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INTRODUCTION TO LIBRARY MATERIAL

INTRODUCTION

In the previous course you have learnt about the different types of libraries their propose, functions and services.

Each type of user, a learner, researcher, professional, or may be an industrial worker, requires documents for carrying out his/her work. Libraries exist to satisfy the information needs of these users by supplying different types of library material. Libraries store material that enable users to develop ideas, knowledge and experiences.



OBJECTIVES

After completing this lesson, you will be able to:

- explain the use of library material;
- list various types of print and non-print library material;
- explain use and functions of library material;
- describe electronic library material;
- differentiate one type of material from the other;



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1.1 LIBRARY MATERIAL

The library materials are records of human knowledge on paper or any other form for easy physical handling, storing, use and preservation over the years.

The information contained in the documents, represents the thought content and knowledge. Documents are available in various forms, namely, the print and the non-print form. In order to develop a library's collection, we must know about these reading materials, their types, form, use and characteristics.

The collection is maintained by the library for use. In the more traditional sense, a library is a collection of books. The role and functions of a library are as follows

- Provide free knowledge and access to literature to the user community;
- Increase academic wealth by building library collection;
- Search and research for information that users want to know;
- Find books for purpose of reference work; and
- Manage and access to electronic information resources.

In view of above, the primary goal and job of a library is to aid all users in their quest for knowledge. An excellent collection of documents is a prerequisite to all library services rendered by a library. These are available in a variety of forms which includes both, the print and the non-print material.

1.2 PRINT MATERIAL

Historically, libraries have been dependent on printed material to build collection. In a library we find a variety of printed material in various forms, which are:

- Books
- Periodicals
- Newspapers
- Reference books
- Dissertations and theses
- Standards
- Patents
- Maps
- Reports etc.

Let us now study in detail about books, periodicals, newspapers and reference books. The rest of the material will be covered in the section on other library materials.



INTEXT QUESTIONS 1.1

Fill in the Blanks

1. An excellent collection of documents in libraries is a.....for by the library
2. The information contained in the documents represent.....

1.2.1 Books

You all must have seen and read books .

'Book' is a big word. It has a lot of power, as it is intimately bound up with our intellectual and imaginative histories. Books are identity of the library and librarians. Books constitute a major portion of any library collection. Size of any library is usually determined by the number of books the library has in its stock. Books usually supplement educational courses etc. It is essential to learn the important features of a book.

A book is defined as a written or printed literary work, which is separately published and has an independent physical existence, with pages fastened along one side and encased between protective covers. In many libraries, books are referred to as monographs.

Oxford dictionary defines a book as 'a written or printed work consisting of pages glued or sewn together along one side and bound in covers'.

UNESCO defines a book as 'a bound non-periodical publication having 49 or more pages, exclusive of cover pages, published in a country and made available to the public.'

In other words, a book is a document that normally deals with one particular subject having a continuous thought content. Most books have a protective cover. Books are reasonably inexpensive and convenient to store, transport and find knowledge and information. The book are thus considered as one of the greatest inventions. People have used books in the same form for over 5,000 years. Although most books in libraries are usually bound with hard covers, paperbacks are also becoming popular now.

A book can be simple or composite, single volumed or multiple-volumed, a general book, a text-book or a reference book. Besides this, books are further classified as or non-fictional books.

a) Simple Book

If the subject is continuous and written by one or more authors, the book is a simple book.

Example: Classroom Behavior by B. Rogers

Treasure Island by Robert Louis Stevenson



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b) Composite Book

It is a book with contributions by more than one author and the subject may or may not be dealt continuously. In a composite book, each contribution has a distinct title and is independent.

Example: Every right for every child: Governance and Accountability – a collection of 9 articles. Edited by E.G. Thukral

c) Single-volumed Book

A book in one volume or single volume is known as a single-volumed book.

Example: Fundamentals of DBMS by M. L. Gillenson

d) Multi-volumed Book

A book in more than one volume is called a multi-volumed book. Besides this, there is continuous pagination in different volumes of the set.

Example: The Handbook of artificial intelligence, in Volumes 1 to 4 by A. Barr & E. A. Feigenbaum

e) General Book

A general book is one which is read for information in a general way. It is not related to any specific subject. General books can be fiction or non-fiction books.

Example: Treasure Island by Robert Louis Stevenson
Theory of Religion by R. Stark

f) Text Book

A book supporting any teaching programme or belonging to some course curricula is referred to as a text book.

Example: AACR-2, An introduction to Anglo-American Cataloging Rules by E. Hunter
Elements of Algebra by L. Euler

g) Reference Book

It is a book meant only for consulting or referring to for some specific piece of information. Reference books help library users to find answers to are not questions. They are not issued and taken home. All these books have the letter “R” in their call number. These books are found in the special reference section or near the reference desk. In other words these books are kept in the library only for reference.

Books such as dictionaries, encyclopedias, gazetteers, yearbooks, directories, indexes, concordances, atlases, etc. are compiled to provide definite pieces of information of varying extent. These are intended to be referred to rather than read through page by page.

Examples: World Book Encyclopedia , Websters’s Dictionary of English Usage,
The Statesman’s Year-book, The World Book Atlas



Activity 1.1

1. From the Reference Section of your library, take out two dictionaries. Find out word meanings of any 10 words.



INTEXT QUESTIONS 1.2

State True / False

1. Reference book is used for consultation only .
2. Gazetteers' are not the reference books .
3. A multi-volume book has continuous pagination in different volumes of the set.

