UNIT 2 PRIMARY SOURCES

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2.0 OBJECTIVES

After going through this Unit, you will be able to:

• define various types of primary sources;
• categorise varieties of primary sources within each type; and
• discuss broadly the content of each type.
2.1 INTRODUCTION

We have already discussed about primary sources in Unit 1: Categorisation of Sources (Section 1.2.7). In any field of knowledge, the primary sources are the foundation stones on which the subject is built up. Within the brief compass of this Unit it not possible to go into details of various categories and sub-categories of primary sources. However, every attempt will be made to make you familiar with all the sources.

2.2 PRIMARY SOURCES

We have also seen the types of documents that belong to primary sources. Many primary sources have sub-categories. We shall discuss in the following pages all the primary sources along with their sub-categories.

2.2.1 Primary Periodicals

Definition – A primary periodical is one that contains, either wholly or mostly, research papers.

Features – The features of primary periodicals are as follows:

i) They are brought out by learned bodies, private or commercial organisations, and sometimes by a government.

ii) The articles contain something original and new interpretations.

iii) Articles published are of high standard which is ensured by refereeing procedure.

iv) Usually the address of the author is provided.

v) The date of receipt of the article is generally indicated.

vi) Instructions to the authors are generally included.

vii) The abstracts of the articles are generally given.

viii) The articles include list of references.

ix) They are always indexed or abstracted in secondary periodicals.

x) They are usually termed as journals, proceedings, transactions, etc.

xi) Many of them do not contain any editorial, notes and news, obituaries, etc.

Examples:

1) Indian Journal of Chemical Technology

2) Pramana – Journal of Physics

3) Tetrahedron

Types

Usually the following types are observed: Primary periodicals proper, Letters journals, Data periodicals, Previews, Synopsis journals, and Electronic journals.
Primary Periodicals Proper

The features and examples given above belong to this type of periodicals.

Letters Journal

This type of journal usually includes short communications which are often called ‘letters to the editor’. The features of the journal are as follows:

i) They are brought out by learned bodies and commercial organisations.

ii) They contain brief description of the research work in progress usually in one or two pages.

iii) The articles are generally not edited.

iv) Their periodicity is usually weekly or fortnightly.

v) The articles contain address of the author, the date of receipt and list of references.

vi) Sometimes the articles include abstracts.

vii) They are always indexed or abstracted by secondary periodicals.

viii) Usually the title of the periodical contains the word ‘Letters’.

ix) Instructions for the contributors are also included in the journals.

Examples:

1) Physical Review Letters
2) Tetrahedron Letters

Data Periodicals

You will be surprised to know that there are some periodicals which contain only or mostly numerical data and nothing else. Usually they are scientific data and are of permanent value. Data periodicals are found in fields like ionospheric science, climatology, hydrology, etc. Some examples of this type of periodicals are given below:

1) Water Resources Data, Alaska, etc. This periodical appears separately for all the states of US with the addition of state name in each case.

2) Ionospheric Data, Delhi.

3) Calcutta Daily Weather Report

Previews

These periodicals contain summaries of forthcoming full-length articles, titles of short communications and preliminary notes. They are intended to avoid duplication of research effort. The address of the author is also generally provided to enable the interested reader to get in direct touch with the author.

Examples:

1) Biochimica et Biophysica Acta, Previews. It was published during 1961-1967. Afterwards it formed part of Biochimica et Biophysica Acta.

2) Previews of Heat and Mass Transfer. The journal provides abstracts of recently published papers on the subject from over 100 journals around the world.
**Synopsis Journals**

Though full-length research papers are published in more or less all research journals, however, the use of full-length research papers is highly limited since only a very few need every detail of the paper. A vast majority is interested in the concluding part, a particular table, a particular figure, etc. As the publication of full-length research papers in journals is labour intensive, time consuming and a costly affair, some suggestions made are as follows:

i) Pirie suggested two versions of journals – complete version, and summary version. The complete version will be for libraries and those who want detailed information. The summary version will be for others.

ii) Bernal suggested the following: “instead of the present intermediate length paper of ten to twenty pages, it would be better to have a short, pointed paper of some two pages in the form of what has been called an informative abstract. This would be supplemented by a longer, more detailed paper, not printed or published, but available in duplicated, microfilm or other method of reproduction, to all those thought to be interested in it or who requested it”.

iii) Phipps suggested three levels of publications – i) full-length report of the paper, ii) two-page summary, and (iii) an abstract for deposition in a central office. Each of these will have the same code number. Scientific journals would publish summaries of most papers, and full-texts of selected papers. Abstracts would be sent to journal subscribers. They can obtain copies of full-length papers from the central office if need be.

There were not many takers of the suggestions, probably because the authors themselves did not delve deep into the economic consequences of such ventures. However, there were a few attempts. In 1968, the American Chemical Society conducted a survey to find out the feasibility of bringing out Journal of Organic Chemistry in two editions – a complete edition for libraries and a condensed version for general circulation. The survey did not go in favour of publishing two editions.

With the financial support of National Science Foundation, the American Chemical Society brought out two editions of the Journal of the American Chemical Society. The summary version provided synopsis of articles prepared by the authors themselves, book reviews and communications to the editor. The archival version meant for libraries contained author’s typewritten manuscripts in reduced size.

The journal Chemie – Ingenieur-Technik printed only synopsis of some of the technical articles, the original manuscript being available on microfiche on request. With the introduction of this procedure the normal publication time of 9 to 12 months got reduced to three months. The subscriber also used to get full-length articles in microfiche.

**Electronic Journals**

Electronic journals are also known as e-journals. Journals bought out in electronic form are termed as electronic journals. Majority of the important primary periodicals of the world are available in electronic form. Most of these journals are available both in printed and electronic forms. There are some primary journals which are available only in electronic form.
Self Check Exercise

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

1) Describe the salient features of primary periodicals.

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2.2.2 Reports

In a library various types of reports are encountered. They may be categorised as Technical reports, Administrative reports, and Trip reports.

Technical reports are possibly the most important of the three categories. These reports usually originate through mission-oriented research projects of governments, industrial organisations or other agencies. Often, the agencies themselves do the experimentation. Sometimes they are assigned to some other bodies who have the necessary infrastructure to carry out the experiment. Reports brought out depicting the various stages of the project are termed as Progress Report, Interim Report, Final Report, etc. In some cases only one Report is brought out. These reports are usually submitted within the stipulated time. They are generally in typed or mimeographed form, not printed or published, produced in limited number, used by the agency that carried out the research work itself or sponsored the research project, and are for restricted circulation. Majority of these reports belong to nuclear, aerospace and defence sciences. Hence, more often than not, they are stamped as ‘Top Secret’ or ‘Confidential’ and termed as ‘Classified’ reports. These reports are not edited by professional editors, nor they are refereed. Still these reports are considered as primary sources of information as they contain results of mission-oriented research.

A research-based technical report includes scope, objective, methodology, research results, application of research results, etc. Based on these reports, scientists, engineers and technologists implement various projects.

As long as these reports are ‘classified’, they can be used only by selected people of the agency which has sponsored or produced the reports. At a particular point in time, many of these reports are ‘declassified’ and made available to the public. Now, the literature contained in these is open and can be used by anybody. Possibly, the largest number of technical reports are produced by the United States. National Technical Information Service (NTIS) of the US is the supplier of copies of all technical reports that are declassified or non-classified.
Administrative reports are usually brought out by ministries, departments, institutions, associations, etc. The most common form of these reports are the Annual Reports. They are brought out every year and contain, among others, the details of the activities performed during the preceding year, plan for the next year, financial statements regarding income and expenditure, etc. Reports of institutions, associations, etc. usually provide a number of other information as well, such as, list of members of the governing body, report on the annual general meeting, council meetings, executive and finance committee meetings, conferences organised, etc. Administrative reports of research institutions provide a good deal of information about the research work done, application of research results, and the research work going to be undertaken next year.

Trip reports - Government officials, company executives, businessmen, scholars, scientists, and many others visit different parts of the world on various missions and purposes. During their visits, they hold talks with their counterparts, sign agreements, finalise business deals, attend conferences, study markets, go around various establishments, sites, trade fairs, and places of their interest, examine machineries and other products, etc. On their return, they usually submit a report to the authorities concerned. These reports are usually type-written or computer-composed, stapled, produced in small number, and circulated only among the concerned employees. Hence, there is no bibliographical control of these reports. However, in many cases they form an important component of the knowledge base especially of companies or enterprises and are classified as grey literature.

Many trip reports are available on the Internet. The site www.eurobirding.com provides links to more than 5,000 birding trip reports around the world. On the Internet, trip reports of various places like New Zealand, Las Vegas, St. Martins are also available.

2.2.3 Anthologies of Papers

A festschrift is a collection of writings published in honour of a learned person. Every year many festschrift volumes are brought out in the world. Usually, in a festschrift the biographical sketch of the person, discussion on her/his contributions, personal narratives about the person are included. In addition, a number of articles contributed by her/his professional colleagues, students, friends, and others are also included. Sometimes, the articles are contributed on a specific topic.

In 2003, a festschrift was brought out in honour of Mr. A K Dasgupta. It was titled as National Bibliographical Control: Problems and Perspectives – Essays for A K Dasgupta. In this case, the topic for the festschrift volume was fixed in advance. Accordingly, contributions were asked from the authors. In all, 33 articles devoted to the theme have been included in the volume. Moreover, a bibliography of Dasgupta’s writings, numbering about 200 has been included.

It may be noted that all contributions in a festschrift are not research papers. But, in many cases they may be original contributions. For example, a person may describe a few unknown episodes about the learned person in whose honour the festschrift is being brought out. This piece will not be considered a research work, but surely an original contribution.
There is another kind of anthology of papers known as **collected works**. For example, *The Collected Papers of Albert Einstein* brought out by Princeton University, USA is a publication of this category.

### 2.2.4 Conference Documents

Conference documents are also important sources of information as they often contain nascent ideas. Thousands of conferences are held every year throughout the world. According to the scope, these conferences are categorised as international, national, and provincial. International Conference on Information Management in a Knowledge Society, organised at Mumbai during 21 to 25 February 2005 to commemorate the golden jubilee of IASLIC, was an international conference. Indian Library Association organised 49th All India Library Conference at Bundelkhand University, Jhansi, during 29th December 2003 to 1st January 2004. This was a national conference. Every year Bengal Library Association also organises a conference where mostly librarians from Bengal participate. This is a provincial conference.

Conferences can also be grouped according to subjects. For example, Indian Science Congress held every year at different places in India is devoted to science, All India Library Conference organised by Indian Library Association every year is devoted to library science, etc. Every year a specific subject is chosen for a conference. For example, International Conference on Information Management in a Knowledge Society (February 2005), organised by IASLIC was devoted to information management.

Conferences generate different types of documents. Announcements, call for papers, programmes, etc. appear before the conference and are rightly called *pre-conference documents*. During the conference, in many cases, the volume containing the papers to be presented in the conference is released. For examples, the volume entitled *Information Support for Rural Development* released during 21st National Seminar of IASLIC (Calcutta: 31st December 2004 – 3rd January 2005) included about 60 papers and a dozen extended abstracts. In addition, the copies of inaugural addresses and other papers not included in the volume are sometimes distributed to the participants. Many a times, the organisers of a conference bring out a *souvenir* at the time of the conference.

A souvenir is something that is given to someone as a memento. When a souvenir takes the form of a publication, more often than not it becomes a good source of information. For example, the Organising Committee of 21st National Seminar of IASLIC (2004/05) has brought out a souvenir that included the following articles: (1) IASLIC: a brief note by M N Nagraj, (2) Jadavpur University and its library system by Benode Bihari Das, (3) Libraries and library movement in West Bengal: a birds eye view by Prabir Roychowdhury, (4) Jadavpur University Department of Library and Information Science: past and present by K P Majumdar, (5) LIS education and research in West Bengal: an overview by Amitabha Chatterjee, and (6) Vintage Calcutta by Chittaranjan Palit. Apart from the articles, the Souvenir included a small map of Kolkata, Programme of the XXI National Seminar of IASLIC, list of various committees and their members, IASLIC Council (2004–2005), and list of presidents and general secretaries (since beginning till date). Thus, you can see that the Souvenir harbours many such articles and can act as a good reference source.
Conference proceedings, list of delegates, etc. appear after the conference and they are rightly called *post-conference documents*. Conference proceedings usually include discussions, speeches, minutes and resolutions. In certain cases, conference papers and the proceedings are brought out together at a later date by a publisher in the form of a book or as a special issue of a journal.

It may be noted that papers presented in conferences may not always contain original ideas. Most of them may be just informative articles.

### 2.2.5 Monographs

A monograph presents a detailed study on a single subject, class of subjects, or a person, and is usually accompanied with a bibliography. Some publishers bring out monograph series as well. A monograph portrays an overall picture of the topic and can be used by specialists, students, even a layman. Examples: Roy S. C. *Monograph on the Gur Industry of India* (New Delhi: ICAR, 1951), Tewary D. N. *Monograph on Eucalyptus* (Dehra Dun: Surya Pub, 1992). The sources present respectively an overall picture of gur industry in India and eucalyptus plants.

It may be noted that all the information contained in a monograph may not be primary information. In many cases substantial information is gleaned from primary sources. Of course, there will be some original information too.

### 2.2.6 Official Publications

Government publications are official publications. A government generates both primary and secondary documents. *Defence Science Journal*, brought out by DESIDOC, Delhi is a primary publication. On the other hand, *Indian National Bibliography* brought by Central Reference Library, Kolkata, is a secondary publication. Apart from periodicals, a government brings out at times reference books, e.g. *India – A Reference Annual*, reports of various commissions and committees, patents, standards, etc. Once upon a time, the second part of *Indian National Bibliography* used to list a large number of government publications brought out in India.

### 2.2.7 Patents

The word ‘patent’ means an official right given to a person to make, use or sell a product, process, design, etc. invented by her/him for a fixed number of years. In other words, a patent is a government grant to a patentee conferring on her/him for a stated period of time the exclusive privilege of using the patented invention. It may be noted that the inventor may not always be the patentee. The inventor is one who has invented the item. If s/he is an employee of an organisation then the organisation might be the patentee. It may be clear to you by now that a patentee may be a person or organisation to whom a patent will be granted.

When we talk of patents as source of information, then it means a document that provides the details of an invention which may be an equipment, a machine, a process, a product like a drug or a chemical, or any other object. A patent is considered as the primary source of information and more often than not it is the only source of information on the topic, more detailed than any other source, and forms, in many cases the earliest literature on the topic. In
many patents, the description is enriched with copious diagrams and figures. Patents are issued by the patent office of the country. Usually, a patent having high potential of exploitation, is patented in a number of countries. As a result, the patent gets translated in a number of languages. Hence, anybody interested in the patent in a particular language, say Japanese, might get it. In this way in many cases the need for translating a patent gets eliminated.

The information content of a patent specification is enumerated as below:

i) Name of the country or official agency: In British patents, the national emblem is given instead of the name of the country. In the case of some countries like Germany and USSR, both the name and emblem is given. Some countries record only the official name of the agency.

ii) Number of the protective document: In the patents of Germany, UK, and many other countries, the patent number is given. In Japanese patents, only the serial number is given.

iii) Type of document: Patent specification in mentioned on the document of such countries as UK and Australia. Nothing is mentioned in US patents. In the documents of Soviet Union, Authors Certificate / Patent Specification is mentioned depending on the document.

iv) Information about the inventor: Countries like Soviet Union, Japan, UK and India mention the name of the inventor. Some countries do not mention the name.

v) Classification number: On the patent specification, generally, the class number is given. The internationally accepted classification scheme for classifying patents is known as International Patent Classification. This apart many countries have their own classification schemes. Some countries also provide UDC numbers on patents.

vi) Textual matter: It is the statutory requirement of the patent law that the description of an invention in the specification must be sufficiently clear and detailed so that any one skilled in the art can use the patent without consulting the inventor time and again. The Indian patent law in this regard is even more specific. It requires that the complete specification must fully and particularly describe the nature of the invention, its operation and use, and the method whereby it is to be performed and must also disclose the best method of performing. Because of this statutory obligations, the inventor tries to describe the patent sufficiently clearly and in full-length. For example, the Indian patent (No. 83788) on computers with error recovery runs to 83 pages and 111 drawing sheets. In the Indian patent (No. 101146) relating to data handling systems, there are 25 pages and 74 drawing sheets. You may notice that in both the patents there are huge number of drawing sheets.

vii) List of claims: Usually this is the last item in a patent specification. Here the inventor enumerates the claims one by one. The claims indicate in how many ways this invention is superior to others.
Self Check Exercise

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

2) Enumerate the components of a patent specification.

2.2.8 Standards

A standard is something set up and established by authority as a rule for the measure of quantity, weight, extent, value or quality [Webster]. Here, we are concerned with the documents that provide detailed description of a standard published by a standard-issuing institution of a country like our Bureau of Indian Standards. These documents are also termed as standard specifications. Standards are always categorised as primary sources of information. These documents appear in A4 (210mm x 297mm) or A5 (148mm x 210mm) size and in most cases are pamphlets.

Standards are broadly categorised in two groups:
1) Technical/industrial standards, and
2) Physical and scientific standards.

Technical/industrial standards are further categorised as

1) **Dimensional standards:** These standards are formulated to secure uniformity, interchangeability, and simplification of the types and sizes of one product. *Example:* ISO/R169 – 1960. *Sizes of photocopies (on paper) readable without optical devices.*

2) **Performance and quality standards:** These standards are meant for generating quality products. A product manufactured according to the standard will do or perform whatever it is expected to do or perform. For example, a pressure cooker manufactured in accordance with a standard will not burst under excessive pressure. The excess pressure will automatically escape through the pressure valve. *Example: IS: 3253-1965. Hourser-laid nylon rope for mountaineering purposes.*

3) **Standard test methods:** These standards prescribe standard methods for testing, chemical analysis, determination of constituents in a chemical compound, etc. *Example: IS: 2188-1962. Methods of test for paper for electrical purposes.*

4) **Methods of use (Code of practice):** These standards are meant for correct application of materials and appliances; installation, operation, maintenance of machineries, plants, etc. *Example: IS: 3916-1966. Code of practice for pig housing.*
5) **Definitions:** Definitions are standardised to ensure precise description of a concept, object, etc. *Example:* ISO/R 597-1967. *Definitions and terminology of cements.*

6) **Glossaries:** Glossaries are meant for securing uniformity in the use of terms so that a term in a subject always convey the same meaning. *Example:* IS:2550-1963. *Glossary of classification terms.*

7) **Symbols:** Symbols are standardised so that a particular symbol conveys the same meaning or idea everywhere in the world e.g. road symbols, mathematical symbols. For example, + is the symbol of addition throughout the world. *Example:* IS:1890 (Part XI) – 1961. *Mathematical signs and symbols for use in the physical sciences and technology.*


Physical and scientific standards apply to natural phenomenon which are accurately determined and are not subject to change with the advancement of knowledge (e.g. length, mass, time, temperature, etc.).

