

**LIBRARY AND**  
**INFORMATION SERVICES**  
**:NEEDS AND TYPES**

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## DEFINITION-

- Librarians and other information professionals work to collect, organize, preserve and make accessible information in all formats.

# NEEDS:-

- I. To save the time of the readers.
- II. To present the existing literature containing new information.
- III. To decentralization of new information.
- IV. To modernize the new equipment and system.
- V. To implement five laws of library science.
- VI. To be aware of the various method of the library.
- VII. To make the complexity understand classification and cataloguing.

# TYPES:-

- 1) REFERENCE SERVICE – Reference services help users to locate and obtain specific pieces of information from information source such as reference books, cataloguing, directories, files, abstracting and indexing, periodicals, database and other reference materials.
- 2) REFERRAL SERVICE- Referral service aim to refer users to the source of information such as secondary publications, information units, professional organization, research institutions and specialists /experts. Such services do not provide the document or information required by the user for his/her query but give the direction where available.

3) RESOURCES SHARING- Two or more libraries /information systems sharing their resources to satisfy increased pressure of user demands. The resources may be physical or intellectual.

4) CURRENT AWARENESS SERVICE (CAS)- CAS satisfies users current approach to information and thereby keeps them up to date in the field of their work. The importance of CAS are:-

- i) it is a technique of communicating current information to users.
- ii) It provides latest developments in a subject field.
- iii) Generally covers a broad subject area and supplements the users channel/media of obtaining information.

CAS channels or media are:- current awareness lists, current contents, routing of periodicals, list of research in progress, forthcoming meetings, seminar/conferences/newspaper clippings etc.

5)LIBRARY NETWORK- Two or more libraries connected together through telecommunication links for effective sharing of resources overcoming the barriers of geographical distances.

6)ELECTRONIC DOCUMENT DELIVERY SERVICES- Due to the digitization of document , it is possible to make more efficient through the introduction of electronic document delivery. The document delivery service is an integration of document discovery , the location of a supplier , request and delivery. Delivery services are:-

- i) Library networks and consortia based services.
- ii) CD-ROM based services.
- iii) Supplier and agent base services.

**7) REPROGRAPHIC SERVICE-** means reproduction of document by photography or xerography, reprography service is useful for information dissemination. Information reprographic services helped to preserve the document form stealing or mishandling.

**8)DOCUMENT DELIVERY SERVICES (DDS)-** is a complex process and is concerned with supply of documents to users on demand in required format. DDS is the last point in this chain of information services that actually locate the required document and supplies it to users in required format. Electronic DDS support delivery of documents in digitized form at anytime from anywhere.

**9)LIBRARY CONSORTIA-** It is a cooperative arrangement among groups or institutions formed to increase the purchasing power of the institution to expand the resources availability and to offer automated service. Library consortia may be formed at local, regional, or international level on subject or function basis.

**10)SELECTIVE DISSEMINATION OF INFORMATION(SDI)-** is a special type of current awareness service. It provides each user with the references of documents to their predefined areas of interest, selected form document published recently. In 1950s H.P LUHN first coined the concept of SDI. The work flow of SDI services is based on the following steps:-

- i) create user profile.
- ii) Create document profile.
- iii) Matching user and document profile.
- iv) Give the notification to users.
- v) Take a feedback from the users.



***THANK YOU....***