedia for background questions, involving general information on subjects, topics, etc., in any area of knowledge.

The use of Encyclopedia

The description given above, amply shows the capacity of this type of reference book to satisfy a large number of readers, who have 'all about' enquiries in their mind. Enquiries on subjects and topics, such as, 'Aborigines', 'Applied Anthropology', 'Conquest of the Air', 'Folk Art', 'Folkways', 'Glass and its industrial uses', 'Glutamic Acid', 'Hellenism', 'History of Medicine', 'History of taxation', 'Institution of Marriage', 'Labour Party', 'Mortuary Customs of the Parsees', 'Oxy-Acetylene
Plant’, ‘Pathetic Sonata’, ‘Stupa’, ‘Wooden Horse of Troy’, ‘Village Community’, etc., picked up at random from a variety of enquiries of a reference library in action, will not be difficult to handle, provided the collection has a wide variety of encyclopedias, both general and subject, and the reference librarian has sufficiently mastered the ‘know-how’ for easy location of the topics. Other important points to remember are that, encyclopedias generally contain biographical information too, mostly retrospective and that there are very good encyclopedias available for the use of juvenile readers.

In big libraries, public or university, there should be a comprehensive collection of general encyclopedias, in English and other languages, especially in the regional ones, as well as on all subject fields, specific or broad. That will certainly ensure an efficient reference service.

Large libraries with sufficient funds would invariably be better equipped in such collection of wide range and variety, but for medium-sized and small ones, with only limited funds, acquisition of such costly tools in large numbers is an impossibility. The question of rigorous selection becomes imperative in such cases. Those who cannot afford multivolume ones may select at least the ‘Columbia Encyclopedia’, ‘Pears’ Encyclopedia’, ‘Van Nostrands Scientific Encyclopedia’ and other comparatively inexpensive ones in the subject fields to form a nucleus. Efforts should however be constantly made to have at least the “Britannica” set, whose importance can never be over-estimated.

For a historical interpretation of Encyclopedia and for selection of this type of tool the following publication will be of immense help:

Collison, Robert L. Encyclopedias, their history throughout the ages. A bibliographical guide with extensive historical notes, to the general encyclopedias issued throughout the world, from 350 B.C. to the present day, New York, Stechert-Hafner, 1962.
A selected list of encyclopedias, general and special, is
given below:

**Comprehensive and Multivolume:**

**English:**

1. Encyclopedia Britannica: a new
   survey of universal knowledge.
   Chicago, Encyclopedia Britannica,

   New York, Americana Grolier Inc.,
   30 volumes.

3. Chambers's Encyclopedia. London,
   Oxford University Press, 1950, 15
   volumes.

4. Collier's Encyclopedia. New York,
   Collier rev. and re-written, 1963, 24
   volumes.

5. Australian Encyclopedia, Michigan
   University Press, 1958, 10 volumes.

**-do- Juvenile:**

1. World Book Encyclopedia. Chicago,
   Field Enterprise Corp., 1960, 20
   volumes.

2. Compton's Pictured Encyclopedia.
   Chicago, F. E. Compton, 1954, 14
   volumes.

3. Book of Knowledge, the Children's
   Encyclopedia. New York, G. Grolier,
   1960, 20 volumes.

   Oxford University Press, 1948-
   13 volumes.

**-do- Bengali:**

5. Shishu Bharati, ed., by Jogendra
   Nath Gupta, Calcutta, Indian Publish-
   ing House, 10 volumes.

**One-Volume Encyclopedias:**

1. Columbia Encyclopedia. New York,


**Comprehensive-Multivolume :**

**Non-English :**

**German**


**French**


**Italian**


**Russian**

(4) Bol Shaia Soveskata entsiklopedia. Moskva, 1927-47. 65 volumes.

**Swiss**


**Spanish**


-do- **Indian :**

**Bengali**


**Tamil**


**Hindi**

(3) Hindi Viswa-Bharati; ed. by Narayan Chaturvedi and Krishna-


Subject Encyclopedia: Multivolume


Subject Encyclopedia: One-volume:


GEOGRAPHICAL REFERENCES

An urge for voyaging for the unknown had led to the discovery of continents and man stepped out of his immediate boundary to see unfamiliar places. Centuries of civilization has transformed the caveman to the man of the world. Development of transport and communication during this century has increased human interest in itineracy in an unprecedented scale. Tourism has loud trumpets now in every country. Moreover, the last two wars have shifted the human interest in geographical
matters from the mere academic field to the personal and popular level. Countries, places, rivers, seas and mountains have gained importance over-night. The great political, economic and social upheavals during the last few decades have changed the maps of the continents several times, drastically, and have stimulated human curiosity for knowledge of places hitherto unheard of. Otherwise why would there be any enquiry from readers about Eniwetok, Cape Canaveral, Katanga and Sela Pass? Enquiries about geographical information are rather common in every type of library, and unless its reference collection possesses some of the basic tools, the reference librarian will find it difficult to satisfy his readers. No one, not at least the reference librarian, should ignore this fact that man has stepped into the stage of inter-planetary communication, into the age of Atom and space flight. Any speck or spot on this world map may be on the news, sensational or otherwise, resulting in a spate of enquiries from curious readers. The reference librarian should be prepared for any eventuality of this type of enquiries. Moreover, there is the standard type of geographical enquiry, for location, identification, brief description and other information regarding population, industries, etc. of a place, known or little-known. Tourists as a class require information about places they would like to visit. For visual location and identification of countries, places, towns, lakes and mountains, etc., there would be a perennial demand from the students and teachers of geography, history and politics, as well as from others interested in the subjects for personal reasons. All these demands on reference service have to be catered for. Fortunately, relevant information in this field of knowledge has been efficiently coded in a few type of reference tools, for expeditious use. There are plenty of gazetteers, guide books, maps, atlases, etc. to be harnessed in service for such information, and at the same time, there are a few bibliographical tools to guide the reference librarian for judicious collection of such materials, according to his means.
Selection Tools:
As one of the first-rate tools for Selection purposes, mention must be made of “Aids to Geographical Research, Bibliographies, Periodicals, Atlases, Gazetteers and other Reference Books” by J. K. Wright and E. T. Platt, Columbia University Press, 1947, 331 p. It is a publication of American Geographical Society, Research Series no. 22. The book contains 1774 entries with annotations, which are detailed and evaluative.

There are three basic types of geographical reference tools, viz., Gazetteers, Guide Books and Maps and Atlases, which are defined and described below, with a few examples of each:

Gazetteers:
Gazetteer is a geographical dictionary or a dictionary of places, or a finding list, with alphabetical arrangement of towns, cities, rivers, lakes, mountains, etc., with indication of their location and other brief particulars. “World Gazetteers” would be the reference librarian’s first choice for handling any enquiries relating to these topics. If the country is known beforehand, localization of places become more easy by reference to gazetteer of the country concerned, wherein much more information can be expected, as less important places are likely to be excluded in the universal type, whose coverage is much extended.

Examples:
*World Gazetteers:*


- do - Country Gazetteers:

**India**

**U. K.**

**U. S. A.**

**France**

**Germany**

Sometimes for Indian historical information and for place names that have changed in course of years and centuries, it becomes necessary to consult old and out-of-print gazetteers and like materials. Hunter's "Imperial Gazetteer of India" first and second editions of 1881 and 1885-87 in 9 volumes and 14 volumes respectively, would be very useful in this respect. Another work of unmistakable value would be, "The Geographical Dictionary of Ancient and Medieval India with an appendix on modern names of ancient Geography" by Nundo Lal Dey. It was first published by W. Newman & Co., Calcutta, in 1899 and the second edition was published from London, Luzac &

Enquiries like, location of Harvey Isles, Monaco, Goose Bay, Maiduguri, Keflavik or for importance of places like Sanchi, Quirigua, Sukkur, Ellora, Eniwetok, Cape Canaveral, or for an account of Almora District or of NEFA etc., are easily answerable from some of the gazetteers mentioned above. There may be varieties of enquiries, on any region of the world and for any type of geographical information only the gazetteers can furnish necessary answer. Explanation of Geographical Terms, like ‘Bolsons’, ‘Tectonic forces’, ‘Coniferous forest’, ‘Eskers’, ‘Drumlins’, ‘Atoll’, ‘Azonal Soils’, etc. may also be asked for. Glossaries appended to important atlases and the undermentioned book will be very helpful in this connection. Stamp, L. Dudley, ed. “A Glossary of Geographical Terms”, New York, Wiley, 1961, 359 p., (Prepared by British Association of Advancement of Science).

GUIDE BOOKS

A guide book is defined as “a handbook for travellers that gives information about a city, region or country, or a similar handbook about a building, museum, etc.” (A. L. A. Glossary of Library Terms). These are primarily intended for travellers, giving longer description of places, from the travel point of view. They usually contain a wealth of local information, about the places they describe, systematically mentioning Museums, Monuments, Art Galleries, Zoo etc. and other places of amusement and interest. Such books also inform the traveller generally, on the travel facilities, passport formalities, exchange rate, customs procedure, temporary hotel accommodation, etc., which are of vital importance to travellers. Sometimes, places not mentioned in a gazetteer or a map can be
found in a guidebook. There are some well-known series publications in this field covering different places of the world, as well as good ones relating to a single country. ‘Fodor's Modern Guides’ and ‘Murray's Guide on India’ being specific examples of this.

Guide Books. In Series

Examples:

(1) Baedeker Series of Handbooks for travellers, editions in English, French and German. The series began in 1838, being published from Leipzig, Baedeker. It held sway for a long period and then went out-of-print. Only since 1945, some volumes have been published again in English.

(2) Muirhead Blue Guides, ed. by L. R. Muirhead. London, Benn, 1918- . This series covers places in Western Europe.


Guide Books. Individual Country and Place

India


(3) Tourist Guides-India, for different important places of interest. New Delhi, Department of Tourism, Govt. of India.


Europe


U. K.


U. S. A.


France


Japan


Guide Books. Shipping, Air and Railway

(1) Bradshaw's British Railway Guide and Hotel Directory (Monthly).

(2) Indian Bradshaw (monthly)

(3) Bradshaw's British and International Air-Guide (Monthly).


Questions on travel facilities, objects for sight-seeing, architectural and historical monuments, musoleums, museums and art galleries, famous zoos, and parks, temples, mosques and churches and any relevant matter pertaining to a particular country, city or town, and its road maps and railway maps, etc., are uppermost in the minds of tourists and intending travellers. Guide-books of the various types mentioned above, furnish such information in a way useful to them.

ATLASES AND MAPS

For visual location and identification of a country, region, city, town, mountain, river, lake, sea, ocean, gulf, bay or desert or any other kind of geographical formation atlases, maps and globes are the usual tools of reference.

A L A Glossary has defined atlas as "a volume of maps, engravings, tables, etc., with or without descriptive letterpress. It may be an independent publication, or it may have been issued to accompany one or more volumes".

It may be world-wide in treatment or may be confined to a particular country, region or state, usually consisting of a number of maps, broad and general or sectional, and sometimes of specialized maps as statistical, historical, meteorological, ethnological, etc. An atlas is a collection of maps in a handy form. Some of the good atlases, viz., "the Times Atlas of the World" carries a portion of gazetteer and dictionary of geographical terms which add to their usual usefulness. Maps vary in size according to the scale or relative dimensions. The size depends on the ratio of reduction and enlargement in maps. It may be anything between 1 to 50,000 an inch to a mile.

For evaluation and proper understanding of maps the reference librarian should have at least some elementary knowledge of cartography, the science of map drawing.
He should know that scales vary from map to map and that the date is a major factor because of the territorial adjustments effected since the last two world wars. The face of Europe has changed considerably, and a map of Europe of the first decade of this century will not tally with one produced in the late forties. History records major shifts in the boundaries of empires, of countries and states. Many new states have emerged out of old unwieldy empires, many readjustments have taken place in the newly independent countries. The map of India has changed drastically during the last fifty years. Burma and Ceylon which were former Indian provinces are separate countries since a long-time. Even the Indian continent has been divided again, with Pakistan as a separate entity. Boundaries have changed likewise. Again in the new Indian map, the adjustment of boundaries of the states have taken place recently, to the distraction of map users. Some states have even been re-named. These things pose a problem for the users, unless the latest ones are made available for their enlightenment. The main points to be considered for evaluation of maps are the date, scale, projection, topographical representation, elevation and methods of reproduction. The specialized maps are important in the scholastic fields of history, geography, economics and scientific survey, as well as research work. The sectional survey maps are sought after by the field workers in geology, zoology, anthropology, etc., the ‘road maps’ on the other hand are essential for motorists and tourists. Maps therefore have many uses. A sudden spurt of popular interest in a particular area may create unusual demand for maps of that area. As a recent case, the Chinese invasion on the northern frontiers of India, in the Ladakh and NEFA areas, in October last year (1962) created considerable demand for maps covering those regions. The Government of India became alive to the question, and issued and distributed freely a large number of maps of convenient size of Ladakh and NEFA. The reference librarian is expected to keep the latest
information and tools to assuage the curiosity of the readers in general and for the information of administrators and specialists.

Maps are generally produced by government agencies, specialized firms and geographical societies. The British Ordnance Survey, Survey of India Office, United States Geological Survey are some of such government agencies. Specialized firms like Bartholomew and Phillips of U. K. and Rand McNally and Denoyer-Geppert of U. S. A. are also important producers in this field. The National Geographical Society and the Royal Geographical Society of U. S. A. and U. K. respectively, are examples of the third group of producers. The Map catalogues of Survey of India, British Ordnance Survey, and the Geological Survey of U. S. A. are important selection tools in this respect.

Examples of some well-known Atlases and important maps are given below:

**Atlases : General**

1. Atlas Mira, ed. by A. N. Baranov and others. Moscow, Glavnoe Upravlenie Geodezii i Kartografii MVD, SSR, 1954, 280 pl. of maps. It is a finely produced world atlas.


\textit{Atlas: India}

(N) Imperial Atlas of India, consisting of all published maps of India, complete with title-page and index to maps?


(3) India in maps. New Delhi, Publications Division, Ministry of Information & Broadcasting, Govt. of India, 1951.


(7) Madhya Bharat in maps. Indore, Department of Economic Intelligence and Statistics, 1951.


Specialized Atlases and Maps:


(ii) Tribal Map of India. Calcutta, Anthropological Survey of India, Govt. of India, 1956.

World Map published by the British Ordnance Survey, i.e. "International Map of the World or Millionth Map" and the "World Map" published by the American Geographical Society, New York, are two well-known wall-maps. There are others also produced by specialized firms like George Philip & Son, Bartholomew, Rand McNally, etc. Very recently, a relief map of the world in plastic has been produced by the London Geographical Institute, details of which are given below:


In addition to the Atlases and Maps, as described above, every reference library should at least have some good globes, sixteen inches ones being considered adequate for reference purpose. A large variety is available nowadays, recent ones being made of plastic, with gadgets for illumination and slow rotation. Some of the latest types would be real acquisition for a reference library.

**YEAR BOOK : ALMANAC**

Louis Shores advised the reference librarian that "for trends questions involving records of progress, last year's happenings and current events, consult Year Books, Almanacs first". The importance of this type of reference tool cannot be over-emphasized, and the purpose that it serves is amply manifest in this sapid counsel. The mere fixed periodicity of this publication does not
make it a 'year book'. To be useful as a reference tool, it must contain the records of human progress, it must faithfully and succinctly embody the current developments in different fields of human activities and review all important events likely to be of interest to the readers in general, in search of up-to-date information. As an encyclopedia does not cover current information regarding human conditions, events and progress in general—its main purpose being to record background knowledge on subjects and topics—an annual publication with the avowed object of supplying information on all aspects of human progress and activity, as much up-to-date as possible, has been found to be imperatively necessary. The genesis of the year book is the natural outcome of such compulsion.

It has been defined in the 'Glossary' as "An annual volume of current information in descriptive and or statistical form". Most of the year books of general nature contain information on the United Nations and its specialized agencies, intergovernmental organizations, and other international and national organizations, as well as information on the different states of the world, their constitution, government, recent political history, legal system, areas, population, education, trade and commerce, defence, transport, etc. serving as a reference guide to information and current affairs. A year book again may cover a particular country or a particular field of activity. The "Statesman's Year Book", "India: a reference annual" and "Writers' and Artists' Year Book" may be mentioned as typical examples of these three types. Whether they give account of human activity in general, or of the records of individual countries or of individual subjects including organizations and professions, they invariably survey the events of the previous year, using a title date one year in advance. A 1963 year book published during the year cannot by any means record information of the current year which is still in the process of development. Occasionally, however, the title of a year
book does not indicate the imprint date, but the year covered. Some of the standard ones, famous in the field, have a glorious history of farsighted human endeavour in the codification of information. "Annual Register of World Events" is 200 years old now: Its first issue was edited by Edmund Burke in 1758. "Statesman's Year Book" will be 100 years old this year and so the "Wisden Cricketers' Almanack". High on their heels would be the "World Almanac" and "Whitaker's Almanack" and a few others. These speak in volumes not only of their individual excellence, but also of the inestimable importance of this type of reference tool in the service of man.

"Almanac" has been grouped with "Year Book" as this is also an annual publication, with similar objective. In addition to giving information of current events, developments, and statistics, etc., it records much of calendar material, astronomical data and other information. Almanac in its unalloyed form contains data, astronomical and nautical, such as the British "Astronomical Ephemeris", the "American Ephemeris and Nautical Almanac" or the "Indian Ephemeris and Nautical Almanac", etc. They serve their own purpose in one field of information, while the Almanacs which form the common type of reference tool in all libraries serve the dual purpose of ephemeris as well as a year book.

"Almanac", as such, has been defined as an 
"(1) annual publication containing a calendar, frequently accompanied by astronomical data and other information (2) an annual year book of statistics and other information, sometimes in a particular field".

This group of reference sources may be first classified as Year Book and Almanac and then further divided into distinct categories, according to the scope, coverage and arrangement of information contained therein.
Year Books: General Survey


(10) Collier's Year Book: covering the events of the year 1962. New York, Collier, 1963,
Year Books: Individual Country, Organization, Subject


(6) Indian Annual Register: an annual digest of public affairs of India. Vol. 1- , 1930-. Calcutta, Annual Register Office (ceased publication since partition of India, i.e., 1947).


*Almanacs: Astronomical*


*Almanacs: Informational and Astronomical General:*


*Topical:*


Enquiries on all matters relating to political, social, cultural, economic, administrative, military, etc., and various kinds of statistical and demographic information regarding any state of the world, and general items and events of ordinary interest constitute a large part of reference work in most of the libraries. It is the human interest in their own activities, from which stem this kind
of curiosity. Some typical questions like, population of Turkey, outstanding movies of the past year, currency in Peru, Sahitya Academy Awards, newly admitted members of U. N., list of publishers in Ireland, summary account of U. G. C., last year's educational activities in U. K., aggregate of passengers and tonnage of goods carried by Indian Railways during last year, progress of research activities in the Commonwealth countries, the current ranking in world cricket, the strength of conventional armies of U. S. A., percentage of literacy in Indonesia, etc. can be easily answered from some of the tools mentioned above. Sometimes, year books also give current biographical information, usually appended to the volume. Astronomical tables provided in the Almanacs also answer questions like 'Sunrise and Sunset time in London on 5th November 1963', 'Tidal information for sailors on a particular date', etc.

It may become necessary to check a date in the calendar, years back, or a few years hence, or to find a date in Bengali Calendar years old corresponding to a Christian date. In such cases, calendar material available in Almanacs will be of no use, but publications like:

"100 years Indian Calendar" by J. G. Jethabhas, "Puratan Panjika" by Chandra Vydanidhi or "200 years Ephemeris" by McCraig, etc., may supply the clue.

Only some of the most important publications in this field have been mentioned here. There are others of course, and new ones are being brought out every now and then. The reference librarian should however be well advised to stick to the standard ones which have proved very useful through decades of use. These tools of enduring value have efficient organizations behind them and the information, data and statistics contained in them are collected from government and authoritative sources only. They must be wary of the spurious year books, which mostly copy back-dated information from the standard ones. The information supplied must always be correct and up-to-date.
BIOGRAPHICAL REFERENCES

Towards the middle of the seventeenth century, Biography as a subject and as a literary form to write the life story of an individual, found recognition among the English speaking people. Possibly it started with Dryden's "Life of Plutarch", published in 1712 and captured the imagination of the learned people with the publication of Boswell's "Life of Johnson" in 1831, and thereafter the craft of Biography gradually gained ground. Like historians, biographers as a class also came to be recognized. From masterly memoirs with flowery discussions and the narrative of an individual's life and pursuit, to the very controlled codification of a large number of eminent persons' lives is another manifestation of human ingenuity to codify knowledge—knowledge about eminent persons whose activities, ideas, writings or discoveries have made definite contribution to the history of mankind. Sir Leslie Stephen's "Dictionary of National Biography" is a monumental specimen of such effort. To know something of such persons is as much of popular interest, as it is of considerable consequence to present and future historical enquiries. No doubt, people in general have abounding interest in the lives of eminent ones. This is borne out by the fact that, a considerable volume of enquiries relating to biographical matter, conveyed in many varieties of forms and details, is received by the reference departments of libraries. Facts about the lives of great peoples, living and dead, of specialists in different fields of knowledge, of the royalty and nobility, are enquired about. Apart from ordinary questions of dates of birth or death, family life, address, avocations, etc., there would be inquiries relating to their academic and professional achievements, their honour and decoration. A student may like to know about the invited specialist who reads a paper or gives a talk. Chairman of a meeting would like to have some knowledge about the person he is going to
introduce as the main speaker and by means of biographical data, research workers may attempt to establish authority of disputed authors and specialists. Varieties of biographical dictionaries and biographical entries in encyclopedias and other source materials would be required to successfully answer such questions.

Shores has defined Biographical Dictionary as, “Essentially a directory of notable persons, usually arranged alphabetically by Surnames, with biographical identifications that range from brief outline to extended narrative”.

Reference tools in this field are not too many if the standard ones are to be reckoned with. As a large number of spurious biographical dictionaries are issued from time to time, and as sometimes vanity of individuals is exploited by unscrupulous sponsors of such publications and even money is extracted from such vain persons for inclusion of a biographical note in such publications of dubious value, a note of caution for the reference librarian, eager for acquisition of such material, is necessary. Not everything that goes by the name of a biographical dictionary is a treasure to possess. Reputation of publishers, compilers and editors, as well as, genuine eminence of biographees cited in the book, must be checked carefully before a new publication in the field is accepted as useful and worth having. Safety demands in this respect, to confine oneself to the collection of a few established items, which judiciously selected according to means, would form a dependable source material. For instance, “Asian Who’s Who” is a miserable biographical dictionary by all standards and it is costly too (Rs. 60/-). In its section under India, mention has been made only of Ministers, Members of Parliament, I.C.S. men, Government Officials and their like and you will not find there any mention of eminent Indians—philosophers, sociologists, literateurs, scientists, technologists, educationists and others who have made definite contribution to India’s heritage. A good biographical dictionary should be confined
"mainly to memoirs of persons of eminence, with precise statements of dates and facts, a list of publications and a condensed account". This is what Sir Leslie Stephen wrote in 1887, in respect of D. N. B.

**Examples**: Biographical reference tools may be conveniently divided into four main groups:

(a) International  
(b) National  
(c) Specialized and  
(d) Bio-bibliography.

(a) **International**:  
Biographical Dictionaries  


(b) **Current**  


(c) **Retrospective**  

(b) National:

(9) Dictionary of National Biography. 22 vols. (up to 1900) and five supplements, each covering a decade, i.e., up to 1941-1950, with cumulative Index covering 1901 to 1950. London, Oxford University Press.


(Current)


(c) Specialists' Biographical Dictionaries:


(d) The last group, Bio-bibliographies or Biographical Indexes is comparatively a new development in current biography, covering biographical material appearing in periodicals, current biographies, individual or collective, etc. These are bibliographies basically, but are also important in biographical references, as they point out the sources of information, showing full name of the biographee, dates and publications by and about him. Most important ones in this group are:


EDUCATIONAL REFERENCES

Inquiries on academic matters have preponderance in the academic libraries, especially the university library. In public, national and college libraries sometimes they loom large. In the field of education, conventional types of reference tools, such as, encyclopedia, year book, directory, etc. are available and some of them are invariably present in any reference collection, consulted whenever necessary. Generally, they are collected and arranged with similar types of tools in the reference collection, but because of the increased emphasis, and the frequency and variety of such questions in the university library, all educational references, irrespective of their type or structural diversity, may be conveniently arranged in a separate sequence in the reference section to constitute a viable source of materials most frequently needed.

Calendars of Indian and foreign universities, students, Handbooks issued by them, their Prospectus and Syllabus, etc., are as much necessary to be collected in their current issues, as the Encyclopedia, Year book, Directory, Handbook or Manual, Index, etc., pertaining to the subject. Such collection should be as comprehensive and as up-to-date as possible.

The administration and the faculties would make inquiries every now and then, about the constitution of different universities and their rules and regulations, for day to day work. They would also ask a lot about the syllabus or the courses of study, for consideration by the Equivalence Committee or the Academic Council. Reports and proceedings of the Inter-University Board, of the University Grants Commission, and the Reports and recommendations of the various Education Commissions, Indian and foreign or some old convocation addresses will be required for some specific purpose or general reference.
The students again are most interested in the courses of study and general information in matters they are vitally concerned, such as, rules regarding 'migration certificate', 'Casual studentship', 'free studentship', 'scholarship', 'hostel accommodation', etc. They will also be interested to know about the facilities for studies available in other universities, of foreign scholarships, of research facility, etc. In addition, the usual types of questions viz., the date of foundation of some National Institute of Sciences, the name of the Dean of Faculty of Arts of a particular university, some recent articles from educational periodical, address of some institution of higher education, statistics on educational matters, bibliographical information on technical education, biographical detail of some eminent educationist, institution to select for study abroad, and a large variety of other questions pertaining to education, will be posed before the reference librarian. His knowledge about such matters should therefore be as extensive as possible and his collection as comprehensive. In a university library, the problems of educational information faced by the reference librarian, are not only predominant, but they have a right of priority as well. Equipment in this regard is therefore an imperative necessity. It must also be noted that, apart from the regular clientele, a large section of the general public depend more on libraries attached to the universities for information on educational matters than on other libraries. One cannot avoid that responsibility. Inquiries originating from whatever sources must be successfully handled by every reference librarian worth the name.

It has also been found necessary, for a university library especially, to maintain clippings files relating to the institution's academic matters or to the students' extra-curricular activities in the inter-university competitions, and achievements in game, sports and cultural meets. These constitute a part of current information occasionally in demand. By and large, educational references need
special recognition and treatment, by virtue of the fact
that, education is basic to all pursuits of knowledge.

In addition to the University Calendars, Rules and
Regulations, Handbooks, Prospectus and Syllabus which
are *sine qua non* to building collection of educational
references, various other works serving as sources of
information in the field of education, should be repre-
sented in such collection.

Some useful examples of this latter category of refe-
rence works are mentioned below in suitable groups.

*Examples:*

*Encyclopedia*

(1) *Cyclopedia of Education,* ed. by Paul Monroe.

(2) *Encyclopedia of Educational Research,* ed. by
    C. W. Harris, 3rd cd. New York, Macmillan,
    1960.

*Year Book*

(3) *Year Book of Education,* 1959-60. London,
    Evans Bros., 1963.

(4) *Commonwealth Universities Year Book,* 1962.
    London, Association of Universities of British

(5) *International Year Book of Education,* vol.

(6) *Study Abroad,* vol. XIII, 1962. (Trilingual

(7) Indra Kumar. *Education Year Book & Who’s
    Who in Educational India,* 1947. Bombay,
    Educational Year Book Co., 1948.

(8) *Year Book of Technical Education and Careers
    in Industry,* Ed. by H. C. Dent. London,

(9) *Minerva : Jahrbuch Der Gelahrten Welt (Year
    Book of Learned World).* 34th Issue, in two
    1952-56.
Directory


Handbook

(16) Handbook of the Universities. Madras, Inter University Board of India, 1958.


Manual: Statistical


Bibliography


Index


Abstract


Survey


Reports & Government Documents


Historical

(29) Hundred Years of the University of Calcutta. A History of the University issued in Commemoration of the Centenary Celebrations. Calcutta University, 1957.
Biographical


DIRECTORY

Directory in the conventional form may be traced back to 1732, when Brown's 'Directory or List of Principal Traders in London' was first published. In successive years and down the centuries quite a large number of similar works have appeared and vanished, leaving indelible impression of sustained human effort to record information about persons, institutions, trade and industry, etc., for our expeditious use. The art of compilation of reference tools has developed considerably in our age and directories are now available to serve diverse interests.

The dictionary meaning of a Directory is "A book containing one or more alphabetical lists of the inhabitants of any locality with their addresses and occupations; also a similar compilation dealing with the members of a particular profession, trade or association, such as, Clerical or Medical Directory, etc.". The "Glossary" defines it as "A list of persons or organizations systematically arranged, usually in alphabetic or classed order, giving addresses, affiliations, etc., for individuals; and addresses, officers, functions and similar data for organizations". These two definitions project in clear perspective the functions of this type of reference tool. Reference departments of the public libraries and especially the libraries of business organizations or rather every kind of library find the directories useful, as practically the class of information catered by them are usually not available in any other type of reference tool. Year books sometimes contain
directory type of information, although not so extensively neither in such varieties. Interest of the business people, or those in the professions and individuals who are in need of information about persons, institutions and organizations, their addresses, affiliations, functions, and other data are best served by the directories. Any inquiry about the learned societies, educational and research institutions, social and welfare organizations, clubs, political associations and parties, professional and trades units, etc., can be answered only by this type of reference tools. Questions on 'Library and information services in a scientific organization', 'the details about the executive of an American Association', 'the names of Archbishops of Canterbury during the last 50 years', 'details of a particular American scholar', 'list of firms in a particular trade or industry', 'names of solicitors in S. W. London', 'list of publishers in Ireland', 'list of manufacturers of atomic energy equipments', 'precision tools manufacturers' list', 'German firms of exporters', 'name of the French Ambassador in India', 'Concise account of Royal Society', 'Names of Indian paints manufacturers', or of 'clearing agents of Calcutta', etc. etc., can be answered without much effort, provided some of the basic directories are available in the reference collection. They cover almost every organization and profession, both national and international.

One peculiarity of Directory is its publication at irregular intervals, some appearing annually or every alternate year and others after unspecified intervals, but in any case they serve their fundamental purpose. The other peculiarity is that, trade and industry has the largest coverage in them, profession coming in as the second best.

Like other types of reference tools directories are also capable of being categorized, although their division as national and international may appear to be arbitrary. While citing some examples, it may be helpful to know first of all, a few items which can be used as sources of selection of directories.
Selection Sources:

(1) Henderson, G. P. Current British Directories, 4th ed. London, Jones & Evans, 1962. (In addition to the current directories of the U. K., it lists general directories of British Commonwealth and South Africa, as well as selected specialized directories published abroad.)


Learned Societies: Scientific Institutions and Associations


**Trade and Industry**


(22) Bowker Annual of Library and Book Trade Information. New York, Bowker, 1963.


(27) Indian Engineering and Industries Register. 10th issue. Calcutta, Endeavours (India), 1959.


Local and Sectional


(34) Sivaramamurti, C. Directory of Museums in India. New Delhi, Ministry of Scientific Research & Cultural Affairs, Govt. of India, 1959.

Professional


The current use of the word 'Handbook' was introduced after the German word *Handbuch* in the nineteenth century. Its dictionary meanings is "A small book or treatise, such as may conveniently be held in hand, corresponding to the late Latin *Manualis*, a manual. It is a compendious book or treatise for guidance in any art, occupation or study".

The oldest title known, dates back to early nineteenth century, viz., "A handbook for modelling wax flowers" (1814). The word 'Manual' has also an obsolete use, meaning, 'the Manual of ecclesiastical officers and ritual', which dates as far back as 900 A.D. The modern use of the word 'Manual' however means 'a book intended to be kept at hand for reference—a small book for handy use—a concise treatise, an abridgement, a handbook'. The two terms are thus almost identical, although the latter is likely to include instructions on 'how to make', 'how to do' or 'how to perform', etc. For practical purposes the reference librarian would treat them as identical, and as essential reference tools for 'facts to know' and for 'instructions to do'. Louis Shores has defined this types of book as "a reference book of miscellaneous facts and figures on one or many subjects assembled for ready use, in response to popular interest or to a specific need for concise, handy information".

