

## **DIFFERENT TYPES OF READING MATERIAL**

Reading, writing, speaking and listening are the major components of communication skills. Library is such a source by which a reader can fulfill the desire of reading. Reading is one of the language skills and one of the gateways of getting worldly knowledge. Reading helps one to keep oneself abreast of the ever increasing knowledge. Francis Bacon says "**Reading maketh a full man**". By reading, a person can keep himself informed of all the news and knowledge, literature and science of world. By reading, a user can gain information in relation to his given problem. Such objective can be achieved if the reading material is available up to date so that information may be gained successfully. Various materials are available for the purpose of reading by users. Before planning the libraries, the information needs of actual and potential users are studied. For this purpose, required reading material is collected and presented in the library involving correction of information on institutional projects and programs as well as individual users' interest and needs. Reading may facilitate decision making in relation to the type of collection to be made and the information sources to be designed meet the needs of users. Various reading materials are available in the library. These may be of two types

1. Conventional/traditional Resources.
2. Electronic Resources.

### **1. CONVENTIONAL/TRADITIONAL RESOURCES**

The collection of traditional libraries are mostly the printed material which include collection of books, manuscripts, journals, magazines reference books as well as other sources of recorded information are organized into quite basic and fundamental categories based on their information contents. Depending upon their contents and organizational level, these can be grouped into three categories:

Primary  
sources

Secondary  
sources

Tertiary  
sources

◆ **Primary Sources**

Primary sources are original materials that have not appeared anywhere earlier. These are the first account of original research presented before the world audience. They present original thinking, report a discovery, share new information e.g. an activist gave a speech, a scientist conducted original research, a student drew original conclusions from others' works, an artist created a piece of artwork, or your grandmother wrote an autobiography. Such resources are unorganized. It also includes new process to manufacture a product, a new method of chemical analysis etc.

◆ **TYPES OF PRIMARY SOURCES**

There are several types of primary sources. The worth mentioning may be of the following:-

• <b>Magazines, Periodicals</b>	• <b>Research monograph</b>
• <b>Research reports</b>	• <b>Conference proceeding</b>
• <b>Creative works</b>	• <b>Unpublished sources</b>

Magazines,  
Periodicals

- These include journals, bulletins etc. which are published periodically at the fixed time periods. These are published in time. These are suitable for scientific interaction of information. It includes the reports of the search by investigator. These may be categorized as research based, technical based, trade based as well as house based

Research  
monograph

- **Report published for research purposes are included into such types of resources.**

Research  
reports

- **These include report related to research regarding social, economic as well as other issues etc.**

Conference  
proceeding

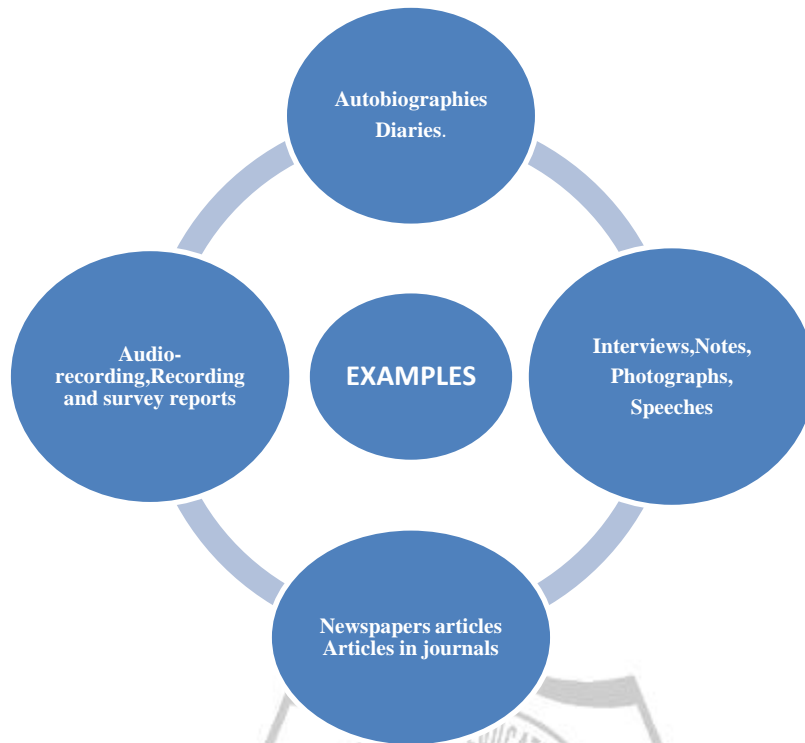
- **Research papers presented in the conference are included in such sources.**