1.3 PERIODICALS

A periodical is a publication with a distinctive title which appears at stated or regular intervals, without prior decision as to when the last issue shall appear. It contains articles, editorials, features, columns, stories or other writings, by several contributors. The periodicals are important sources for current information on any subject.

UNESCO has defined a periodical as 'a publication that constitutes one issue in a continuous series under the same title, published at a regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated.'

The important aspect about the subject material of periodicals is that the latest or current information is provided to the readers through them. The latest issues of the periodicals are displayed prominently to the readers and are replaced by the subsequent new issues received by the library.

Periodicals are also referred to as serials or journals. Besides these, magazines are the most typical type of periodicals. Magazines are also like journals with each issue starting at page one but they are not academic or professional publications.

Type of Periodicals

Periodicals are distinguished either on the basis of literary content contained in them or by their sponsoring institutions. The different type of periodicals are:

- a) Scholarly periodicals – those meant to increase knowledge in a field, give information concerning research findings, present new ideas and to invite discussion. This category of periodicals is usually published by professional or scholarly associations, research and academic institutions.



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Examples: Annals of Library and Information Studies, Human Resources Journal, The Journal of Anthropological Research, Science

- b) Trade journals – to increase practical knowledge/information in an industry/profession, provide industry news, contacts and updates concerning the industry. Trade journals are published by trade or professional associations/organizations and corporate or commercial organizations.

Examples: Indian Trade Journal, Publishers Weekly, PC World, The International Trade Journal

- c) Popular and general interest periodicals – to act as a vehicle for advertisers, provide general interest information, for entertainment and to sell products. These are usually brought out by commercial organizations or specific interest groups.

Examples: Readers Digest, Newsweek, Time, Scientific American Periodicals are published in all the three above mentioned categories, and are many in number and cover almost the whole of the universe of knowledge.

They are published at various intervals. The frequency of a periodical may be daily, weekly, fortnightly, monthly, bimonthly, quarterly, half-yearly, annual or irregular. Besides periodicity, a periodical publication also has a distinguishing number for each successive volume. This is known as its volume number and each individual issue carries an issue number.

The main feature of scholarly periodicals is that, the page numbers are consecutive throughout the volume. On the other hand, in other categories of periodicals, each issue begins with page one. The learned periodicals generally issue title page, contents and index when each volume is complete. These are supplied either with the last issue of a volume or with the first issue of the next volume.



Activity 1.2

- From the Periodical Section of your library, take out five journals, Write their name and note their periodicity.



INTEXT QUESTIONS 1.3

State True / False.

1. The periodicity or frequency of the periodical is always fixed.
2. Indian Trade Journal is an example of a scholarly periodical.

1.4 NEWSPAPERS

A newspaper is a scheduled publication containing news of current events, informative articles, diverse features, editorials, and advertising. It usually is

printed on relatively inexpensive, low-grade paper known as the newsprint. It is a publication issued periodically, usually daily or weekly containing most recent news. Newspapers, thus, provide an excellent means of keeping well informed on current events. They also play a vital role in shaping of the public opinion.

Newspapers usually meet the following four criteria:

- Publicity: Its contents are reasonably accessible to the public.
- Periodicity: It is published at regular intervals.
- Currency: Its information is up to date.
- Universality: It covers a range of topics.

Newspapers are available in various categories as mentioned below:

- a) Daily newspaper – issued everyday. Example: The Times of India, The Hindustan Times,
- b) Weekly – published once a week. Example: Union Times Today, Sadbhavana Times
- c) National – a newspaper that has national focus and circulates throughout the country. Example: The New York Times
- d) International – a newspaper having international editions. Example: The International Herald Tribune
- e) Online – most printed newspapers these days have online editions too.
Example: Times of India, The Hindu

Some newspapers have only the web-based editions. Example:

Times of India e-paper (in English)

Atalantic Highland Herald (a New Jersey based web only daily) Most modern newspapers are in one of the three sizes:

- Broadsheets: 600mm X 380 mm (23 X 15 inches)
- Tabloids: half the size of broadsheets at 380 mm X 300 mm (15 X 11 ¾ inches)
- Berliner or Midi: 470 mm X 315 mm (18 ½ X 12 ¼ inches)

The newspapers contain the world, national, state and local news. They carry editorials, opinion columns, featured articles and entertainment items. Very often, the news items or the stories are also supported by illustrations and photographs. A lot of newspapers bring out glossy and coloured supplements too in order to attract more readers.



INTEXT QUESTION 1.4

Select the correct option

1. Following is an example of weekly newspaper
 - (a) The Hindustan Times



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- (b) Union Times today
- (c) The international Herald Tribune

2. Most modern newspapers are in one of the three sizes:

- (a) Broadsheets: 600mm X 380 mm
- (b) Berliner or Midi: 400 mm X 300 mm
- (c) Tabloids: full size of broadsheets

1.5 NON-PRINT MATERIAL

Non-print material are defined as any material pertaining to, or consisting of other than the printed matter. These are rapidly becoming important information and learning resource materials for the modern libraries. Nonprint materials differ from printed materials in several ways. One of the main differences is that a machine must serve as a mediator between the information and the user of non print material. Also, great variety of formats and machines there exist a which may confuse the users.

Non-print materials are important as well as popular sources of information around the world due to their unmatched merits. These are:

- Economy of space
- Portability and easy transportation
- Monotonous topics made interesting and easy to understand
- