

# Ready Reference Sources

## B.Lib.I.Sc. Sem II

**This e-content highlights the basic features, various types, categories and sub-categories of Ready Reference Sources such as Yearbooks, supplement to Encyclopaedia etc. It further describes the uses and evaluative parameters of ready reference Sources.**

# Ready Reference Sources

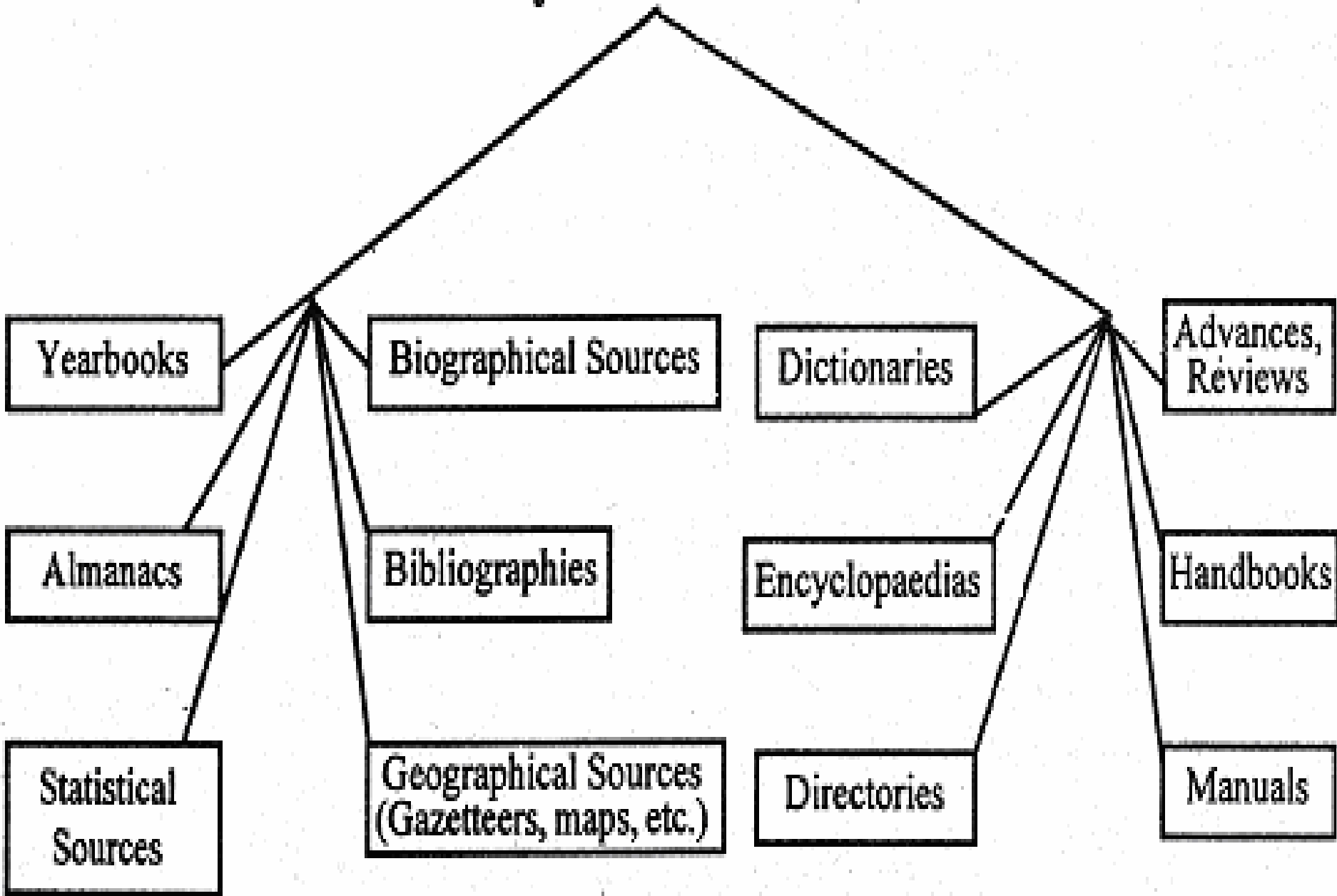
- It is quick. It is Fun. It is immediate. Help in locating the right and factual answers to questions
- Ready Reference Sources can answer the question categories: **Who , which, when, where, and how questions** faced by reference librarian