Creative  
works

- **Poetry, dramas, novels, music as well as art etc.**

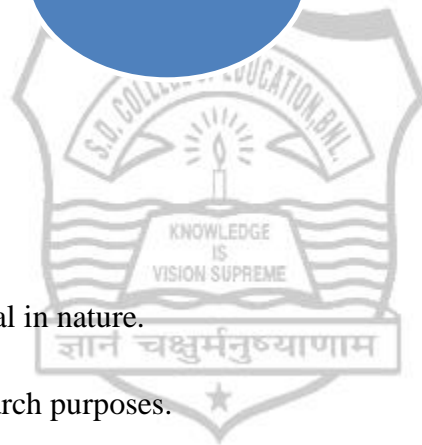
Unpublished  
sources

- **It includes diaries, survey notebook, latter written, written files, state papers etc.**



## USES

- These are original in nature.
- Helpful for research purposes.
- New information to readers. Based for secondary resources.
- Based on new discovery Prepared by experts.
- Easily available.
- Proper care is given to preserve it.
- Parallel to time period.
- Precious in nature.



## ◆ SECONDARY SOURCES

Secondary sources contain chiefly known information i.e. second hand information. These sources comprise material derived from the primary sources and organized or arranged following some systematic order. For example, an indexing principle is a secondary source in as much as information recorded here are all derived from primary sources like primary periodical, conference documents and so on. These sources bring together in one place the information on literature scattered in various primary sources the information may be in the form of just citations, abstracts, reviews of popular articles. Secondary sources are in fact keys to primary literature .

### TYPES OF SECONDARY SOURCES

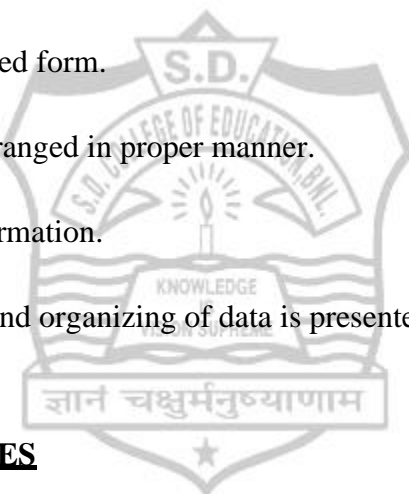
Secondary sources may be divided into different categories which are mentioned as below-

I.	<b>TEXT BOOK</b>	A text book is a book that is used by students as a standard work for a particular branch of study. In student life, the text books act as major sources of information for students and teachers in schools, colleges as well as universities.
II.	<b>Dictionaries</b>	A dictionary provides a list of words of a language in alphabetical order and explains what they mean or gives a word for them in a foreign language
III.	<b>Thesaurus</b>	It is not a dictionary as it does not give the meaning, explanation and definition etc. of a word. Rather, it tells which particular word is best suited in a particular context
IV.	<b>Treatises, monographs</b>	These provide detailed study on a single subject, class of subject or a person accompanied with bibliography.
V.	<b>Encyclopedia and references</b>	These contain information about various subjects and disciplines brought out for children as well. Articles written in such sources are written in a simple language.
VI.	<b>Handbooks</b>	These are simple but all embracing treatment, containing concise information and being small enough to be held in the hand.
VII.	<b>Manual</b>	A manual is a book that gives instructions about how to use a machine. These provide proper guidance
VIII.	<b>Bibliography</b>	It is list of documents arranged in some logical order. An entry in a bibliography provides information about the author, title and edition etc.
IX.	<b>Guide books related to literature</b>	Such guide books are usually meant for researchers to provide information about various sources of information i.e. list of books for guidance purposes.

X.	<b>Index, abstracting journal</b>	Index provides the means to find the literature. The data in index is alphabetically arranged in such a manner that it is easy to access the information. Abstracts are also drawn out from journals or periodicals etc.
XI.	<b>Periodicals</b>	These are published at the fixed time intervals such as quarterly, weekly or yearly etc. Old periodicals are the sources of secondary information.
XII.	<b>Review</b>	Review is the survey report of primary source of information. It provides summary of particular content.
XIII.	<b>Translation</b>	These are prepared from primary sources as by translating them in the required language.

### USES

- Prepared from primary sources.
- These are in filtered form.
- Organized and arranged in proper manner.
- Second hand information.
- Proper planning and organizing of data is presented for use.



### 3. TERTIARY SOURCES

These types of documents are compiled from primary or secondary sources which are organised according definite plan. The main function of tertiary sources is to aid researchers in using secondary and primary sources. They don't any subject matter and are often last one to appear.

These sources are of three types which are mentioned as follows-

- (1) Sources that are purely based on secondary sources i.e. bibliography.
- (2) Sources that are key to primary and secondary sources i.e. guides to reference sources.
- (3) Sources like research in progress.