### 2.2.9 Trade Literature

When you visit a trade fair, some people standing on the road hand over to you leaflets, printed sheets, etc. which contains the description of a product, commodity, service, etc. When you purchase a bottle of medicine, you may find inside the packet a printed sheet describing the medicine covering all its important aspects such as composition, mode of administration, dosage, side effects, etc. These are basically the trade literature. Trade literature appears in a variety of forms and content.

**Broad characteristics** – The broad characteristics of trade literature are enumerated as below:

i) Provides application-oriented descriptive information.

ii) Primary source of information about products and processes. Much of the literature is not published in any other form.

iii) Loses currency very quickly.

iv) The amount of information varies from a very brief announcement in a sheet to a very elaborate description of the product, process or service. The elaborate description at times takes the form of a pamphlet or a book.

v) The literature is distributed free.

vi) Serves dual function – (a) Provides information on the various attributes of a product, process, material, service, etc.; and (b) stimulates sales of the products, processes, etc.

vii) Appears in a variety of forms such as advertisements, sheets, folders, pamphlets, catalogues, user guides, handbooks, manuals and house journals.

viii) Usually no date is given on the literature.

ix) Most of the literature is of ephemeral value and is not preserved by libraries.
x) At times, the matter is presented with colourful illustrations and diagrams.

xi) There is practically no bibliographical control of this literature.

xii) Acts as current awareness service.

xiii) Not covered by abstracting and indexing services.

Utility – The literature has got various utilities which are listed below:

i) The literature makes people aware about a product, process or service.

ii) Helps in decision making. For example, a person was interested in having contact lenses for her/his eyes. A number of organisations were offering the same. S/he was confused as to which organisation s/he should choose. Finally, s/he gathered literature from all the companies, made a comparative study, and then took the final decision.

iii) The literature provides great help in tracing the gradual development of a particular product, or a range of products, etc. If you go through the trade literature of a particular pen company, you will be astounded to see how the pens of the company has undergone changes over the years size, shape, functionality, variety, etc.

iv) For writing the history of a manufacturing firm, or the history of a product, the trade literature produced by the firm proves to be invaluable source of information.

v) The trade literature supplied by the medical representatives helps practising physicians by keeping them updated about the latest drugs entering the market.

vi) Engineers also use trade literature profusely.

Self Check Exercise
Note:  
i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

3) Describe the utility of trade literature.

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2.2.10 Theses and Dissertations

“The two words ‘thesis’ and ‘dissertations’ are used sometimes as synonyms, sometimes separately and sometimes in such a way as to indicate that one term totally embraces the other” (Davinson). A thesis or dissertation is a document (usually unpublished) that contains details of a research conducted under the guidance of an expert. Apart from the hypotheses, objectives, scope, methodology, and results of the study, a thesis contains a detailed literature survey which is useful for the compilation of a bibliography on the subject.
Moreover, sometimes a thesis indicates the areas where further research can be conducted. In some cases, the researcher gives birth to a new methodology, which becomes useful in subsequent research. The thesis is also a primary source of information. As only a few copies of the thesis are produced, it becomes difficult to have an access to the thesis. Nowadays, theses are becoming available in digitised form, hence it can be expected that the problem of accessibility of theses will gradually diminish.

**Features**

i) Doctoral theses are usually considered as original work.

ii) The findings reported in a thesis in most cases appear as articles in learned journals, conference papers, or even as monographs.

iii) For a research degree, a thesis is examined by an expert in the field and the candidate has also to defend it.

iv) A thesis is not required to be printed in India, UK, USA, etc. for the award of the degree. In many European countries, it needs to be printed before the degree is awarded.

v) Theses are usually available on inter-library loan and also as microforms.

vi) The structure of a thesis are more or less the same in the world.

### 2.2.11 Project Reports as Partial Fulfilment of Academic Degrees

For the completion of Master’s degree, in many universities and institutions, there is a mandatory requirement because of which a student has to work on a project approved by the authorities concerned. The duration for the completion of the project varies from three months (e.g. University of Delhi) to one year (e.g. NISCAIR and DRTC). Accordingly, the size of the project report varies from about 50 pages to several hundred pages. The components of project reports are almost similar to theses. In fact, they look like mini-thesis. Only a few copies are produced in type-written form. There is practically no bibliographical control. The work done is generally original. As such these are also primary sources.

The number of papers generated from such project reports are few. The exercise of preparing a project report gives students a little experience as to how literature search is done, research work is conducted, data is analysed, conclusion is drawn and project report is written.

### 2.2.12 Reprints

In many cases, after the publication of an article in a journal, the author is supplied with a few printed copies of the article for her/his own use. These printed copies are called **reprints**. If these reprints pertain to research articles, then they are primary sources.

Researchers distribute these reprints to fellow researchers and other potential users. This way the information gets disseminated quicker than most of the abstracting and indexing services.
Many researchers build up a reprint collection of their own and this collection in general is heavily used because most of the reprints a scholar gets pertain to her/his field.

