

# **TYPES OF BOOKS**

## **INTRODUCTION**

**"A good book is the best of friends, the same to-day and forever." (Martin Tupper)**

Books are one of the biggest sources of knowledge and intelligence. Books can be read out of passion as a hobby, or books can also be read to gain knowledge. In any case, books always serve the same purpose and that is helping in enriching valuable knowledge. There are various varieties of books written by different authors covering different areas. **A book may be defined as "any written or printed composition of some length."** The book covers all kinds of reading materials in any form which serves the purpose of readers whether for general recreational reading, or for study or research or for consultation sources of information.

## **DEFINITION**

**Book is a written work or composition that has been published. It is a physical document consisting of a number of pages bound together.**

**To call a document 'book' in real terms, there are UNESCO standards, which read as a book, must have at least 49 pages or more 22 to 30 cm height and 1.5 to 4 cm thickness only then a document called "book" failing which a document is called 'pamphlet' and not book.**

The definition makes the concept of "book" clear. **"A book is a stack of usually rectangular pages oriented one edge tied, sewn, or otherwise fixed together and then bound to the flexible spine of a protective cover of heavier, relatively inflexible material."**

So book is source of information and a tool of learning. It conveys knowledge and passes information from generation to generation. It is a means through which literature, ideas, inventions, experiences and knowledge etc. are transmitted. Every book has lesson to teach. If you will read nonfiction books like science you will get subject knowledge. Autobiographies and biographies will help us to know person and his principles. Overall books help us to improve vocabulary, writing skills and reasoning skills, self esteem, creativity and imagination.

## TYPES OF BOOKS

Broadly the books can be categorized in the following categories

PRINTED BOOKS	NON-PRINTED (DIGITAL BOOKS)
TEXT BOOKS	E-JOURNALS
ORDINARY BOOKS	E-BOOKS
JOURNALS/MAGAZINES	E-NEWSPAPERS
BOOK BANK BOOKS	
REFERENCE BOOKS	
LITERATURE BOOKS	
RELIGIOUS BOOKS	
BIBLIOGRAPHIES	

### Printed books

Such books provide knowledge to the readers in the written form i.e. printed papers. Such papers are typed together so that book may be bound. Printed books may be of the following types-

**1. TEXT BOOKS:** Text book is an internal part of any educational system. It is a comprehensive compilation of content in a branch of study. It is a book of instructions developed for the students of a particular level course (class) for the particular branch of study (subject).

**According to Cambridge English Dictionary "Textbook is a book that contains detailed information about a subject for students who are studying that subject"**

It provides basic knowledge about a particular subject in an easy and understandable language with colorful presentation and plenty of illustrations. Text books are produced according to the demands of educational institutions/bodies i.e. NCERT, NCTE.

**Example: NCERT textbooks of all subjects till +2 class.**

## Characteristics and Qualities of Good Text-books

- The size of the book should be handy not bulky so that students carry them properly.
- Printing and get-up of the books should be interesting and attractive. They should be printed in the letters that they do not require strain in the eyes of the students. On the other hand, they should be correctly and neatly printed.
- They should serve the purpose of the subject-matter as well as the aims and objectives of teaching.
- The text-books should contain charts, maps, diagrams etc as and where required.
- At the end of every chapter of the text-book, there should be certain questions that may be used for the revision of the subject-matter.
- The text-books should be up to date and accurately written.
- The exterior of the picture should be attractive. If the exterior is attractive, students would like to carry them and keep them.
- Text-books should be unbiased and no material should injure the susceptibility of any class or category of people.
- Textbooks must contain references to give students and educators a chance to further explore a subject area in more depth.

## GENERAL BOOK/ORDINARY BOOKS

Ordinary books are also called general books. "Book which is written so that this can read consecutively for inspiration, enjoyment or information is called ordinary or general book". These books are for general reading. It may or may not relate to the academic curriculum. Mostly pupils read these books for pleasure not for under pressure of subject curriculum.

**Example: Revolution 2020 by Chetan Bhagat.**

### Major features of general books:-

- General books help in broadening the horizon of knowledge.
- General books are meant for leisure reading.
- General books include novels, poetry, drama, plays, biographies etc.
- General books are for pleasure and joy.

- General books increase interest for reading.
- Such books increase aesthetic sense among students.

**2. Reference Books:** "Books which are designed to be consulted or referred to from time to time, for a specific piece of information, ordinarily these don't lend themselves to continuous reading" is a Reference book. So a reference book is an information source that is designed to be referred for pieces of information (consulted), rather than read cover to cover. It is intended to be used when you need a fact or piece of information. They include only the bird-eye-view of the topics and contain readymade information. It is compiled by 3-4 editors. Reference materials can be arranged alphabetically or chronologically. Reference sources do not circulate.. A Reference book is designed by its arrangement and treatment to serve certain purpose.

It follows following features-

- I. **Non-Circulating:** Reference books cannot be checked out. They are normally not issued on loan and kept for use in the library only.
- II. **Quick Facts:** Reference books are not read straight through, like novels; you usually simply "refer" to them when you need quick, basic information.
- III. **Overview:** Reference books provide a quick introduction to topic, a brief overview; these overviews are especially helpful when you begin researching a topic.
- IV. **Bibliographies, Cross References & See-also References:** Because discussions on topics in Reference Books are not in-depth, entries include suggestions to review related articles within the book itself.
- V. **Collection:** The information included in them is collected from a vast number of sources.
- VI. **Specific Arrangement:** They are organized in very specific ways, depending on the type of book. For example, dictionaries are arranged in alphabetical order and encyclopedias are arranged in alphabetical order by subject.
- VII. **Separate section:-** Separate section is prepared for keeping reference books so that readers may consult these easily.
- VIII. **Information is quickly recalled:-** Information in the reference books is easy to locate so it produces quick services
- IX. **Properly arranged:-** These are arranged alphabetically or in chronological order with or other methods also.

X. **Rare copies:-** Only a few copies of such books are available in the library.

### **TYPES OF REFERENCE BOOKS**

Dictionaries	Thesaurus	Manuals	Atlases
Yearbook	Encyclopedias	Handbooks	Almanacs
Directories	Gazetteers	Sources of biographical information	Statistical sources of information

- a) **Dictionaries:** A single-volume or multivolume reference work spellings and usage. It is arranged alphabetically. Its Editor is known containing lists of terms/words with definitions, pronunciations, as lexicographer. Dictionaries are used to find the meaning of a word and on how they are pronounced. This also shows some example on how the word is used in a sentence. This can be very helpful to some essayist because the more words you know the more efficient you are at creating creative essays. Dictionaries may be abridged or unabridged. Abridged dictionaries are smaller and contained the most commonly used words. Unabridged dictionaries try to include all words in current usage.

### **Types of Dictionaries**

- General dictionary (Example: Oxford Dictionary)
- Subject specific (Example: Dictionary of Education, Dictionary of Biology)
- Special dictionaries.
- Translating dictionaries.

### **USES**

- To find meanings of words and terms.
- To check the pronunciation and verify spellings.
- To trace the origin, derivation and history of the word.
- To indicate the correct usage of a word.
- To determine signs, symbols, synonyms and antonyms,

- To act as a quick reference tool.
- Dictionary as a long standardizer.
- Dictionary as a language recorder.
- Dictionary as a vocabulary builder.
- To provide illustrative examples and quotations.

b) **Thesaurus:** It is a Dictionary of words with the same or nearly the same meanings, or synonyms, and their opposites, or antonyms.

**According to Webster's dictionary** "it is a useful literary collection or selection especially a book of synonyms and antonyms". A thesaurus is used to group different words with the same meaning (synonyms) and similar words. For example, looking up the word "computer" in a thesaurus may give words like PC, CPU, calculator, abacus, and laptop that could be used in place of the word computer. Example: Roget's Thesaurus.

c) **Encyclopedia:** The Oxford English Dictionary defines an encyclopedia as a, "A literary work containing extensive information of all branches of knowledge, usually arranged in alphabetical order." It contains several illustrations, diagrams, photographs and sketches of notable persons to assist the use as in better understanding of the subject.

Encyclopedias provide general background information; they are a good place to start researching a topic that you know little about. The article may include a bibliography that leads you to more in-depth sources. An entry may be with or without illustration or a list of references for further reading. Headwords and text are usually revised periodically for publication in a new edition. In a multivolume encyclopedia, any indexes are usually located at the end of the last volume.

**Encyclopedias may be of two types:-**

- **General Encyclopedia**
- **Subject specific Encyclopedia**

**General Encyclopedia :** General encyclopedias usually arrange articles alphabetically by topic. It has an accompanying index that list cross-references to other articles.