Readers are perpetually in search of facts and are curious to know about a custom, tradition or superstition, or they may be in need of locating a quotation or proverb or a statistical information or some parliamentary or diplomatic procedure. They may also try to identify an author or a work or find out a date or an historical fact or an item of antiquity. There may again be enquiries about a formula or a recipe, or something on etiquette. There are thus innumerable matters of popular interest which constitute the majority of questions of the 'fact-finding' type, which predominate
in public libraries. Answers to some of them may often prove elusive and unless the reference librarian is resourceful in memory, imagination and general and literary knowledge, he may find it difficult to correlate the enquiry with the source material. Handbooks are available on single and specific or composite knowledge, in a variety of forms and sometimes with such misleading titles, as ‘Guide’, ‘Dictionary’ or ‘Encyclopedia’. Their contents, however, reveal their true nature as a compendium or concise treatise, mostly of facts of popular interest, contrived for ready use. As a corollary to the immense growth of knowledge in the fields of Science, Engineering and Technology and the literature pertaining thereto, a very rapid and welcome development can be noticed in the compilation of a large number of handbooks on science, engineering and technological subjects also, codifying relevant knowledge and information in a concise form. A student, a teacher or a curious reader, can now pick up information on most specific item, even in specialized fields of knowledge, with the help of such handbooks. It has become axiomatic therefore to consult handbooks or manuals, not only for fact questions, involving curiosities, statistics, documents, allusions, dates, etc., but also for incisive enquiries on matters scientific and technological.

Democracy functions mainly through their legislatures and the general public are interested in their proceedings. Words, phrases and terms like, “Call attention motion”, “Applying the Closure”, “Pairing out”, “White Paper”, etc. become familiar, but without significance until the reader finds their clue from May’s “Parliamentary Procedure” or Robert’s “Rules of Order”. A few months back an interesting news item created some amusement. A newly freed country in Africa (Somali) found it necessary to sever diplomatic relations with the Government of U.K. After announcing it to the press, it was unwittingly faced with the problem of finding out the correct procedure and
the form of communication for such break of diplomatic relations. Satow’s “Guide to Diplomatic Practice” is the only book referred to in this respect, and the former had to borrow a copy of it from the British Embassy itself to do the job.

These are some of the highlights bearing upon the fact that there are some handbooks, which are irreplaceable and indispensable. Numerous questions, apparently innocuous, may ultimately prove to be thorny unless the reference librarian taps the proper sources. Question like, ‘the date of the first sitting of the First House of Representatives of the U. S. A.’, ‘When was coal first mined?’, ‘What is Security Salesman’, or on ‘U. S. Presidential Election of 1860’ or ‘some neo-Latin writings of the Renaissance’ are capable of quick solution provided the library has relevant handbooks and the staff is capable of utilizing them. The importance of handbooks, as reference tool, in the fields of facts and knowledge, needs no emphasis. Whether for locating a quotation, tracing the origin of a proverb, identifying one of the two Samuel Butlers as ‘Satirist’, formula for Brass polish, the legend of Blarney Stone, or current international statistics on Crime, access to handbooks of different varieties of topical and subject interest leads one to ultimate success.

Some of the important handbooks are mentioned below.

Handbooks on :

(A) Curiosity & Facts


(B) Etiquette

(C) Recipes

(D) Speeches

(E) Political

(F) Parliamentary
   Pt. 1. Rules of order.
   Pt. 2. Organization and conduct of business.
   by H. M. Robert. Chicago, Scott, Freeman &
   Co., 1951.

(G) Publishing and Prizes
17. A Copyright guide. By H. F. Pilpel and M. D.
18. Literary and Library prizes, rev. ed. by Olga

(H) Literary
19. Columbia Dictionary of Modern European Litera-
    ture, ed. by Horatio Smith. New York,
    Columbia Univ. Pr., 1947.
20. Readers’ Digest of Books, new and enl. ed., by
    comp. and ed. by Paul Harvey. Oxford, Claren-
    don Pr., 1958.
22. Oxford Companion to American Literature, by
    and ed. by Paul Harvey and J. E. Haseltine.
24. Dictionary of Spanish Literature, by Maxim
25. Dictionary of Russian Literature, by W. E.
26. Dictionary of Latin Literature, by J. W. Mantin-

(I) Quotations
27. Stevenson’s Book of Quotations: classical and
    modern. Selected and arranged by Burton
    Oxford University Pr., 1954.


(J) Proverbs


(K) Historical


40. Rickmers, C. M. D. Chronology of India, from earliest times to the beginning of the 16th century. Westminster, Constable, 1899.

(L) Classical Antiquity

(M) Statistical and Economic

(N) Trades

(O) Science

(P) Technology
BIBLIOGRAPHY

The Oxford English Dictionary defines 'Bibliography' as 'A list of books of a particular author, printer or country, or of those dealing with any particular theme; the literature of a subject.' This simple definition of bibliography has been subjected to much qualifications—additions and alterations—with the advance of its techniques, and may now mean to be 'a list of written, printed or otherwise produced records of civilization; which may include books, serials, pictures, maps, films, recordings, museum objects, manuscripts and any other media of communication.' (Shores). As technically this means the assembling of entries of individual books, articles and other materials "into logical and useful arrangements for reference and study", this is qualified as Reference Bibliography or Systematic Bibliography, and when it further provides annotations enumerating their contents, it is also called Enumerative Bibliography. It is the logical outcome of the study of books as material objects and of collecting, collating, arranging and describing books and other materials. Such bibliographies may be complete up to a specified period and then supplemented serially in order to be up-to-date dealing with the literature of a subject or if general and universal, attempting to include publications of every country and age and on all subjects; or it may be national, listing those printed and published in a particular country; or select, being suitable for a special purpose. It may again be limited to one author or subject; or may be just compilations by the book-trade primarily meant to facilitate the sale or purchase of books. It may also appear as a part of a book with varying forms of representation within it, sometimes at the end of the text or end of each chapter or as footnotes to pages. In whatever type or form, a bibliography is useful for reference purpose for:
1. Verifying individual titles,
2. Obtaining information on the books and other materials available in a particular subject,
3. Obtaining information on the complete writings by an individual author,
4. Finding out the basic and best books on a subject, and
5. Appraising books with the help of the annotations or references to critical and evaluative reviews.

For bibliography-building, the entire range of different types of bibliographies is brought into play—the universal or general, the national, the special or author and subject, the trade ones, the comprehensive catalogues of the big libraries, the indexes to periodicals, abstracting journals and cards, periodical literature surveys and the bibliography of bibliographies, etc. are involved in this exacting task of a modern bibliographer in pursuit of a subject. The scope of mechanized information retrieval, particularly in its latest form—the 'minicard', must also be taken into account in this respect. To this wide range and varieties of bibliographies the term 'Bibliographical apparatus' is applied by modern library technicians, and by bibliographers and documentalists especially, who make extensive search through vast mass of printed and other materials, enlisting almost every type of the records of human civilization to compile dependable repertories. Bibliography thus connoted, is the systematic enumeration and classification of books and other materials, and the assemblage of bibliographical entries into logical and useful arrangement for study and reference. The arrangement of entries may vary from one bibliography to another—it may be chronological, alphabetical by author or by subdivisions of subjects; the entries again may be with or without notes. With regard to the amount of bibliographical details needed for individual entries, there is also no uniformity through compulsion or necessity. Usually it all depends on the requirements of actual users. For 'reading lists' such details need not be comprehensive.
If on the other hand, it is desired to serve the scholar, it should have all the attributes of a scholarly compilation, recording comprehensively, every media of communication in a particular field, with descriptions of contents and annotations of special features. It is, however, a common feature in all such bibliographical compilations to state clearly the purpose and the limitations of scope, if any. For information about individual books, which is library’s everyday concern, an alphabetical author arrangement is preferred, but for any subject approach, whether for library’s own needs or for those of the readers and scholars, a classified arrangement or alphabetical by sub-divisions of subjects is considered to be more useful.

Conrad Gesner published his ‘Bibliotheca Universalis’ in 1545, wherein he listed all Latin, Greek and Hebrew books available at that time, with comments. He has been rightly called ‘father of Bibliography’, for his enumerating a system, which is applicable universally, especially for compilation of national bibliographies, and also no doubt for his epoch-making publication. Cotton Mathew’s ‘Bibliography of theological and Biblical literature’, published in 1726 was another landmark in this sphere of work. But the ‘first truly significant bibliography’ was Guillaume de Bure’s ‘Bibliographie Instructive’, 10 v., 1763-82, which gave critical description of each of the entries. Bibliographies have multiplied since then, as the quantum of literature went on increasing progressively, and from 1545 to 1963, its continuous development and phenomenal extension of use is a glorious record of more than 400 years of human effort to codify information on books, authors and subjects. In its early stages of development it was restricted mostly to the book rarities or ‘incunabula’ as exemplified by Ludwig Hain’s ‘Reper- torium Bibliographicum ad annum MD’, or Robert Proctor’s ‘Index to the early printed books in the British Museum’. As examples of admirable bibliographies of early works in India and of early printing and book
rarities, mention may be made in this context of Theodore Aufrecht's 'Catalogus Catalogorum', 1891-1903; Joannes Gildemeister's 'Bibliotheceae Sanskritae', 1847, M. B. These bibliographies were compiled even when books were few and far between, and looking further back we find that the science of listing books is of ancient origin. Lists of Clay Tablets found in Neneveh and the 'Subject index of books' of the famous 'Library of Alexandria' testify to this contention. That modern bibliography is only further logical development of such catalogues, ancient and medieval, is a historical fact.

Simultaneously with the individual efforts, organized research in this field has been evident since the early nineteenth century when 'Bibliographie de la France' was issued as the French National Bibliography in 1811. In London, 'Bibliographical Society' was founded in 1892, with the objects to promote and encourage bibliographical studies and research. Organized research yielding commendable results, however, culminated in the establishment of the Council of British National Bibliography in 1950, the institution which is responsible for the publication of B. N. B. Similarly in other countries organizations where set up to compile national bibliographies, the latest in the field being the Central Reference Library working under the aegis of the National Library, Calcutta, which started bringing out Indian National Bibliography since 1958. In addition to this, the National Libraries of different countries have initiated bibliographical research and compilations, producing subject bibliographies of considerable value. Universities also in the United States, Great Britain and the continent have not been lagging behind in this respect. The work of the Harvard, London, Cambridge and other universities can be cited in this context. Recently, Unesco, has been actively encouraging the organization of international subject bibliography and have been responsible for the publication of some works of real worth.
Bibliography as a type of reference tool has immense potentiality in active academic and research libraries and important public libraries, as well. When a literary critic is in need of comparing the bibliographical description of some book-rarity with a copy accessible to him, when a not-much-known author's work has to be located, when materials for the study and compilation of a bibliography on Social Science is required, when a current list of books in print on Road Engineering is asked for by a reader, when a basic list for a children's library has to be selected, when bibliographical data of a particular title is in question, when a complete list of works of a well-known author is required to be produced, when the best work by a particular author or standard works on a specific subject have to be identified, or when printed materials in any literary form such as, poems, plays, short stories, etc. have to be located, bibliography in the different categories come into play. In book selection, classification and cataloguing and especially in reference work pertaining to books and other types of literature, bibliographies are the only dependable tools, for proper and expeditious execution of work. Louis Shores has thus advised that, "for questions relating to location of printed materials, such as books, essays, poems, plays, short stories, speeches, articles and reports of research, consult bibliographies and indexes first".

The comprehensive range of reference bibliographies can be divided into the following categories, according to their nature, contents and purpose:

A. *Incunabula or Book Rarities Bibliography*, which deals with the early printed material up to the 15th century. Because of their rarity and value as records of the pioneer period of printing, considerable care and scholarship are manifest in such compilations.

B. *General or Universal Bibliography*, provides a wide, comprehensive though not complete survey of written
records of civilization in all fields of knowledge and is not restricted by time, place, language, subject or author. Published catalogues of great libraries are the nearest approach to this type.

C. *National Bibliography*, is the record of books produced in the language of one country or of books produced in the country, whatever their languages. It is almost a complete record of printed output in a given country, accepting no limitations in the subject fields, nor in the forms of literature. Excepting for ephemeral items, it is all-inclusive, furnishing descriptions and supplying verifications which cannot be found in less complete bibliographies.

D. *Selective or Eclectic Bibliography*, is the list of 'Best books' very useful as a guide for selecting books for the average library. Whether retrospective or current, the items cited are acknowledged as best in their fields. It sometimes contain descriptive annotations of entries.

E. *Trade Bibliography*, is sponsored by the book-trade organization, usually listing books in print. It is valuable as a book-selection tool and as a source of current bibliographical data.

F. *Subject Bibliography*, is usually a list of books, articles and other materials on a given subject. It may be published as a basic or retrospective compilation up to a fixed date, supplemented by current compilations at regular intervals. For almost every branch of human knowledge, for many specified themes and topics, such bibliographies are available, and this type constitutes the bulk of the entire range of bibliography.

G. *Author Bibliography* or *Bio-Bibliography*, relates to an author, recording every book or article, etc., written by him or attributed to him, as well as every book and other material written about the author, comprehending the entire literature produced by him or connected with him. Sometimes it gives also biographical material about the author.
H. Bibliography of Bibliographies, is primarily a list of bibliographies, recording in some logical arrangement all bibliographies, subject and author and other types, separately published, sometimes from the very beginning of printing, to date. Multiplication of bibliographies of different categories and in different fields has necessitated its compilation. It is also called Bibliographic Index as it facilitates their location and identification.

Examples:

(A) Incunabula or Book Rarities:

1. Hain, Ludwig F. T. Repertorium bibliographicum ad annum MD. 2 v. in 4, 1826-1838.

2. Proctor, Robert. Index to the early printed books in the British Museum to 1500, with notes of those in the Bodleian Library, 4 v., 1898-1899.


(B) General or Universal:


onwards, as Cumulative Catalogue of Library of Congress Printed Cards.

(C) National:
11. Bibliographie de la France, 1er Nov. 1811-. Paris, Cerce de la Libr.

(D) Selective:
(E) Trade:

(F) Subject:
(Sciences)


(Social Sciences)

37. London bibliography of the social sciences, 1931-52. 9 v. London School of Economics.


(Humanities)


(G) **Author:**


(H) **Bibliography of Bibliographies:**


The above examples of different categories of bibliographies will give an idea of the wide range and variety of this type of reference tool. The term 'bibliographical apparatus' however is capable of much wider connotation and the types of reference tools discussed under subsequent heading “Serials' References” will constitute a formidable portion of it. Bibliography is not confined to books only, it relates to all kinds of printed material and their records, retrospective and current.

SERIALS' REFERENCES

Serials or periodicals, as they are generally known, pose a permanent problem in big libraries in respect of their utilization by readers in general and researchers in particular. In scientific and research libraries, and especially in university libraries which possess useful periodicals in hundreds and sometimes in thousands, readers do have serial problems because of the magnitude of the task involved, in locating required information from such scattered sources. Bradford once made an estimate that about 750,000 useful articles are published in a year in more or less 15,000 learned journals. A fraction of this would be headache for any library to cope with. McComb once said that, larger the library, greater the proportion of periodicals. As new observations and results of researches are recorded in learned, scientific and technical periodicals, the tendency in libraries encouraging higher study and research, is to swing more towards periodicals than to monographs. Books, however numerous, are capable of being processed and pressed into active service without much effort, which is not true so far as periodicals are concerned. There is the danger of much useful periodical material being wasted, unless these micro-thoughts are properly harnessed and relevant information
is processed for use expeditiously. This assumes added importance in view of the fact that, 'Books are for the study of a subject, not for its evolution. Generally speaking a new fact is not incorporated in a book for several years, and then not in sufficient detail for a scientific worker'. (Bradford). Serials are therefore of paramount importance in active libraries and to help the readers with serial problems is one of the main functions of the reference department of a modern library.

A 'Periodical' or 'Serial' may be broadly defined as, "A publication in a continuous series, with a consecutive number and no predetermined end, as distinct from a single work in several parts". (Grenfell). Cutter defines it as, "A work issued at intervals which are usually regular". Harris defines it as, "A publication issued at regular intervals, with some scheme for consecutive numbering, intended to be continued indefinitely, and with a distinctive title". According to the British Union Catalogue of Periodicals "A periodical is a publication, other than a single work, in parts, successive numbers of which are published at intervals", while ALA Cataloguing Code holds it to be "A publication intended to appear in successive numbers or parts, at more or less regular intervals and, as a rule, for an indefinite time. Each part properly contains matter on a variety of topics, generally by several contributors". As for reference purpose, the term "Serial" is comprehended to connote all kinds of serial publications, including periodical, newspaper, memoir and transaction of learned societies etc. We may accept the comprehensive definition provided in the 'Glossary of library terms', e.g., "A publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, annuals (reports, yearbooks, etc.) and memoirs, proceedings and transactions of societies". A newspaper according to it "is a publication issued at stated and frequent intervals, usually daily, weekly or semi-weekly, which reports events and discusses topics of current
interests”, whereas “A periodical is a publication with a
distinctive title intended to appear at successive intervals
(usually unbound) numbers of parts as stated at regular
intervals, and as a rule, for an indefinite time. Each
part generally contains articles by several contributors”. While enumerating the wide prospects of this category of
printed material as variously defined, we can visualize its
formidable scope to contain almost the entire non-book
materials with some exceptions such as, the ephemera
and like things. It may be anything from a daily newspa-
paper to yearbook or annual.
For dissemination of knowledge and information,
serials are of great consequence, discharging manifold
functions, as mentioned below:
(1) they offer contemporary information and opinion
on events, topics and matters of current interest,
(2) they supplement information contained in books
already published,
(3) latest ideas in the developing fields of politics,
economics, sociology, science and technology are found in
them,
(4) original works being first published in periodicals,
they often contain writings on new subjects or on subjects
on which the library may have no books,
(5) specialists and authorities in many subject fields
often record their observations only in the form of
periodical articles and frequently they never write books,
(6) they provide for current bibliographies in subject
fields,
(7) their contents being brief, they are easier to
interpret by the reference librarian, and
(8) as the articles are essentially condensed treatment
of subject matters, they are more liked by the research
workers.
The immense possibility of serials playing their due
role in study and research is directly dependent on the
measure of their bibliographic control. Information on
them have been successfully recorded in several types of
tools, such as, lists or directories of serials, union catalogues of serials, index to periodicals, abstracting periodicals and the newspaper index or news summaries. These together constitute the source material for reference work in the field of serials.

Although information regarding periodicals themselves is not so frequently required as information from periodicals, there would still be enquiries about the title of a journal, its publishers, annual subscription, date of commencement of publication, its frequency, its changes of title or authority and any other matters relating to it. All such information is coded in the available standard ‘Lists of Serials’, which are also indispensable as selection tools for such special materials. For preparing a list of journals on particular subject, such tools may be conveniently referred to. Every library sometime or other faces the problem of selecting new periodical titles, checking and completing incomplete data regarding some of them, as well as of buying and filing back sets. This type of tool helps in solving such problems. Titles of periodicals running into thousands, and there being increasing emphasis on this kind of material in developing libraries, the dependence of the Periodicals Librarian or the Reference Librarian on this type of tool is understandable.

Examples:

Periodicals are regarded as the foundation stones of search collection and big libraries vie with each other in acquiring formidable holdings. But in spite of unimagi-
of current titles or of their holdings. Taking into account the entire field of human knowledge, the total number of serial titles may run into half a million. The American and Canadian libraries are proverbially rich in serials holdings, even then, the 3rd edition of Gregory's Union List expects to cover 1,57,000 titles only. The British Union Catalogue of Periodicals in its 4 volumes and supplement up to 1960 is a much more ambitious project, offering the fullest single list of serials ever published, with 1,70,000 titles held by 450 libraries in U. K. Such being the position, it is beyond the capacity of any library to satisfy the entire demand of its readers in respect of serials and it has to depend to a large extent on the resources of other libraries. The Union List of Serials or Union Catalogue of Periodicals is the only type of tool which can help to locate particular titles, to meet the reading and research needs of a library. It usually shows, in alphabetical, classified or some other order the periodical holdings of different libraries in a region or a country and thus brings within the knowledge of the reference librarian and his clientele the periodicals held by other libraries. It thus helps the libraries to overcome their own limitations in periodical stock, to locate them, to know about the exact indication of holdings and procure on inter-library cooperation the particular titles and volumes necessary for its readers and researchers. Of all the reference tools that a modern library would like to possess, the most useful and valuable tool to meet the research needs, is the Union List of Serials. Its usefulness may be summarized as follows:

1. Helps to locate specific titles,
2. helps in checking and compilation of bibliographies,
3. helps facilitate inter-library loans and distribute the burden of such loans among a number of libraries,
4. serves as a checking list of un-located research items,
5. serves as a potential aid in avoiding unnecessary duplication of expensive and little-used titles,
(6) provides information on the gaps in collections, 
(7) assists in the exchange programme of libraries, 
and (8) helps Documentation work, especially, documentary reproduction work by facilitating location and procurement of serials containing the material.

A few outstanding examples of such Union Lists are given below:

**Examples:**

A publication complete in itself, such as a book, monograph or treatise is usually read in the whole and even then at the end of it we generally find an index serving as guide to individual books, of all the topics, names, subjects, etc. mentioned in the books, arranged in alphabetical order, the purpose being to help the reader refer if necessary to the body of the text for each item listed. Index is after all, a systematically arranged list of items, giving sufficient information on each of them for easy identification and location. Such facilities for guidance are much more necessary to be provided in case of multi-volume works and works of a composite nature that have reference value. An index enables a specific item to be indentified and traced. If we take into account the hundreds and thousands of articles that are being published every year in all subject fields written by the multitude of authors in the numerous periodicals, we can have a measure of the heavy burden imposed on readers intent on locating required materials. It was necessary therefore to innovate a suitable type of bibliographical tool to serve as useful guide for answering source location question. ‘Index to Periodicals’ was the result, and such indexes are according to James Wyer, “A small group, but of importance wholly out of proportion to its numerical strength”. Although limited to retrospective literature searches, these ‘Index to Periodicals’ are invaluable in providing information from the periodicals themselves, being of utmost importance in literature searches and reference work generally. Organized efforts have been made in different countries to produce such index. Thus Germany has its monumental “Bibliographie der deutschen Zeitschriftenliteratur”, covering German journals, transactions, festschrifts and other collections. America has similarly, the “Wilson Indexes”, “Readers' Guide” and “International Index to Periodicals”. Great Britain has its “Subject Index to Periodicals”. In
addition to the comprehensive indexes to periodicals in all fields, there are some devoted to broad or even specific subjects, although science and technology is accorded special treatment having a predominant position.

An Index may be either Bibliographical or Analytical or Annotated giving alternatively, bibliographical information only such as, author, title, etc., or specifying topics of the articles as subject-heading or containing information note relevant to the contents, scope or importance of each article in addition to the usual bibliographical data. Irrespective of all such details, an Index to Periodicals always enables a reference librarian to trace a particular article by an author, or indentify a periodical from an abbreviated title or produce a list of articles on a particular topic written during a specified period. Whenever enquiries or questions from the periodicals are to be solved, a reference to the Indexes to Periodicals available in the library is an imperative necessity.

Incidentally, the field of index has strayed much beyond the periphery of periodicals, and similar tools are nowadays available in respect of poetry, essay, short stories, speech and even translations. They cover practically general literature in every form. If a poem is to be identified from its first line or title in an anthology, if an essay or short story is to be located, if an oration on a subject is to be traced or one is to be correlated to its author or the most widely translated authors are to be found, the relevant Indexes are the only tools to provide necessary clues.

From the very early stages of book production there is evidence of attempts to provide guides to individual books, by way of chapter headings, contents lists, paragraph headings, etc., which however, proved insufficient to meet the need of serious readers. The necessity of Index as a guide to individual book had been felt long ago, and it was perhaps the widest circulation and possession of the Bible by the ordinary people which acted
as incentive to produce the first major Index in English. Alexander Cruden compiled a Concordance to the Bible in 1737 which is nothing but an Index to this great literary and religious work. Words and expressions from the Bible are profusely quoted or referred to, but unless their contexts to the text could be traced easily, there would be no sense in doing it, and only an Index could ensure such provision and hence the urge for the Concordance. From eighteenth century onwards the art of indexing improved. From indexes to individual works, progress was made to produce indexes to multivolume ones, ultimately to the index to periodicals. The magnificent Index to the Encyclopaedia Britannica and Poole’s great index to the periodicals of the nineteenth century are landmarks in this field. The final improvement went to the credit of H. W. Wilson who published “Readers’ Guide to Periodical Literature” in 1901. It was unprecedented and a unique evidence of great skill. The House of Wilson has endured as a name to conjure with and the Wilson Indexes are now world famous. Twentieth century has therefore been called the age of Indexing.

The value of Index is now universally recognised and indexing is regarded as an advanced art requiring great skill. The intensity of feeling towards this most essential auxiliary to printed materials, is aptly expressed by E. B. Osborn who wrote in his ‘Literature and Life’—“There is no greater literary sin than the omission of an Index.” If it is true for an individual work, it is much more true for a work in several volumes and indispensable in case of serials.

A few examples of Index to Periodicals, as well as, Indexes in other fields, which are important tools of reference, are mentioned below:


2. International Index: a guide to periodical literature in the Social Sciences and Humanities.


4. International Bibliographie der deutschen Zeitschriften-literatur, 1897-. (Most extensive of periodical indexes, known as 'IBZ'). Osnabruck, Dietrich.


8. Engineering Index, 1884-. New York, Engineering Index Inc.


13. Indian Education Index, 1959-. (Monthly). New Delhi, Central Secretariat Library, Ministry of Education.


20. Essays and General Literature Index, 1900-. (Index to collections of essays and works of a composite nature that have reference value: semi-annual, annual and five-year cumulations). New York, H. W. Wilson.


26. INSDOC list of Current Scientific Literature. (Semi-monthly, classified list of articles from scientific and technical journals: an advance list based on contents received before publication). New Delhi, Insdoc, N. P. L.

ABSTRACT

Defined briefly, "Abstract is a concise summary that gives the essential points of a book, pamphlet or article". (ALA Glossary). It is thus a form of current bibliography in which mainly the contributions to periodicals are summarized, with adequate bibliographical description and with systematic arrangement mostly in classified order, to facilitate the articles to be traced. Such abstracts may either be indicative or informative. In the former, the summaries are intended to provide the reader the scope to decide and select the articles he would require to consult in original, while in the latter the main arguments, data and conclusion of the original articles are summarized. These are produced and published in two forms, in cards called Abstract Cards and in periodical form called Abstract Journal. These bibliographic devices, publishing the abstracts or digests, are suitable media for reference service especially in view of the brevity of their contents, in respect of enquiries relating to the current literature.

Like other bibliographies, abstracts may be selective or comprehensive, and may be prepared by an individual or an industrial organisation for limited or restricted use, or it may be a project of some commercial organisation,
supplied regularly to those who receive it, against subscription. Very often special libraries prepare abstracts in limited field for the use of its own clientele, to keep them aware of current progress in their subjects of interest. These are published in mimeographed form as Abstract Bulletin. The abstract services which are responsible for the preparation and publication of this special form of periodical, i.e., the Abstracting Journal are rather costly affair to run and they maintain themselves on the active support provided by library subscriptions, on which their continuation chiefly depends. Being confined generally to the specialized fields of science and technology they materialize only through the joint efforts of specialists and documentalists and often with the help of the third party—the linguist. A comprehensive abstracting journal covers the largest number of periodicals on the subject and its allied fields, irrespective of language. Considering the phenomenal increase in the number of periodicals even in one subject, say, Chemistry, the task assumes herculean proportions and the quantum of efforts and expenditure required to publish a standard abstracting journal like the “Chemical Abstracts” efficiently and regularly, avoiding time-lag, beggars description. They are very important reference tools in research, especially in science and their value is appreciated by the fact that almost all research, technical, special and university libraries are making increasing use of them. That abstract journals are also coming in the fields of social sciences and humanities is another indication of appreciation of its value. Every librarian ought to be familiar with as many of these abstract services, cards and journals, as possible, to be able to offer adequate reference service to the student, teacher and researcher in special fields of knowledge.

The earliest attempt to publish this new type of periodical was that of “Pharmaceutisches Centralblatt”, later known as “Chemisches Zentralblatt”, which is being published since 1830. Many others followed this pioneer
effort, some surveying broad fields of knowledge and summarizing current publications of importance in those fields, others covering specific fields only. Their service in reference and research has been duly acknowledged by all reference librarians and research workers. These abstracting periodicals also provide alphabetical indexes of subjects and authors annually, and are sometimes cumulated into quinquennial or decennial volumes i.e., five-year and ten-year cumulations.

Enquiries relating to current literature on very specialized topics, specific and pin-pointed, and with concise summaries of their essential points, come generally from serious students, scientists and research staff. Abstracts are the only medium through which such information can be retrieved. If documentation is necessary to control and digest millions of micro-thoughts recorded in periodical articles, abstracting services are more urgently necessary to facilitate literature searches and information retrieval.

Examples:

(A) Abstract Cards:


(B) Abstract Journals:

3. Analytical Abstracts (M)
   London, Society of Analytical Chemistry.

4. Chemical Abstracts (SM)
   Vol. 1- , 1907- .
   Washington, American Chemical Society.

5. Physics Abstracts: Section A of Science Abstracts (M)
   Vol. 1- , 1898- (M)
   London, Institute of Electrical Engineers.

6. Mathematical Reviews (M)
   Vol. 1- , 1940-
   Hope St., Prov., American Mathematical Society.

7. Geophysical Abstracts (Q)
   Washington, Superintendent of Documents.

8. Meteorological Abstracts and Bibliography
   Boston, American Meteorological Society.

9. Biological Abstracts (M)
   Vol. 1- , 1926- .

10. Excerpta Medica (M)
    International Medical Abstracting Service.
    Amsterdam, Excerpta Medica Foundation.

11. Nutrition Abstracts and Review (Q)

12. International Abstract of Biological Sciences (M)
    (A comprehensive survey of world literature)
    New York, Pergamon Press.

13. Electrical Engineering Abstracts (M)
    (Section B of Science Abstracts)
    Vol. 1- , 1898- .
    London, Institute of Electrical Engineers.
14. N. B. O. Abstracts (M)  
   New Delhi, National Building Organisation.

   New York, American Society of Mechanical Engineers.

16. Fuel Abstracts (M)  
   D. S. I. R. Fuel Research Station.  

17. African Abstracts (Q)  
   (Ethnological, social and linguistic studies)  

18. Sociological Abstracts (Q)  
   Ann Arbor, Michigan, Edwards Brothers.

   New York, Social Science Abstracts Institute, Columbia University, 1929-33. (Publication suspended)

20. Australian Social Science Abstracts (twice a year)  
   Melbourne, National Research Council.

21. Psychological Abstracts (Bi-M)  
   Vol. 1- , 1927- .  
   Lancaster, Pa., American Psychological Association.

22. Education Abstract (Q)  
   Paris, Unesco.

23. Indian Education Abstracts (Q)  
   New Delhi, Central Secretariat Library, Ministry of Education.
24. Historical Abstracts (Q)
   (A bibliography of world's periodical literature)
   Vol. 1-, 1775-.
   Santa Barbara, Calif.

25. Library Science Abstracts (Q)
   Vol. 1-, 1950-.

NEwSPAPER INDEX & NEWS SUMMARIES

Index to Newspapers and News Summaries are used as dependable tools of reference, whenever enquiries on significant news or specific events, both current and retrospective, are to be answered. Newspapers record incidents, events and facts from day to day, of local, national and international importance, which are of immediate and current interest. Both the low-grade material of the news-print, which is seldom durable, and for their odd-size and unwieldy bulk, preservation of newspapers is discouraged in most of the libraries. And even if they are available in old files, the search for a single news or event would be a maddening job for any reference librarian. Significantly enough, there is no dearth of questions which require tracing specific events or verifying facts or ascertaining with precision disputed and elusive dates. The world of news would have created the hell of chaos to the utter despair of the reference librarian, had it not been for the suitable Indexes to the famous newspapers like "The Times" of London or the "New York Times" which give sufficient information without recourse to files themselves and the admirable news-summaries like "Keesing's Archives" which record facts date by date in useful summaries under general or popular headings with provision for ingenious indexes. Their utility as finding tools will
be readily acknowledged by any librarian. Events lost in contemporary memory may suddenly sprout into prominence, a certain date may prove to be sufficiently significant in an eminent person’s life, an author may need determining firmly an elusive date, or news enjoyed but forgotten easily without compunction may occasionally need resurrection. Nothing of the kind will drive the resourceful librarian to his wit’s end, provided he possesses a few of these tools. How much useful such a tool is, can be realised from the following experience. A professor who was finalizing his manuscript rang up the librarian to enquire about the exact date on which Churchill was invested with Knighthood. The biographical dictionary at hand gave no clue. Next a reference was made to Who’s Who, which gave immediately after the name a succinct entry “1953 K. G.”. It might be any date between 1st January to 31st December? Next, the “Century Cyclopedia of Names”, which usually provides more useful and elaborate sketches, was referred to. But even there only the year was mentioned as 1953. Finding himself at the dead-end of any solution the librarian picked up the cumulated volume of “Keesing’s Archives” for 1952-54, turned over the index, found a reference to entry number 1289D, under sub-heading “Order of the Garter”. The entry gave the clue that Order of the Garter was conferred on Churchill on April 24, 1953. The result was communicated to the Professor over the ’Phone. Above illustration amply shows the various ways in which a reference tool may be successfully used.

Some well-known Newspaper Indexes and News Summaries are mentioned below:

1. Keesing’s Contemporary Archives: Weekly Diary of World Events, 1931-. Bristol, Keesing.
   (It is a weekly loose-leaf service with fortnightly index which cumulates very often, ultimately forming a volume index usually covering 3 years).
2. Facts on File: The Index of World Events, 1940-. New York, Facts on File Inc.
   (Like Keesing's it is a loose-leaf service, with cumulative Index).

   (A Keesing's style loose-leaf service confined to Asian Affairs. Has quarterly index with annual and triennial cumulations).

4. Africa Diary: Weekly Record of Events in Africa with Index, July 1961-. New Delhi, Africa Publications (India). (Similar weekly loose-leaf insertions with quarterly Index cumulated annually).

   (A news-summary of international coverage on the lines of "Keesing's" and "Facts on File").

   (Although not the official index, it is valuable because it goes back almost to the beginning of the "the Times").

   (After being published as annual index it was issued monthly as "Official Index to the Times" up to 1914, then as quarterly up to 1956. Since 1957 it is being issued bimonthly).

   (It is issued semi-monthly with annual cumulation).

Five different varieties of the Serials' references have been described above, with examples. They pertain to
that class of printed material whose contents range very widely, from news and events to the highly specialized research results. Naturally, their information potential is exploited for divergent purposes, by different classes of clientele of the library world. It is necessary, however, to keep oneself informed about the important information guides and selection tools, concerning reference in the field of serials as also of the indexing and abstracting services and their techniques. A few such guides are also described below:

   (It lists 1855 titles, representing 50 countries. Abstracting and indexing services listed include bulletins, journals and card services).

   (It contains a revised and much expanded edition of CIS classification system used to classify Abstract Cards, containing information on occupational safety and health).

   (It describes the simplified form methods and patterns for organizing indexes, and covers name and subject indexing, special indexes, and indicative and informative indexes. A glossary of nearly 200 terms used in indexing is included).

4. Index Bibliographicus, 4th ed.
The Hague, FID.
   (It lists abstracting journals, serial bibliographies, reviews and abstracts).
PATENT LITERATURE:
STANDARDS SPECIFICATIONS

In many libraries nowadays, especially, scientific and research libraries, libraries attached to manufacturing and commercial organizations, i.e., special libraries, and those of the universities with faculty of engineering and technology, there is considerable stock of Patents Specifications and other literature on Standardization. These contain a mass of information about new discoveries and inventions which is not generally published in any other form or through other accepted printed media. These are also frequently used by scientists and technologists to gather information and knowledge about the quality of a product, of materials of engineering and technology and of the methods of testing. Patents are granted for new inventions and discoveries, including processes, machines, manufactured items, etc., novelty being the attribute of patentable invention. Individuals, groups and companies are patentees of various machines and electrical and chemical products and wherever research is carried on, it becomes incumbent on the reference librarian to ensure that, scientists, technologists and researchers get complete description of such inventions already effected on their lines of research, so that, they may guard against producing something sub-standard or against infringement of other’s patent rights. They should be provided with information about specifications, methods of tests, etc., of a wide range of industrial products. The research librarian’s job is to ensure all this. A standards specification indicates the standard to which a machine or industrial product must conform. These are usually drawn up by organized agencies, government or quasi-government, such as the British Standard Institute in Great Britain, the Bureau of Standards in U. S. A., and the Indian Standard Institution in India. National Patent Offices are the authorities to grant patent right.

Libraries generally find enormous difficulty in organizing its stock of patents and standard specifications
for efficient information retrieval. The Patent Offices and Standards Institutions have their own ways of classifying such material and there is no uniformity in that. Had they adopted the U. D. C. classification, some sort of uniformity could have been maintained and it would also have been possible in that case to interpose patent specifications of different countries in one series, to facilitate greater ease of search. The special classifications adopted by different Patent and Standards Institutions preclude this possibility, to the great disadvantage of the librarian and scientist.

Fortunately, however, there are useful reference tools covering this special type of material and there is a special classification schedule also in U. D. C., to enable the librarian to classify and locate the relevant information and make it readily available to his clientele. The importance of Patents, containing complete description of inventions, and of the specifications and trade literature, setting standards of quality which industrial products should reach, is obvious for the special and research libraries. The possession of the undermentioned tools and the knowledge of the special schedule are therefore imperative for the reference and research library and its staff.

Examples:

1. Patents Abstracts Journal, 1954- (Weekly). Liverpool, Technical Information Co. (Summaries prepared from published complete specifications are classified in this abstracting journal in 3 groups—general, mechanical, chemical and electrical engineering and electrical. It also provides a name index of patentees and classified list of patent numbers, separately. Brief titles against these numbers serve as subject guide).

(This reference book is divided in 38 Sections, each under a specialist. Provides technical information, including details of proprietary materials and systems in the various trades, with specimen specification clauses. It also has bibliographies and footnote reference where necessary).

(It is a handbook or information guide, giving in addition to other matters, a comprehensive list of all current British Standards, as well as Codes of Practice).

(The purpose of this reference book is to promote the knowledge of the materials of engineering and standardization of specifications and the methods of testing. It contains details of specifications, methods of test and definitions covering a wide range of industrial products).

(It lists 2034 Indian Standards and for each standard, brief annotations are given, indicating its scope and contents. It also gives names and addresses of manufacturers to whom licences have been issued by ISI).

(It may be used for classifying literature of Standardization published in books, pamphlets or periodicals, as well as, for classifying international, national, group or company standards).
DOCUMENTS

Government in every country publishes a large amount of works separately or in series. Such publications often contain extremely valuable informational and research materials. A Document is defined as "A single piece of written or printed matter which furnishes evidence or information upon any subject". This definition is found in the terminology of documentation. But documents as we are to consider here, comprise mainly of publications of a Central, State or Local Government, as well as those of international organization, such as, League of Nations, United Nations and of its specialized agencies like ILO, FAO, WHO, UNESCO, etc. They have the government's or the organization's imprint and sometime they are sponsored by them. Usually the book-trade bibliographies do not mention them, nor are they reviewed promptly or regularly like other publications. They are treated as special material, considered as "Documents", classified for reference use, being not usually taken to be of any use to ordinary readers. In spite of the fact that the university and research libraries willy nilly collect a large amount of such publications, either through gift, exchange or purchase, libraries generally, do not give government documents the usual or separate and special consideration with regard to their acquisition and processing in the same way as other publications. In most libraries the role of 'Documents' is not clarified or defined, neither a sound collecting programme is developed. It becomes therefore difficult for an untrained person to find government documents, serials and pamphlets, etc., in a typical library catalogue. There is evidently some reluctance to come to grips with the problem of document collection, which is mostly due to the fact that the National Libraries, the Library of Congress, British Museum, Bibliothec Nationale, Indian National Library, etc., take the responsibility to build up comprehensive resource in
this field. Such Libraries in a very real sense function as national document centre. This lukewarm attitude towards 'Documents' however, spells danger for any library with a sizable collection of such material in the context of their collection, organization and use. Publications of the League of Nations, United Nations with its specialized agencies and of the governments of U. S. A., U. K., U. S. S. R., Germany, France, Japan, India and other countries are not possible to be acquired, on wholesale basis, nor it is desirable to do so, but it cannot be gainsaid that considerable part of such documents, relating to matters legislative, statistical, educational, agricultural, defence and in various subject fields—in the humanities, social sciences, science and technology, contain much reliable data and information which people in general would like to know and researchers would need for their work. It is necessary therefore to have selective approach for their acquisition. It is much more necessary to classify and catalogue them for purpose of reference or for ordinary use. There are quite a number of readable and popular government publications which should not suffer total or partial eclipse, for their belonging to the family of 'Documents'. Their relegation or elevation as reference material is likely to shut off readers from their use. Legislative proceedings, documents on foreign affairs particularly white papers, statistical publications, departmental reports, economic surveys, etc., are mainly source materials, which may be used for reference purpose, but there would be a lot of other publications also needing treatment as ordinary books.

For the selection and organization of documents and for information on their scope and contents, there are a number of tools, which may be used with advantage. The Indian National Bibliography will also be a useful tool for such selection of Indian materials as it contains classified list of documents in a separate sequence. Some examples are given below:
(A) League of Nations:


(B) United Nations:


(C) General:

(D) United States:
E) United Kingdom:

(F) India:

PAMPHLET: REPRINT:
AND OTHER EPHEMERA

Of the non-book materials, pamphlets constitute a formidable collection, next in importance to periodicals, in most of the research libraries, forming an important adjunct to their book collections. It is sometimes regarded as foundation stone of a research collection. A percentage of enquiries can be met by reference to pamphlets which provide up-to-date material not yet recorded in conventional reference tools.

The Bookman’s Glossary defines it as “A booklet of few sheets of printed matter, usually within a paper cover”. A L A Glossary describes it as follows:

1) In a restricted technical sense it is an independent publication consisting of a few leaves of printed matter stitched together but not bound; usually enclosed in paper covers. While independent in the sense that
each pamphlet is complete in itself, it is a common custom to issue in series, usually numbered consecutively. In local library practice there is variation in the maximum number of leaves or pages allowed under the term.

(2) It is a brief controversial treatise on a topic of current interest, usually religious or political; common in England from the sixteenth to the eighteenth century.

Evidently, not everything that goes by the term 'Pamphlet' is important or valuable, which is rather an occasional exception. Much of this material is intended for free distribution, produced by an incredible number of agencies, international, national and local, mostly in the fields of politics, economics, social services, religion and as part of information material issued by the public relations bureau of different governments, a large part of which can be called propaganda literature. There is the danger of a library being flooded by pamphlets and unless there is a continuous process of weeding such material starting from the receipt stage, the unwieldy bulk of it would become unmanageable in course of a few years. Such occasional papers of passing interest or fugitive materials as they are often called, should be systematically weeded when out of date or when interest ceases on them. Occasionally, however, libraries have to purchase pamphlets in series, published by established organizations, such as,

(1) Longman's writers and their work series,
(2) Oxford pamphlets on India series,
(3) University of Minnesota series of American writers,
(4) Series on Historical study by the American Historical Association,

and a host of others. It has been found in many cases that a pamphlet admirably treats of a topic or subject within its limited scope, which would serve the reader's purpose or that it deals with some specific matter on which books have either not been published or are not available in stock. Being put into service, such pamphlets
not only satisfy readers' demands, it also relieves the librarian, and very often the reference librarian, from difficult situation. The pamphlet collection, wisely acquired, and selected with purpose, should be accorded full elaborate treatment of conventional cataloguing. If it is to be used for research and reference purposes for verifying and supplying information on specific topics or some useful data for corroboration, there is more justification for handling it properly as a part of reference material. After being classified and indexed properly they may be kept in pamphlet boxes or in vertical file cabinets, for expeditious recall.

The only reliable selection or finding tool for selected pamphlet material is another unique service started by the House of Wilson in 1932. Its details are given below:

Vertical File Index: A Subject and Title Index to Selected Pamphlet Material, 1932—

(It is a list of selected pamphlets considered to be of interest to general libraries. It is neither a complete list nor recommendatory in nature. Issues contain lists of current available pamphlets, booklets, leaflets, mimeographed material, arranged alphabetically by subject, with descriptive notes and price or conditions for their procurement. A title index follows the subject list, giving the subject heading under which the title can be traced).

Most of the non-book materials, of which Pamphlets would comprise the largest segment, are nowadays, stored in 4-drawer steel cabinets, with horizontal bars or strips, holding hanging folders vertically.

Each folder has a tab for guide and quite a number of pamphlets can be encased in it. If arranged in classified order or alphabetically by broad subject headings, the tabs can be used as proper guides. A few thousands of pamphlets can be stored in this manner in one cabinet.
Of the other non-book materials capable of similar storage and treatment, would be the "Reprints", "Newspaper Clippings", "Prints", "Plans and Charts", etc. All of them may be technically termed as Vertical File Material.

Considerable quantities of re-prints, pre-prints, separates, etc., of materials from journals, are collected in research or scientific libraries. Instead of acquiring them indiscriminately, a safe procedure of discarding those which are available in original periodical form should be adopted. If the library does not have the periodical, only then these reprints or the separates should be acquired, stored and organized for use.

They are frequently arranged alphabetically by author in a self-cataloguing file. It has, however, been found that, to serve informational purposes, a vertical-file arrangement by subject, proves more useful.

Information in the most current form on any event, topic and matter is available in newspapers. In addition to the service given by the well-known news summaries, viz., "Keesing’s Archives", "Facts on File", "Asian Recorder", etc., collecting of news-items exclusively related to the institution's activities is indulged in by various special or academic libraries for reference use. Any news-item relating to the activities of a University including its faculties and students and of general academic interest or in connection with the students extra-curricular activities, may be worth-keeping as clippings for ready reference. Some public libraries maintain Necrology File by keeping cuttings from newspapers of the obituary notices. They may be required for readers' references.

The storage of these clippings in the Vertical File cabinet with suitable subject headings on the folder tabs, would be the best way of handling them.

Art reproductions, which are available on sale, sometimes form a part of the collection of a public library or
in libraries attached to cultural institutions, fine arts academies, etc. They are obtained in loose form and the best way to handle them is to store them in vertical file cabinets. If arranged by media, i.e., painting, graphic arts and drawing, sculpture, decorative arts, etc., and encased in hanging folders, any particular picture can be easily located and produced for the reader’s benefit.

Some useful selection tools are available regarding pictures and prints, a few of which are mentioned below:


The type of non-book material known as Chart or Plan, which gives ‘information of any kind arranged in tabular form or graphically by means of curves’, as well as representation of any thing drawn on a plane, say, of a building, other structure, landscape design, etc., are also technically vertical file material, capable of being stored in the hanging folders with heading on the tabs as ‘Chart’, ‘Plan’, etc., along with other ephemera or fugitive material. Their utility may cease after some time needing weeding out, to be replaced by other such material of immediate interest.
MICROFORMS OR MICRODOCUMENTS

It is well-known that a large number of publications indispensable for research, have gone out-of-print and become rare or absolutely unavailable. University and research libraries throughout the world needing such research material, have now found means of their acquisition in micro-forms, i.e., micro-films, micro-fiche or micro-cards, which technique has registered a tremendous development during the last decade. The cost of a rare publication is prohibitive, moreover, its physical condition may restrict its use even when procured after great sacrifice. A micro-reproduction of the same would be available for a small fraction of such cost. Many agencies in the USA and UK nowadays produce or publish a large number of reference and research material in micro-forms. Subjects covered range from the latest research reports to complete reproductions of rare documents, texts and old sets of learned periodicals. The basic materials procurable in microform would be:

(a) Microfilm—Mainly recording bulky sequenced documents which may need only occasional reference. A year’s issue of a large daily newspaper can be recorded in one 100 feet reel of 35 mm. film, reduced to the size of two cigarette packets.

(b) Microfiche—Is a transparent film 3" × 5", recording 40 pages and allowing full-sized reference title, which can be stored in card cabinets filed in drawers with simple classifications.

(c) Micro-card—Is an opaque card, similar to micro-fiche. It takes on one side of a card at least 26 pages of a book or article or document with full title and other bibliographic data. For old sets of journals, out-of-print and rare series this form is ideal. It can be filed like ordinary catalogue cards.

(d) Film-strips—Usually used for reproduction of a single article of a few pages or for pamphlet material.
A strip of nine inches is usually capable of reproducing 36 pages. 35 mm. film is used for the purpose. They are usually stored in plastic jackets.

For the use of these micro literature, "readers" in various designs are available, which are capable of reading different forms, viz., a microfilm reader can be used under simple instructions for 16 mm. or 35 mm. perforated of unperforated film, also film strips and slide projection. Similarly, microfiche and microcard readers are also available to project the transparent and the opaque forms, respectively.

Government documents, scientific and technical periodicals, rare and out-of-prints texts are available in microform or can be obtained on requisition from organization or firms engaged in documentary reproduction work.

In another context this form of literature has advantage over the conventional form. For physical and bibliographical control as well as to have it in compact, space-saving and permanent form and from the point of view of rapid servicing, the micro-reproductions have earned the commendation and support of many libraries.

Some useful source materials and finding tools, providing information of available literature in microform or of the various services of Documentary Reproduction work are mentioned below:

   (To find out whether a particular item is available on microfilm or other microform this guide is useful, over 13,000 entries are arranged alphabetically).

   (In this comprehensive classified list of publications available in Microform over 12000 entries are arranged by subject.)
(It is a catalogue of microliterature produced by the firm, arranged according to country, and with an alphabetical index.)

(It lists filmstrips in alphabetical title order with complete description of each. There is a subject to the title list and directory of sources from which these may be obtained).


(Gives an account with details about the organizations engaged in documentary reproduction work in countries of the world)

(Lists nearly 120 photo-reproduction services of national, public, university and special libraries and some commercial concerns in the U. K. In addition to information concerning services and prices, the entries give details of collections in micro-text held by the libraries).

Printed material may sometimes prove insufficient in satisfying certain curiosities of enquirers, who would be more satisfied if some form of multi-sensory communication is utilized for the purpose. Modern libraries, especially in the schools and juvenile sections of public library, are trying to expand the scope of their reference service by the use of audio-visual materials. Folk-songs, recitations and speeches caught on the disc or tape recording, would impress a juvenile enquirer more about these things, than any literature served to him. The curious adolescent would retain a permanent impression of the record of human history in many fields; and especially in the sciences and technology, if he is shown the models and specimens, historic, archaeological, ethnographical, scientific and technological and in the fields of culture, etc., properly processed and disseminated by the enterprising librarian. A mere reference to the printed source book may fail to render him complete satisfaction. Photographs of famous persons, places and objects, graphs, charts & posters concerning public health, first aid and statistical information, etc., disc, tape and wire transcriptions and recordings, as well as radio and TV programmes are some of the items to be collected and provided for, in this context. A good collection of informational and educational documentary films and provision of a projector and a small auditorium would certainly add to the scope of audio-visual services in a reference library. By and large, the idea behind this new innovation in reference service, is to provide scope for the newer educational media through multi-sensory communication. A picture of the Nagas in ceremonial costume or of the Grand Canyon or Bhakra Dam; playing of a record of Churchill’s speech or Tagore’s recitation or Robson’s song; projection of a documentary film on a printing press or giant steel factory, of soldiers on training, would create more lasting impression on the mind of the clientele.
and earn their commendation for complete satisfaction of
their need for knowledge and information.

A few guides and tools in this connection are described
below:

1. World Film Directory: Agencies concerned with
   educational, scientific and cultural film. Paris,
   Unesco, 1962.

2. Educational Film Guide, 1954-58 (with annual
   (A title catalogue of 60 current 16 mm. educa-
   tional films).

3. Freebault, Marcelle. The Picture Collection,

   Garden City, Doubleday, 1950.

5. Hall, David. Records. New York, Alfred Knopf,
   1950.

6. Rufsvold, Margaret I. and Guss, Caroline. Guides
   to Newer Educational Media: films, phono-
   records, radio, slides, television. Chicago,
   (It describes all the existing and readily
   obtainable bibliographical tools and services—
   catalogues, indexes, periodicals, specialized lists,
   etc., which systematically provide information
   on the newer educational media).

The entire range of Reference Tools—the books,
periodicals and non-book material, serving the needs of all
types of clientele, with diverse interests and purposes, has
been discussed in this chapter. It covers a wide canvas of
printed material brought into reference use, from the well-
established conventional tools to the most unconventional
fugitive literature, playing their part as source material
for information and research. The description and use-
fulness of each type has been projected against the ever
expanding new dimensions of reference work, covering
almost every aspect of it, from tackling the ordinary
enquiry to the highly specialized information service.
CHAPTER FIVE

REFERENCE LIBRARY ORGANIZATION

After considering the philosophy, concept and principles of reference work, its nature and technique, and having been acquainted with the different categories of reference tools, it would be worthwhile now to discuss how to build up a reference collection and an efficient reference service to interpret that collection. Reference library organization should faithfully project the modern attitude wedded to the 'liberal' or 'maximum' theory. The age-old conception of the Reference Library as being one, where books are consulted within the precincts of the library, may have truth in it, but it reflects only a limited conception of it. There might have been justification in bygone days to lock up books and offer their use to a restricted few, but in this age, when the quantum of recorded knowledge, the expanding media of communication and the quantity of printed material have far outstripped the capacity of individuals to consume and assimilate and when increased number of readers interested in consulting all available records seek skilled guidance, the entire superstructure of the Reference Library has to be built up from the point of view of this new perspective—where people come not merely to find a book to read, but to gather information and ideas on all matters, from the very commonplace to the highly specialized ones.

We have evidence of library set-up from the ancient times in Assyria, Egypt, China and India, consisting of Clay Tablets, or rolls of papyri, vellum, parchment or palm leaves confined within the four walls of temples, churches; royal courts or viharas. People in search of
knowledge were very few, related to the religious cadre only. After the invention of paper and printing and the tremendous development of reading material, pursuit of knowledge was liberalised and the book became available to the common man. A movement for world literacy, an upsurge in education and research, and proliferation of human knowledge, basic and scientific, have changed the entire outlook of the library as an institution. If the ancient libraries could be called Reference Libraries, it could be so only with all the limitations prevalent at the time. A modern library in action, with its thousands and millions of volumes of books, periodicals and non-book material, and hundreds and thousands of patrons eager to use them, reflects a different picture altogether. Our object is to visualize an organization of reference library in modern sense of the term and in this context.

As a matter of fact, excepting the few national libraries, viz., Library of Congress, British Museum, Bibliotheque Nationale, etc., and some others specifically established as reference and non-circulating library, the majority of libraries throughout the world had made arrangement for separate reference departments since the last few decades only. This was due to the very delayed acknowledgement of the importance of reference libraries and of the inadequate understanding of reference service itself. It has been borne out that a considerable number of librarians and library authorities still hesitate to accord due emphasis on this, the pendulum swinging heavily in favour of its circulating function only.

The organization of the Reference Library or the Reference Department of a library has evolved from the very modest efforts of the librarian to help readers in finding books for reading and finding facts for information. It originated from the innate human understanding of difficulties of readers by the librarian and the latter's devotion to duty beyond the specified or accepted limit. The ethos of librarianship has developed with the growth of library service.
The beginning is made with a few tools only, interpreted to readers when necessary, by the librarian himself. Gradually, the Reference Department adds to its collection, printed sources of various types, to which people may resort for information and knowledge. Ultimately, the Reference Department grows up with its well-chosen collection and skilled staff into some sort of a living encyclopedia, attempting to provide a complete picture of information, current and retrospective, on various subject fields. In the process of growth, specialization becomes necessary and an able assistant is entrusted with the sole work of attending to readers' reference needs. A further development is manifest, when a separate Reference Department is organized centrally, under a Reference Librarian with Assistants to help him. When the collection and the quantum of service rendered register further increase, a more elaborate form of organization is effected by having specialized reference divisions in separate subject fields, viz., Humanities, Social Sciences, Natural Sciences, Biological Sciences, Technology, etc., in addition to the General Reference Department. Each of these divisions is under a separate Reference Librarian sometimes with requisite subject knowledge, aided by his own staff. The entire work is co-ordinated by the Chief Reference Librarian. The development last envisaged is perhaps the limit to which such organization may grow, involving considerably in men, material and money. Only a few libraries can afford this. The trouble is that the efficient reference library is rather an expensive business to organize and run, as it means a very comprehensive collection of reference material of all types and varieties and requisite number of skilled staff, both of which are costly propositions.

The purpose will be adequately served if every library sets up a distinct reference organization with deliberation and endeavours to build up a service as efficiently as possible within its own limitations. Its
absence has no moral justification for any library or its authorities. It is the most vital part of the entire organization of the library—a living limb in its organism.

A Reference Department, as such, should be considered as a component part of the entire organization of the library, a unit within it, although distinct from the Circulation or the Lending Departments. It cannot operate independently of other departments in the same library system. Purchase, accessions, classification and cataloguing are the normal functions closely linked with it. It cannot also do without a day-to-day contact and cooperation with other libraries, especially in the proximity. Comprehensive co-operative coverage of reference material and efficient pooling of resources on regional basis at least, should be encouraged to lessen the burden on an individual library and increase the potential of total service rendered to the community.

For selection of Reference Tools the first consideration would be the type or nature of the library and the general and special needs of its clientele. Variations in the selection of material should therefore be considered in view of the preponderance of one or another kind of question or subject involved, which directly influences the function of the reference department. (Generally speaking, much of the conventional types of reference tools can be selected after checking Winchell’s “Guide to Reference Books”, Shores’ “Basic Reference Sources”, Wallford’s “Guide to Reference Materials”, Roberts’ “Introduction to Reference Books”, Barton’s “Reference Books: a brief guide”, “Library Journal” (Bowker), “Wilson Library Bulletin”, “Subscriptions Books Bulletin” which give annotations for individual title, etc.) The lists of reference tools mentioned under each category, in the previous chapter, may also be considered for selection purpose. In addition to these well-known source materials, the following publications may be consulted conveniently to broaden the selection and cover each type more thoroughly:
1. Dictionaries of Foreign Languages: a bibliography of over 1,400 Dictionaries, by Robert L. Collison. (Hafner).

2. Bibliography of Inter-lingual Scientific and Technical Dictionaries. (Unesco).

3. Encyclopedias: their history throughout the ages: a bibliographical guide . . . to general encyclopedias, by Robert L. Collison. (Hafner).


5. Trade Directories of the World (Annual). (Crooner Pubn.)


While building up the collection it should be remembered that, all sources of information—books, periodicals, pamphlets and a lot of non-book material come within its scope. The latter may conceivably add to the information contained in conventional reference works. This is true for the special or research library reference work. For general reference work, however, a well-balanced collection of conventional reference tools, viz., Dictionary, Encyclopedia, Year Book, Directory, Handbook, Bibliography, etc. will be useful for any type of library small, medium or large. The main emphasis of reference department organization lies in the fact that a collection according to means must be built up even with the minimum number of tools, separately for reference purpose, and that a proper service should be made available to readers as a conscious and deliberate effort on behalf of the library. It is often found that even in medium sized libraries there is no separate reference collection of any size or quality and questions of all kinds are handled by somebody on duty not as a matter of routine or organized effort, but casually and perfunctorily
and in most cases by sufferance. That cannot ensure efficient reference service by any means.

There is no doubt that, the real value of reference tools should be appraised by certain standards. Reference books being usually costly and some types of them being necessary to be purchased every year or in successive editions and usual allocation of funds for reference department not being impressive, proper evaluation before acquisition is an imperative necessity. The selection sources already mentioned, will be helpful to a degree as some of them, especially, Shores and Roberts, have made evaluative comments on some basic tools. Careful examination of the scope and contents of each book should be made and the following check-points should be applied to test reference books of different types:

The test would comprise of checking the authority, scope, treatment, arrangement, format and the special features of the reference books. The experience, reputation and cultural status of the author or compiler and of the publisher or sponsor of the work, would be the primary consideration. The purpose of the publication as stated in the preface, its coverage and limitations, the nature of its information being current and up-to-date, as well as bibliography and other features indicative of scholarship would provide additional information about it. A critical appraisal of the treatment of the matter recorded, involving accuracy, objectivity and style should also be made. The order of the contents or the arrangement of the information provided, which should be as helpful as possible for easy reference, is the next consideration. The need of an alphabetical index is felt whenever the arrangement is classified, chronological or geographic and regional. These factors provide important study points of a reference book. As in other cases, the physical make-up, which relates to the binding, paper, types used, layout, illustrations, etc., is also to be considered in case of a reference book. Lastly, as a number
of books would be giving almost identical information, distinguishing or special features must be traced in some to judge their relative merits. If the reference books are generally subjected to the tests described above, it would definitely ensure a good selection. This has another advantage, that of easy acquaintance with the reference tools by the Reference Librarian and his staff, who undertake this task of evaluation. Selection and evaluation are possible and advisable in almost all types of reference books referred to in previous Chapter, but, for the Documents which originate with the governments and the majority of the non-book materials, like Patents & Standards, etc., there is scarcely any scope for evaluation. Strictly speaking, it is necessary for the conventional types only and for the fact books and general information material.

The fundamental and indispensable elements with which an efficient reference service can be built up consist of the following attitudes and attainments:

(a) There must be a separate allocation of fund for the purchase of reference books. Usually in the libraries there is allocation according to subjects and normally for reference books a meagre sum is earmarked as 'General and reference books'. In the academic libraries, especially in the universities, the authorities and faculties shift the responsibility for reference collections on the Librarian, leaving a small residual sum at his disposal, after appropriating much larger amounts for themselves. It should be remembered, however, that reference books cover subject fields also and as such, a larger part of the book-fund must be allocated for the reference department than is normally done,

(b) the Librarian must pursue a dynamic policy with regard to the selection and acquisition of reference books and other relevant material. He must be imbued with a spirit of adventure in this respect. Instead of wasting time in weighing, judging and calculating as to the
suitability, priority or cost of the various reference books, he should move forthwith for acquiring them. Any item which is not drafted for immediate use, does not lose its value thereby. Ultimately, it will prove useful on some occasion or other. It is just important to have them in the reference collection,

(c) it would be worthwhile to strive for completeness in reference collection in certain specified fields, if possible, on the basis of some tacit understanding with other libraries in the locality. Special libraries automatically attempt at this, in their specialized fields of subject interest. This facilitates more effective bibliographic control of material and much more enlarged scope for technical information service and the total pool thus envisaged, ensures comprehensive cooperative coverage of material and more efficient rendering of maximum service on a wider scale,

(d) another basic essential is the creation of skilled and constructive staff, without which a reference service cannot function. Such staff should be specially selected from among those who have a wish or flair for reference work. They should be trained extensively in the knowledge of reference tools and be helped to attain sufficient skill in their use. Such staff does not just happen, it has to be deliberately and carefully groomed and brought up. To maintain a reasonable standard, it is obviously necessary to have skilled and qualified staff; and as reference library work demands special skill, this ought to be an integral part of the professional training supplemented by an in-service training careful and systematic, by attending to reference questions and handling tools.

The organization of the Reference Library as such has a dual aspect. On the one hand, there is the basic essential of the selection, acquisition and organization of the reference material or tools and on the other, the important factor of selecting, recruiting and organizing the personnel.
The first and foremost thing to be remembered in this connection is that, even more than in any other branches of library service it is urgently necessary for the reference library collection to be thoroughly classified and catalogued, as otherwise, the entire material is rendered useless. Efficiency depends largely on the detailed organization of its contents.

As a necessary corollary, the collection which consists of different types of sources of information in a variety of forms, viz. books, periodicals, pamphlets, newspapers, maps, charts, reprints, separates, patents, standards, micro-reproductions, film-strips, records, museum specimens, etc., needs sufficient storage space with immediate facilities in close proximity for their use. This implies that the space earmarked for reference department should be sufficiently roomy, well-lighted, convenient and comfortable. A crowded look and crammed arrangement as also the scattering of material and their users to different places in the building, equally defeat the purpose of efficient reference service.

The Reference Department should be an integrated whole of all reference materials, properly arranged for quick servicing and with space enough to accommodate the users in a quiet and attractive manner. There may not be a crowd of them, but whoever is in need of help with regard to information, study or research, should be assured of easy access to relevant material. The Reference Department should be a big and spacious room or hall, walled with shelves of reference books and serving simultaneously as reading room for the purpose.