Ready reference sources are also known as " fact-books thoroughly up-to-date". They usually contain brief, pinpointed answers and are serial publications

**Ready Reference is not necessarily "simple" reference, it is finding one right answer.**

- First Step in ready reference work: Selecting the right source to find the one right answer
- In a nutshell, Why are they called Ready reference sources:
  - as they are referred to answer the factual queries
  - useful in getting brief, up-to-date and pinpointed answers
- These are published annually and mostly cover information about the previous year
- The ready reference sources are of different types, namely, yearbooks and annuals, almanacs, directories, handbooks, manuals, guides to statistical sources

# Ready Reference Sources



# YEARBOOKS

- It aims to cover activities which have taken place during a period of one year. It is an annual publication
- Also known as annual, is a serial publication and issued every year. Updates information every year
- It usually covers the information about the last three months of the previous year and first nine months of the next year to release it in the beginning of the current year
- It is called a compendium because it provides a comprehensive account in a concise form of otherwise a vast subject
- It contains current information on one or more subjects - in brief, descriptive or statistical form
- It is a convenient source of general background information on countries of the world
- It quickly provides facts on history, geography, population, politics and trade
- Sometimes, it is limited to a particular subject, country, or region and records mostly current developments in various fields of human activity.

The ALA Glossary of Library Terms defines a yearbook as “an annual volume of current information in descriptive and/or statistical form, sometimes limited to a special field”.

William Katz, however, defines a yearbook as “an annual compendium of data and statistics of a given year”.

# Uses of Year Book

- Most of the queries of users in a library can be easily answered with the help of yearbooks.
- They provide information about the current developments and recent trends in a subject.
- They are a convenient source of all kinds of statistical information.
- Sometimes yearbooks also cite the sources of information which provide additional keys to further information.
- Some of the yearbooks also provide biographical information.

It also covers:

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

- Summaries of major events in sports, achievements, prizes, awards etc. in different fields of activities;
- Brief biographical data of well known people in different fields and obituaries of notable personalities;
- Particulars regarding capitals, area, population, languages, religion, currency of the nations of the world;
- Current trends, research and development in various subjects; and
- Annual recent information to serve as supplement to encyclopaedias.

### **Why Yearbooks are called Ready Reference Sources:**

- **it is a ready reference source for a multitude of topics and provides a record of human progress in various fields**

# TYPES OF YEARBOOKS

- General Yearbooks
- Subject Yearbooks
- Organizational Yearbooks

They are further available at different levels, according to various geographical areas of coverage:

- i. National,
  - ii. Regional, and
  - Iii. International
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- Besides the above stated yearbooks, there is yet another category of yearbooks which are issued by publishers of encyclopaedias to update the main set of their encyclopedia.



# General Yearbooks- International

- general yearbooks are found to be handy, authentic and include reliable information
- such yearbooks cover descriptive and statistical information about each country of the world
- information about international and regional organizations, such as United Nations, SAARC, Commonwealth, etc. is also included in these yearbooks
- may also include biographical accounts of personalities who have made their mark at international level

## Examples:

The Europa World Yearbook 2014. London: Europa Publications, 2013. 1926 to date. 2 volumes. Annual. It is also available online: [www.europaworld.com](http://www.europaworld.com)

# General Yearbooks- National

- National yearbooks provide descriptive and statistical account of a specific country
- Include information about area, population, government and constitution, administration, economy, social welfare, commerce, communications, etc
- These yearbooks also include annual events and activities of the concerned country

## Examples:

India 2013: A Reference Annual. Delhi: Publications Division, Ministry of Information and Broadcasting, Government of India. 1953 to date. Annual

- From 1998, the title of this yearbook is changed to add the year in the title, e.g. India 2013.
- this yearbook is an authoritative and authentic source of information
- Contains information about Indian economy and industry, trade, commerce, energy, land and people, national symbols

- An other example:

Manorama Year Book, 1998. 33'ed. Kottayam: Malayala Manorama, 1998

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

It is General Knowledge book packed with information under various sections like Current Affairs, Science and Medicine, Information Technology, Space, Environment, Gender and social justice, Art and culture, Awards, Sports, Indian History - Geography - Polity - Economics and International Relations.

It also provides 20 special articles, Quiz section, Features 1000 Q&A with 100 visual questions and lot more. A complete package for General knowledge for students preparing for competitive exam and also for training under various reputed institutions /organizations.