**Example: Encyclopedia Britannica, World Book.**

**Subject specific Encyclopedia: -** Subject encyclopedias are available for almost every academic discipline. They provide more in-depth and technical information than general encyclopedias.

**Example: Encyclopedia of Science & Technology, Encyclopedia of Sociology.**

**Its features are**

- Provides facts, illustrations.
  - Complete system of learning.
  - Volumes consisting of articles.
  - Present information in an impartial manner.
  - Provide historical background of the topic of enquiry.
  - Gateway to understand more profound knowledge.
  - Sources of biographical information.
  - Helps to find topic of enquiry.
  - Helps to clarify descriptions.
  - Help to find background questions.
- d) **Almanacs:** A book published every year that includes information for that year such as important days, important dates and statistical information, times of the sun rising and going down. Almanacs are usually annuals and contain statistics, charts, lists, data, facts about Countries, events, personalities, or subjects. These are often arranged according to the calendar.

**It is of two types**

- General (Example: Book of Facts, World Almanac)
- Specialized (Example: The Almanac of Higher Education, The Weather Almanac, The Almanac of Renewable Energy)

**USES**

- To know about important days of a year.
- To gain knowledge about the facts about countries, events etc.
- To arrange the calendar.
- To prepare plans.
- To celebrate various days.

e) **SOURCES OF GEOGRAPHICAL INFORMATION**

There is a specialized group of reference sources which deal with the specific field i.e geography which deals with the surface of the Earth and division of the world into continents and countries, the industries form part of the geographical studies. Such sources help to provide information related to places. There are three types of geographical sources-

- I. **Gazetteers:-** Gazetteers are sometimes referred to as geographical dictionaries and provide descriptions of places, but no Library Resources and Art in Education maps. A gazetteer is a dictionary of place names; you will find the names of all cities, towns and villages listed in alphabetical order. They typically contain information concerning the geographical makeup, social statistics and physical features of a country, region, or continent. These are arranged by country name. It gives historical information, Population, Industry, Religion, Trade etc.

**Example: Webster's New Geographical Dictionary.**

- II. **Guide books:-**According to ALA Glossary of library terms, "A guidebook has been defined as a handbook of travelers that give information about a city, region or a country or a similar handbook about a building, museum etc."
- III. **Maps, Atlases and Globes:-** A map represents certain boundaries of the Earth on a flat surface. Atlas is a volume of maps, plates, engravings, tables etc. with or without descriptive letter press. A globe is spherical representation of the Earth. Thematic maps and atlases stress historical, economic and political development of an area of the world as a whole.



## USES

- To find?
- To provided information of small units.
- To gain precise information.
- To give variety of geographical sources.
- Provide information as description and location related to countries etc.
- To answer various enquiries of location.

f) **SOURCE OF BIOGRAPHICAL INFORMATION:** - Biographical sources are those which consist of work that contain information about people. Biographical sources take care of diverse enquiries about a person, living or dead, with regard to his date and place of birth, nationality, academic background, professional experience and expertise, important contribution in life, writing and works, important landmarks in life and brief sketch of personal life of persons who are involved in social, cultural and political field.

## USES OF BIOGRAPHICAL INFORMATION

- To gain knowledge about famous personalities.
  - To provide motivation to the readers.
  - For appreciation of the work developed by particular person.
  - To know about outstanding performance of a person.
  - To know about important contribution in life.
- g) **Atlases:** It contains collections of maps. They provide information on geographical/political changes. There are world. National and thematic atlases and these may be current or historical.

## Example

- **World Atlases:** National Geographic Atlas of the World.
- **National Atlases:** Atlas of the American Revolution.

- **Thematic atlases** focus on a specific subject area, such as astronomy or agriculture.
- h) **Handbook:** -A single-volume reference book (handy) of compact size that provides facts, terms, concepts, movements, etc concise factual information on a specific subject, organized systematically for quick and easy access. Handbooks come under the category of ready reference sources as they are referred to answer the factual queries. They are usually serial publications useful in getting brief and pin pointed answer. These are also known as fact books thoroughly up to date and 'add new Information'. Handbooks are subject area tools. Statistical information is often published in handbook form.

**Example:** CRC Handbook of Chemistry and Physics, Handbook of Mathematical Formulas.

### USES

- It is collection of facts in short hand form consisting of diagrams, graphs, tables etc.
- Concise treatise of facts of popular interests.
- Guides to family health and first aid.
- Rules for government servants.
- For historical and literary information.