Near the entrance should be placed the "Reference Desk" or "Information Desk", with an able assistant receiving the enquirer and guiding him to the exact point where material relating to his requirement would be available. He will be taken up by the reference staff at that point. The "Desk" must have a telephone for receiving enquiries over it, as well as facilities for internal
exchange with other units of the library. For tackling simple, commonplace and usual types of fact questions, however, the assistant at the “Reference Desk” may keep handy on a shelf, some of the friendly tools. At least a dozen “R” books, i.e., reference books or fact books, intelligently selected, such as, “Shorter Oxford Dictionary”, “Columbia Encyclopedia”, “Lippincott Gazetteer”, “Statesman Year Book”, “India—a reference annual”, “Who’s Who”, “World of Learning”, “Times of India Directory”, “Famous First Facts”, “Bartlett’s Familiar Quotations”, “Bolton’s Dictionary of Dates”, and “Keesing’s Archives” (Current volume) may be kept near the “Reference Desk” so that, without much effort or movement, enquirer may be served with answers to their simple questions. For any time-consuming, material-finding questions and for other research and informational needs of specialized nature, the readers should be guided inside the main collection and helped by other skilled staff. The main collection comprising of hundreds or thousands of volumes should be in a contiguous area, all on open shelves, arranged according to types and then subject-wise. The non-book material in vertical file storage, the micro-films, micro-cards and other reproductions with “Readers”, should also all be there, to serve the reader’s research needs in every form of reference material. Another important requirement of such organization is that the main Catalogue of the Library, its most important bibliographical tool, should be in its vicinity. If the Reference Department has to pool the entire resources of the library, it should be conveniently linked with the main stack also, so that the back volumes of the periodicals which are often called for servicing the reader, can be obtained speedily.

The above enumeration visualizes a centralized reference department, which is in a more favourable position to offer reference service than a decentralized and scattered network of sectional or departmental ones. From the standpoint of building needs, administrative
cost of operation, and of total personnel, this has immense advantage. It gives readers of all types the opportunity to use in one place, materials of various types and in many subject fields, which sometimes overlap in subject matter. Basically, reference service depends on reference books, and as many of them as are available should be scientifically arranged with an eye to their expeditious recall and interpretation. (Starting with Dictionaries through non-book materials like pamphlets, standards and patents, etc. it ends with the micro-texts—a long array of useful tools in types and forms, distinct from each other, and each serving some specific purpose.)

In the matter of arrangement it would be convenient if the reference tools of the conventional types, are primarily divided into book and non-book materials. The former can be shelved in continuous order according to the categories mentioned in Chapter Four, viz. Dictionary, Encyclopedia, Geographical Reference, Year Book & Almanacs, Biographical Dictionary, Educational Reference, Directory, Handbook and Manual, Bibliography, Serials' Reference and Government Documents. It is to be decided, however, whether only the language dictionaries, the general encyclopedias, general handbook and manuals, and general bibliographies, etc. are to be kept in this sequence and those relating to subjects or special fields are to be arranged in a separate sequence with other basic source materials relating to those subjects. If this latter course is preferred, the arrangement in this connection should be in classified order for all reference in subject fields. This will ensure and facilitate subject approach to enquiries required for any specialised type of information. The reference material under each subject can be arranged in the same order starting with the dictionary on the subject and ending with the basic source material for research, the non-conventional type of reference works.

The non-book materials which require different storage arrangement may then be placed in the order mentioned
in Chapter Four, viz. Patent Literature, Standards Specifications, Pamphlets, Reprints & Other Ephemera, Micro-texts and Audio-visual Sources. The arrangement as such, will not only be adequate and viable from the organizational and operational points of view, it is also likely to reveal the weaknesses in the subject references, which can be strengthened in due course.

In very large libraries thorough departmentalization of the reference collection, which sometimes runs into thousands of volumes, becomes necessary. A central co-ordinating body ultimately controls the entire reference service. The question of cost apart, such organization introduces an element of complexity, requiring super-human administrative skill for efficient control and coordination. The more the material there will be more demand for space and for more skilled men to operate the organization, necessitating even to have subject specialists among the staff. In all cases, however, a scientific arrangement of the contents of the reference collection is absolutely necessary, with the provision of detailed index.

The old volumes of some conventional reference tools, such as, Year Books, Almanacs, Directories, etc., sometimes pose a problem. Are they to be kept with the current ones? Are they worth maintaining? Obviously, for current matters they have lost value. But when there is any retrospective question like “The list of Cabinet members of the U. K. twenty years back” or “The old address of a firm which has shifted to new premises a long time ago” any of these old volumes might be recalled to service. If space does not permit them to be kept with the current, they must be stored somewhere in the back stack. A reference book seldom loses its value for its being old. The old sets of journals are often needed to help serious study or research. They are a part and parcel of a bigger reference collection and as such, access to them should not be made difficult, even though they may be relegated to the back stack. The liaison between
the main reference collection in the "Reference and Reading Room" and other collections of the library, general and special, should be maintained at all costs. It must be remembered that any book, any media of communication, may be called into action in this vast panorama of reference service.

There is no doubt that Reference Library Service demands special skill. It is different from the work at the issue counter or in the general reading room. Unless a reasonable standard of qualified staff is maintained, efficient reference service cannot be ensured. Mudge has said, "The possession of the right books and the knowledge of how to use them are two things essential to the success of a Reference Department, and the latter is no less important than the former. The ignorant assistant can render comparatively useless the finest collection of reference books, while the skilled assistant, who knows how to get from each book all the varied kinds of information that it is planned to give, can show astonishing results even when limited to only few basic books". The quotation is a truism. Skill in reference work cannot be expected as a matter of fact from each and every library assistant, simply on the basis of his general and professional education. A Reference Librarian is not a product of tuition, neither one is born as such. He is carefully groomed and trained in the use of reference books, handling them, using them, knowing them and exploiting them not merely for his own benefit by acquiring knowledge of the contents or varieties of information contained in them, but also ultimately for the benefit of his readers, casual or lay and serious or specialist. Selection of reference personnel should primarily be based on the natural inclination or flair for such work in the assistant. If he possesses natural capacity for bibliographical research, if he is imbued with the philosophy of service to readers, proving successful with them, he can be expected to acquire the necessary technique of reference work.
Handling of reference tools in response to an inner urge and not merely for the job's sake, makes him familiar with them, and the knowledge accruing therefrom becomes intimate to a degree. There is no substitute for actual work in a Reference Department in acquiring the fundamental technique. The work itself is not always replete with success, and very often the clue to a question may prove disconcertingly elusive. A less tenacious and courageous assistant may easily lose heart, because of the difficulties and disappointments and the revelation of the limitation of his own knowledge. Actually very few assistants possess such personality traits. By trial and test, suitable reference staff may not be difficult to select. They will be different from any other library worker who is prone to prefer a sinecure and easy type of work. It has been the experience of many Reference Librarians that, only a limited few turn out to be dependable reference assistants. For a Reference Department of average size, it may be sufficient to have two or three such workers, reliable and efficient, as envisaged in the concluding portion of Mudge's quotation. According to Margaret Hutchins, for such a person "Something more than a head full of facts about books and a clear understanding of the information sought is needed. Just as important as a good memory, is a good imagination and mental flexibility". Extensive knowledge about reference books and their information potential, coupled with correct but human attitude towards readers problems, must be cultivated by the reference staff. No enquiry is too trifling to be handled with disdain, neither is one sky-high to be by-passed or discarded after half-hearted attempt. Successful servicing at the information or reference counter is as much encouraging and exhilarating, as a prolonged and unsuccessful pursuit for a clue is disappointing or dispiriting. The Reference Assistant should be receptive to both these extreme experiences. The former will not turn his head nor the latter will act as a disincentive with him.
Such assistants serving in the Reference Department must have good general education and professional training so that when put to serve in the reference library for some period, they may have careful and systematic training in the work itself, actually handling reference material and attending to readers’ enquiries. They should be allowed to specialize in Bibliography and Assistance to Readers and should never be burdened with other works, even if, they happen to have less busy time. If allowed to equip themselves properly in this way, actually practising librarianship, they will ultimately be able to render very commendable service and show astonishing results.

As the spectrum of reference service stretches from finding ordinary facts to the highly specialized information retrieval, it is necessary to have the reference personnel adequately trained for all emergencies, which he can have only with experience. Experience thus is his basic qualification which adds flair to his emerging personality and shows him the easiest way to the clues and information which he wants for his clientele. He should learn this business under the supervision and guidance of an experienced Reference Librarian. It must also be borne in mind in this connection that, developing skills in modern librarianship has strayed much beyond the traditional techniques of classification, cataloguing, library administration and the like; and has absorbed other specialized techniques, developing very fast, in the field of documentation and information work.

Summing up the qualifications which are required for a successful reference assistant, we have in order his general education, professional training, and experience, in addition of course to his personal qualities of natural flair or aptitude for such work and receptive reader-mindedness.

The qualities attributed to the ideal Reference Librarian are many and massive. He would not only be an expert in human relations work, embodying good
manner and sympathetic approach to his readers, he would at the same time be an able and methodical administrator with comprehensive knowledge about books, his own stock and of the sources of information available in other libraries. James Wyer has said that, "He must love books, folks and order". These are his *sine qua non*. Knowledge about books develops in him a deep and enduring love for them, which is reflected in his dynamic policy of book acquisition. This love he desires to spread among his readers using every opportunity to encourage and promote their use by them. He is not bookish, but scholarly, not superficial, but informed, and unpretending. Knowledge of the vast field of literature naturally goes hand-in-hand with reference service and the administration of it. He also loves his readers, his clientele, and his "Love of folks" emanates from his conscious social-mindedness which urges him to take keen interest in his readers' problems and offer suitable solutions. His "Love of Order" is an administrative necessity. He acquires reference materials in various forms, puts them in proper order, systematically processing and arranging the contents of reference collection on a scientific basis. Every item in his collection is thus assigned its proper place, performing its proper function. He is helpful and courteous, mentally alert and tactful, with zest for work and service. He is not deterred by any defeats, difficulties or disappointments, he is much more courageous than the Librarian of the normal type. He likes voyaging in the unknown, which is the main attraction of his work. He truthfully depicts the art of librarianship, which is to put the readers quickly in touch with the books and the information they require.

The ideal Reference Librarian therefore is an embodiment of all the virtues that are characteristic of a scholar-librarian, a teacher of reading, and those of an efficient administrator and a dynamic leader organizing, training and guiding the members of the staff for efficient service.
One of the factors which limits reference service in a library is the inadequacy of its reference collection. No library, however big, is in a position to claim complete self-sufficiency in books and other materials, so that it can supply any book or any information required by its readers. Even the Library of Congress or the British Museum have limitations in this respect. Such completeness in coverage is possible only through the machinery of Inter-Library Lending and an extensive co-operative scheme for all libraries. The more a library is able to supply books and information requested, the more satisfaction and pride it derives professionally. A book long out-of-print, a treatise on highly specialized subject, a back volume of a learned periodical or an expensive item may happen to be urgently required for reference and information, to meet a particular demand from a client. Should its non-availability in the library be offered as an excuse to the reader in desperate need of it and a defeat at the reference counter accepted? Does the search for literature end with a library's own stock? Certainly not. If the Reference Librarian is endowed with the knowledge of the resources of other libraries, if a relevant machinery of inter-library co-operation is in existence, he does not feel helpless, neither does he dishearten his reader. He may take reasonable time, but he ultimately procures the material and information from another library, which he is unable to provide from his own resources. This is almost a routine duty of every library worthy of its name and service.

An organized system of library co-operation through an accredited body is not prevalent in each and every country, especially where library movement has not made much headway. But even then, some sort of informal inter-library lending is agreed upon by the responsible librarians and whenever there is any need, they draw upon each other's resources, by direct contact. Evidently, this is done on the basis of reciprocation. Such co-operation may be local, regional, national and even international.
Inter-library co-operation is much facilitated and is dependent largely on the availability of the Union Catalogues of Books and Periodicals. If National Union Catalogues of Books and Serials remain as unfulfilled projects, such lists on regional basis or even on local basis, comprising the collections of all libraries in the locality is feasible, provided the librarians concerned make an organized and deliberate attempt to have it in some form. A set of norms governing inter-library lending can also be easily agreed upon amongst themselves. At initial stages, such procedures will yield profitable results, and library co-operation will be on its firm footing. Its further development can be worked upon gradually.

In the U. K., an extensive co-operative scheme for libraries functions through the National Central Library, acting as its pivot. It has threefold functions—lending materials from its own stock, arranging loans between libraries and acting as clearing house for duplicate and sparable books and journals to libraries in the country and abroad. The last function is carried on through the agency of British National Book Centre. A huge quantity of reading material, roughly estimated to be over 20 million books and thousands of sets of periodicals has thus been pooled for the benefit of their readers, to meet both their reading and reference needs. No reader can individually borrow books from the National Central Library, he has got to apply through his own library—public, university or special. Almost all the libraries in U. K., of various types, participate in this co-operative scheme. British Museum and a few others with the exclusive function of reference library and without lending facilities, remain outside its scope.

The National Central Library maintains the National Union Catalogue, including Union Catalogue of Serials, as well as various other Union Catalogues, particularly of the German and Russian reading materials. The system works smoothly and it is gratifying to note that, a reader from anywhere in the U. K., even from the remotest rural
area, can be assured of the service of integrated library system through this co-operative scheme, commanding resources running into millions of books and periodicals. National Central Library is now in a much better position to meet the inter-library demands for loan of scientific and technical literature of general or specialized nature, as it will have the additional resources of the National Lending Library for Science and Technology recently established. This will augment its resources in a field much sought after by the scientists and technologists. The main problem in inter-library loan is the location of material, another problem being the time-factor. Once reliable Union Lists or Catalogues are there, location problem is solved to some extent. It may take some time, however, to process the relevant requisition and obtain the books and journals required as quickly as desired. This difficulty has been solved to a large extent by the use of Telex in most of the important libraries. This gadget operates telegraphically, thus speeding up the location of any available material and helps in sending back any information to the library in which the demand has originated. Very often, the material or information required is supplied not in the original form, but in photographic reproductions. Microfilms, microcards, microfiche and other types of documentary reproductions are supplied with reasonable speed. This system of inter-library cooperation has extended beyond the national boundaries and has assumed international aspect. If any material is not available within the country, but can be located in another distant one, even then it is possible through the Telex to make the quickest possible arrangement to get a copy of its reproduction. Modern communication facilities can be fully mobilized to make the distance disappear.

Very effective systems of library co-operation have been efficiently organized in all the advanced countries of the world, through agencies supported by the entire network of libraries in these countries. In our country, however, the schemes are still on the paper on which they
have been written or printed. The Central Reference Library on national basis is still an unfulfilled project and no agency has yet been established with the function similar to the National Central Library of the U. K. Whatever library co-operation is there, has been due to the individual efforts of the librarians themselves and that it is practised on a very wide scale throughout the country emphasizes the imperative necessity of our having a co-operative scheme, operating through some central agency of the type described above. Reference service or for that matter, library service in its modern expansive interpretation, is dependent to a degree on inter-library loan system.
Chapter Six

Description of Selected Reference Tools

Africa Diary

New Delhi, Africa Publications (India). July 1961-

This is a weekly record of events in Africa. Weekly loose-leaf insertions, with continuous pagination, provide all important news in summary, of the African world. It is done on the same line as 'Asian Recorder', also published in India, or the well-established 'Keesing's Archives' published from U. K. It also has the usual feature of a quarterly index which is cumulated annually. At the beginning of every year a hardbound cover to contain the insertions is provided.

ALA Catalogue

Edited by I. M. Cooper and Florence Boochever. 4 v. 1926-49. Chicago, American Library Association, 1933-52.


This is an eclectic bibliography of selected books, providing basic list with supplements containing about 17,000 annotated titles. A large number of good books in all subjects has been listed here, and although information regarding current publications cannot be had, it retains the value as a bibliographical guide and an important selection tool for general library.

American Men of Science


This is a biographical dictionary of Americans prominent in the field of different branches of science.
Description of Selected Reference Tools

The first four volumes cover Physical and Biological scientists, while the 5th volume relates to those eminent in the field of Social and Behavioral Sciences.

In all it gives biographical data on 24,000 of active American and Canadian scientists, giving their full name, position, address, field of specialization, birth-place, degrees, memberships, research specialities, etc.

*Annual Bibliography of English Language and Literature*


This is a publication of the Modern Humanities Research Association, in association with the University of Colorado Press. It is a bibliography covering the entire field of Humanities, especially in language and literature. It takes into account books, pamphlets, articles, reviews, etc. There is a General Section and on Language and Literature Sections, separately. Language Section is arranged according to subject, while Literature Section is arranged chronologically, authors being entered under the century to which their most significant works belong. After the main arrangement, entries are made in alphabetical order.

There is a serial number preceding each entry, and each volume contains an Index, referring to the numbers in the bibliography. It is a valuable and comprehensive bibliographical tool in the subject field of Humanities.

*Annual Register of World Events*

London, Longmans, 1761-

Edited by Ivison Macadem this important reference publication, reviewing the events of the previous year, has crossed its 200th year of publication in its 1962 volume. This is a singular achievement for any reference tool and signifies its usefulness and popularity.

It surveys the current history of U. K., the British Commonwealth, international organization and rest of the world by areas and also deals with various subjects
like foreign history, literature, arts, science, finance, trade and industry, law, etc. A complete set would be an asset for any reference library.

*Applied Science and Technology Index*

Edited by Robert Purdy. New York, Wilson, 1958-. This Index had the previous title “Industrial Arts Index”, published since 1913. From 1958, it changed its title.

It is a subject index to nearly 200 periodicals in the fields of aeronautics, automation, chemistry, construction, electricity and electrical communication engineering, geology and metallurgy, industrial and mechanical arts, machinery, physics, transportation, and related subjects.

Appearing monthly except August, it is cumulated frequently, with a final annual bound volume.

*Archives Internationales*

OR “Les Archives Internationales ‘Pharos’”. Paris, Pharos, 1944-. This is like “Keesing’s Archives”, a weekly loose-leaf publication recording and indexing the news of the world, and is considered as the French counterpart of “Keesing’s”. In its different sections, biographies, politics, economics, and other topics and events of current interest are dealt with; the last section being a chronology of events. It is served with indexes which cumulate.

*Art Index*

New York, Wilson, 1929-. Having started in 1929 this Index has kept up-to-date by quarterly issues and cumulated annual volumes, replaced by two-year cumulations.

This is an author and subject Index to the contents of more than 100 periodicals. Subjects included are art, archaeology, architecture, history of art, graphic arts, crafts, industrial art, photography, landscape design, etc. Indexing of illustrations under the names of artists, is an additional feature.
Art Reproductions
This guide in a field where reference tools are scarce, lists nearly 5,700 reproductions available on sale.
The arrangement is by media, viz., painting, graphic arts and drawing, sculpture and decorative arts.
An invaluable guide for the acquisition of pictures and prints.

Ashrae Guide and Data Book
This is a reference guide to engineering technology in heating, refrigeration, ventilating and air-conditioning. Gives latest data in areas covered, based on recent research findings. It is an authoritative reference book meant for engineers, manufacturers, contractors and engineering students, etc. In addition to technical data, it gives product information and is an indispensable reference tool for those conducting equipment research or making product specifications.

Aslib Directory
London, ASLIB, 1928-
The Association of Special Libraries and Information Bureaux of London, has been publishing it since 1928, as a guide to sources of specialized information in the U. K. and Ireland. Arranged alphabetically by subjects and provided with indexes of towns and persons, it gives under each subject heading, reference to appropriate libraries, museums, societies, etc., noting relevant periodicals available with them. Since 1948, it has become “Guide to Sources of Information in Great Britain and Ireland”. It describes different libraries, their loan services, their organizations and publications. This is a valuable guide in the field and its 1957 edition is in 2 volumes.
Atomic Energy Desk Book

This is an encyclopedic handbook primarily concerned with non-military use of atomic energy, emphasis being on such subjects as Reactors, Radiation effects, Isotopes, Uranium technology, Controlled thermonuclear reactions, etc. Articles vary from brief to extensive ones.

It is a basic reference source in atomic energy much useful in academic and research library.

In addition to Index it contains a bibliography, list of Atomic Energy Commission Depository Libraries, lists of Isotopes, etc.

Australian Encyclopedia

This is 10 volume encyclopedia the last one being the index. The emphasis is on subjects that are Australian, in origin or have distinctive features of the country. The subjects are arranged in alphabetical order, with subsidiary headings in longer articles. To facilitate ready reference cross-references are also provided, indicated by abbreviation q. v. (quod vide—"which sec."). Much attention has been given to bibliographies and the articles are signed. A large number of biographies are also presented. It has large number of illustrations exceeding 2,000. It deals with about 6,200 subjects.

The last volume contains supplementary material in addition to the Index which gives for each entry the volume number, page number and letter "a" or "b" to indicate the column left or right.

Authors and Writer's Who's Who

For those who are concerned with writing or publishing this is an essential reference book. Living authors
from English speaking world or those whose works have been translated into the English language have been selected. Arrangement is alphabetical and care has been taken to ensure accuracy of information.

Pseudonyms, list of literary agents and abbreviations precede the text.

*Ayer's Directory of Newspapers and Periodicals*
Philadelphia, N. W. Ayer & Sons, 1880-.

This list of serials published from America has crossed the 93rd year of publication in 1961. Newspapers and periodicals published in U. S. A., Canada, Bermuda, Cuba, Philippines are listed in this tool in a classified order. It is American in its coverage and is not so comprehensive as "Ulrich's Periodicals Directory". It also provides a collection of maps of those countries cited.

*Bartlett's Familiar Quotations*

The first edition of John Bartlett's famous book of quotations was published in 1855. The centennial edition (13th) has been completely revised. The author edited his work up to the 9th edition. It gives a chronological sequence of authorship, excepting quotations from the Bible and those from unknown sources. It provides an exhaustive collection of passages, phrases and proverbs traced to their sources, in ancient and modern literature and is one of the best tools on quotations. Its accuracy is unquestioned.

That great interest has been maintained to improve this work is evident from the fact that from mere 258 pages of text and 36 pages of Index of its first edition, it has now grown to 1614 pages.

*Bibliographic Index*
A Cumulated Bibliography of Bibliographies. 1938-.
New York, Wilson & Co.
This is a subject Index to current bibliographies,
published twice a year with annual and other cumulations. It includes bibliographies published separately as books and pamphlets. Reference to new editions and supplements are included.

*Bookman's Manual*


This work by Bessie Graham is a guide to books and their editions covering general works, humanities and partly sciences. Works in English are listed, including English translations of classics and foreign language fiction. It provides useful annotations of literary classics and sufficient bibliographical data for all entries.

*Book of Knowledge*


The information in this children's encyclopedia is organized into departments—Wonder Questions, The Earth, Science, Animal Life, Plant Life, Our Own Life, All Countries, The United States, Canada, Familiar Things, Literature, Stories, Famous books, Poetry, The Arts, Men & Women, Golden Deeds, Things to Make and Things to Do, covering the major interests of children from 6 to 16. Within each department the story of knowledge is told step by step, in reading order.

Information is mobilized in the complete and remarkable Index in vol. 20, with its 50,000 entries. In this edition there are 13,000 modern illustrations.

*Book of Popular Science*


In this encyclopedia of science the subjects are treated in 15 groups starting with the Universe, followed by The Earth, Life, Plant Life, Animal Life, Man, Health, Matter and Energy, Industry, Transportation, Communication,
Science through the Ages, Society, Household Sciences & Projects and Experiments. Each chapter in the set constitutes a unit in itself.

In vol. 10, in "General Outline", a complete list of the chapters in each group is given. A bibliography, "Selected Readings in Science" is also given in volume 10, which also provides an appendix containing scientific facts and figures. Finally an alphabetical index for the 10 vols, is given at the end of vol. 10.

Books in Print

New York, Bowker, 1948-

Published as an Author-Title-Series Index to the Publishers' Trade List Annual since 1948, this book-trade bibliography is an invaluable guide for librarians for information on American publications. Provided with Author and Title indexes in alphabetical arrangement, it facilitates easy reference for bibliographical information, such as price, publisher, edition, date of publication, etc. It is useful for Book-Selection and Reference purposes also.

Bowker Annual of Library and Book Trade Information


This annual, sponsored by the Council of National Library Associations, is edited by W. E. Wright, in collaboration with editorial staff of R. R. Bowker & Co.

It gives mainly library and book trade information and is a worth-while compilation of information and statistics for the entire book-trade and library world.

It was formerly known as American Library Annual.

Part one gives statistics, charts and general information on libraries and book trade, while part two lists library associations, their office-bearers, etc.

British Humanities Index, 1962

This Index supersedes the "Subject Index to Periodicals", and provides an adequate subject index, alphabetically arranged, of about 14,000 articles published in the British periodicals during 1962, in the subject fields relating to Humanities and the Social Sciences. Coverage is comprehensive. It also contains a detailed Author Index.

**British National Bibliography**


Issued by the Council of British National Bibliography, a composite authority consisting of Copyright Department of British Museum and associations connected with book production, library association, etc., this national bibliography records items newly published in the U. K. and received by the British Museum, under the Copyright Act. Issued weekly, it cumulates, monthly, quarterly and annually, latter volume being equipped with an Author and Subject Index.

It is comprehensive except for the exclusion of cheap novelettes, music, maps, periodicals (except for first issue of a new periodical and first issue under a new title), Government of Ireland's publications, Local Government publications, most of British Government publications and unchanged reprints.

Arrangement follows classified order according to Dewey Decimal Classification and catalogued according to Anglo-American Code. Full bibliographical data is given in each entry. Author Index includes authors' names, cross-references from variant forms, titles of fiction and significant titles of non-fiction.

Author and Subject Indexes taken together, provide suitable reference facilities.

As a reference tool its position is unique, on matters of current British publications. As a book-selection guide it is absolutely necessary. It also serves to help cataloguers in two ways, other libraries may either utilize its
entries, which are also available, as printed on one side of the paper, or they may simply copy them on their own cards. Its Subject Index is an authoritative guide to suitable subject headings.

The cumulated edition published as “Subject List of British Books” (1951-54) 2 v., is a landmark in systematic bibliography. Its “Chain Procedure” subject headings interest subject specialists.

**British Technology Index**

Vol. 1, no. 1- . London, Library Association, 1962-. This is a monthly publication, issued as a current subject guide to the articles in British Technical journals. It is edited by J. E. Coates.

**British Union Catalogue of Periodicals**


As a Union Catalogue of considerable value, it is a record of periodicals published all over the world, in many languages and on many subjects, from 17th century to the present, as available in the libraries of the U. K. Usefulness of this magnificent work has been further enhanced by the publication of its first supplement covering titles up to 1960. It was published in 1962. The main set in 4 volumes covers items up to 1950. The 5 volumes taken together constitute perhaps the fullest single union list of serials ever published. It covers 1,70,000 titles held by 450 British Libraries. It is a unique location tool.

**Cambridge Bibliography of English Literature**


This is the most important bibliography in the field of English literature. It has considerable coverage, having included publications in the field, from the Commonwealth countries, including India.
It is arranged chronologically and under periods by the literary forms. As a reference bibliography it is indispensable.

_Careers Encyclopedia_

This is a work of reference upon some 250 occupations, for teachers, parents, school-leavers, undergraduates and employment officials. There is a collection of facts concerning Universities and Colleges of Advanced Technology. There is also a chapter on "Careers of Special Interest to Women" and another on "British Universities" by Gavin Brown.

Short bibliography under each career heading is also provided.

_Catalogue of Colour Reproductions of Paintings_

This catalogue first appeared in 1949. In the Unesco Archives guide-prints are filed of all reproductions listed in it, where the prints can be seen. The criteria of selection are fidelity of the reproduction to the original, the significance of the artist and importance of the original printing. There is a preface by Sir Philip Hendy and a Key to the Catalogue.

For any library, to select items for collection of Prints and also for individual purchaser, it is an invaluable guide.

_Chambers's Biographical Dictionary_

As its sub-title states, it refers to the Great of All Nations and All Times. Originally based upon articles in Chambers’s Encyclopedia it has been adding up new biographies in successive editions.
Although in one volume, it is more or less comprehensive, giving ample reference to biographies, autobiographies, criticisms, etc.

As a useful feature, it contains an Index of Pseudonyms and is established as a dependable biographical reference tool.

*Chambers's Encyclopedia*  

This 15 v. edition, published in 1950, differs considerably from the original edition by Dr. Andrew Findlater. It is entirely a new work. Giving background information on all important subjects and topics, the quality of its entries is very good. Although on a smaller scale than "Britannica", its information is sometime more up-to-date. It contains both lengthy articles and shorter ones, mostly signed and contributed by outstanding scholars. Many articles have useful bibliographies, appended.

*Chambers's Technical Dictionary*  

This useful dictionary gives in the light of present knowledge, definitions of important terms in pure and applied science, as well as in all branches of engineering and technology. It is a dictionary of technical terms, written by specialists. Its appendix and supplement contain useful tables in the fields of chemistry, geology, botany and zoology. In this edition a supplement has been added amplifying existing topics and inducting new ones.

*Champion's Racial Proverbs*  

This is a selection of world’s proverbs arranged linguistically, with authoritative introductions to the proverbs of twenty-seven countries and races.
The introduction to the proverb of each country or race is written by a specialist. Arrangement is by country. There are four indexes, linguistic and geographical, subject, race and alternative chief word.

It is one of the most useful reference tools in the subject.

Collier's Encyclopedia


This is perhaps the best of all junior encyclopedias, authoritative and up-to-date. It gives information on more than 25,000 subjects and is profusely illustrated. The last volume contains the index of 400,000 entries and a bibliography of 12,000 titles.

Articles are of good length and are signed.

Columbia Encyclopedia


This one volume general encyclopedia has established itself as a standard reference work, revising and expanding with the changing world. Although prepared primarily for Americans it serves general interest of others also. It uses cross-reference system and is in alphabetical order. It has no illustration. For American biographical and geographical information also it is useful. It has more than 70,000 entries. Articles are unsigned but they are by trained persons and is a product of co-operative effort.

Its 3rd edition recently published has been completely reset and up-dated, incorporating new subjects. It contains 42 illustrations, 20 maps and 9 charts and tables.

It is acknowledged as the best one-volume encyclopedia.

Columbia Lippincott Gazetteer of The World


This important geographical reference tool has been
edited by L. E. Seltzer, with the co-operation of American Geographical Society. It lists geographical names in alphabetical order listing in one alphabet the places of the world, islands, lakes, mountains, etc.

*Compton's Pictured Encyclopedia*


Meant primarily for juvenile readers, this illustrated encyclopedia, divides volumes by letters of the alphabet, placing articles beginning with a given letter in a single volume. Pages are separately numbered in each volume. There is Fact-Index to various volumes for quick reference, appearing at the end of the volume. Every volume begins with "Here and There in This Volume" and interesting questions answered in each volume.

*Crockford's Clerical Directory*


This is a standard Reference Tool about the Clergy of the Church of England and of the Churches in communion with the see of Canterbury.

Information on all matters related to the above subjects are available in this book.

*Cumulative Book Index*

New York, Wilson, 1898-.

As stated by its sub-title, it is a world list of books in the English language. Although published since 1898, CBI has been an author, title and subject index to current books in English language published throughout the world.

Entries are made by author, subject, editor, titles, series, translators, etc., and they are all in a single alphabetical order. Bibliographical details, viz., publisher, price, edition, date, etc., are given for each book. There is an appendix of a directory of publishers.

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It is issued monthly, with semi-annual and larger cumulations.

The best type of book-trade-bibliography it is an essential book-selection tool, also useful for checking up any bibliographical information.

*Cumulative Book List*

London, Whitaker, 1924-.

This trade bibliography gives a complete list of books published in the U. K. It is based on the weekly "Book-seller"—and is published quarterly and cumulated annually, with further 4-year and 5-year cumulations. This is the British counterpart of CBI, although the latter's coverage extends to all books published in English, throughout the world. Items are classified according to broad subjects and are also arranged in author, title order. Each entry gives details as to author, title, publisher, year of publication, edition, price, etc.

*Daily Mail Year Book*

London, Associated Newspapers Ltd., 1900-.

This is one of the most popular type of year books, inexpensive, but useful. A handy pocket-book type of reference book on the questions of the day, having reached its 63rd year of publication. It gives information of U. K. mainly, with sections on current affairs, sports and recreation, etc.

A small biographical section is also there.

*Dictionary Bibliothecariorum Practicum*


This is a very helpful guide and a constant tool of reference for the cataloguers who have to deal with a large number of books in many foreign languages. It is based on an index number method to facilitate sorting out of books according to their authors, literary form, construction and technical characteristics.
one European language will enable a cataloguer to use this vocabulary in 20 languages, as the most important technical terms are arranged in 20 different languages.

It replaces 380 bilingual dictionaries. For cataloguing books even in unknown languages this vocabulary is an important tool.

*Dictionary of American Biography*

The main work has been planned on the lines of DNB consisting of the biography of persons who have made some significant contribution to American life. In addition to 13,633 articles relating to memoirs of persons no longer living, the two supplements together add 1237 biographical articles.

The project was sponsored by the American Council of Learned Society, New York.