## **TYEPS OF TERTIARY SOURCES**

Various types of tertiary sources may be summarized as below-

- **Year books and dictionaries:-** These provide new and overall information about any topic. Advanced progress survey, reviews etc. are included in it. Information about individuals, organizations, developments are parts of these.
- **Guides to literature: -** This source provides guidance to use various information related to literature. Information of primary and secondary sources are included in it.
- **Abstract and indexing services:-** These include lists of information regarding required services.
- **List of periodicals:-** It provides list of periodical by which the location of periodicals may be judged.
- **Selective dissemination information service:-**This service is individual or personal in nature. A list of required documents of the researchers is prepared and information is provided through computers or manuals.
- **List of accessions:-**Such lists contain information of new books and periodicals of library. These comprise knowledge of author, publisher, pages, call number, price as well as accession number etc.
- **Short lists:-**It contains the information about conducted research. Notes and letters to editors are included under these sources.
- **Various titles:-**These may be prepared to provide information about new publications to readers.
- **Bibliographies: -** These are mostly published annually to provide information regarding subjects, individual institutions and publishers for readers.
- **Organizational services:-**These include abstract bulletin or information bulletin so that readers may use these.

## **USES**

- Properly organized. Easy to construct.
- Useful for researchers.
- Information banks for libraries.
- Summary of primary and secondary sources.

## 2. ELECTRONIC RESOURCES

In the information era, digitization of information in print media has brought a new concept of information known as electronic resources used for accessing information. Electronic resources require complete access of any electronic product that develops a collection of data. These may be delivered on CD ROM, on tape, via internet etc. These are more useful due to inherent capability for manipulation and searching, providing information access is cheaper to acquire information resources, saving in storage and maintenance etc. With the rapid development of electronic publishing, libraries are not only acquiring reading materials such as printing books and journals but also arranging for providing various learning resources in electronic form.

According to Library and Information Technology Glossary "Term used to describe all the information products that a library provides a computer network...."

According to Wikipedia, electronic resource means, "Information which can be stored in the form of electrical signal, usually on computer information available on the internet."

### TYPES OF ELECTRONIC RESOURCES

Various types of electronic resources for collecting the reading material are available in the library which can be described as under

- (1) **E-books**:- An E-book is a book in electronic format. A book composed in or converted to digital format for display on a computer screen or handheld device is an E-book. With the passage of time, more and more e-books are appearing in the library. It is downloaded in a compute PC, laptop, PDA, mobile or any other kind of computer, and is read the screen. It can have numbered pages, table of contents, pictures and graphics, exactly like a printed book. It is very simple and easy to purchase and download E-book through the Internet. E-book is basically text images, and even audio/video packaged into a single electronic file. The reader can also surf from one topic to the other with utmost ease. E-books may be of any subject which can be accessed by linking with internet.



### Advantages of E-books

- i. E-books are delivered almost instantaneously. We don't to go to a bookstore to buy them, neither wait for them for days, weeks.
- ii. No trees are required to manufacture paper for the pages E-books.
- iii. When we need certain information, we can get it immediate by downloading an E-book.
- iv. E-books take up less space. We practically don't need any space to store them. We can store hundreds and thousands of E-books on our computer or reading device.
- v. E-books are portable. We can carry a whole library of hundreds of books with us, on CD, in a laptop, not E-book or any E-book reader, without worrying about their weight.
- vi. With today's technology we can read E-books everywhere, in the bus, train, airplane, and while standing in line.
- vii. E-books are searchable. We can easily search for any information in an E-book, instead of turning page after page.
- viii. Since E-books are delivered through the Internet, there are no packing and shipping expenses.
- ix. E-books are very easy to sell and distribute.
- x. It is possible to purchase an E-book 24 hours a day, every day of the year, for the comfort of your own house or office. We can purchase and download an E-book, even if we are on a vacation.

(2) **E-journals**: - An electronic journal is a periodical publication which is published in electronic format, usually on the Internet. According to ALA Glossary, "A journal is a periodical, especially one containing scholarly articles or disseminating current information on research and development in a particular subject fields." They help for getting the most recent publications even before they are published in hard copy.

### Advantages of E-Journals

- It saves physical storage space.
- We can read journal articles on our desktop; we don't have to be in the Library.
- We can e-mail articles to our self or download them for printing.
- It can be used simultaneously by more than one user.
- It provides timely access and at the rate of 24 X 7 X 365 formula.
- It supports different searching capabilities.
- Hypertext links allow us to move to different sections within individual journals or articles and can link to related resource on the Internet.
- Journals can be interactive - we can e-mail the author editor with our comments.

(3) **E-newspapers**: - Electronic newspaper is a self contained and reusable version of a traditional newspaper that acquires and holds information electronically. In our country. Almost all the newspapers are having internet editions.

#### **Advantages of E-newspapers**

- In E-news papers, readers scroll the front page to get an overview of the contents of the news site which is not possible through the printed news papers.
- E-Newspaper is for free.
- It's immediately accessible and convenient.
- It provides easy options for turning pages, linking to dynamic indexes, searching, saving and printing etc.
- E-newspapers offer multimedia and hyperlink features.