- i) **Manuals:** It is Instruction book that gives direction. Manuals are subject area tools. Manuals provide detailed instructions on a particular subject, such as how-to-do something or how something works.

**Example: Manual of Photography, United States Government Manual.**

### USES

- Provides instructions for test.
- Psychological tests are constructed.
- These provide functioning of a test.
- Tools are also determined.
- To provide directions.

- j) **Yearbook:** It is annual publication giving current information (descriptive or statistical form) and listing events or aspects of the previous year, especially in a particular field. It covers the activities and events of the previous year; may be general in coverage, limited to one subject, or restricted to one geographical area. It is restricted by subject, country or region.

**Example: State of America's Children Yearbook.**

### **USES**

- To provide up to date information on a subject or personality.
- To provide information about organizations.
- To describe current developments in various fields.
- To review all important events. Record of human activities.

- k) **Directories:** Directories provide names, addresses etc. of people, organizations, or institutions. They can be used to verify addresses, name spellings, and provide contact information.

**Examples: National Zip Code & Post Office Directory, Museums of the World.**

### **USES**

- As a reference tool to provide rich information.
- To assist researchers in using primary and secondary sources.
- To gain information of government services contact numbers.
- To verify the official addresses.
- To gain brief biographical information of any organization.

- l) **Bibliographies:** Bibliographies lead to other information sources. They are lists of books and other materials that provide author, title, and publication information. Annotated bibliographies also include a brief description or summary of the item. Bibliographies are available on almost every topic and may focus on specific persons, groups, subjects, or time periods. Many bibliographies are selective and do not attempt

to include all publications. Bibliographies are sometimes referred to as "Guides to the Literature".

**Example: Bibliography of Education,, Current Bibliographies in Medicine (NLM)**

**USES**

- To provide reference of the articles.
- These are available on every topic.
- Proves author and title information.
- Assists in preparing lists of books.
- Gives information about various publications.

**3. Book bank books**:-Book bank facility is available moreover in every library. Such types of books are included in each type of books i.e. ordinary books, text books as well as reverence books. The major objective of keeping such books is to make the availability of books for the needy students. The needy students are issued such books with the prior permission of the principal for a session. Such books are reserved for poor and needy students so that they may fulfill their requirements. Such books include those books which are purchased from the funds of college for needy students or books which may be donated by some agency or students for such purposes.

**4. Literature books**:- These books are directly related with the literature i.e. English literature, Hindi literature or in Punjabi literature. These include the books based on the curriculum for passing the leisure time i.e. enjoyment purposes. The librarian may issue these books to the students so that they may read and get benefit from such services.

**5. Religious books**:- Books based on Hindu, Sikh as well as Muslim religion are kept in the library. The students may read such books for updating their knowledge as per their own as well as the religion of others also. The books of such types increase the dedication of students towards the religion and follow good deeds in life.

**6. Biographies**:- The literature of books should include the autobiographies of great men including A.PJ Abdul Kalam, Swami Vivekananda and Mahatma Gandhi etc. The life histories

of such personalities may guide the students to lead a simple life. Such books guide the students and teachers for further life.

**7. Journals, magazines:-** Journals as well as magazines are received by the library. These include various articles as well as information regarding various issues. The magazines may be related with households, natural remedies, women issues as well as religion and environment etc. various proceedings of seminars and conference are also recorded in journals which are subscribed by the schools to be issued yearly, monthly, Quarterly etc.



Yearbook Current

Bibliographies in Medicine (NLM)

2. Thesaurus: It is a Dictionary of words with the same or nearly the same meanings, or synonyms, and their opposites, or antonyms.

According to Webster's dictionary "it is a useful literary collection or selection especially a book of synonyms and antonyms". A thesaurus is used to group different words with the same meaning (synonyms) and similar words. For example, looking up the word "computer" in a thesaurus may give words like PC, CPU, calculator, abacus, and laptop that could be used in place of the word computer. Example: Roget's Thesaurus.

3. Encyclopedias: A book or numbered set of books containing authoritative summary information about a variety of topics in the form of short essays, usually arranged alphabetically by headword or classified in some manner.

Encyclopedias provide general background information; they are a good place to start researching a topic that you know little about. The article may include a bibliography that leads you to more in-depth sources. An entry may be with or without illustration or a list of references for further reading. Headwords and text are usually revised periodically for publication in a new edition. In a multivolume encyclopedia, any indexes are usually located at the end of the last volume. Encyclopedias may be general or subject specific.