There are 6 indexes—alphabetical lists of biographees, of contributors, place of birth of biographees, educational institutions attended by them, their occupations and last one on Topics relevant to statements and discussions in the volumes.

*Dictionary of Mythology, Folklore and Symbols*

It is said that in "the beginning" language, a vital tool of man's power to communicate, had been symbolic. It is necessary to know the conventional symbols used throughout the ages to find continuity in human communication and this very useful work provides a key to that. This book will help us to understand the symbolic significance of customs and beliefs and of mythology & folklore.

Arrangement is alphabetical and a very useful bibliography has been appended.
Dictionary of National Biography


Edited by Leslie Stephen and others, this famous biographical reference work is mainly confined to memoirs of persons who have died. Its aim is to include the biographies of those persons whose activities, ideas, writings or discoveries are deemed to have made a definite contribution to the annals of their generation and whose careers are therefore likely to be of consequence to present and future historical enquiries. Trevelyan describes it as "the record of nation's past that any civilization has produced". It gives precise statements of dates and facts, a list of publications and a condensed account.

This dictionary comprises three distinct works. Firstly, it appeared in 63 volumes to 1900, edited by Sir Leslie Stephen and Sir Sidney Lee. It was completed to 1900 by the issue of a supplement. Secondly, in its present form it was condensed into 22 volumes, comprising over 30,000 lives. Thirdly the 20th century DNB have been issued in volumes covering approximately, a decade each, as follows:


The biographies are all of the inhabitants of the British Isles, including the Colonies and noteworthy Americans of the colonial period. It gives excellent bibliographies.

Directory of British Photo-Reproduction Services


The Directory lists 120 photo-reproduction services of national, public, university and special libraries, as well
as some commercial concerns in the U. K. In addition to information concerning services and prices, the entries give details of collections on micro-text held by the libraries. Cameras, copying machines and micro-text readers are also listed.

*Directory of British Scientists*


This Directory gives information of about 28,000 science degree holders from British Universities and is useful for obtaining information on scientists not so well-known. It supplements information provided in another biographical reference tool, "American Men of Science". It is arranged alphabetically giving details of address, degrees, applications, positions held, and of publications (up to 3 numbers only). There is supplementary list also, for entries received late. Lists of scientific societies, research bodies, etc., are also appended.

*Directory of Business and Financial Services*


For finding information about American business and financial services easily, this directory will be useful for Reference Librarians. A great job has been done to accumulate and organize data on materials capable of furnishing information which is otherwise difficult to locate. It lists 1,000 titles in different areas of business and finance giving publisher's address, descriptions of contents and other data. There is one publisher-author-title Index and Subject Index to facilitate its use.

*Directory of International Scientific Organizations*

Paris, Unesco, 1950-.

This is an important reference book on the international scientific organizations. There are three main chapters, dealing with basic sciences, applied sciences and miscellaneous. More than 200 organizations are listed. There is a subject Index also.
Directory of Special Libraries and Information Centres
Edited by Dr. A. T. Kruzas. Detroit, Gale Research Co., 1963.

This is a comprehensive guide to more than 10,500 special libraries of U. S. A. and Canada. It supplies also details of information units operated by all types of organizations, including business and industrial firms, government agencies, educational institutions, trade associations and professional societies and research institutes, etc.

For each entry all possible details including library's major subject area, size of staff, special collections, services available, etc. have been given.

In a foreword contributed by B. M. Woods a short history of special libraries is also given.

Directory of University Research Bureaus and Institutes
Detroit, Gale Research Co., 1963.

It has been designed to help find sources of information on research in specialized fields. It lists about 1,300 university sponsored bureaus, institutes, centres, experiment stations and laboratories, carrying on research.

Each entry includes name of bureau or institute, address, name of sponsoring institution, name of director, staff, titles of publications, description of research programme, special programmes, seminars, etc.

Education Index
New York, Wilson, 1929-. .

This is a subject index dealing with the contents of approximately 210 educational periodicals. It also takes into account other serial publications in the field including proceedings, bulletins, yearbooks and monographic series. All aspects of education and related subjects are covered by this index. It is published monthly excepting July and August. Permanent two-year cumulations replace the monthly and annual issues.
Description of Selected Reference Tools

Encyclopedia Americana

This is one of the standard multi-volume general encyclopedias of considerable value. In the latest edition, it contains 59,000 articles, 17,000 illustrations and 325,000 index entries. It is on the same line as its more well-known counterpart, the Encyclopedia Britannica, like which it uses the method of continuous revision and supplements the information by a year book, "Americana Annual": an encyclopedia of current events.

Its important articles are by specialists and are signed. It is particularly strong in its information about American Towns and Cities, and its statistics are up-to-date.

Encyclopedia Britannica

This pioneer and most important general encyclopedia was first published in parts, during 1768-71 from Edinburgh with the sub-title "Dictionary of Arts, Sciences and General literature". Since its 15th edition, and from 1955, it is being published from America. Prior to that it had gone through as many as 14 editions. The latest edition is edited by J. L. Garvin and F. H. Hooper.

It started as a collection of monographs by specialists. Biographies of famous persons and historical subjects were also included. Some of its editions, especially 9th and 11th are known for their scholarship. It has a detailed subject index. It consists mainly of long articles on general subjects, smaller topics being included in them, which can be easily located by a reference to its relative index. Last volume being the Index, in its 23 vols. it contains more than 40,000 articles, covering actually more than 500,000 subjects and topics. Articles are mostly of considerable length and are frequently signed. To keep itself up-to-date, it has been issuing annual
supplements as “Britannica Book of the Year”. At the end of each article there is a good bibliography. For modern factual information the new edition has been made more useful. It is still the best in the field.

*Encyclopedia of Associations*


Volume 1 lists National Organizations of the U. S., while Vol. 11 is a Geographic and Executive Index.

First Published in 1956, as “Encyclopedia of American Organizations”, it has added since 2nd edition, 1959, nearly 2,000 organizations, bringing the total to 11,000. The second volume indexing associations geographically and by names of executives is new. This has added much to its reference value.

*Encyclopedia of Educational Research*


This encyclopedia provides a critical evaluation, synthesis, and interpretation of studies in education and related fields, early as well as recent. All the articles are arranged in alphabetical order and there is also an alphabetical list of articles.

Bibliographies are appended to the articles, which are all by experts. Divisions or sub-divisions of topics are included in each article.

*Encyclopedia of Religion and Ethics*


Edited by James Hastings, this special subject encyclopedia is a comprehensive work in its class. It includes articles on religions, ethical systems, beliefs and customs, moral practices and related subjects in anthropology, mythology, folklore, etc. It also gives names of persons and places connected with any of their subjects. Articles which are all by specialists, are signed and are followed by good bibliographies. In its subject field it is still
un-surpassed and demands respect as the most useful reference work in this regard. The last volume is the Index.

*Encyclopedia of Science & Technology*


This is a special encyclopedia covering science and technology. It consists of 7,200 articles on basic subject matter of all the natural sciences and all their major applications in engineering, agriculture, forestry, industrial biology, food and other technologies. It also covers physiological and experimental psychology, biochemistry, embryology and anatomy. Articles are signed (initials) and bibliographies follow longer or basic articles. Arrangement is alphabetical and copious use of cross-references, about 50,000 of them link the basic subject with its main sub-divisions and specific aspects. The articles are all by experts and are so designed as to be understandable to the non-specialists.

To locate the discussion of topics, the Index (vol. 15) should be consulted. This volume also contains a list of initials and names of the contributors. The two supplements admirably cover the current developments and new topics.

*Encyclopedia of Social Sciences*


It is the first comprehensive encyclopedia in the field of social sciences, and is edited by E. R. A. Seligman and others. In its 14 volumes the last one being the Index, it covers all important topics in the field of social sciences, such as, political science, economics, law, anthropology, sociology, penology, and the social aspects of education, psychology, biology, medicine, art, etc. It is international in scope and treatment. All the articles are by specialists
and signed by full names. There are good bibliographies appended to the articles. It also contains biographies of persons important in the field, especially of those deceased.

It is the best reference work, giving background information in the subjects covered.

**Encyclopedia of World Art**


(other volumes to follow)

The encyclopedia provides a major historical synthesis covering the Arts of all periods and countries—a kind of "Corpus", both critical and documentary, mirroring an infinite variety of art cultures. It is the result of broad international co-operation of specialists in each area. It covers Arts in the broadest sense, i.e., architecture, sculpture and painting, from the prehistoric times to the present day. It is a collection of organic monographic studies as complete as possible. Fragmentation of material into different elements of the topics has been avoided. It is a monographic encyclopedia. The concluding volume (vol. 15) would contain an Index of analytic characters.

There are numerous plates and drawings and the 7 volumes so far published cover alphabetically up to Indian art.

**Europa Year Book**


This year book in two volumes gives both an annual survey of politics, art, literature, etc. of the European continent as well as directory type of information, including statistical review of the countries concerned. The first volume, the Encyclopedia of Europe, contains the above information, while the second volume contains similar information on Africa, the Americas, Asia and Australasia. It serves multiple purpose in a reference library, that of a year book, a directory and a biographical dictionary.
The arrangement is according to countries alphabetically, and the information given is authentic.

**Facts on File: Index of World Events**

New York, Persons' Index, Facts on File Inc., 1940-.

This weekly world news summary with loose-leaf service is a classified digest of news and events arranged under broad headings, viz., world affairs, national affairs, foreign affairs, finance and economics, arts and sciences, etc.

It is also provided with a cumulative Index.

**Famous First Facts**


As an example of curiosity handbook this volume is one of the best, although it is limited mainly to, when happened a thing first in America and how. It is a record, arranged in alphabetical order, of first happenings, discoveries and inventions, etc., in the United States.

There is also a geographical index, two chronological indexes and a biographical index, to enhance its value as a reference tool.

**Funk & Wagnall's Standard Dictionary of Folklore, Mythology and Legend**


It is a standard reference tool for information and knowledge on a representative selection of gods, heroes, tales, motifs, customs, beliefs, songs, dances, games, proverbs, etc., which form a formidable part of the different cultures of the world. Arrangement is alphabetical, vols. I & II covering A to I and J to Z, respectively. They include both “Survey Articles” on special subjects, such as. Fairy Tale, Folklore, etc. all written by specialists and followed by bibliographies as well as small paragraphs on relevant topics.
Glossary of The Book


It is a glossary of all terms used in connection with Book. Terms used in paper-making, printing, book-binding, preservation, publishing or practically everything connected with it has been described in this useful tool with appropriate illustrations. It will supplement the librarian's vocabulary picked up from the glossaries of library terms and add to his reference resources. It has translated extracts from 'Grafisk Uppslagsbok'.

Glossary of Library Terms

Chicago, American Library Association, 1943.

A much used and much needed tool by librarians, students—especially in library science, archivists, bibliographers, etc., this glossary, explains technical terms used in the field of librarianship, along with a liberal selection of terms in the related fields, such as, archives, bibliography, printing and publishing, paper, binding, illustrations, etc.

It covers approximately 2,500 such terms, arranged alphabetically.

Glossary of Terms for Microphotography and Reproductions Made from Micro-Images


The language of microfilming has grown tremendously during the last 15 years. The editor works in Bell Telephone Laboratory where progressive work of microfilming on large scale is done. He has pooled several specialized glossaries on the topic and has produced this useful compilation of more than 700 terms. American Standards Association has co-operated in this work.

As most of the major libraries in the world have to handle microfilms and their machines and techniques, it will prove to be an invaluable aid to all librarians and technicians.
Grand Larousse Encyclopédique
7 v. Paris, Larousse, 1959-

This encyclopedia, now in its seventh volume, is already firmly established as one of the great encyclopedias of France. Its concise, completely up-to-date articles cover political, economic, religious, philosophical, scientific, literary and artistic developments and events, past and present, in every country.

At the end of each volume is a selective bibliography. It records and analyses every word in French language, with 450,000 definitions. It also provides a matchless instrument of culture and study. It is to be completed in 10 volumes.

Granger’s Index to Poetry
The 4th edition of this very useful reference tool on literature-form poetry was published in 1959. It indexes a total of 577 volumes of anthologies, covering a wide range of poems of all times. There is a Title and First Line Index and a Subject Index. To locate a poem, to identify it and its authorship and to know the subject or topic, this Index is an indispensable guide.

Guide to American Directories
It lists more than 3,000 Directories of individuals, institutions and business firms in 250 fields. Included are directories of executives, educators, scientists and technologists, etc.
Each entry gives the name of the directory, information about publisher, description of field covered, frequency, etc.
There is an index to help quick reference.

Guide to Current British Periodicals
This new guide describes 3,800 periodicals currently published in Great Britain, Northern Ireland and Channel Islands. It is arranged according to Dewey Decimal Classification with some modification, for example, 400 combining with 800. It has broad coverage, omitting a few categories of insufficient consequence. It gives special treatment to abstracting journals.

For each periodical, it gives date of first issue, frequency, price, publisher, sponsoring agency, subject, regular features, including book reviews, etc. It has also appended index of 6,700 items, giving titles, subjects and sponsoring agencies of periodicals.

**Guide to Newer Educational Media**


This useful guide describes all the existing and readily obtainable bibliographical tools and services—catalogues, indexes, periodicals, specialized lists and services and journals of professional organizations which systematically provide information on newer educational media of films, filmstrips, phono-records, radio, slides and television.

**Guide to Reference Materials**


This emphasis of this admirable guide to reference books and bibliographies is on current material, as also on material published in Britain. Winchell's Guide to Reference Books is established as a standard work in the field, but Walford's book will also be a valuable guide for librarians and others with its accent on British material. The entries are annotated. Maps, anthologies, periodicals and most source books have been omitted. It provides annotated list of 3,000 reference books and bibliographies and is a cooperative work. UDC Classification has been used and it is arranged in classified order.

As a new feature the supplement includes reference to reviews of the books, making annotations more critical and reliable.

*Guide to Russian Reference and Language Aids*


A tool for librarians, translators and other researchers, this is a practical guide to current Russian materials used in technical libraries. It contains over 225 critically annotated citations to text-books and readers, language records, dictionaries, glossaries, encyclopedias, encyclopedic dictionaries, geographical reference works, bibliographies, indexes and other reference sources. Scientific and technical works are emphasised, as are materials useful in daily reference and bibliographic work.

*Guide to Russian Reference Books*


This guide will ultimately consist of 6 volumes:

Vol. II. History, Topography, Historical Auxiliary Sciences, Ethnography, Geography;

Vol. III. Social Sciences, Religion, Philosophy, Military Science, Library Science;

Vol. IV. Humanities;

Vol. V. Science and Technology, including Medicine and Agriculture;

Vol. VI. Cumulative Index & Supplementary material.

The guide provides specialized information regarding existing bibliographies, indexes, abstracts, biographical dictionaries, language dictionaries, dictionaries of terms, encyclopedias, gazetteers, chronologies, directories, atlases, statistical handbooks and other reference works. Each
entry is annotated. Vol. I is already available and other volumes are expected in 1963.

*Guide to Union Catalogues and International Loan Centres*


This guide lists 116 Union Card Catalogues in 25 countries, nearly 250 printed union Catalogues from 42 countries, 31 international loan centres and 61 union catalogues and libraries having teletype installations.

The primary purpose is to facilitate the location of a specific book and it includes a copy of the code for international library loans and has also reproduced the international loan form.

*Guide to U. S. Govt. Statistics*


This is the 3rd edition of a convenient guide, arranged by departments and agencies, listing and annotating various publications containing statistical data. There is a detailed subject Index.

*Guide to the Use of United Nations Documents*


This unique guide is divided in two parts. The first part explains the U. N. Documentation System, methods of researches, types of collections and the librarian’s role in these collections. The second part describes the tools and guides that will help in locating and using U. N. Documents.

*Guide to World’s Abstracting and Indexing Services in Science and Technology*

This guide provides a list of 1855 abstracting and Indexing services on an international scale. 50 countries of the world are represented. Among the services listed, bulletins, journals and card services, giving abstracts and indexes, are also included. First part is arranged according to U. D. C., while the arrangement in second part is alphabetical by title. It is an admirable guide for constant use by documentation centres and scientific and research libraries. For each service details as to language, agency, frequency, arrangement of entries, average abstracts and index numbers, price, etc. are recorded.

_Handbook of Special Librarianship and Information Work_


This is a reprint of the second edition of the Handbook, with minor alterations. It is an indispensable comprehensive work of reference on the subject.

_Handbuch der Physik_

Encyclopedia of Physics, edited by S. Flugge. 54 volumes. 1955-. Berlin, Springer Verlag.

This encyclopedic work on physics although mainly in German language, has contributions in English and French also.

_Haydn's Dictionary of Dates_


Compiled by Joseph Haydn, and revised by Benjamin Vincent this is designed to give universal information relating to all ages and nations. As a dictionary of history and general information it ranks high among similar reference works in the field. Headings are alphabetically arranged and under each heading, historical information is provided in chronological order.

_Henley's Twentieth Century Book of Formulas_


This is a valuable reference book for the home, factory, office, laboratory and workshop, containing 10,000
selected household, workshops and scientific formulas, trade secrets, chemical recipes, processes and money-saving ideas for both the amateur and professional worker.

There is a classified buyers’ guide giving names and addresses of dealers of articles, as also a glossary of chemical terms and their corresponding common names. There is an illustrated chapter on laboratory method.

_Hutchinson’s Technical and Scientific Encyclopedia_

London, Hutchinson, 1935-36, 4 volumes.

This four-volume encyclopedia on sciences and technology has been edited by G. F. Tweney and I. P. Shirshov. It gives information about terms, processes, data, etc., in pure and applied science, construction and engineering science, as well as the principal manufacturing industries. It held the field till the publication of McGraw Hill’s “Encyclopedia of Science and Technology” and is still very useful.

It provides an extensive bibliography, listing books and other sources of information, numbering more than 3,000, under different subjects.

_IBM Reference Manual_


This manual describes in simplified form methods and patterns for organizing Indexes. It covers name and subject indexing, special indexes and indicative and information indexes. A glossary of nearly 200 terms used in indexing is also included.

_Index Aeronauticus_

1945-. London, Ministry of Supply, T. I. L. S.

This is almost a complete index to writings in the subject which has assumed tremendous importance since the last world war. Not only periodical articles, but also patent specifications, technical notes, books, etc. are covered in this index. It gives informational abstracts also.
Index Bibliographicus


This index is a significant bibliographical tool. It lists abstracting journals, serial bibliographies, reviews, abstracts and periodicals carrying bibliographies. Arrangement is classified according to U. D. C. It also includes Subject and Title indexes. Vol. I covers Science and Technology, vol II Social Sciences and other disciplines.

Index Lexicorum


This is a comprehensive bibliography, listing all kinds of dictionaries and like materials published in all countries.

Index of Economic Journals


The first four volumes of this index to journals in economics covers the period 1886 to 1954. Having very extensive coverage of this particular field of social science, which has developed very fast during the last few decades, this reference work provides better facilities for documentalists and research workers in the subject field.

Index to Contemporary Biography and Criticism


For locating sources for contemporary biographical information this index is useful. It is divided in two parts, first the key and then the index. Bold type faces are used as keywords to the books indexed, usually the author or when necessary first word of the title. Books containing biography and criticism of persons have been considered, references to literary persons being more numerous.
Index to Reviews, Symposia Volumes and Monographs in Organic Chemistry for the Period 1940-1960
Compiled and edited by Norman Kharasch and others.
Research workers, teachers, students and others who require access to the vast literature of organic chemistry will find this index a valuable aid. About 7,000 major references are listed, including articles in English, French and German.
Part I contains reviews in journals and other periodic publications, arranged alphabetically according to the title of the journal.
Part II contains reviews in Symposia, collective volumes and non-periodical publications arranged alphabetically according to the titles.
Part III lists monographs.
There are also separate author and subject indexes.

Index Translationum
It is a bibliography of translated books. Sponsored by the UNESCO, this index has catalogued up to its 13th volume, a grand total of 271,872 translations in 13 years. The 14th vol. contains 33,000 translations published in 1961 in 75 countries.
Translations are arranged according to the country of publication, further sub-divided by subjects, under 10 general categories of U. D. C. Its purpose is to provide an annual listing of all translated books, published throughout the world, on any subject.

Information Please Almanac
New York, Farrar Strauss, 1947-
This almanac is edited by John Kieran. It may be called the American counterpart of Whitaker’s Almanac, published from the U. K. In addition to general information provided in the yearbooks and almanacs, it provides much miscellaneous information of importance
and is widely used in the libraries of the world, especially in American libraries. Arrangement is classified, and it has a general index. There are small articles by specialists. It contains in addition, a whos' who section.

Information USSR


This up-to-date work of reference on Soviet Union gives information about its geography and history, its peoples, political and governmental institutions, industry, science, culture, sports and many other topics. There is a statistical section, a section on universities and other institutions of higher study.

It provides a selected bibliography for further reading, organized by subjects. There are also Index to names. comprehensive subject index, etc.

International Bibliography of the Social Sciences


An essential working tool for librarians, this bibliography has been published in 4 parts—Sociology, Political Science, Economics and Anthropology. It pertains to Unesco's programme of Documentation, first started in 1952.

It is international in coverage and lists all publications in the four disciplines. Only unpublished works and newspaper articles have been excluded. It contains all official publications of national governments. Arrangement is classified according to Decimal system. It is bi-lingual, English and French, and contains Author and subject Indexes and a List of Periodicals taken into account with their official abbreviations.

International Guide to Educational Documentation


This guide, prepared by Unesco, provides a framework for work on systematic treatment of educational
documentation. It is also a record of what has been achieved nationally and internationally by educational documentalists and is an inventory of resources in educational documentation for each country covered. The stress is placed as much on explanation and annotation as on bibliographical accuracy.

First section contains an annotated list of international sources, a list of international organizations issuing educational documents and a list of works on foreign education. The rest contains a series of national chapters, giving information on national documentation centre on education, reference works, legislative and policy documentation, administration of educational system, structure and organization of educational establishments, etc.

*International Index to Periodicals*

New York, Wilson, 1907-.

This guide to periodical literature in the social sciences and Humanities started publication in 1907, as Reader's Guide Supplement. Later, it has the title "International Index". It provides an author and subject index to approximately 170 periodicals devoted to the social sciences and the humanities. Subjects include anthropology, archaeology, classical studies, economics, folklore, geography, history, language and literature, musicology, philosophy, political science, public opinion, religion, sociology and theatre-arts. Many periodicals of general interest are also indexed.

It is issued quarterly with annual and two-year cumulations. The latest volume is April 1960 to March 1962.

*International Library Directory*


This is the first comprehensive world Directory of libraries, of 35,000 libraries actually, in 149 countries, throughout the world, classified, analysed by type, size and subjects covered. It includes Public libraries, Govt.
libraries, University libraries, Law libraries, Medical libraries, School libraries, Reference libraries, Special libraries, in fact, every type of library.

Information in sections have been given, including character of the library, subjects covered, languages, etc.

*International Scientific Organizations*


This is a guide to the libraries and documentation and information services of organizations throughout the world. It describes each organization and gives such details as, the organization's services, a bibliography of its publications, as well as brief notes on its structure, functioning and administration.

*International Who's Who*

London, Europa, 1935-. 24th revised edition of this biographical dictionary was published in 1960.

It starts with biographical entries of reigning monarchs, under countries alphabetically arranged. The main body of the book contains entries of all important persons, internationally known, in one alphabet.

This is a dependable tool for biographical enquiries and is revised at regular intervals.

*International Year Book and Statesmen's Who's Who*


It is in 3 parts, Part I containing articles on U. N. and its specialized agencies, inter-governmental organizations, and other international and national organizations. Part II contains information on the different states of the world, their constitution, governments, recent political history, legal system, area, population, currency, finance, education, etc.

Part III contains who's who of the world. It also contains an alphabetical index of countries and places.
International Year Book of Education

Geneva, International Bureau of Education, 1933-.  
This is an annual review of the educational progress of the different countries of the world. The reviews are recorded under different headings, such as, primary education, secondary education, vocational education, etc. Information on these topics regarding countries is arranged alphabetically. There is a table of contents, but no index.

Jane's All the World's Aircraft, 1909-
Founded by F. T. Jane, this important tool published annually, gives information about world's aircraft. It surveys the aircraft produced in different countries and is illustrated. Arrangement is alphabetical by countries. It furnishes technical data and information on markings of Air Force of all countries, as well as of the civil aviation. It also provides an account of guided missiles and contains an index of aircrafts and their manufacturers.

Jane's Fighting Ships, 1898-
London, Sampson Low, 1898-. 1960-61 ed. by Blackman.
Originally founded by F. T. Jane, this annual volume gives information about fighting ships of all countries—aircraft carriers, cruisers, battleships, destroyers, submarines, etc. Information includes data on size, armour, general performance, etc.
It is arranged by countries, starting with Great Britain and followed by Commonwealth countries. Foreign countries are in one alphabetical order A—Z. It is illustrated and contains an Index of names of vessels.

Keesing's Contemporary Archive:
London, Keesing's Ltd., 1931-.
"Keesing's" is the most important and widely used of all the news summaries available for reference regarding
events and news of current importance. Published in weekly loose-leaf sheets, it records weekly all the important events throughout the world, and the sheets are inserted in a permanent hard-bound folder. A fresh index is supplied fortnightly which cumulates frequently being replaced ultimately by the main index to the volume. The volume completes every three years. A good deal of information on all matters can be traced with the help of the index, without much effort. The index is country-wise, arranged in alphabetical order, with further divisions and sub-divisions according to event, topic or news.

*Keller's Dictionary of Dates*


As a handbook for historical information Helen Rex Keller's book is as good a historical reference tool as Haydn's "Dictionary of Dates". It is in two volumes, the first volume—the Old World (Europe, Africa, Asia & Australasia) includes the World War, Peace Conference, League of Nations, International Labour Organization etc. while vol. II—the New World (America, Canada, South America and Arctic & Antarctic Regions) begins with-the-discovery of America and includes all aspects of the development of the countries.

Like Haydn's book, it is also an outline of events or history of the world from the earliest times.

It is arranged by country and thereunder chronologically.

*Kelly's Directory of Merchants, Manufacturers and Shippers*


This is an important directory, published annually from the U. K., giving information about the trade and industry throughout the world. It is in two volumes, the first volume covering foreign countries, and the second, Great Britain and the Commonwealth countries. In the latest edition, 1963, scope of Continental Europe has been much extended under appropriate Trade Headings.
“Index to Trades and Services” has been issued separately as a booklet.

It gives lists of names of firms, separate lists of trades, of trademarks and indexes, of telegraphic addresses, etc. It is more or less international in scope, although it has U. K. bias.

Librarians' Glossary


This glossary consists of terms used in librarianship and the Book Crafts. Meant primarily for students of librarianship this book will also be useful to librarians, as not only library terms but also those connected with printing, paper-making, publishing and illustrating, etc. are included in it. At the end there is a classified list of terms, providing a check-list.

Library Literature

New York, Wilson, 1936-.

This is an author and subject index to books, periodicals, pamphlets, thesis, and other materials on library science. Publications of countries other than the English-speaking ones, are also included. It is a quarterly publication, with annual and three-year cumulations.

Literary and Library Prizes


For information on literary and library prizes, the forms of the prizes, the names of past prize-holders with reference to the respective works, the sponsoring authorities, etc., this is perhaps the only reference book available.

It has 4 sections—International Prizes, American Prizes, British Prizes and Canadian Prizes. American section has been subdivided into General prizes, Publishers' prizes, Juvenile prizes, Poetry prizes, Drama prizes, Short Story prizes and Library prizes, and obviously, it is the largest section.
Opening with an account of each award, it gives chronologically the list of recipients. It has an alphabetical index at the end.

*Masterpieces of World Literature in Digest Form*


This is a comprehensive survey of world literature from the Golden Age to the Atomic Age covering more than 20 centuries of tales. This literary reference book in 3 parts contains accurate plot summaries of 1512 world famous novels, plays, epics, and essays & reviews of works on philosophy, poetry, etc., each presented in about 1,200 words. It will be of use to general readers, study groups, writers and teachers who are interested in literature. Arrangement is alphabetical by title and one Title Index has been provided in each volume at the front while an Author Index has been provided at the end. Unfortunately Indian Literature and as a matter of fact Oriental Literature is unrepresented, excepting for a few epics and classics.

*May’s Parliamentary Practice*


The full title is, “A Treatise on the Law, Privileges, Proceedings and Usage of Parliament”.

Authored by Thomas Erskine May, this handbook on Parliamentary matters has been the most referred to volume throughout the world, where parliamentary form of government prevails. It has gone through 16 editions which is a proof of its usefulness.

For the practice and procedure, rules of order, and for general organization and conduct of business of parliaments, this is the standard reference book. It is a sure guide and a constant help for politicians, parliamentarians and for speakers, presidents and chairmen of legislative bodies. The index is very useful and comprehensive.
Middle East
This is an authoritative survey, as well as directory of
the Middle East, including Aden, Cyprus, Iran, Iraq,
Israel, Jordan, Kuwait, Lebanon, Libya, Muscat &
Oman, Saudi Arabia, Sudan, Syrian Arab Republic,
Turkey, United Arab Republic and Yemen.
It gives information about these countries from
ancient times to present day. Such information includes
geographical, historical and economic surveys, details of
political, industrial, financial, cultural and educational
organizations.
Bibliographies are appended to each section, and
there is a "Who's Who in the Middle East" section.

Middle East Record 1960-
A new and comprehensive annual survey of political
developments in the Middle East. Elmont, N. Y.,
Council for Middle Eastern Affairs.
This annual survey of political developments in the
Middle East region is a documented chronological record,
arranged according to topics. It also contains maps,
tables and diagrams, with notes, cross-references and
indices.
It covers the area comprising Turkey in the north,
Iran in the east, Cyprus and Libya in the west, and
Ethiopia, Somalia and Sudan in the south.
It is a helpful political guide of the region.

Minerva
Jahrbuch der Gelehrten Welt: Year book of learned
world. 34th Issue in 2 parts. Berlin & Leipzig,
This is an educational reference tool in German
language and may be considered as a German counter-
part of the "World of Learning". It gives alphabetically
in 2 volumes, arranged under names of towns, information
about universities, colleges, technical schools, museums,
learned societies, libraries, etc. providing names of the faculty members, heads etc., and other relevant information pertaining to every kind of educational or cultural body.

*Motive-Index of Folk-Literature*

By Stith Thompson. 6 v. 2nd ed. Copenhagen, Rosenkilde & Bagger, 1955.

This is a work providing a classification scheme, on the line of Dewey Decimal Classification, for cataloguing of motif of folk-literature. The classification covers narrative elements in folk-tales, ballads, myths, fables, medieval romances, exempla, fabliaux, jest books and local legends. The index also provides references to materials about motifs, and mentions at least one instance of the appearance of each motif in the literature where no reference is known.

For Anthropologists, Sociologists, Literateurs, etc., this work provides information and guidance otherwise difficult to obtain.

*National Union Catalogue*

A cumulated Author list. Washington, Library of Congress.

Since 1956 “Library of Congress Catalogue—Books: Authors” is being published as “National Union Catalogue: a cumulated Author List”, which indicated change in contents also, as it contained in addition to usual information, titles reported by other North American Libraries. It is issued in cumulative pattern and is a guide to the library resources of the United States. Monthly issues excepting March, June, September and then quarterly and then annual cumulations. Arranged in one alphabet, it contains main entries, essential added entries and cross references. Entries include the tracing, LC call number, Dewey Decimal Class number, etc. Traced subject headings are based mainly on “Library of Congress Subject Headings’ List”. 
New Century Cyclopedia of Names
A cyclopedia with a difference, it consists solely of information about Proper Names, i.e., persons, places, historical events, plays and operas, works of fiction, literary characters, works of art, mythological and legendary persons and places, and every other class of proper names of interest and importance to-day. It serves well as a biographical reference tool.

Newspapers Press Directory
It is one of the best directories, giving particulars about 21,000 periodicals and newspapers of Great Britain, Ireland and other countries. It also includes the overseas press information, regarding addresses of publishers of periodicals and newspapers as well as other important information about them.

1,450 British newspaper listed are arranged topographically and 4,000 British periodicals are divided into sections—General, Trade and Technical and House Magazines. In the overseas section details of about 15,000 publications are given.

It is a premier directory of the press in the world.

This is a reference work on serials publications throughout the world, published annually. It refers to more than 18,000 international newspapers, magazines, journals and year books, giving the usual details. Arranged separately according to class and thereunder alphabetically, it has good coverage and information value.

New York Times Index: 1913-
New York, "New York Times".
This is like the official index of "The Times" (London), indexing the news published in the most
important newspaper in America. It serves similar purpose to that of its British counterpart.