### 2.2.13 Information Leaflets

Information leaflets are also carriers of information. There is abundance of information leaflets for parents, kids, young people, patients, etc. Suppose, the dentist has extracted the infected tooth of a patient. After the job is done, the dentist may hand over to the patient an information leaflet which will tell the patient how long the pain will continue, the healing process will take, what should be done if any emergency arises, etc. These leaflets may be in multiple languages and are very useful for a doctor who has to see patients speaking different languages.

To get a better idea about an information leaflet, one can have a look at the Patient Leaflet from the BMJ Group [http://pandemicflu.bmj.com/resources/swine%20flu%20pdf%204pp%20aug%2009.pdf]. The information has been given in four pages under the following headings:

- Swine flu
- What is swine flu?
- What are the symptoms?
- What treatment works?
- Medicines
- Things you can do for yourself.
- Ways to avoid swine flu.
- Should I have the swine flu vaccine?
- What if I am pregnant or breastfeeding or looking after young children?
- What will happen to me?

### Self Check Exercise

**Note:**

i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

4) Describe the salient five components of information leaflet for the Periodicals Section of your library.
2.2.14 Preprints, Manuscripts

A preprint is a type-written scientific paper, i.e. the manuscript, that is yet to be published in a scientific journal. That means that the paper is yet to be peer-reviewed.

From the initial submission in typewritten form to the publication of a paper, the process often takes weeks, months or even more because manuscripts are to undergo peer review. The basic need to quickly circulate among scientific community the research results has propelled researchers to distribute manuscripts, i.e. preprints, among fellow scientists. This process allows authors to receive early feedback from the scientists working in the same field, which at times becomes helpful in revising the paper before final submission.

Since early 1990s, preprints are being distributed electronically through the Internet leading to the creation of massive preprint databases and institutional repositories of preprints (Preprint).

2.2.15 Laboratory Notebooks

A researcher has to keep a daily record of her/his laboratory activities, experiments, thoughts ideas, etc. This may include the details of the experiment s/he has done such as materials and equipment used in the experiment, duration, results, etc. The date is always mentioned in the diary. The hypothesis s/he has tried to formulate, the various ideas that flashed across her/his mind, the equipment or device s/he has imagined, the interpretation of the results s/he has thought about, etc. are to be recorded meticulously. “The notebook serves as an organisational tool, a memory aid, and can also have a role in protecting any intellectual property that comes from the research”. (Lab notebook). If there is any dispute as to who has first discovered a certain thing, laboratory notebooks play a vital role in solving such a dispute.

Michael Faraday, popularly known as the ‘Father of Electricity’ meticulously maintained his diary recording all his research activities. Faraday’s Diary is a bound and sequentially numbered set of books, containing 16,041 numbered entries dated 25 August 1832 to 6 March 1860. Now this has come out in the form of a book in seven volumes containing 3500 pages and thousands of illustrations by Michael Faraday himself. (Faraday’s Diary) This diary today serves as an inescapable source of information for biographers as well as historians of science.

Self Check Exercise

Note: i) Write your answer in the space given below.
   ii) Check your answer with the answers given at the end of this Unit.

5) Briefly describe Faraday’s Diary.

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2.2.16 Diaries

Writers, scholars, rulers and many others maintain diaries. These diaries provide most authentic biographical material and plenty of other information. Normally these diaries are handwritten and sometimes depending on their importance they are published also. The diaries of Fanny Burney, English novelist, titled *Early Diary 1768–78*, and *Diary and Letters 1778-1840* beautifully depict the background of the period.

2.2.17 Memoranda

A memorandum or memo in short is usually a document that aids our memory by recording events or observations on a topic, which may be used in a business organisation. The plural form is either memoranda or memorandums.

There are various types of memoranda such as memorandum of agreement, memorandum of association, memorandum of understanding (MoU), etc. The format of a memorandum varies from office to office, transaction to transaction. A memo is a record of the terms of a transaction or contract agreed upon by two or more parties. They could be one page long or run into many pages. If the user is a minister or a senior executive, the format might be rigidly defined and limited to one or two pages. If the user is a colleague, the format is usually much more flexible. At its most basic level, a memorandum can also be a handwritten note to one's supervisor (Memorandum).

**Memorandum of Agreement (MoA)**

It is a written document that binds parties to work cooperatively ‘on an agreed upon project or meet an agreed upon objective’. ‘An MoA is a good tool to use for many heritage projects. It can be used between agencies, the federal or state governments, communities, and even by individuals. An MoA lays out the ground rules of a positive cooperative effort’ (Memorandum of agreement).

**Memorandum of Association**

It is a document that governs the relationship between the company and the outside, and one of the documents required to incorporate a company in the United Kingdom, Ireland and India. It is also used in many of the common law jurisdictions in the Commonwealth countries (Memorandum of association).