General encyclopedias usually arrange articles alphabetically by topic. It has an accompanying index that list cross-references to other articles. Example: Encyclopedia Britannica, World Book.

Subject encyclopedias are available for almost every academic discipline. They provide more in-depth and technical information than general encyclopedias.

Example: Encyclopedia of Science & Technology, Encyclopedia of Sociology.

4. Almanacs: A book published every year that includes information for that year such as important days, important dates and statistical information, times of the sun rising and going down. Almanacs are usually annuals and contain statistics, charts, lists, data, facts about countries, events, personalities, or subjects. These are often arranged according to the calendar. It is of two types.

General (Example: Book of Facts, World Almanac) Specialized (Example: The Almanac of Higher Education, the Weather Almanac, The Almanac of Renewable Energy)

Gazetteers: Gazetteers are sometimes referred to as geographical dictionaries and provide descriptions of places, but no Library Resources and Art in Education maps. A gazetteer is a dictionary of place names; you will find the names of all cities, towns and villages listed in alphabetical order. They typically contain information concerning the geographical makeup, social statistics and physical features of a country, region, or continent. These are arranged by country name. It gives historical information, Population, Industry, Religion, Trade etc.

Example: Webster's New Geographical Dictionary.

6.

7. Handbook: A single-volume reference book (handy) of compact size that provides facts, terms, concepts, movements, etc concise factual information on a specific subject, organized systematically for quick and easy access. Handbooks are subject area tools. Statistical information is often published in handbook form.

Example: CRC Handbook of Chemistry and Physics, Handbook of Mathematical Formulas.

8.

9.

10.

11.



## 54 DIFFERENCES BETWEEN REFERENCE AND TEXT BOOK

Basis Meaning

Consultation



Type of information Publisher

Method of arrangement

Reference Book

A reference book is an information source that is designed to be referred for pieces of information rather than read cover to cover.

item of information. It is a mix of information and facts. It is compiled by 3-4 editors.

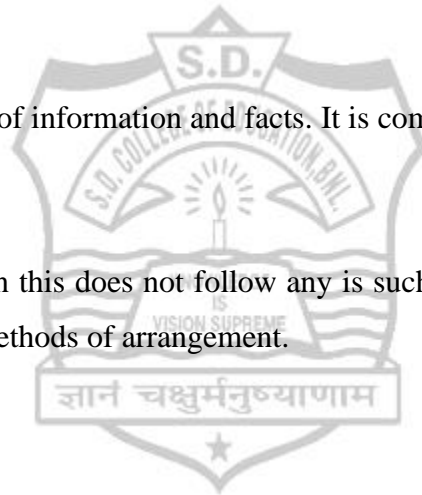
The arrangement of information this does not follow any is such that it can be conveniently and quickly recalled as it follows methods of arrangement.

Source of information

The information included in them is collected from a vast number of sources.

They usually include only bird's eye-view (brief) of the topic..

Coverage



Circulation

They are normally not issued on loan. They are kept for use in the library only Organized

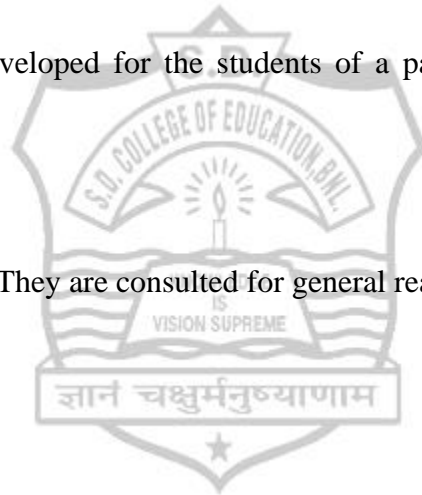
Example -Dictionary, encyclopedia, atlas etc.

Text-Book

It is a book of instructions developed for the students of a particular class for the particular branch of study.

They are consulted for definite They are consulted for general reading.

It does not contain any facts.



Text books are published by educational bodies i.e. NCERT,

NCTE.

method of arrangement.

The information in them collected mostly from primary sources.

They need in depth eye-view of the topic.

They are issued for loan for home reading.

Information in a reference book is so organized.

Information in a textbook is not

organized. Textbook of Mathematics of

Class VI.