# General Yearbooks-Regional

The regional yearbooks usually cover a particular region

- There are several general yearbooks which are published to cover the countries of a particular region
- These yearbooks depict the economic and political picture of the region
- The country survey includes, inter alia, history; geography; economy; statistical survey; constitution and government; legislature; political organizations; judicial system; religion; press; radio and television; finance; trade and industry; transport; defence; education; atomic energy; and so on

## **Examples:**

Central and South-Eastern Europe 2014. 14th ed. London: Europa Publications, 2013. Annual

- **This yearbook presents a comprehensive survey of the countries and territories of this region, incorporating the latest economic and socio-political developments**
- **Its characteristic feature is that every edition includes some new information, and in the current edition it has covered an essay on the Black Sea; information and analysis about the election results across the region; deals with crisis in euro zone; and fully updated directories of political and other organizations**

### **Subject Yearbooks- International**

**Similar to general yearbooks, there are also subject yearbooks with coverage of various geographical areas. The subject yearbooks describe the developments in the particular subject during the preceding year. Some of the notable subject yearbooks prepared at the international level is discussed as follows:**

**Example: Statistical Yearbook. New York: The United Nations Publications. 1949 to date. Annual.**

**It is considered as one of the best-known authoritative and reliable international statistical yearbook.**

**This compilation covers the basic data, predominantly general or economic, from over 150 areas of the world. The information included in it is arranged under broad subject headings.**

# Subject Yearbooks- National

The national subject yearbooks usually discuss about the developments that have taken place in a particular subject during the preceding year.

## Examples:

Yearbook on India's Foreign Policy 1989. Edited by Satish Kumar. New Delhi: Sage Publications, 1990. Annual.

- It provides an ongoing discussion forum for analysis of India's foreign policy. The yearbook includes commissioned and analytical essays on a particular region or country and presents important primary documents relating to the issues. Each volume reviews foreign policy concerning the year covered. It also reviews India's relations with Pakistan, Sri Lanka, China, Japan, Germany, Russia, and the United States of America.

# Organizational Yearbooks

Organizational yearbooks contain information about various types of organizations at international, regional or national level. Examples of this type of yearbooks are given below.

## Examples:

- Yearbook of American and Canadian Churches 2012. Edited by Eileen W. Lindner. Nashville, Tennessee, USA: Abingdon Press, 2012. Annual.

## Supplements to Encyclopaedias

The leading publishers of important encyclopaedias have been issuing yearbooks known as “Supplements to Encyclopaedias”. The basic objectives of publishing such annual supplements are:

- i. To update the basic set by incorporating the latest developments, and
- ii. To summarise the preceding year’s major events

- Their prime function is to supplement the main set of encyclopaedia
- The yearbooks or annual supplements issued by the publishers usually record the major events of the preceding year, like any other yearbook.
- it is observed that these yearbooks do not update the original set of the encyclopaedia but are yearly reviews only.
- These yearbooks or annuals vary in their coverage, arrangement, quality and quantity of illustrations, presentation, special features, index, and so on



## Examples:

### **Adult General Encyclopaedia Supplements**

- 2013 Britannica Book of the Year. Chicago: Encyclopaedia Britannica Inc., 1938 to date. 2012. Annual

The latest edition of this yearbook for 2013 revisits the major events of 2012 from uplifting moments at London Olympics to the horrific events at Sandy Hook Elementary School.

Also covers 40 special reports on topics covering milestone anniversaries of the year. It brings biographies of those who made a difference in 2012. It also gives facts and figures about demographics, foreign trade, education, and health

# Subject Encyclopaedia Supplements

These supplements are regarded quite useful for both the subject specialists and non-specialists as they cover the important developments in a particular subject during the year.

**Examples:** McGraw- Hill Yearbook of Science and Technology 2013. New York: McGraw Hill, 1962 to date. Annual.

As a supplement to the famous McGraw- Hill Encyclopaedia of Science and Technology, this yearbook presents an annual round up of the amazing breakthroughs in science and technology.

It makes information on the latest advances in science and technology accessible to the specialists and non specialists through concise and richly illustrated articles.

With entries written by international experts in their respective fields, this yearbook covers a broad range of science and technology disciplines. Thus, it is an important ready reference source in this field.

# Evaluation of Ready reference Sources

- **Authority**
- **Scope**
- **Arrangement**
- **Current Information**
- **Treatment**
- **Audience**
- **Format**
- **Special Features**
- **Indexes**
- **Electronic Version**

# References

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