It is issued semi-monthly with annual cumulations and gives sufficient information without recourse to files themselves.

*Nouvelle Biographie Generale*

From the beginning of our time until 1850-60. Copenhagen (Deumour), Rosenkilde & Bagger-kron-Prinsons Gade. (In progress).

This work is to be completed in 46 volumes (23 double volumes) at the rate of 4 double volumes per year. It is a photographic reprint of the original work published in Paris in 1852-66. It gives 52,420 biographies, covering all important personalities of all ages and all countries. Giving fullest data it projects importance of each biographee to his own time and posterity, with critical judgements of contemporaries. It also gives detailed bibliographic description of publications made by any biographee.

*Oxford Concordance Bible*

London, Oxford University Press, N. D.

This concordance consists of the Holy Bible, with a dictionary of Christian proper names, a subject-index concordance, and maps in New Long Primer, Brevier Clarendon, New Jasper, Onyx and Ruby, with central column references.

*Oxford Dictionary of Quotations*


This is one of the standard reference books on quotations. Arrangement is alphabetical according to authors and under each author, arrangement of quotations are also alphabetical according to the title of the poem or work from which the piece has been quoted. Not only quotations from English language, but also foreign quotations are included. Each quotation has a number
for easy reference from the Index, the reference being page number first, followed by quotation numbers.

Excepting the Greek quotations, which are indexed separately, all the rest are in one alphabetical order.

**Oxford English Dictionary**


'A new English Dictionary on Historical Principles', it is also called Oxford Dictionary, Oxford English Dictionary or O. E. D., 'New English Dictionary' or N. E. D. or is simply cited as 'Murray's Dictionary' after its editor Sir J. H. Murray.

It is the greatest dictionary of the English language and is based on the application of the historical method to the life and use of words. History of each word is supported by quotations and as many uses of a word as possible are given with all relevant meaning with quotations. It is so comprehensive that sometimes a single word may run through several pages. Its high standing, scholarship and value as the greatest dictionary on English language is acknowledged throughout the world. It was the fruit of toil of a number of eminent scholars for more than 45 years.

**Oxford Junior Encyclopedia**


For the juveniles this encyclopedia published in Britain is one of the best in the field. Each volume deals with one subject and related topics, the arrangement of the articles being alphabetical in each volume. The contributors and the editors are authorities on the topics discussed. It is illustrated, but does not contain any bibliography. The last volume is the index cum ready-reference volume, containing information on many subjects.
Palmer's Index to "The Times"

Corsham, Wiltshire, Palmer, 1868-1943.

This index to "The Times" newspaper by S. Palmer is not the official index, but it is valuable because it goes back almost to the beginning of "The Times". It may be used with profit to supplement the Times Official Index which is being published since 1906. Palmer's is a pioneering work and is still used for locating information on news and events which is otherwise buried deep in old files or lost altogether.

Pear's Cyclopaedia

Edited by L. M. Baker.

This small volume encyclopedia is a handy book of reference giving background information for every day use. It is divided into sections, viz., wider world, every day information and home and personal.

Some sections are alphabetically arranged and are consequently self-indexing; for those sections not so arranged, a table of contents is provided at the beginning of the section.

- It also has a section called 'Chronicle of Events'—5,000 B. C. up-to-date. A biographical section is also appended. For a small volume it tries to give maximum information.

Photocopies From Abroad. Directory of Photocopying and Microcopying Services


FID with the assistance of UNESCO is responsible for this valuable guide to the information relating to photo-reproduction services available throughout the world. In 1963 its 3rd revised edition has been published. It lists about 150 such services in 38 countries. For each service the information includes name and address, subject field covered, different forms of repro-
ductions and their cost, as well as the method of payment.

This directory will be useful for all types of libraries which procure literature in micro-form or in other photo-reproductions.

**Plato Dictionary**
This is a comprehensive, alphabetically arranged glossary of the basic writings of Plato. It is on the same line as Aristotle Dictionary. Jowett's translations have been taken as the basis, references being made to the Stephanus edition. It is very useful tool for any academic library.

**Poole's Index to Periodical Literature, 1802-1881, 2 volumes**
Originally edited by William Fred Poole, a revised edition was published in 1891.
This index covers periodical articles of the greater part of the nineteenth century and is more or less comprehensive in its coverage. The index is arranged in one alphabet of the main work or article which is very convenient. Even book reviews are entered. It is a pioneer work as index to American and English periodicals—a subject index of 590,000 articles of the last century.

There is no author entries in Poole.

**Post Office London Directory or Kelly's London Post Office, 1960**
It is not merely London's Postal Directory. On the other hand, it is a general directory of London, including much additional and useful information and a good deal of material that is national in character, in its banking, legal, postal, parliamentary and other sections. It is also
a transport directory and a country gazetteer. It contains good maps.

Production Year Book, 1947-
This is a very useful statistical annual published by the Food and Agriculture Organization of the United Nations. It contains data on all important aspects of food, agriculture, population, food supplies, prices, wages, freight rates, etc. All data are collected from government sources. The current volume contains information available as of 31 December, 1962. It is edited by R. D. Narain. It is tri-lingual—English, French and Spanish. It also contains Notes on the Tables.

Publishers' Trade List Annual
New York, Publishers' Weekly, 1873-.
This is annually published, recording a collection of publishers' catalogues, arranged alphabetically by publishers' names. It lists only books in print, and since 1948, Bowker & Co., has been publishing "Books in Print" as an author-title-series index to this annual.
For information about new and in-print publications and about publishers, this is an invaluable guide.

Readers' Guide to Periodical Literature
New York, Wilson, 1900-.
This is an index to selected U. S. general and non-technical periodicals, numbering about 130.
For each article author and subject entries are given and for stories, title entries. All entries are in one alphabet. As specific subject heading is given for each article, reference is very easy. Maps, portraits, illustrations and bibliographies are also noted. As each entry gives the name of the periodical, its volume number, paging, date, etc., finding of the articles from the index is rather easy.
It is issued semi-monthly from September to June and monthly in July and August, with annual and larger cumulations.

Published in two volumes, author and title separately, this trade bibliography lists books in print in England and may be considered as the British counterpart of the American "Books in Print", published by Bowker, as author-title-series index to the Publishers' Trade List Annual.

The first volume is an author catalogue and the second one is of titles. Titles are often inverted, so that the word in them, which best indicates a book’s subject, comes to the front. It gives relevant bibliographical information for each entry, such as, price, publisher, place of publication, edition, year of publication, etc.

It is published every 3 years.

Roget's International Thesaurus


This new edition keeps to the traditional arrangement of grouping words according to ideas, but has expanded its scope by adding 40 more categories of ideas and introducing modern scientific and technical terminology. Outmoded words have been dropped and the index has been enlarged. Throughout the text commonly needed words are indicated in boldface type while a variety of types marks divisions and subdivisions.

Satow's Guide to Diplomatic Practice


This is the most authentic and standard reference work on Diplomatic Practice and Procedure, by the late Sir Ernest Satow.

It deals with Diplomacy in general, in Book I; about Diplomatic Agents in Book II; International Meetings and Transactions in Book III; and British Commonwealth of Nations and International Organizations in Book IV.
The editor has made necessary revisions on the light of recent developments, and the main technical features have been checked and contributed by specialists of the highest calibre.

Science Reference Sources


This is a selected, up-to-date list of representative bibliographical tools in the physical, biological and applied sciences. Arrangement is by subject and then by type of reference source, such as, guides to literature, bibliographies, indexes, abstracts, reviews, histories, dictionaries, handbooks, and so on.

Scientific and Technical Periodicals of Pakistan


This is a union catalogue of periodical in the science and technology fields published in Pakistan. It lists Pakistani periodical holdings in foreign libraries and other institutions. The titles are also inclusive of the periodicals which were being published in parts of Pakistan, prior to the partition, including items ceasing publication since independence. It has been compiled by A. R. Ghani, and A. Ghani and is in a mimeographed form.

Scientific Books, Libraries and Collectors


It is a history of the production, distribution and storage of scientific literature from the earliest times, i.e., a bibliographical history of general science. The first edition was published in 1954, and this thoroughly revised edition also covers all relevant material published during the last eight years. It reveals a wealth of material in its
12 chapters, including scientific literature before invention of printing, scientific incunabula, rise of scientific societies, growth of scientific periodical literature, scientific bibliographies, scientific libraries, etc.

It contains a fairly big bibliography and index. Intelligent use by any reference librarian will provide much information, to scientists, scholars, and researchers and especially to those interested in the history of science.

*Shakespeare Concordance*

A complete concordance or verbal index to words, phrases and passages in the Dramatic Works of Shakespeare; with a supplementary concordance to the poems, by John Bartlett. London, Macmillan & Co., 1956.

Every word, phrase or passage of importance in Shakespeare's works, is indexed in this valuable work giving clue to the text in which it occurs. The latest and approved standard texts, recognized by scholars and critics, have been the basis of this concordance, which is an indispensable reference guide to the study of Shakespeare. It is exhaustive and scholarly and runs into 1910 pages with double column.

*Shakespeare-Lexicon*


This Shakespeare Lexicon differs from existing Shakespearean glossaries, as it contains his whole vocabulary and subjects the sense and use of every word of it to a careful examination. It takes into account his 36 plays, of first and second Folios, together with Pericles and the Poems. The Folios and the extent Quartos have been collated with great care. It observes a natural and rational rather than an historical order in arranging
different significations of one and the same word. Foreign and dialectic words and phrases used by Shakespeare have been collected in an appendix to the 2nd volume.

*Specification*


This is an authoritative work, arranged in 38 sections, each contributed by a specialist. Technical information includes details of proprietary materials and systems in the various trades, with specimen, specification clauses. Some sections include bibliographies, and there are footnote references.

*Statesman Year Book*


Its sub-title is “A Statistical and Historical Annual of the States of the World” and is edited by Steinberg. It has reached its 100th year of publication in 1963.

It is divided into four main sections: International organization, British commonwealth of nations, The United States and other countries. It gives for each country, brief accounts of its constitution and government, area and population, religion, education, finance, commerce, communications, defence, etc., with relevant statistical material. At the end of information for each country a short but useful bibliography is appended. The arrangement is mainly alphabetical by country.

As a year book of outstanding merit and authenticity, it has perhaps, no equal. It is an indispensable tool for every library.

*Study Abroad*


This is UNESCO’s famous handbook giving information about opportunities for study and travel abroad.
This edition gives full details of 130,000 such opportunities offered in 1963 and 1964, by organizations and institutions in 116 countries, including India. The scholarships and fellowships listed cover all fields of learning and research and are available in almost every part of the world. It also includes lists of organizations offering advisory services for prospective students abroad.

For any one wishing to broaden his horizons, "Study Abroad" is an invaluable guide.

Subject Guide to Books in Print, 1957-

This is another book-trade bibliography published by Bowker, every year, as a supplement to the Books in Print. It is a subject guide to all American publications in print. Arranged alphabetically according to subjects, it is very useful also as a selection tool and a checking list for current publications. Each entry is made under its proper subject heading and the usual bibliographical data is provided. The subject headings are up-to-date, and adequate cross-references are given to facilitate reference. This is a valuable aid to Book Selection and Ordering.

Subject Guide to Microforms in Print: 1962-63

For finding microfilmed materials on a given subject this guide is invaluable. University, Special and Research Libraries collecting such material will find in this guide a comprehensive listing of microreproduced publications, available from U.S. publishers, arranged by subject, and covering all microforms, such as, microfilm, microcard, microfiche, etc.

Each entry includes the price, the publisher and the method of microreproduction used.

Subject Index to Periodicals

This Index brings out in a single alphabetical order of subject headings the current materials published in
journals. Issued quarterly, with annual cumulation, every form of literature is indexed, excepting pure literature and technical literature, and is confined mostly to British periodicals. It uses Library of Congress subject headings and has no author index.

As a guide to periodical literature it serves the needs of reference librarians and readers and may be compared with the "Reader's Guide" which is more well-known.

Subscription Books Bulletin

Chicago, American Library Association, 1930-.

Published quarterly since 1930, this bulletin critically reviews the different types of conventional reference books and is a great help in the selection of reference materials. It covers all such publications currently issued and indicates after careful examination whether a book is recommended or not. Its views are not biased.

Time's Index to "The Times" : 1906-


After Palmer's efforts to produce an index to "The Times" newspaper, the most important one in British journalism, this official index started publishing in 1906. From 1906-13, it was published as "The Annual Index to the Times"; from 1914-57 as "Official Index to the Times". Its periodicity has changed from monthly to quarterly and since 1957 it is bi-monthly with annual cumulations.

For tracing specific events, verifying facts or ascertaining with precision disputed and elusive dates, such index to the newspaper is an indispensable tool. This index gives sufficient information thus obviating the trouble of referring to the files themselves.

Ulrich's Periodicals Directory


Originally edited by Caroline F. Ulrich this directory of periodicals has seen ten editions and has improved in each edition with regard to coverage and contents.
It is a classified guide to selective list of 20,000 current periodicals. Entries include title, sub-title, date of origin, publisher, frequency, price, etc. Information regarding particular characteristics of a periodical is also given. It covers all countries, all subjects and takes into account the most important newspapers also in a separate sequence. As the arrangement is classified, an index is provided for quick reference.

It is an important tool and most useful for information about periodicals and also serves as a selection aid for periodicals.

*Union List of Publications in Opaque Microforms*


The main function of a Union List is to facilitate location of a material. Union List for books, periodicals etc. have served very useful purpose in this respect.

This Union List, however, is different from others in that, it gives information about location of publications available in microforms, which have come to stay as new type of reading and research material. A large number of out-of-print journals, pamphlets and important learned series have been available in Microcards and other forms of opaque microreproductions and modern libraries, especially in America, make considerable use of them. This Union List gives information of the stock of such reproductions available in libraries in America and thus facilitates location and inter-library co-operation.

*Union List of Serials in Libraries of the United States and Canada*


This well-known Union Catalogue of Periodicals lists the holdings of the libraries of the U.S.A. and Canada. It is also known as Gregory's Union List, after its compiler Winifred Gregory. Its first edition published in 1927 had only 1580 pages, the second edition of 1943 had
3065 pages. The 3rd ed. is expected to have 6,000 pages and to include entries for 1,57,000 titles. It is expected to be published in 1965.

Its arrangement is alphabetical, showing the periodical holdings of the libraries of the two countries rich in such material and is a unique tool for locating periodicals.

*United Nations Documents Index (Monthly) 1950-

This is an official check list for publications of the United Nations and the specialized agencies attached to it.

As a large number of such documents are produced, this monthly index provides very useful information for checking and selecting items to be acquired for a library. It is also useful for classifying the documents according to the arrangement of entries in this index.

This is useful for the selection and organization of documents as well as for information on their scope and contents.

*United Nations Statistical Year Book*


This year book is carrying on the record of statistical year book of League of Nations, first issued in 1927.

Useful statistics of different nations, giving information on area, population, commerce, trade and other matters are compiled in one volume, which gives a comparative estimate of such statistical details of inter-national scale.

As its figures are collected from official sources, checked and re-checked by experts, the information contained in it is recognized as most authentic.

*United Nations' Year Book or, Year Book of the United Nations : 1946-47—*


It gives summaries of U. N.'s activities of the previous year and records its achievements. The first volume
published in 1947 gives an idea of the origin and evolution of this international organization and subsequent volumes, published regularly, provide information of further activities and achievements. For more detailed information on such matters a complete set of this useful reference tool is an imperative necessity in big libraries, especially University libraries, as international relations is a major subject in Political Science of the day.

Part I discusses United Nations’ Political and Security Questions as well as Economic and Social Questions and those concerning non-self-governing territories and International Trusteeship System.

Part II describes Inter-Governmental Organizations related to U. N. There are also Appendices and Indexes.

*Vacations Abroad*


This reference book contains information on educational and cultural vacation activities, such as, courses, study tours, work camps, etc., open to students, teachers and workers wishing to combine their holidays abroad with educational travel. Over 1,000 institutions, in 80 countries have contributed information on such activities. It also includes information on holiday camps and centres, student and youth hostels, and financial assistance available for vacation study or training.

*Van Nostrand’s Scientific Encyclopedia*


This one-volume encyclopedia covers the basic sciences, the applied sciences and engineering and technology. Many of the special sciences are also included. Each science has been dealt by a single author, who is a specialist on the subject. In it, over 10,000 terms of scientific interest are arranged alphabetically, with an extensive system of cross indexing. Its special feature is the progressive development of the discussion of each topic.
Vertical File Index

New York, Wilson, 1932-.

This is a subject and title index to selected pamphlet material and other ephemera. Only those items which are considered to be of interest to the general libraries are included. Current available pamphlets, booklets, leaflets, mimeographed material, etc. are described in each issue, the arrangement being alphabetical by subject. Price and conditions for obtaining them are also given. There is a title index giving subject headings under which each title may be found. It is issued monthly except August, with annual cumulation.

Vocabularium Bibliothecarii


This is a multi-lingual glossary of library terms in five languages—English, French, German, Spanish and Russian. First published in 1953, this 2nd edition is an improvement and goes a long way to meet the need for a multi-lingual glossary of library terms.

It is arranged in classified order, according to U. D. C. The total number of terms included is about 2,800.

It provides a basic vocabulary for librarians and is a welcome addition to Harrod's and ALA's Glossaries.

Webster's Biographical Dictionary


This is a concise one-volume biography of noteworthy persons of all countries. There is no restriction of period, nationality, race or occupation. Both living and dead are included. There are more than 40,000 entries.

This is a useful biographical reference tool.

Webster's Geographical Dictionary


It is a dictionary of names of places with geographical and historical information having more than 40,000 entries.
It gives information regarding location, area, population, industry, education, etc. for the largest cities and important countries. It also gives information on geographical features, historical monuments, and a concise history for places and countries. It includes many full-page and smaller inset maps.

Any type of geographical information can be easily located in this book, for quick reference.

*Webster's New International Dictionary*


This dictionary of English language with 3214 pages, is one of the bigger language dictionaries like the Oxford English Dictionary. Containing more than 400,000 words, it is of American origin and has a separate section of new words.

It uses an arrangement to be found in no other dictionary, the "divided page". The main alphabet occupies the upper part of each page and sometimes the whole of it, the lower part of many pages being occupied by a subsidiary alphabet, containing obsolete and rare words, proverbs, etc. It is essential to remember this other alphabet when searching for unfamiliar words in this dictionary.

*Wharton's Law Lexicon*


Originally compiled by J. J. S. Wharton, this reference work on legal terms has run into several editions, the latest being edited by A. S. Oppe.

It is an epitome of the Laws of England and lists the technical terms, phrases, etc., and gives their explanations. It deals with statutory laws, case law, ancient and modern laws, commercial laws, etc., with selected titles relating to civil, Scot's and Indian law.

This is an important reference tool in the field of law.

*Whitaker's Almanac 1868--*


This very handy and useful reference book provides
both almanac and year book type of information. It is primarily a record of recent events and the information is given in the nature of general compendia. Although called "Almanac", the Calendar material is only a part in it.

Its index comes at the front of each volume. It is useful for all types of libraries.

**Who's Who 1849-**


It is the most important dictionary of current biographies, published annually and is a pioneer work in the field. Although primarily British, prominent names of other nationalities are also included in it. The sketches are fairly comprehensive, giving details and main facts about the biographee and in case of authors and literary persons, it provides lists of their works also.


Edited by Dr. H. E. Schulz and Dr. S. S. Tylor.


This is a biographical dictionary, arranged as usual in the alphabetical order, giving over 4,000 biographical sketches of important and prominent personalities in the Soviet Union.

It supplements the universal biographical dictionaries like Who's Who or International Who's Who, which covers little in the Soviet field.

**Who Was Who, 5 volumes**


For retrospective biography, i.e., for information about eminent persons who have died since 1897, these five volumes are indispensable. It serves as a companion to Who's Who, which records only current biography.

It its 5 volumes, it records such biographies of the period, 1897-1915 to 1951-60, referring to those who have died during these periods. Mainly British, it includes persons of other nationalities also.
Willing's Press Guide
As a list of serials this work records information about
important newspapers and periodicals, giving all necessary
details about each entry.

About British journals and newspapers it is almost
comprehensive, although it gives similar information
about selected items from other countries.

Name of the journal or newspaper, its publishers,
annual subscription, place of publication and other data
are provided.

Winchell's Guide to Reference Books
Chicago, American Library Association, 7th ed., 1951
and supplements.

This is the seventh edition by Constance M. Winchell
of the famous Guide to Reference Books, published by the
American Library Association, being a revision of I. G.
Mudge's 6th edition. Several supplements have been
issued to keep the information up-to-date.

It is useful in three ways, firstly, as a selection aid for
reference books, secondly, as a reference manual for the
library assistants and research workers and thirdly, as a
text book for the students of librarianship.

The arrangement is classified according to Dewey
Decimal Classification, although Dewey notation has been
omitted. Sub-divisions under each subject is by countries,
U. S. first, and the rest in alphabetical order. Each entry
has been assigned a code number which is referred to in
the index. There is a detailed author, title, subject index
to help locate specific books. It gives descriptions for the
books cited and is international in scope.

Wisden Cricketer's Almanac Since 1863-
100th year, edited by Norman Preston.

This may be called the Cricketers' Bible. Its popu-
larlarity is evident by its 100th year of publication.
All information about the world of Cricket and Cricketers can be found in it. Everything about the Tests, ranking of players, their batting and bowling averages and score records of important matches, etc. can be found in this tool which is very important in the field of sports. It is also illustrated.

*World Almanac and Book of Facts*


Like its British counterpart the "Whitaker's Almanac", it is the most comprehensive of American almanacs of miscellaneous information. It contains information on administrative and educational matters, mostly American. Political organizations, societies, historical list of famous events, etc. are also included in it. Like Whitaker's it has an alphabetical index at the front of the volume. It is an important reference tool for general information and especially of American information.

*World Bibliography of Bibliographies*


This is the most important list of bibliographies of all types, national, subject, author and other types, separately published. Multiplication of different categories of bibliographies has necessitated the compilation of such type of bibliography of bibliographies. It facilitates their location and identification. National bibliographies have been entered under the names of the countries; subject bibliographies under their subjects and so on, all in one alphabet.

*World Book Encyclopedia*


This illustrated encyclopedia covers all major fields of knowledge, including topics which are of practical interest.
to the general reader. Contributions are by scholars and specialists, and the arrangement is alphabetical, with extensive system of cross reference. It is also rich in maps. The last volume (20) is 'Reading & Study Guide', classifies the vast store of information in 44 areas of knowledge. It publishes annual supplements to keep abreast of knowledge.

**World Copyright**

An Encyclopedia. Edited by H. L. Pinner. 5 volumes.

Leyden, A. W. Sijthoff, 1953-60.

A monumental work on the subject, it provides every possible information on it, in every country where copyright laws prevail. Arrangement is alphabetical and it covers every specific topic. It is an admirable reference tool, scholarly and authentic. An indispensable guide for lawyers, writers, publishers, etc.

**World Diplomatic Directory and World Diplomatic Biography**


This is an annual directory divided into 2 parts, each arranged alphabetically by country.

Part I lists principal missions and consular offices abroad of each country, including the United Nations and describes them in some detail.

Part II gives brief biographical sketches of officials or diplomats mentioned in the first part.

It issues supplements at regular intervals.

**World Film Directory**


This is an international directory of agencies and organizations concerned with educational, scientific and cultural films throughout the world.

The information for each country or territory is given in three groups—(a) Government offices dealing with film matters, (b) agencies, organizations and societies concerned with such film and (c) trade associations of film technicians, film producers, etc.
Most of the entries include a short summary indicating the scope of the activities of the agency or organization concerned.

**World List of Scientific Periodicals**


The 3rd edition of this list of periodicals has been edited by W. A. Smith and others. It is an alphabetical list of over 40,000 periodicals, showing location in the libraries in the U. K. Each entry includes the full name of the periodical, place of publication, publisher, date, frequency, etc., indicating the location of each in libraries. Entries are alphabetized by the title of the periodical, rather than by the name of the institution or society sponsoring it.

**World Mark Encyclopedia of Nations**


As its sub-title states, it is a practical guide to the geographic, historical, political, social and economic status of all nations, their international relationships, and the United Nations system. This encyclopedia is different from others not only in scope, but also in objective. In part I it gives relevant information on countries of the world, arranged in alphabetical order, in part II of the United Nations system. Information regarding each country, is given under uniform subject headings and all countries, big or small, are treated equally. A bibliography is appended at the end of each country.

**World of Learning**


This is a standard guide to information of academic nature. It is international in scope and gives information about the academic, scientific and cultural life of every country in the world, listing their universities, colleges, libraries, museums, learned societies, professional associations and research institutions. It also gives names of
faculties and of vice-chancellors, professors, deans, principals, etc., of universities and colleges and of librarians and curators of libraries and museums, respectively.

It is arranged in alphabetical order according to countries, and then under each country further alphabetical entries are made under the categories. There are two indexes, of institutions and of names. It is a standard reference work of academic interest.

*World Survey of Education*


This handbook of educational organizations and statistics of the entire world is an indispensable reference book for educators and for educational authorities. It contains up-to-date descriptions and statistics for the educational systems of almost 200 countries, with tables showing number of scholars, pupils enrolled, teachers, sex-age distribution of pupils, higher education enrolment by faculties and public expenditure on education.

A descriptive text outlines the main features of a country's system of education, followed by statistical information.

While Vol. I deals briefly with all types and levels of education within each national system, Vol. II deals particularly with primary education and Vol. III with secondary education.

There is a general index at the end of the volume.

*Writers' and Artists' Year Book 1906-


It is a handy reference book giving information required by authors, playwrights, filmwriters, photographers and composers. It also contains lists of English and American journals and magazines, with statement of the kind of material accepted by each, and their rate of payment. It also gives the names and addresses of important Publishers, literary agents, classified index of magazines, and other kinds of information, such as, author-publisher
contract, copyright laws, etc., and various such useful information, especially required by authors. It also gives some instructions on proof-reading, etc.

_Year Book of International Organizations, 1962-63_


This edition includes among other regular features, viz., the names, headquarters, addresses, officers’ names, nationalities, publications, etc., of all international organizations—a greatly enlarged section of the Common Market, giving data on 216 business and professional groups operating in the six E.C.M. countries.

_Year Book of Universities of Commonwealth, 1962_


Previously, its title was “Year Book of the Universities of the Empire”, which has changed since 1947 to “Commonwealth Universities Year Book”.

It gives fairly detailed information about the universities of the British Commonwealth, including the names of administrative officers, and faculty members, etc. Some general information as to history of each, its library, museums, requirements for admission and degrees, scholarships, etc., is also given. It is arranged alphabetically according to countries in the commonwealth and thereunder according to the name of the institution.

It is a useful guide for academic matters within its limited scope.

_Year Book of World Affairs, 1947-

Published under the auspices of the London Institute of World Affairs. London, Stevens & Sons.

This year book now in its 16th year of publication has been acknowledged as a pioneer reference work, in the field of International Relations and Politics. It contains learned articles by experts and authorities on current important topics—Reports on World Affairs and book reviews.
DESCRIPTION OF SELECTED INDIAN REFERENCE TOOLS INCLUDING INDOLOGICAL SOURCE MATERIALS
INDIAN REFERENCE TOOLS
(Conventional)

All India Civil List
As corrected up to 1st January 1961. Bombay,
This is a complete directory listing the executive, the
legislators and the judiciary and of the gazetted officers
of the Indian Union and of the States Governments.
This is an essential tool for information about the
Ministers, Legislators, Judges, etc., as well as of the
Government of India and State Governments' gazetted
officers. Arranged in sections it is easy for reference.

Annual Report of the Register of Newspapers for India
Parts I & II. New Delhi, Ministry of Information &
Part I gives the outline of the main features of
the Press in each State and Union Territory of India.
It provides material for study of the Press in India for
which data and statistics are furnished. Part II contains
a statewise catalogue of newspapers, listed periodicity-wise
and under each periodicity language is also mentioned.
Bi-lingual and multi-lingual papers have been listed
separately. Although title mentions Newspapers, all
other types of serials are included. Along with other
information circulation figures are given. At the end of
Part II an Index is appended.

Asian Recorder
Delhi, Sankaran, 1955-
This is a weekly digest of outstanding Asian events
with index. This weekly loose-leaf service, rendered on
the lines of Keesing's Contemporary Archives has a
quarterly index, cumulated annually and triennially.
Edited by K. Raghuramaiah, this news-summary service is a pioneer effort in India.

**Author Table for Indian Names**
This is an Indian counterpart of Cutter's Three-figure Author Table. The latter constructed his Table with Anglo-Saxon Surnames as a basis, which is often found unsuitable for application to Indian names. It will be quite helpful for Indian librarians and those abroad having Indian collections, to use this Table.

**Bangiya Sabdakosha**
5 volumes. By Haricharan Bandyopadhyaya. Calcutta, Viswa-Bharati, 1339 B. S.
This scholarly dictionary of Bengali language describes in all linguistic details the origin, development and use of all Bengali words, their meaning, derivation, etc. and also their relationship with similarly pronounced words in other Indian languages. It is in 5 volumes and is more exhaustive than any other work of this type.

**Bharatiya Byabahar Kosha, or; Dictionary of Sixteen Indian Languages Including English**
Bombay, Tribeni Sangam, 1961.
Viswanath Narawane is responsible for this polyglot dictionary of the well-known languages of India and English, of the 14 recognized languages of India as well as English and Sindhi. It is in Devanagari and Roman Scripts with Hindi and English. The equivalent in other languages are given.

**Bibliography of Indian Geology and Physical Geography**
Long out-of-print this bibliography is perhaps the best for retrospective material.
It begins with a list of abbreviated titles and the main work is arranged alphabetically according to authors. Under each author arrangement is chronological.
Bibliography of Indian Law
The purpose of this bibliography is to provide guidance for the foreign lawyer who wants to study Indian Law generally or specialize in a particular branch of it. It is also useful for legal practitioners and the students of law. Part A gives information about general structure of Indian legal system, cites standard works, important treatises, text-books and monographs of Indian law. In part B the main bibliography is arranged in alphabetical order. Law reviews in specialized subjects are under appropriate subject headings.
There is a Directory of Publishers of Law Books and Journals at the end, concluded with an Author Index.

Bibliography on Community Development
Mussoorie, National Institute of Community Development, 1962.
There is a growing volume of literature on the subject which has been attempted to cover in this bibliography. Planners, administrators, sociologists and technicians employed in community development projects will find enough material on the topic and the reference librarian will be relieved to find in one volume, the vast and varied types of material on the subject which he may utilize for serving his readers.
It is in 2 parts—on books and articles. Arrangement is under main headings, with sub-headings. Author and subject indexes are provided.

Bohtlingk’s Sanskrit Worterbuch
7 volumes. St. Petersburg, 1855-1875.
This famous dictionary long out-of-print, was the result of German scholarship in Sanskrit language. It took Otto von Bohtlingk and Rudolf Roth 21 years of sustained effort to compile it. It was financed by the then Czar of Russia and published under his patronage from St. Petersburg.
Book of Facts


This is a pocket-size fact-book published in India, providing interesting and factual information about almost every thing, usual and unusual.

It has also a chapter, the longest in the book, with the heading “India at a Glance” and another one “World at a Glance”. Thumb-nail sketches of greatest men, ancient and modern, is an additional feature. This is an inexpensive tool with varieties of information and is sufficient.


This is a bibliographic guide to every major aspect of the history and culture of the Indian subcontinent, containing Indian and British official publications also. It catalogues 90,000 volumes in English and other European languages available in the India Office Library. It is a valuable record of literature pertaining to Indian history and culture and is useful for all students of Indology. It includes a separate catalogue of Manuscripts, mainly the private papers of Secretaries of State for India, Viceroy's and Governor-Generals and provincial Governors, as also prominent Indians.

Catalogue of Scientific Periodicals in Calcutta Libraries


In 1918 Asiatic Society published Kemp's Catalogue which served as a valuable work of reference to holdings of scientific periodicals in Calcutta libraries. After a lapse of 43 years a new volume with increased coverage and with up-to-date information has been compiled in a more scientific manner. It follows the alphabetical method of "World List of Scientific Periodicals". Serial
publications relating to Social and Natural Sciences \& Technology have been included.

An Index to publications of learned societies and institutions has been provided at the end of the catalogue.

The publication is mimeographed and meant for limited circulation.

\textit{Consolidated Glossary of Technical Terms}

2 volumes. New Delhi, Central Hindi Directorate, 1962.

For the propagation and development of Hindi language it has been found necessary by the Government of India to compile Glossaries of technical terms from English to Hindi. It took them more than a decade to compile this, a dedicated task in the evolution of terminology. Expert philologists, scientists and technologists were employed for this work.