For any registered society in India, Memorandum of Association forms the constitution of the society and the documents includes: Name of the society, Registered office, Aims and objectives, Executive committee, Founder members, Rules and regulations.

**Memorandum of Understanding (MoU)**

It is a document that records a bilateral or multilateral agreement between parties. The parties may be government, organisations, institutions, etc. ‘It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement. It is a more formal alternative to a gentlemen’s agreement’ (Memorandum of understanding).
2.2.18 Internal Research Reports

Often companies, institutions and organisations conduct research to survey the market, consumer behaviour, sale of a particular product, etc. It is also possible that a country is closely watching the defence activities of a neighbouring country. The results of such research are recorded in a document. This document is for internal use only and hence called internal research report. Usually, it is not made public. Sometimes internal committee reports are published in the form of a book. The book China’s Banking and Financial Markets: The Internal Research Report of the Chinese Government by Li Yang and Robert Lawrence Kuhn (Wiley, 2007) is of that type.

2.2.19 Minutes of Meetings

In an office, apart from governing body there is an executive committee, purchase committee, staff selection committee, etc. All these committees hold meetings from time to time. The agenda of the meeting, members present in the meeting, deliberations that took place and the decisions taken in the meeting are all meticulously recorded in a document. This document is called the minutes of the meeting. Usually, this document is kept in a file and used for official purposes from time to time. For example, the minutes of the book selection committee meeting is used for ordering books in a library.

2.2.20 Official Files

In every office one can find a collection of files that have been accumulated over the years. In certain offices the collection is huge. If you classify the files, you will notice that they broadly belong to personnel, capital items like buildings, machineries, books and periodicals, etc., maintenance and repair, stationeries, etc.

These files contain notes, draft or copy of letters, clippings of printed tenders, advertisements, and others. The vital decisions taken by a government, chairman of a company, head of an institution or organisation, a general and many others are also recorded in these files. You will also find in these types of files, the original letters written by persons like Mahatma Gandhi, Abraham Lincoln, Winston Churchill, and all other celebrities in the world. You should remember that these files do not have any other copy in the world. Hence, the information contained in the files is precious. To preserve these files, archives have been built all over the world.

For writing the history of a country or any place, finding the details of the history of a war, or functioning of a government, or a government official, these files prove to be important sources of information.

In the office files one category of files is known as personal files. These files include the details of a person’s joining a government office or any other organisation, various posts s/he has held, salaries drawn, various leaves s/he has taken, the date of her/his retirement, the retirement benefits s/he got, etc. In unearthing the life history of a president, prime minister, governor, minister, or any other government official, a freedom fighter, etc. the files prove to be of invaluable sources of information.
2.2.21  Correspondence

Ever since the system of writing developed man has been writing letters. Of late, with the advent of e-mail, the usual practice of writing letters on materials like paper has greatly diminished. Letters written by litterateurs like Rabindranath Tagore have been published in several volumes. Apart from literary value, many of the letters have got not only biographical but historical significance. Most daily newspapers have got the letters to the editor column. Many libraries of the world like our National Library, Nehru Memorial Museum and Library, etc. have huge collection of letters.

2.2.22  Information Cards

A card containing information is an information card. A postcard harbouring a letter, an invitation card to attend a marriage or meeting, a report card from the teacher of a child, a menu card of a restaurant, are all information cards. These cards may be handwritten or printed. Many of them are of ephemeral value.

2.2.23  Medical Records

Medical records comprise of prescriptions, pathological reports, X-ray reports, ultrasonographic reports, MRI reports, surgical reports, electroencephalograms, mammograms, colour Doppler test reports, etc. All these carry valuable information using which the doctors diagnose various ailments defects and fracture, presence of foreign bodies inside the body, etc. The prescription is a valuable document for the patient as well. In hospitals many of these reports are preserved for future use as they play a very important role in future treatment, etc.

2.2.24  Audio and Video Tapes

Audio tapes may contain lectures by eminent professors, scientists, authors, politicians, and others. Often, debates in legislative bodies, cross examinations of the criminals, are also audio-taped as they authenticate the statement of a person. Naturalists audiotape the call of birds and various wild animals, in defence various types of firing, bombing, etc. are audiotaped, in medicine, the beats of the heart in its various conditions are audiotaped, in railway transport, the various sounds of a train generated by it while passing through a tunnel, a forest, over a bridge, etc. are also audio-taped. In addition to these, there are various instances when sounds are audiotaped. All these audiotapes are used to teach students undergoing training in the respective areas.

In radio stations all over the world, millions of audiotapes are available. Whenever needed, clips from these tapes are broadcast whereby the listeners can hear the original voice of the persons like Mahatma Gandhi and Indira Gandhi.