(4) **CD ROM**: - Compact Disk-Read-Only Memory is a type of optical disk capable of storing large amounts of data which cannot be sed. A single CD-ROM has the storage capacity of 700 floppy disks 300,000 text pages. Due to the complexities and high cost of online information searching, readers find it easier to use CD-ROM. Its use offers unlimited access to databases at a fixed cost, interactive searching in comparison to hard copy.

#### **Advantages of CD-ROM**

- It can be used for back files of journals, databases information retrieval.
- It uses digital audio compact disc (CD) system for storage and retrieval of information.
- This medium is not a replacement for any existing med like print, microforms or magnetic online; rather supplements all these media. Presently, it is a useful med available at a low cost.
- It has reliability, permanence, durability, high capacity and scope for mass data distribution.
- It is free from the risk of demagnetization and other cause of data loss due to mishandling of the magnetic media the same time, it does not require any back-up files for storing as in the case of online media.

(5) **Databases:** A database is an organized collection of dat More specifically, a database is an electronic system that allows d to be easily accessed, manipulated and updated. A database is used by an organization as a method of storing, managing and retrieving information. Modern databases are managed using a database management system (DBMS).

### **Advantages of Database**

- A database can be accessed by multiple users at the same time.
- Searching for information within a large amount of data is much faster using a database.
- Database supports multiple views of data.
- It allows for data sharing among other users who have access to the system.
- It reduces data redundancy.
- Databases make data management easy.

(6) **E-Thesis and dissertation (ETD):** The term ETD refers to a master's dissertation or doctoral thesis that is archived and circulated electronically rather than archived and circulated in print. ETDs take the form of text uploaded in a word processing format or in an Adobe portable document format (PDF), HTML and XML and include color images, multimedia, animation, and interactive features. They may reside on a CD-ROM or the

World Wide Web, where they are highly accessible to broad audiences. It is a secondary source of information ETDs are known to be the rich and unique source of information. Atomic theses and dissertations (ETDs) are a relatively new mode of research and scholarly communication.

### Advantages of ETDs

- Theses submitted in support of a PhD are difficult to access, as they are only collected by the library of the university that granted the degree. ETDs can be easily located, readily accessible, and delivered over the Web.
- It increases the availability of student research for scholars and preserve it electronically.
- It lower the cost of submitting and handling theses and dissertations.
- It empowers universities to unlock their information resources.
- It advances digital library technology.

(7) **E-zine:** An E-Zine is a short term for "electronic magazine" An e-zines are magazines or publications issued in an electronic form An electronic magazine has gained a great popularity. Nearly every major magazine has a Web site, where either some selected or all of the articles can be read. The articles that are stored in a file server may be distributed or accessed via a computer network.

### Advantages of E-Zine

- Articles can be published without delay and can be instantly accessed from all over the world.
- Comfortable searching mechanisms and individual collections of articles, depending on the readers' interests can be provided.
- Interactive services like discussion groups or chat can be integrated.
- It integrates various types of media like audio, video etc.

(8) **Bulletin board system (BBS):-** It is an electronic system to read the message and make the various entries. It is small group Library Resources and Art in Education of users who have common interest. Users approach bulletin boards through telephone lines. Now a days, various

BBS' are available on internet including programs, graphics, voice and video clips etc. Material on BBS can be downloaded easily.

(9) **E-question papers**:-Question papers of previous years are available on internet. The teachers and students may consult such papers easily. Mostly schools and colleges upload these papers on their websites for the purpose of reference.

(10) **Video lecture**:- Video lectures are also known as audio-visual aids for the users. The students may collect information with the help of such lectures.

### **MERITS OF E-RESOURCES**

- E-publishing is less costly than paper.
- E-sources are available for 24×7 hours.
- It saves library space.
- E-resources may be created in any file format i.e. text, audio, video and images.
- It is easy to locate the material.
- Students are updated by computer literacy and latest editions of information/reading material.
- Users may access reading materials from home, campus or library.
- Such resources provide faster and convenient information.
- E-resources can be accessed by the support of an advanced search.
- The content may be reproduced, forwarded and modified according to the requirement.
- Content of such resources preserve authenticity.
- Electronic resources enable one library to share other reading material from other library.
- Users having limited time to search books may access electronic resources of library.
- These resources provide large amount of information.
- Such resources are easy to purchase and distribute.
- It supports various types of media like audio, video etc.
- It saves environmental. Trees are not cut to prepare such electronic resources.

- Multiple users can use these at the same time. Information may be updated easily.

Hence, e-resources are useful for libraries as well as each and every user of the library who are starving to get a variety of information through the globe. The developments in information and communication technology services are available in the present day changes in the library operations.