It is in 2 volumes, Vol. I : A-K, Vol. II : L-Z.

\textit{Current Affairs, 1963}

India, Pakistan and the World. Calcutta, A. Mukherjee & Co.

This is a handbook of general knowledge and current affairs, relating to India, especially and also to Pakistan and the World. The latest 1963 issue is its 15th edition.

It is divided into parts and chapters, giving geographical information, time and calendars, gazetteers, etc. in part I, who's who in India in part II, General information, in part III, Population, health and sports in part IV, Cultural and scientific affairs in part V, Transport, Communication \& Information in part VI, Economic affairs in part VII, and Political affairs in part VIII. It has contents pages, but no index.

\textit{Dictionary of Indian Biography}


This biographical dictionary of modest size records careers and doings of a large number of persons connected
with India in history, by their exploits, services and writings. Lives of about 2,600 persons, English, Indian and foreign, living or dead, who have achieved eminence and distinction, have been recorded in this work. It covers the period 1750 to 1905. A copious bibliography has been appended. It is a dependable biographical record of the late eighteenth and nineteenth-century India.

_Diplomat's Directory_
This guide to Indian Diplomatic Services gives full details of the Diplomatic Corps, Consular Corps, Order of Precedence, Anniversary Calendar and Heads of Indian Missions abroad. In addition this edition gives a narrative history of India-China border conflict, brought up-to-date.

_Directory of Museums in India_
In 1936 Markham and Hargreaves published Directory of Museums in India. That book is out of print and moreover, after partition of India some museums are located in Pakistan, some have been closed down and some have grown up. In this context this up-to-date directory gives valuable information in the field. There are 3 sections, Archaeological & Cultural Museums, Education & Sciences Museums and Industrial & Commercial Museums. Under each section there is alphabetical division by States and Museums are listed alphabetically under each State. There is an Index, good illustrations and a Map of Indian Museums.

_Directory of Special and Research Libraries in India_
This directory of Special Libraries in India is arranged alphabetically according to the name of the libraries. Full
details as to Date of Foundation, Area, Shelving space, Reading Room accommodation, Annual budget, status and finance, parent organization, subjects covered, clientele, resources, annual acquisition, catalogue, classification, staff, charging system, access, hours of service, circulation figures, special service, etc., are given for 173 such libraries. It also includes the name, status, pay scales of the Librarian.

In addition to this it has four indexes, viz., Name Index, Place Index, Subject Index, and Nature of Management Index.

There is a comprehensive list of other libraries in the category, arranged alphabetically under states, for which fuller details could not be procured by the Compilers.

*Directory of Universities and Institutions of Higher Learning in India*


This Directory gives information about the courses of study available in the colleges and describes the type, jurisdiction, department of studies and academic terms of the universities together with medium of teaching and examination used in each. Information about colleges affiliated to Boards of Intermediate Education as well as non-affiliated educational and research institutions are also given.

Institutions providing professional and technological education are also listed, classified according to subjects. Sections I, II are related to Universities, Section III Institutions of national importance and deemed as Universities, Section IV Boards of Education, Section V Non-affiliated Institutions and VI—Research Institutes.

*Documentation on Asia*


As a comprehensive bibliography of current literature on Asia (India included), this documentation covers books,
articles and documents published in all major languages of the world. It is to be continued as annual volumes.

Arrangement of entries is classified based on an 'Ad hoc' classification guided by Colon schedules. A brief outline of classification is given.

Entries are arranged in order of geographical areas and thereunder according to subject schedules. Language of the document other than English is indicated.

This volume provides bibliographic control of the vast literature published on Asia and is a useful tool for reference and research.

_Documents on Asian Affairs_


This bibliographical project has been designed to list by region or country documents indicative of significant trends in political, economic and social affairs of the countries of Asia, coverage of foreign affairs predominating. In addition to traditional material excerpts, resolutions, white papers, agreements and reports from official and non-official sources have been taken into account. The bibliography is divided in 4 parts viz., East Asia, South East Asia, South Asia and West Asia, and under each part, materials are recorded under countries. There is a bibliography at the end.

_Early Indian Imprints_


This is a very important inventory of books printed in India before the end of the year 1850. It lists 330 books, with full bibliographical details and serves as a reference material on early printing in India, a subject of historical bibliography. Librarians and scholars interested in the field would find it very helpful.
Education in India, 1959-60
This publication regularly published by the Ministry of Education surveys the progress of education in the country. The report is mainly factual, the last chapter indicating broad trends of developments. Major aspects of education with detailed statistics of interest to planners, educationists and scholars are dealt with.
Volume II contains the consolidated all-India tables and appendices on State Educational Directorates and on scales of pay of teachers, etc.

Education in the States, 1960-61
This is a statistical account of education in the different States of India, arranged alphabetically according to States. Similar information on Union Territories is also given.

Educationists in India
As a biographical reference tool this book covers Indian educationists who are living today. The biographical data is arranged alphabetically, giving the usual information along with a short bibliography of publications wherever necessary. Inside it is in 2 parts—A to L and M to Z. It is not very complete, neither well produced. Many outstanding educationists are not mentioned. It will serve its purpose to a limited extent.

Encyclopedia of General Acts and Codes of India
Edited by a famous Indian jurist this encyclopedia of Indian Laws has been a standard book of reference in the
field. The Acts and Codes of India are arranged in this work, alphabetically, with annotations and case references. It is complete in 14 volumes and supplements have been issued to indicate amendments to the existing laws and to include new enactments.

*Facilities of Technical Education in India*


This handbook gives an up-to-date picture of technical education in the country. It will be useful to students seeking admission to technical institutions as well as the general public.

The handbook is divided into 3 parts. Part I gives a list of such institutions arranged State-wise; Part II renders detailed account of each institution, administrative, academic, financial and residential; Part III gives the names of the institutions for each branch of Engineering or Technology, the types of courses offered by each and their standard.

*Fodor’s Guide to India*


This guide book is an addition to the famous Fodor Series. It gives information required by travellers, tourists, etc. in several chapters with interesting headings, such as: By Way of Background, Facts at Your Finger Tips, The Indian Scene and Face of India. The last one provides tourists’ information by regions, viz., Northern, Western and Central, Southern and Eastern. It is a guide-book of wide dimension and scope.

There are also several revealing articles by well-known authors on literature, arts, philosophy and public life which enhance the value of this book and projects a new definition of India’s importance as a tourists’ destination. It has maps, city plans, colour illustrations and photos.
Government and Politics of India and Pakistan, 1885-1955
A bibliography of works in Western languages. Berkeley, University of California, Institute of East Asiatic Studies, 1956.
Compiled and edited by Patrick Wilson this bibliography serves as a guide to available literature in the field. In spite of the usual difficulties and deficiencies, attempts have been made here to provide as comprehensive an coverage as it attempts to record materials available in Library of Congress also.
Items are arranged under broad subject divisions thereunder chronologically by date of publication.

Handbook of ISI Publications
The handbook lists 2,034 Indian Standards, and for each Standard, brief annotations are given, indicating its scope and contents. It also gives names and addresses of manufacturers to whom licences have been issued by ISI.

Handbook on Training Facilities in West Bengal
This handbook intends to provide guidance to individuals offering themselves for technical training. Information has been grouped under specific occupational groups and within each occupational group data have been arranged tradewise. A short note on trends of employment possibilities precedes each group. Prospective trainees will find this guide very useful. Information about the training institutions is based on the scope of technical and professional training that exists in the state of West Bengal.

Hindi Viswa-Bharati
This is a Hindi Encyclopedia in six parts, covering the entire field of knowledge. Arranged alphabetically according to subjects it gives background information on subjects and topics written for the general reader.

Hindusthan Year Book 1963 and Who's Who

In its 31st year of issue this inexpensive Indian year book, gives the usual information, under headings—India at a glance, Indian information, geographical information, etc. There is a brief world gazetteer and who's who.

In addition to contents there is an alphabetical index.

Imperial Gazetteer of India

The first edition of this gazetteer published in 9 volumes, in 1881 and the second edition published in 14 volumes in 1885-87, were edited by W. W. Hunter.

This useful reference tool furnishes historical, topographical, ethnical, agricultural, industrial, administrative and medical information of the various districts of India. The new edition is a completely new work although long out-of-print. The first four volumes describes the Indian Empire as a whole, volumes 5-24 is the gazetteer portion arranged alphabetically, volume 25 is the Index and volume 26 is the Atlas.

Impex Reference Catalogue of Indian Books

It is a book-trade bibliography of all important Indian books in English language which are in Print. In one alphabetical list it gives details as to author, title, sub-title, price, year, publisher, etc. There is subject grouping arranged alphabetically in section I and alphabetical list under author, title, etc. in section II.

There are lists of publishers and of abbreviations used, as well as an Index to subject groupings.
The supplement brings it up to 1962. In the Indian field of publications such a bibliographical tool, on the lines of "Reference Catalogue" or "Books in Print" was long expected. It fills up that gap and provides a guide for reference and book selection.

*Index to the Foreign and Political Department Records*

Volume 1, 1756-1780. Delhi, National Archives of India, 1857.

This Index to the Government of India Records, relating to foreign and political affairs, is an invaluable aid to the rare and carefully preserved collection in National Archives for the use of administrators and scholars. It will help locate desired information from a huge mass of records. The period covered in the volume is 1756 to 1780. The entries are arranged alphabetically and the reference cited after the entries are to the series, date, month, year and number of the original consultation.

At the end is a glossary explaining obsolete, unfamiliar or non-English words occurring in the documents.

*Index Translationum Indicarum*


This cumulation lists 2,870 translations mainly published in India during 1947-1958, and it saves the readers' time to scrutinize the 10 volumes of "Index Translationum" (UNESCO) to find out information about a particular author having been translated into an Indian language.

Entries are arranged in alphabetical order of the languages of the translations. Under each language arrangement is alphabetical according to Surnames of authors translated. Each entry provides information on original author, title, translator, publisher, place of publication and other bibliographical data.
India—Handbook of Commercial Information

V. I. Calcutta, Department of Commercial Intelligence & Statistics, Govt. of India, 1963.

Prior to this volume there was a volume with the same title first published in 1919, revised in 1924 and 1937. The present project is an ambitious one with three more volumes expected in future. This volume deals with Engineering Products and Chemicals and Allied Products. All the volumes taken together would cover the entire field of Indian Commerce.

103 specific heads of products with information on each individual product have been given in this volume. After giving the origin or beginning of indigenous production, the growth of the industry has been traced, its progress during the Plan period has been mentioned along with the quality control, current wholesale price, foreign trade, etc. A *resume* of Tariff Protection measures has also been provided in the Appendix. Data on production has been up to 1961 and sometimes statistics are as current as 1962.

In the subsequent volumes Textiles, miscellaneous manufactured goods, food and other agricultural products would be given.

Precise and comprehensive picture in respect of individual industries and commodities is the aim of this valuable reference tool, which will be useful to researchers, businessmen, administrators as well as importers of Indian merchandise.

There is a detailed index with references to paragraph numbers.

India—A Reference Annual

New Delhi, Research & Reference Division, Ministry of Information & Broadcasting, 1953-.

First brought out in 1953, this annual officially published by the Government of India provides authentic information on diverse aspects of India’s life and activities. In the latest volume (1963), the separate chapters on
“Constitution”, “Legislature”, “Executive” and “Judiciary” have been abridged and put together under single chapter entitled “Government”. Some other economies have been effected, but the aspect of India’s International Relations has been much enlarged under the heading “India and the World”. An appendix has been added on National Emergency, including a chronicle of events relating to Sino-Indian dispute.

For any information on India, current and reliable, this year book is the best available tool. In 30 chapters and several appendices, every kind of information on India has been coded in sufficient detail.

*Indian Advertising Year Book, 1962*


Four years ago publishers brought out “Advertisers Vade-Mecum” as a reference tool on Indian Advertising. This new issue with the changed title is the result of an attempt to make it a comprehensive reference work on India.

It is divided in 3 parts, first part “Referendia” surveys economic aspect of India, providing factual material to interest advertisers and businessmen primarily and also others interested in Indian economics. Second part “Advertisers’ Guide” describes organizations engaged in advertising and publishing, with a Who’s Who in this profession. The third part “Advertising Cyclopaedia” is a comprehensive guide to the forms of advertising media, available in India.

The book fills a real gap in reference literature in the field of Indian Advertising.

*Indian Annual Register*

Calcutta, Indian Annual Register Office, 1918-

It is an annual digest of public affairs of India, recording nation’s activities each year, in matters of political, economic, industrial, educational, social, etc. Edited by
N. N. Mitra, it was issued in 2 six-monthly volumes. Its publication, was unfortunately suspended after partition, due to lack of financial backing. It is still a very useful reference tool, for retrospective information on Indian problems and is national in character.

*Indian Armed Forces Year Book, 1960-61*


The only reference book on the subject published in India, this tool gives information about the history and development of Indian Armed Forces, its organization and administration, the army training institutes, army honours and awards and biographical sketches.

*Indian Bradshaw (Monthly)*


This is perhaps an indispensable tool for information about Indian railway and airway timings, fare, etc. It covers Pakistan and Ceylon also. Information is very often required by travellers, and tourists and also by others which can be supplied from this single volume issued every month and corrected up-to-date. As additional information Motor Services to Hill Stations and Health Resorts and places of tourist interest in India are also given.

*Indian Cricket Field Annual, 1962-63*


This handy reference tool in the field of cricket of Indian sports, serves the purpose of informing its readers almost everything about Indian cricket. It covers Test matches, Zonal tournaments, Inter-University, Inter-School tournaments, gives Test Records, etc. There are several articles also on Cricket in England, Australia, West Indies, New Zealand and South Africa. At the end there is a who’s who in Indian Cricket.
**Indian Dairy Year Book, 1960**

New Delhi, Indian Council of Agricultural Research, 1961.

Although Dairy Industry is fairly organised in India, there was no convenient reference book on it. This first Indian Dairy Year Book contains information on cattle census, production and consumption figures, figures of imports and exports, price structures, grading of milk products, etc. It also includes a glossary of Indian Dairy Terms and a “Who’s Who in Indian Dairying”.

This useful publication will be hailed by all who need information on the topic.

**Indian Electrical Year Book, 1962-63**


This informative tool relates to electrical and allied industries and trades in India and is divided into 10 sections. It deals with general statistics, Indo-foreign collaboration, electricity bonds, import and export statistics, manufacturers, contractors, power houses, radio & electronics manufacturers, air conditioning and refrigeration, etc. etc.

**Indian Ephemeris and Nautical Almanac**

Delhi, Manager of Publications, 1962.

Meteorological Department, Government of India, has been publishing since 1957, “Indian Ephemeris” for the development of astronomical studies in India. Prepared with similar data as in “Astronomical Ephemeris” (U.K.) and “American Ephemeris and Nautical Almanac”, the publication provides useful astronomical and nautical data and calendar information, especially required by observers in the field and by those in charge of transport over the seas and oceans.

**Indian Industries**


This is a very useful reference book on Indian Industries providing information about their vast developments
during the past decade. It contains a comprehensive list of manufacturing organizations, both in public and private sectors. There are 11 sections—Textile Industry, Engineering Industry, Chemical Industry, Food Industry, Mining Industry, Processing Industry, Plantation Industry, Miscellaneous Industries, Transport, Govt. of India Departments, and General Information.

Easy and quick reference is provided by showing each section separately with a thumb index.

*Indian National Bibliography*


It is an authoritative bibliographical record of current Indian Publications in Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Tamil, Telegu and Urdu language.

It records material received in the National Library, Calcutta, under the Delivery of Books and Newspaper Act of 1954, as amended in 1956. It is issued quarterly, with annual cumulation. There is an alphabetical subject index with every issue.

It covers all publications except Musical scores, maps, periodicals and newspapers (except the first issue under a new title), keys and guides and ephemeral material.

It is divided in 2 parts—Part I covering general publications and Part II covering government publications.

Arrangement is in classified order. In addition to the Dewey Decimal Classification number, Colon number is also assigned to each entry. Entries of books in Indian languages are transliterated into Roman Script, with diacritical marks. The subject index is very exhaustive.

*Indian Petroleum Handbook, 1962*


This small handbook attempts to put together various facts regarding the Indian Petroleum Industry and some of the salient features of the international petroleum industry.
It gives information on Petroleum Companies operating in Indian Petroleum Industry, on Demand of Petroleum, Its Price, Oil Exploration, World Petroleum Statistics, etc. It will be useful to government officials, business executive, libraries and research students.

**Indian Scientific and Technical Publications**


The bibliography is in two parts—Part I containing entries in Indian languages and Part II containing entries in English language. Arrangement is in classified order according to Dewey Decimal Classification, further arranged alphabetically by author under each number.

There is an alphabetical index and a consolidated subject index.

A statistical table showing distribution of books in several languages and also showing their number in the groups Pure Science & Technology is an added feature.

**Indian Year Book of International Affairs**


Started in 1952, this year book contains articles on international and comparative law and international affairs and is recognized as an important reference work in the field.

**INFA Press Year Book**

Edited by Durga Das. New Delhi, INFA Publications.

This is a new venture, very ably executed, as a reference book in the field of Indian Press. Journalists will make much use of it and also the reference librarians.

There are 10 sections devoted, variously to different aspects of the Indian Press and its related topics, viz., education for journalism, Press Code and Ethics of Journalism, National and International Press Agencies and Information
Services, on techniques of printing, newsprint and press laws, etc. There are also two sections of Who's Who, one on Indian Press and the other on Indian Advertising.

*Insdoc List, 1954-*

New Delhi, INSDOC, National Physical Laboratory.

This is a classified list of current literature issued semi-monthly. Articles from scientific and technical journals are indicated in this list prior to their actual publication, on the basis of receipt of contents from the original sources well in advance. As a valuable documentation list it provides information on scientific and technological micro-thoughts, for the benefit of scientists, technologists and researchers.

*Jeevani Kosha*

5 volumes. Short biographical sketches of personalities mentioned in the Vedas, Upanishad, Ramayana, Mahabharata, Puranas, Tantra, etc. By Sashi Bhusan Vidyalankar. Calcutta, 1341 B.S.

This biographical dictionary in Bengali language by a renowned Indian scholar in 5 volumes gives short sketches of all important personalities mentioned in our religious scriptures and classics. It is arranged alphabetically and is a useful reference tool for such characters referred to in the holy books.

*Kothari's Economic Guide and Investors' Handbook of India*


This is a handbook in the field of Indian Economics, Trade and Investments. It is classified into different sections with Thumb index for easy reference. Financial information on more than 3500 industrial organizations, taxation matters, licensing, collaboration, Gold Control Measures, etc., are dealt with in detail. It contains special articles also by leading industrialists and is illustrated with charts, maps and graphs.

It is a very useful guide for the investing public, financiers, economists and others.
Linguistic Survey of India


For study of Indian languages and their survey this work in seventeen parts is the best known source materials. Volume 1 is introductory, last one dealing with “Gipsy language”. Indo-Aryan languages have been dealt with exhaustively in volumes 5 to 11, separately in groups, viz., Eastern Groups (Bengali, Assamese, Bihari and Oriya), Southern Group (Marathi), North Western Groups (including Kashmiri), Central Group (Punjabi, Gujarati, etc.). Volume 4 deals with Munda and Dravidian languages and volumes 2 & 3 deal with tribal languages.

With such wide coverage this important reference work, long out-of-print, provides materials for reference and research in Indian linguistics.

Malaviyana


This is a comprehensive bibliography on a versatile personality of modern India whose contribution towards cultural regeneration of India is well-known. All his writings and speeches and all available material on him have been incorporated in this personal bibliography. Books, periodical articles and different kinds of micro-literature have been included.

Arranged in classified order the bibliography provides an Index for easy reference. It also contains a classification schedule.

Marathi Granth Suchi, 1830-1937

Edited by Shankar Ramchandra Date. Poona, 1943.

This is the only exhaustive bibliography of books in Marathi language, covering the period 1800-1937. It is a work of profound scholarship and has been hailed as a pioneer work in bibliography of Indian language books.
Murray's Guide, or, A Handbook for Travellers in India, Pakistan, Burma and Ceylon

This standard guide book on India, Pakistan, Burma and Ceylon admirably serves the requirements of travellers and tourists. It was started originally in 1859 in several parts and has developed into a comprehensive guide book with up-to-date information. Starting with Introductory Remarks and General Information, it provides information on air routes, motor touring and places of special interest, places of religious importance, list of railway routes, etc.

The tourists information on places has been provided for India as Routes 1-33, similarly giving information on Pakistan, Kashmir, Burma and Ceylon. There is Directory or alphabetical Index of places and a separate Index dealing mainly with persons.

Nalanda Year Book and Who's Who in India & Pakistan 1962
(Irregular)
Calcutta, Nalanda Press.

This is an Indian and international annual of current statistics, events and personalities. Information of general nature is provided under headings "World", "India" and "Miscellaneous". In has an alphabetical index and a who's who in India and Pakistan.

Namalinganusasana : Amarakosha


A Sanskrit scholar in Vikramaditya's time, dating back 400 A. D., Amara Singha compiled this famous dictionary, with various commentaries this dictionary has been published from time to time. For an ancient and classical-language like Sanskrit such old compilations provide material for scholars and linguists. The current editions are much in use.
National Bibliography of Indian Literature, 1901-1953

As a National Bibliography of Indian Literature the compilers have covered the period 1901 to 1953 and the first volume consisting of books of literary merit, significant books on Philosophy, Religion, History and other aspects of Humanities in four languages mentioned above have been included in it.

As it is desired to serve as an international tool of reference, the use of Roman Script with annotations in English has been made. Three more parts are to be issued in future. It provides a general topography of Indian Literature of the first half of the twentieth century.

Every language section is divided into following categories: General works, Philosophy & Religion, Social Sciences, Linguistics, Arts, Literature, History, Biography & Travel, and Miscellaneous. There is an exhaustive Index appended to it.

New Year Book, 1962

This annual volume provides mainly Indian information of topical interest in the various fields, as well as selected world information, under separate chapter headings. There is a Who's Who portion at the end. As an inexpensive year book it may be kept in small libraries, which cannot afford costlier ones.

Nisfor Guide

It is a guide to Indian Periodicals, giving classified list of 2,127 Indian Periodicals and daily newspapers. Giving a scheme of subject classification this guide provides first a lists of Indian Periodicals and newspapers.
classified according to language and under subject classification. There are separate Periodicity Classification and Geographical Classification.

Another section lists foreign periodicals, section 3 gives a survey of Indian Periodicals providing statistical data.

Other important features are—chronicle of important events in the history of Indian Press and Press Organization. It concludes with an Index to titles.

_Nirbachita Bangla Granther Talika_

This is a classified list of selected Bengali books mostly in print. As its main purpose is to help libraries in building up a balanced book collection in Bengali language, it sets a limit to the number selected and excludes for obvious reasons text books, books by eminent authors which need no selection and those of ephemeral nature. It has been classified according to Dewey Decimal Classification, and catalogued according to A. A. Code. It lists about 2354 books. A separate alphabetical author-title index is appended.

It serves not only as a book selection tool, it will also be useful as a guide for classification and cataloguing on scientific lines.

_Pharmaeutical Directory of India_

This directory covers the entire range of medicinal products available in India, thus making it an indispensable reference book for physicians and pharmacists.

There is an Index to Therapeutic Indication compiled by Dr. P. B. Shah and publishers desire to keep the information up-to-date by issuing PDI-News-letters periodically as free supplements.

Medical practitioners, Hospitals, Pharmacists, Laboratories and Drug Stores will find this reference tool very useful.
**Professional and Trade Organizations in India**

This is an authoritative reference work about India's professional and trade organizations, listing their names and addresses, office-bearers, etc.

Section I gives information about Employers and Trade organizations. Section II relates to Professional & Scientific organizations, Section III to Cultural and other organizations and Section IV to Foreign organizations.

Arrangement is alphabetical under each section.

**Sahitya Sadhak Charitamala**
Calcutta, Bangiya Sahitya Parishad, 8 volumes, 1346 B.S. to 1358 B.S.

This is a bio-bibliographical reference work relating to Bengali Literature and the Literateurs. It is in 8 volumes, edited by Brajendra Nath Bandyopadhyaya and takes up in each volume a number of eminent Bengali writers, giving a sketch of their life and the description of their literary career, along with a bibliography with annotations. It is a very valuable reference tool in the field of Bengali literature.

**Select Bibliography on the North Eastern Frontier of India**

In this small bibliography attempt has been made to survey the literature available on the area which is inhabited by tribes of great ethnological interest.

Arrangement is alphabetical according to author and thereunder chronologically. There are altogether 574 entries.

**Statistical Abstract of the Indian Union 1962**

The new series of the Statistical Abstract, India has been issued up to No. 11. Another volume is expected this year.
It incorporates in a single volume the latest available data under important heads of economic and social development. In addition to national aggregates for a period of 5 to 10 years generally, information in respect of individual state is also furnished. It also includes statistical charts and maps.

This important tool is a convenient reference book, as well as a key to other statistical publications of Government Departments.

*Statistical Handbook of the Indian Union 1960*

This handbook presents a concise factual account of social and economic trends in India, based upon the principal statistical series currently available.

Data is arranged as follows: Climate, Area and Population, Public Health & Vital Statistics, Education, Crime, Fuel & Power, etc., in 25 groups.

*Thacker's Indian Directory*
Calcutta, Thacker's Press & Directories Ltd., 1861-.

It is an established standard Directory covering information about Central and Provincial Governments, of Business, Trade and Commerce, of Societies, Educational Institutions, etc. of India. It also gives names and addresses of government officials, legislators, businessmen, etc. and describes every type of directory information in all fields of activities. It is conveniently arranged in sections, with big places and cities indicated by tabs, under which trade and other information are recorded in alphabetical order. The current volume is 1961-62.

*Times of India Directory and Year Book Including Who's Who*

Previously this year book was entitled "India Year Book and Who's Who", subsequently changed since partition of the sub-continent. It is a statistical and
historical account giving information of the constitution, population, commerce, trade & industry, finance, communication, etc., as well as describes the various activities, and developments recorded during the previous years. After giving an abstract of information on these different aspects for whole of India it covers the states separately. It has chapters also on States Administrative Personnel and Government of India Personnel, followed by a "Who's Who in India".

Union Catalogue of Learned Periodicals in South Asia

Delhi, Indian Library Association & London, G. Blunt & Sons.

Edited by Dr. S. R. Ranganathan and others, volume I of this Union Catalogue which includes materials available in India also, covers Physical and Biological Sciences only.

It is a list of holdings of learned periodicals in the libraries of South East Asia, including India and serves as a finding tool in the field. It is more or less comprehensive in coverage of Physical and Biological Science holdings and is very useful for special and research libraries. Arranged in classified order, it uses standard abbreviations of periodical titles and other reference data.

Visva-Kosha


It is an encyclopedia in Bengali language, covering all Indological topics and subjects. It gives origin and meaning of important Bengali and Sanskrit words, contains short and lengthy articles on religion, mythology, philosophy, anthropology and other branches of sciences and humanities. It also gives biographical notes on ancient and historical characters. Arrangement is alphabetical and it is the work of a single author, Nagendra Nath Basu, who could not complete a second edition which was contemplated. Out-of-print since a long time, it is still referred to for matters which are not available in other similar works.
Wealth of India


As a standard work of reference on the economic resources of India, Watt's "Dictionary of Economic & Commercial Products" published in 1889, remained the only available source. Development of India's economic and industrial potential led to a planned publication of a new series of books under the auspices of the Council of Scientific and Industrial Research compiled and edited by eminent economists, scientists and industrialists. This has resulted in the publication of "Wealth of India" in two series—Raw Materials and Industrial Products. Volumes VI and V containing alphabet M & L, respectively, have been published.

Arrangement is alphabetical, entries using scientific nomenclature, with cross-references from English common names. Every entry gives critical resume of literature, economic, scientific and statistical, with special reference to utilization.

West Bengal Library Directory


The main information about libraries in West Bengal, which have registered a phenomenal increase during the last two decades, even though the old province of Bengal was partitioned, has been presented in tabulated form in this admirable directory, district-wise, thereunder alphabetically according to the name of the Library. Different categories of libraries have been dealt in different parts or sections. It attempts to cover every type of library, irrespective of its stock or resources, status or standing. Every useful data has been recorded with maximum economy of space and intelligent use of abbreviations.
In addition, it furnishes in 3 appendices, information on Government sponsored libraries, Professional Associations and Professional Training Courses, within the State.

_Who’s Who in Indian Engineering and Industry_

It contains about 800 biographical sketches of Architects, Engineers, Geologists, Industrialists, Scientists and Technologists in India. Information about some professional and trade organizations is also included, forming section II of it. There are two indexes, one on Technical Specialists and the other a Name Index.

_Who’s Who of Indian Writers_
New Delhi, Sahitya Academy, 1961.

This is a reference book containing factual information, biographical and bibliographical, of about 5,500 writers in all the languages of India.
INDOLOGICAL SOURCE MATERIALS

Ancient Indian Education
Unique contribution has been made by Hindu thought to both educational theory and practice. This work naturally fills a gap in the literature on the history of education in India. It brings together the representations of educational scenes to be found in old Indian sculpture and painting. It covers education from the Vedic period to that in the 17th century A. D.

Antiquities of India
This work gives an account of the history and culture of ancient Hindus, presenting facts from various sources. For the study of ancient Indian culture and everything relating to it, this book is regarded as one of the best.

Art of Indian Asia
Volume I is the text and volume II consists of plates. The work presents a historical outline of the transformation of Indian art and provides a key to the symbology of the forms. It also gives a copious Index together with textual references in the description of the plates. To understand Indian Art and its symbolism, of Indian Sculpture, Architecture and Painting this work is invaluable.

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Ashtadhyayi of Panini
This is the first complete English translation of Panini's Aphorisms, as explained in the well-known commentary, called the Kasika by Sris Chandra Vasu. It represents the first attempt in the history of the world to describe and analyse the components of a language on scientific lines. It is the first and foremost specimen of Descriptive Grammar.

Bhagavadgita
In giving a clear translation of this scripture, the author says, "Gita attempts to reconcile varied and apparently antithetical forms of the religious consciousness and emphasizes the root conceptions of religion which are neither ancient nor modern but eternal and belong to the very flesh of humanity, past, present and future". The text is also given in Roman scripts.

Bharata's Natyasstra
This is an important treatise on Hindu dramaturgy and institutions ascribed to Bharata Muni. The work contains translation of Chapters I-XXVII.

Bibliography of Indian Archaeology
This bibliography is published annually under the joint sponsorship of the Governments of India and Ceylon, Netherlands Organization for Pure Research and Netherlands Institute for Cultural Relations.
The bibliography starts with a foreword by Dr. F. D. K. Bosch and is divided as follows: General, India and the regions within its cultural influence, Indian subcontinent, etc. Its arrangement is alphabetical. It is comprehensive and scholarly.

Bibliography of Indological Studies in 1953
This bibliography lists 984 articles on Indology, published in the different periodicals. Arrangement is alphabetical according to author, with provision for analytical index of titles and principal subjects, a separate title index (Bengali, Hindi and Sanskrit) and a list of abbreviations.

Bibliography of Indology
In 1951 a tentative bibliography on basic publications on Anthropology was published in mimeographed form. In 1960 final printed edition was published, with revision, additions and alterations. The arrangement in this useful bibliography is regional and alphabetical by author under each region. It consists of 2067 entries.

Bibliography of Sanskrit Drama
This is a valuable bibliography on the subject, with an introductory sketch of dramatic literature of India.

Buddha and the Gospel of Buddhism
The book sets forth in very simple literary style the Gospel of Buddhism according to the Buddhist Scriptures.
It narrates in the beginning the life of the Buddha in about 90 pages. Contemporary religious systems and Buddhist Art also find place in this work. A high light of the book is the collection of plates in colour from the brush of famous Indian artists—Abanindra Nath Tagore and Nandalal Bose.

_Buddhist Art of Gandhara_
This is an account of the early school of Buddhist Art in Gandhara, which grew up on the west bank of the Indus while the country was still under the domination of Sakas.

_Buddhist Hybrid Sanskrit Grammar_
By F. Edgerton. New Haven, Yale University Press, 1953, 2 volumes.
This learned Grammar records all non-Sanskrit elements, grammatical or lexical, found in BHS texts. It has a detailed table of contents, analyzing the Grammar and as such there is no index.
It deals with languages used in early Buddhism, Buddhist hybrid Sanskrit changes in course of tradition, the Prakrit underlying BHS and the BHS lexicon.

_Buddhist Philosophy in India and Ceylon_
This work is a systematic and thorough exposition of the Buddhist philosophy. After giving a critical rendering, it discusses, both the Hinyana and Mahayana schools. It also deals with origin and development of Buddhist Logic.