Many video tapes nowadays have audio components also. Take for example, a video tape on open heart surgery – it will not only show every detail of the surgery by surgeons but also will be associated with commentary whereby a student will be able to learn the detail of a surgery. In metallurgy as well as in chemical analysis, the colours of flames are videotaped. Seeing the colour of the flame emanating from a blast furnace, metallurgists can estimate the inside temperature of the blast furnace and inside temperature of the reaction. Similarly, the colour of a flame helps a chemist in the identification of a salt.
In a media centre like Doordarshan, you will find thousands and thousands of video tapes. In the library of media centres they greatly outnumber books, and their use is also multifarious. Suppose, a person has become the prime minister of a country, immediately, the media centres in the world will go through all the video tapes where the person figures. Out of these tapes, appropriate clips will be selected and shown during the broadcast.

2.2.25 Computer Programs

A computer program is ‘a series of coded software instructions to control the operation of a computer’ (program). Everyday numerous programs are written either for a new job to be executed by a computer or new version of an old program. These programs are the property of companies who have produced them. Usually it is for their exclusive use. As such there is practically no bibliographical control of these programs.

2.2.26 Data Files

A data file is ‘a set of related records (either written or electronic) kept together’. Examples of data files are: databases, spreadsheets and e-mails. (data files). It is to be noted that all databases are not primary sources. There are databases of secondary and tertiary sources as well. A database devoted to a primary periodical is a primary source.

2.3 SUMMARY

An attempt has been made here to familiarise you with various types of primary sources. It is not the case that all primary sources have been covered exhaustively. Some sources which are generally not covered in textbooks and course materials have been covered here e.g. project reports, information leaflets, information cards, etc.

In this Unit, we have covered primary periodicals embracing primary periodicals proper, letters journal, data periodicals, previews, synopsis journals, and electronic journals. In the case of reports technical reports, administrative reports and trip reports have been dealt with. Two types of anthologies of papers, i.e. festschrift volumes and collected works have been discussed. While writing about conference proceedings, souvenirs have also been included as in many cases souvenirs are also issued along with conference proceedings. Monographs and official publications have been dealt with next. Official publications have also been dealt with under various heads like standards, patents, administrative reports, etc. Generally librarians do not pay much attention to trade literature though in many institutions they are highly useful. Hence, the topic has been dealt with in some detail. Theses, dissertations and project reports submitted as partial fulfilment of a degree have been discussed. Somehow project reports have not gained much importance as a primary source. In addition, laboratory notebooks, diaries, various types of memoranda, internal research reports, minutes of meetings, correspondence, information cards, medical records, audio and video tapes, computer programs and data files have been discussed.

2.4 ANSWERS TO SELF CHECK EXERCISES

1) The features of primary periodicals are as follows:
i) They are brought out by learned bodies, private or commercial organisations, and sometimes by a government.

ii) The articles contain something original and new interpretations.

iii) Articles published are of high standard which is ensured by refereeing procedure.

iv) Usually the address of the author is provided.

v) The date of receipt of the article is generally indicated.

vi) Instructions to the authors are generally given.

vii) The abstracts of the articles are generally included.

viii) The articles include list of references.

ix) They are always indexed or abstracted in secondary periodicals.

x) They are usually termed as journals, proceedings, transactions, etc.

xi) Many of them do not contain any editorial, notes and news, obituaries, etc.

2) The component of a patent specification are:

i) Name of the country or official agency.

ii) Number of the protective document.

iii) Type of document.

iv) Information about the inventor.

v) Classification number.

vi) Textual matter.

vii) List of claims.

3) The utility of trade literature is described below:

i) The literature makes people aware about a product, process or service.

ii) It helps in decision making. For example, when a product is being manufactured by several firms, at that time a comparative study of trade literature helps in taking the final decision.

iii) The literature provides great help in tracing the gradual development of a particular product, or a range of products, etc. If you go through the trade literature of a particular pen company, you will be astounded to see how the pens of the company has undergone changes over the years in size, shape, functionality, variety, etc.

iv) For writing the history of a manufacturing firm, or the history of a product, the trade literature produced by the firm proves to be invaluable source of information.

v) The trade literature supplied by the medical representatives helps practising physicians by keeping them updated about the latest drugs entering the market.

vi) Engineers also use trade literature profusely.
4) The salient information components of the leaflet are as follows:

i) The Periodical Section remains open from 9AM to 5PM on all working days.

ii) Bound volumes of periodicals are on the shelves arranged in alphabetical order.

iii) Current issues of periodicals are on the display racks arranged in alphabetical order.

iv) Periodicals are not issued out.

v) Leave the periodicals after use on the table.

vi) Tearing out the pages of a periodical or damaging it in any other way is a punishable offence.

5) Faraday’s Diary is a bound and sequentially numbered set of books, containing 16,041 numbered entries dated 25 August 1832 to 6 March 1860. Now this has come out in the form of a book in seven volumes containing 3500 pages and thousands of illustrations by Michael Faraday himself. This diary today serves as an inescapable source of information for biographers as well as historians of science.

2.5 REFERENCES AND FURTHER READING