_Buddhist Sanskrit Texts_
Edited by Dr. P. L. Vaidya. Darbhanga, Bihar, Mithila Institute of Post-graduate Studies and Research.
The Ministry of Scientific Research and Cultural Affairs, Government of India, the Bihar Government and Mithila Institute have jointly sponsored the publication of this series of Buddhist Sanskrit Texts, already published in several volumes. Buddhist literature, art and history, including all its sacred books have been brought under this project and this series therefore forms a valuable source material for Indological Research.

*Cambridge History of India*

6 volumes. Cambridge University Press.
Vol. 1. Ancient India, ed., by E. J. Rapson
Vol. 2.
Vol. 3. Turks and Afghans, ed. by Wolesley Haig
Vol. 4. Mughal Period, ed. by Richard Brown
Vol. 5. British India, ed. by W. H. Dodwell
Vol. 6. Indian Empire (1858-1918)

This is a scholarly history of India from the earliest times to modern period based on modern scholarship which throws light on the dark ages of India and the succeeding ages. It is an outcome of the contribution of a number of investigators with an editor, whose function it has been to co-ordinate the results of historical research independently. Volume 2 which will deal with the period from the downfall of the Caka (Shaka) and Pahlava empire in the middle of the first century A. D. to the Muhammedan Conquest has not been brought out as yet. It is illustrated.

*Catalogus Catalogorum*

An alphabetical register of Sanskrit works and authors, by Theodor Aufrecht. Parts 1, 2 & 3 (in 2 volumes). Wiesbaden, Franz Steiner Verlag, 1962.

This catalogue is based mainly on the catalogues and lists of manuscripts published up to 1902, and serves as an indispensable standard reference work for all those interested in Sanskrit literature.

Theodor Aufrecht, an eminent Indologist, compiled this reliable guide through an intricate mass of materials,
and his work was first published in 2 parts in 1891 and 1896. It was out of print for a long time, and the new edition reprinting the masterly work will be hailed by all lovers of Sanskrit literature and by scholars and librarians generally.

*Chanhu-Daro Excavations, 1935-36*


This is another record of excavation leading to the discovery of an ancient Indian civilization 5,000 years back. The Indus Valley Civilization and Harappa Culture are now established facts. This volume describes in detail the result of excavations and records the data collected with historical interpretation. It contains xcvi plates and illustrations of pottery, vessels, seals, figurines, toys, copper and bronze objects, ornaments, etc.

*Chips from a German Workshop*

By Max Muller. 4 volumes. 2nd edition. London, Longmans, Green, 1868.

This work by the famous Oriental Scholar and renowned German Indologist is a classic in the field of science of religion, especially on Vedas, Brahmans, Buddhism and Mythology, as well as on Tradition, Custom, Literature, Biography, Antiquities and also on science of language.

It covers a considerable portion of Indological material in addition to other material on the topics for comparative study.

*Chronology of India*


Long out-of-print, this well-known reference work in the field of Indian history, its re-publication is much welcome. It covers Indian chronology from the earliest
times to the beginning of the sixteenth century. Dates and descriptions of events in the civil and literary history of India have been collected and tabulated systematically, and arranged in chronological order. To help epigraphical research references to inscriptions have been specially noted.

*Classical Dictionary of Hindu Mythology, etc.*


John Dawson’s Classical Dictionary of Hindu Mythology and Religion, Geography, History and Literature is a handy reference tool on Indology. Although it concentrates on Mythology, it deals also with religion, history, geographical place names, etc. There are short descriptions also of most frequently mentioned sanskrit books, by European scholars.

Arrangement is alphabetical.

*Concordance to the Principal Upanishads and Bhagavad Gita*


This is another useful Indological reference work long out-of-print, having been reprinted under the sponsorship of the Ministry of Education, Government of India.

The various commentaries on Vedanta Sutras and other Indian philosophical texts contain numerous citations from the Upanishads and Bhagavad Gita, which are difficult to appreciate without any exact reference to the original source. This authentic Concordance provides relevant references and also much useful material for the study of Indian philosophy and lexicography.

*Corpus Inscriptionum Indicarum*

It contains inscriptions of Asoka brought to life before 1879, and other inscriptions paleographically allied. It includes translations of and notes on the inscriptions by eminent early Indologists, such as, Princep, Wilson, Burnouf and Buhler. Very useful for the historiography of epigraphical and paleographical studies in India, providing material for fresh researches in the field of Indian Archaeology.

*Cultural Heritage of India*

4 volumes.

Vol. 1. Early Phases—Prehistoric, Vedic, Upanishadic, Jaina and Buddhist

Vol. 2. Itihasas, Puranas, Dharma and other Sastras

Vol. 3. Philosophies

Vol. 4. Religions.


The volumes serve to promote the study, interpretation and dissemination of the cultural heritage of India. Variety of subjects are covered with articles written by eminent scholars. Philosophy, Religion, Art and Architecture, History, Language and Literature and other aspects of Indian culture have been efficiently dealt with in the different volumes.

*Cunningham's Ancient Geography of India*


A standard treatise on the subject it is an indispensable handbook for students of Indian antiquities or Ancient Indian History. Cunningham's original text has been enriched with up-to-date available information gleaned from latest researches on the subject. It contains maps of ancient India.

*Development of Hindu Iconography*

By J. N. Banerjee. Calcutta, University of Calcutta, 1941.
This is a standard work presenting a systematic collection of all materials relating to Hindu Iconography. The volume mainly deals with the general principles of Hindu Iconography, and the early iconographic types of Hindu divinities as determinable by ancient Indian coins and seals.

*Dictionary of Sanskrit Grammar*


For the world of Sanskrit scholars and research students this is an indispensable reference book. It combines the traditional method of the East with critical and comparative method of the West. There are more than 4,000 entries described sometimes in short articles. Scrupulous attention has been paid to the Pratisakhya works, the Mahabhasya and the Kasika which are really authoritative in the field of Sanskrit Grammar.

*Encyclopedia of Hindu Architecture*


This encyclopedic work deals in much detail with Hindu Architecture as follows:

Vol. 2. Indian Architecture according to Manasara Silpasatra (1927)
Vol. 3. Manasara—Sanskrit Text with critical notes (1934)
Vol. 4. Architecture of Manasara, English translation (1934)
Vol. 5. -do-, plates—Architectural and sculptural (1934)
Vol. 6. Hindu Architecture in India and Abroad (1946)
In its 5,000 pages the work supplies cultural and historical information and disseminates an accurate knowledge of true Indian Architecture as revealed for the first time in these volumes.

_Epics, Myths and Legends of India_
It is a comprehensive survey of the Sacred Lore of the Hindus, Buddhists and Jains, well illustrated. Hindu Mythology is a living religion. Puranas, and Vedas and other Sacred Hindu Literature are the myths and legends of India.

In this book, the author attempts to give the reader a faithful representation of the mythological systems elucidating obscure points.

_Hellenism in Ancient India_
By G. N. Banerjee. 3rd ed. Delhi, Munshi Ram Monohar Lal, n.d.
This work describes the Hellenistic influence of the Art of India—Architecture, Sculpture, Painting, Coinage, etc.—the evolution of scientific and literary culture in India and Hellenism—Astronomy, Mathematics, Medicine, Art of Writing, Literature, Drama. It also deals with the independent evolution of religion, philosophy, mythology and fables in India and in Greece.

_Hinduism and Buddhism_
In this small book the author gives a faithful account of the oldest of mystery religions or metaphysical disciplines with a critical appraisal of their interpretations by European Scholars, just in two chapters.

_Hindu Polity and Political Theories_
By N. C. Bandopadhyay. Calcutta, Calcutta University, 1927.
The book gives an outline of the political evolution of India from the Vedic period onwards, giving an
account of the primitive institutions of the Aryan race to the age of Brahmanas and later developments. Emphasis is on the evolutionary aspect of the subject matter.

_Hindu Temple_


A valuable work by a renowned art critic it attempts "to set up the Hindu temple conceptually, from the foundation to its finial. Its structure is rooted in Vedic tradition, and primeval modes of building have contributed their shapes. The Hindu temple is the sum total of architectural rites performed on the basis of its myth. The myth covers the ground and is the plan on which the structure is raised". (From Preface). The plates are appended to the end of volume two.

_History and Culture of the Indian People_


This is one of the most comprehensive critical study of Indian history from the Vedic Age to the present day. Specialists and scholars have contributed to this monumental work, under Dr. R. C. Majumdar as the General Editor.

It gives an exhaustive treatment of the different facets of the annals of Indian people, political, dynastic, administrative, social, economic, literary, religious, and artistic and cultural.

_History of Chemistry in Ancient and Medieval India_


Author's "History of Hindu Chemistry" was long out of print. For a revised edition attempt was made by his students, resulting in this publication, which incorporates the original work and additional important materials
since brought to light. The title has thus undergone some changes. The work is very important in the field of Science history—especially of the Indian Chemical Science from the ancient to the medieval period.

*History of Dharmasastra*
Ancient and Medieval Religions and Civil Law. 4 volumes. By P. V. Kane. Poona, Bhandarkar Oriental Research Institute, 1930-.

It is a monumental work on ancient and medieval religious and civil law, throwing light on the subject, along with the study of social institutions, comparative jurisprudence and related branches of knowledge.

*History of Fine Art in India and Ceylon*

This rare and out-of-print book gives a chronological, descriptive history of fine art in India and Ceylon from the 3rd century B. C., to the present day, with criticism of the aesthetic merits of the works described. It has 386 illustrations.

The main topics dealt with are Sculpture and Painting. It is a valuable work in its field.

*History of Indian and Eastern Architecture*

This illustrated work with numerous plates is an authentic study of Indian Architecture and includes architecture of Burma, Cambodia, Siam, Java, China and Japan. Volume 1 deals with Buddhist Architecture, Architecture in the Himalayas, Dravidian Style and Chalukya Style. Volume 2 deals with Jaina Architecture, Northern or Indo-Aryan Style, Indian Saracenic Architecture, etc.

*History of Indian and Indonesian Art*
The book is divided into seven parts—Pre-Maurya, Sunga, Early Andhra and Scytho-Parthian, Kusana, later Andhra and Gupta, Early Medieval, Medieval, Rajput Painting, Kashmir, Nepal, Tibet, Chinese Turkistan and the Far East, Farther India, Indonesia and Ceylon. It has 400 illustrations, a bibliography and description of plates. Written by the world famous art critic it is an authoritative book on the subject.

*History of Indian Literature*


Translated from original German by Mrs. S. Ketkar and Miss H. Kohn and revised by the author it is the only authorized translation into English.

In its different volumes it deals with Introduction and Vedic Literature, Ornate Poetry, Dramatic Poetry, Narrative Literature, Classical Period, etc.

This work has the stamp of scholarship, having been contributed by one of the most renowned German Indologists.

*History of Indian Logic*


As a history of Indian logic or *Nyaya Darsana* this work is of considerable importance. Any student of Indian Philosophy of the subtleties of the *Nyaya* system, of Hindu Logic, Jaina Logic, Buddhist Logic and Modern Logic will find this work of immense value. It covers three periods, Ancient (650 B. C.—100 A. D.), Medieval (up to 1200 A. D.) and Modern (from 900 A. D.), based on the standard text of these periods.

*History of Indian Philosophy*


This is the first comprehensive attempt to trace a
continuous history of Indian thought from the earliest times, based on a direct and first-hand study of all available texts and manuscript sources.

*History of Indian Political Ideas*


This book unfolds the record of Hindu Political Mind in order of its historical evolution. It also gives an analytical and comparative statement of the Hindu theories of the State and Government. It furnishes the data, from an Eastern point of view of a true science of comparative politics, illustrating the genius of Hindu culture. It fills the great desiderata in the field of Indology.

*History of Sanskrit Literature*


The study of classical Sanskrit Literature and researches on it was started long ago and famous names are associated with it, such as, Jones, Colebrooke, Winternitz, Keith and others. This study by eminent Indian scholars is a landmark in this field. Prof. Dasgupta contributes the Preface, Introduction, History of Alamkara Literature and Prof. De writes on the History of Kavya Literature. It is a scholarly work.

*Hymns of the Rigveda*


Max Muller wrote that, "first place in that long row of books which contains the records of the Aryan branch of mankind, will belong for ever to the Rigveda."

The present work is an English translation of the Hymns of the Rigveda, keeping close to the original, based on the commentary of Sayana, and metrical rendering of the great scripture.
Hymns of the Sam-Veda
Translated into English with a popular commentary.
An eminent Indological scholar, Griffith’s translations with commentaries of the Vedic texts have been widely acclaimed by the scholars. This translation also adheres to the orthodox traditions, contains an exhaustive index of names.

Index to the Names in the Mahabharata
For scholars interested in Indological studies, this essential reference tool for critical study of the Mahabharata has been re-published under the sponsorship of the Ministry of Education, Government of India. At the time when this indexing was done by Sorensen, no critical edition of Mahabharata was available.

India: What Can it Teach Us?
A series of lectures on Hindus, Sanskrit Literature, Vedic Culture, Religion of the Veda, Vedic Deities, and Veda and Vedanta are included in this handy but very valuable compilation by one of world’s authorities on the subject. Every lover of India’s culture will find this small book very illuminating.

Indian Aesthetics
The work enumerates the philosophy and describes the history of three arts—Poetry, Music and Architecture—considered as fine arts in India. It presents Abhinavagupta’s Theory of Aesthetics on the basis of Kashmir
Saiva Philosophy, theory of meaning, technique and types Sanskrit Drama, aesthetic current in poetics, etc.

_Indian Architecture_


This famous book deals extensively with Indian Architecture, its psychology, structure and history from the first Muhammedan invasion to the present day, in its 16 chapters. It has 129 plates and innumerable text illustrations.

_Indian Architecture_

By Percy Brown.

Vol. 1—Hindu and Buddhist Period.

It traces Indian architecture since the early stages of Indus Civilization, the first volume dealing with Buddhist and Brahmanical aspect of the subject and second on the development of Muslim architecture. Fairly exhaustive account has been given, with critical comments and it is fully supported by adequate number of illustrations.

_Indian Paleography_

By G. Buhler, with Plates and Transliteration Table.

Prof. Buhler’s “Indische Palaeographie” was published in 1896. English version of this pioneer work was done by scholar himself which was originally published in “Indian Antiquary” in 1904, volumes of which are long out-of-print and rare. To the great relief of scholars it has been reprinted. The value of Prof. Buhler’s paleographic research and the results obtained by him are impossible to speak in too high terms. Starting from the Kharosthi Script it has given us the material on Indian paleography up to 750 A. D.
Indian Sculpture and Painting
This is one of the standard works on Indian Art, which has 78 full-page illustrations and an explanation by an authority, of the motives and ideals of Indian Painting and Sculpture as typically represented by the illustrations. The work will help understanding of Indian Art by laymen and interest the experts profoundly.

Indian Wisdom or Examples of Religious, Philosophical, and Ethical Doctrines of the Hindus
This work gives a good general idea of the character and contents of Sanskrit Literature. Beginning with the Hymns of the Vedas, it discusses different systems of Indian philosophy, of Jainism, Smriti, the Vedangas, Bhagavat Gita, the ancient laws of Manu and many other things embodied in the copious literature of ancient Sanskrit.

Indus Civilization
This is an analysis on the excavations at Harappa and Mohenjo-Daro, of this highly evolved urban discipline and economy, spread over a larger area than any of the known pre-classical civilizations, from about 2500 to 1500 B. C.

Jataka Stories
The stories of the Buddha's former births have been translated from the Pali by various scholars under the editorship of Professor Cowell. This translation in 6 volumes presents the various birth-stories systematically.
The quasi-historical introductions, preceding the different birth-stories have also been translated, linking each tale with some incident of Buddha’s life. Jatakas are an interesting specimen of Buddhist Literature, but their real interest lies in its relation to folk-lore, and Buddhism is exceptionally rich in this literary form.

The Index is appended to the last volume.

_Jeevani Kosha_


This two-volume biographical dictionary in Bengali, gives accounts of all the characters—Gods, Goddesses and Holy Persons—who are mentioned in Hindu religious scriptures and epics.

_Kautilya Studies_

By Sten Konow. Oslo, Kommisjon Hos Jacob Dybwad, 1945.

As a critical study, especially from the historical and bibliographical point of view this small book is a very important contribution. In author’s own words, “The problems raised by the discovery of ‘Kautilya Arthasastra’ have not yet been finally solved”.

_(Die) Lehre Der Upanishaden Und Die Anfange Buddhismus_


This work in German language by a renowned Orientalist on the teachings of Upanishads and the origin of Buddhism is regarded as a scholarly work in the field. It discusses the religious systems of the Hindus and the development of Buddhism.

_Linguistic Survey of India_

Calcutta, Superintendent of Government Printing, 1903-1928. 11 volumes (with parts).

This monumental work of Indian Language was compiled and edited by Sir G. A. Grierson. Vol. I is the introductory volume and the last one deals with “Gypsy
Language”. Indo-Aryan languages have been dealt with exhaustively in volumes 5-11, separately in groups. Volumes 2 & 5 deal with Tribal Languages, while Munda and Dravidian Languages are taken up in vol. 4.

For any serious linguistic study of India and for research, this work 60 years old, still forms the background material.

Mahabharata


The different parts of this great Indian Epic have been separately treated and critically edited by renowned scholars. Its commentaries are in English and different Parvas are being serially published.

Mahabharata


Of all the Indian Epics the Mahabharata written originally in Sanskrit has the premier place. English translation of this vast work is a huge literary adventure. Although this translation has no commentaries, it will serve the purpose of Western readers admirably. It is complete in 12 volumes starting from Adi Parva to Swargarohanika Parva.

Mahabodhi or the Great Buddhist Temple Under Bodhi Tree at Budha Gaya


A monumental work giving the history, antiquity and sanctity of the great Buddhist Temple, where Buddha attained Knowledge and Buddhahood under the Bodhi Tree. It gives historical notices, description of the
Temple of Asoka, of the monuments, the Monastery, the Votive Stupas and Sculptures, etc. It is a great contribution to Indology.

**Manual of Buddhist Philosophy**


This work deals with the science of the evolution of the universe according to Buddhist philosophy—the development of ultimate-factors-of-life theory. Apart from the Introductory chapter explaining the philosophy and Buddhist Cosmology, it delineates dynamics as embodied in the Buddhist scriptures.

**Mohenjodaro and Indus Civilization**


It is an official account of Archaeological Excavations at Mohenjo-Daro carried out by the Government of India between the years 1922 and 1927, Vol. I contains Text (Chapters I-XIX) and Plates (I-XIV); Vol. II Text (Chapters XX-XXXII), Appendices and Index, and Vol. III Plates (Chapters XV-Cl.XIV). It establishes firmly that 5,000 years ago, even before the Aryans were heard of, the Punjab and Sind and other parts of India as well, were enjoying an advanced and singularly uniform civilization of their own. Discovery of Harappa and Mohenjo-Daro has placed this fact beyond question.

**Myths of the Hindus and Buddhists**


This work gives a very lucid exposition of Indian Myths and Legends, commonly illustrated in Indian sculpture and paintings and of the Epics and Puranas. The stories are retold in simple language. Mythology of the Indian Races, the Ramayana, the Mahabharata, Krishna, Buddha, Shiva, stories of Vedas, Puranas are the subjects dealt with.
Obscure Religious Cults


It deals with the Buddhist Sahajiya Cult: growth of the Buddhist Sahajiya Cult; the general philosophical standpoint of the Carya-Padas, general religious outlook of the Sahajiyas; practices of the Sahajiyas and the state of Supreme Bliss (Maha-Sukha). It also throws light on the Medieval Sahajiya Schools; the Vaisnava Sahajiya Cult; non-sectarian approach to the Doctrines of the Sahajiyas, the Bauls of Bengal, The Nath Cult—Legends and History, Religion of the Nath Siddhas; the Dharma Cult and Bengali Literature. It dilates on the general nature of the Cult, Speculations on the Conception of Dharma, Dharma as described in the Dharma Literature, the theory of the Panditas, Kotalas, Aminus, etc.—Cosmogonical and Cosmological Theories in Old and Medieval Vernacular Literatures.

Ocean of Story


Charles Henry Tawney, a scholar and linguist, translated Somadeva’s “Katha Sarita Sagara”. Penzer has edited with notes to the text and appendices the gigantic collection of Indian folk-tales. The work is also important in the study of comparative folk-lore, religion and anthropology. It is Tawney’s Magnum Opus and Penzer’s greatest contribution to the subject of Indian folk literature.

Paintings in the Buddhist Cave-Temples of Ajanta

By John Griffiths. 2 volumes, London, Secretary of State for India, 1896.

This valuable work of reproductions of the Cave-Temples of Ajanta in 2 volumes, gives in volume 1 an introduction to the Caves of Ellora, Kanheri, Karle,
Bhaja, Bedsa, Nasik, Bagh, Junnar and Ajanta, describing the Chaityas and Biharas, the Paintings therein and contains plates reproduced in Chromo-lithography and by the Collotype process. This publication is rare and out-of-print. In Vol. 2 it gives decorative details.

*Philosophies of India*


Dr. Zimmer's posthumous writings have been collected and edited in this work. After giving an idea on the foundations of Indian philosophy it also deals with Jainism, Sankhya and Yoga, Brahananism, Buddhism and Tantra.

*Positive Background of Hindu Sociology*


The work deals with the materialistic, the secular, the worldly and the objective side of Indian Culture. It deals with Hindu culture and sociology in *Sukraniti*, discusses the landmarks in history of Hindu political development, of Vedic ideology, on Pali Literature as a source of studies in Economics, Politics and Sociology, on Kautilya's Arthasastra, etc.

*Positive Sciences of the Ancient Hindus*


It is a series of monographs on the positive sciences of the ancient Hindus. It furnishes the historians of the special sciences with new material as Hindus no less than the Greeks have shared in the work of constructing scientific concepts and methods in the investigation of physical phenomenon. Its main topic is Hindu scientific ideas and methodology. It will also be of use for the study of comparative philosophy.
Principles of Tantra
This work is an English account of "Tantra Tattva" the most exhaustive and clear exposition of Tantra Shastra, a religious form of medieval Hinduism. The scholarly introduction by Arthur Avalon (Sir John Woodroffe) and Barada Kanta Majumdar is a special feature. This Tantra Shastra is the source of the real part of Hindu ritual Hathayoga, and the various forms of spiritual training which pass under the generic term "Sadhana", covering both popular and esoteric Hinduism.

Purana Pancalaksana
By Prof. Kirfel (of Bonn). English rendering of Prof. Kirfel's monumental work entitled 'Das Purana Pancalaksana' published in 1927, by Dr. Surya Kanta. Varanasi, Chowkhamba Sanskrit Series.
In this work the very essence of the Puranas has been brought out and it still stands unsurpassed in the field of Puranic studies.

Religion and Philosophy of the Veda and Upanishads
This work presents to the students of Indology, especially of Indian religion, a concise but comprehensive account of the entire religion and philosophy of Vedic India. It has an objective approach and is a scholarly treatise. It deals with the Sources, Gods and Demons of the Vedas, Vedic Ritual, Spirits of the Dead and Philosophy of the Veda. In addition to several appendices it has a General Index and also Sanskrit Index.

Religions of India
Indian religion starting from the old religious beliefs as recorded in the Vedas, developing into ritualistic and philosophical Brahmanism. Buddhism and Jainism to Hinduism has been systematically treated in this valuable work.

It is a comprehensive survey authenticated with references to the original sources.

*Religious Thought and Life in India*


This is an account of the religions of the Indian peoples, based on a life’s study of their literature and on personal investigations in the country.

It deals with Vedism—Brahmanism and Hinduism.

*Sabdakalpadruma*


The work was originally published in 1886, compiled by Raja Radhakanta Deb Bahadur. This Sanskrit encyclopedic lexicon is a great authoritative source of reference for Indologists.

*Sacred Books of the East*


Long out-of-print this important and famous series in 50 volumes is being re-published by Motilal Banarsi Dass, Delhi, expected to be completed in 1965. It is a storehouse of Indological Studies, including all that is important for the study of Hinduism, Buddhism and Jainism, and of Indian Religion, Philosophy, etc. Almost all the volumes except 3 to 6, 9, 16, 18-19, 23-24, 27-28, 31, 37, 39, 40 and 47 would be useful for above studies.

*Sacred Books of the Hindus*

This series of translations of the sacred scriptures of the Hindus done by renowned Sanskrit scholars of India, has rendered into English all the important Vedic Literature, Upanishadas, Puranas, Bhagavat Gita, and other Scriptures and Sutras, as well as the Epics of India, with usual commentaries. The series is long out-of-print. For the the study of Indology this work is as important as the “Sacred Books of the East” series, which was mainly the work of foreign scholars and Orientalists.

_Samkhya Aphorisms of Kapil_
With illustrated extracts from the commentaries, translated into English by James R. Ballantyne. Varanasi, Chowkhamba Sanskrit Series Office. (Chowkhamba Sanskrit Studies, vol. 33). Besides the Text of the Aphorisms translated into English there are commentaries to make them intelligible. Samkhya is one of the six systems of Indian philosophy and this work, accurately translated and with illustrative extracts from the comnetaries is a valuable contribution on Indological Studies.

Long out-of-print, this book originally published by Trubner & Co., London, has been reprinted.

_Sanskrit Literature and Art_
Mirrors of Indian Culture. By C. Sivaramamurti. Calcutta, Manager, Government of India Press, 1955. (Memoirs of the Archaeological Survey of India, no. 73). “Sanskrit Literature is a never-failing source of inspiration for the proper understanding of Indian Culture, of which tangible representations are found in sculpture and painting. So study of both literature and art as mirrors of a country’s culture is a useful away of approaching the rich and fragrant blossoms in the garden of its civilization”. (Preface).

The quotation correctly describes the scope and utility of the book, which contains 35 plates and 18 text-figures to illustrate the treatment.
Sarva-Darsana-Samgraha


This is an authoritative work reviewing the different system of Hindu Philosophy by Madhava Acharya. The translation by famous orientalists, Cowell and Gough provides an unique opportunity to foreigners to study Indian Philosophy.

Satapatha Brahmana


This biggest and the most comprehensive of all Brahmanas, is very important for the study of Vedas and Vedic rituals. Dr. Weber worked on manuscripts to bring out exhaustive extracts from commentaries of Sayana and others. It is authoritative and still an unique edition.

Siddhanta Kaumudi of Bhattoji Diksita


This English translation commands an unique position in the world of scholarship. It has been long out-of-print and under the sponsorship of the Government of India, it has been reprinted.

This famous work provides an admirable prelude to a study of Panini's work, who is acknowledged as the first and foremost descriptive grammarian of the world.

Six Systems of Indian Philosophy


This renowned work has an introductory chapter, followed by chapters on the Vedas, Systems of Philosophy,
Vedanta or Uttara-Mimansa, Purva-Mimansa, Samkhya Philosophy, Yoga-Philosophy, Nyaya and Vaiseshika Philosophy.

Sourcebook in Indian Philosophy
This work supplies to Western Scholars with basic source materials on Indian Philosophy in convenient form, of all major philosophical systems and perpectives of India. It contains selections from RgVeda, Upanishads and Bhagavat Gita and other orthodox and unorthodox Indian philosophical systems. It provides a comprehen-sive general study of the subject.

State and Government in Ancient India
This comprehensive work describes the state and government of ancient India from earliest times to circa A. D. 1200. It is the result of extensive study of sources, literary and epigraphic. It deals the subject by topics and not chronologically. Topics like Indian Concept of the State, Indian Monarchy and Communities in Ancient India have been dealt with.

Suvarnadivpa
The first volume of this series which was published in 1927 dealt with the Colony of “Champa”.
The subject “Indian Colonization in the Far East” is very interesting. The volume deals with the Hindu colonization in Malay Peninsula and the Malay Archipelago, for which the Indian name “Suvarnadivpa” has been substituted. The first part deals with the Political history and the second Cultural history. Information on the various aspects of the civilization, viz., religion,
literature, law and administration, social and economic
conditions, and art have been brought together in this
work.

Research on both archaeological and literary source
materials had to be made by the author, who is a reputed
historian, to compile this very useful and authoritative
work.

Theatre of the Hindus
(Reprint)
The book sets out to interpret the ideals of Hindu
theatre, the art and techniques of stage craft, dancing and
play productions in ancient India.

Upanishads
2 volumes. By Swami Nikhilananda. New York,
This is a translation from Sanskrit with introductions,
embodying a general survey and the metaphysics and
psychology of the Upanishads and with notes and expla-
nations based on the commentary of Sri Sankaracharya.
Vol. I, is a literal translation of the four Upanishads—
Katha, Isa, Kena and Mundaka; Vol. II, of Svetas-
vatara, Prasna and Mandukya.

Vachaspatyam
A comprehensive Sanskrit Dictionary, compiled by
Taranath Tarkavachaspati. 6 volumes. Varanasi,
Chowkhamba Sanskrit Series Office, 1962. (Reprint)
This is an encyclopedic Sanskrit Lexicon held in
highest esteem for its being wider and deeper in scope
than any other contemporary Sanskrit Dictionary. It
contains terms along with their derivation and expla-
nations drawn from almost all branches of Sanskrit
Literature. It contains numerous words, especially Vedic
words which are not to be found in other dictionaries.
It was long out-of-print.

m : n—20
Valmiki Ramayana


This is the most authentic critical edition of the Indian epic, based on considerable research mostly available in manuscript form. The text of the epic is based on 37 MSS. in different scripts of India.

There is a list of MSS.; their detailed account and important textual problems in the introduction.

Vedic Bibliography


The first volume was published in 1946 and the second one in 1961. It attempts at comprehensive coverage of all literature on the subject, including periodical articles.

Arrangement is according to the subjects such as, Vedas, Brahmanas, Upanishads, Vedangas, Vedic Literature as a whole, Lexical Works, Literary Study, Linguistic Study, Religion and Mythology, Philosophy, Sociological Study, Arts and Sciences, Study of Words, Study of Concepts, History and Culture, Indus Valley Civilization, etc. There are two Indexes, of Author and Words.

Vedic Concordance


This is an alphabetical Index to every line of every stanza of the published Vedic Literature and to the liturgical formulas thereof, which is an Index to the Vedic Mantras. It also gives an account of their variations in different Vedic books.

For Indological studies, especially for the study of the Vedas, this concordance is an invaluable guide to the relevant literature,
Vedic Grammar

By A. A. Macdonnell.

Varanasi, Chowkhamba Sanskrit Series (Reprint), n.d.

The subject of Vedic Grammar is not only related to the Classical Sanskrit but also with hundreds of Panini’s Sutras, dealing with the languages of Vedas. This work brings together different accounts, individual points and interpretations separately published by the renowned author. It is an attempt to bring the subject completely in one volume.

Vedic Index of Names and Subjects


This was originally published by Oxford University Press in 1912. Long out-of-print it has been reprinted in India.

This is a comprehensive work on Vedic Antiquities, giving detailed information on Social and Political Life of Vedic Aryans, their manners, customs, superstitions and mythology, as well as geographical and historical data found in the Vedic Literature.

Vishnu Purana

A system of Hindu Mythology and Tradition translated from the original Sanskrit and illustrated by notes derived chiefly from other Puranas by H. H. Wilson. With an introduction by R. C. Hazra.


Puranas constitute a part of Hindu Religious literature and depict ancient Indian historical traditions. They are related to the Epic works—Ramayana and Mahabharata—contain various topics, philosophical, religious, ritualistic—and are regarded as foundation of actual popular creed of the Hindus.

Wonder that was India

A survey of the culture of the Indian Sub-Continent before the coming of the Muslims.
By A. L. Basham. London, Sidgwick & Jackson, 1956. This a book written to interpret Indian Civilization to those who have little knowledge of the subject. It covers India's pre-history and ancient culture, its political life and thought, its society and daily life, its cults, doctrines and metaphysics, its arts, lauguage and literature, etc.

It also consists of valuable appendices on cosmology and geography, astronomy, Calendar, mathematics, physics, chemistry, physiology and medicine, etc. etc. In view of other authoritative books having gone out-of-print this book will be useful to all students of Indology.

Works by the Late Horace Hayman Wilson


H. H. Wilson, Professor of Sanskrit in the University of Oxford and renowned Sanskrit Scholar and Indologist, has to his credit a number of invaluable works, especially on Sanskrit Literature, which were collected and edited by Dr. Reinhold Rost, about 100 years ago. His "Essays on Analytical, Critical and Philological on subjects connected with Sanskrit Literature" are still a source of inspiration and study to all lovers of Sanskrit Literature.
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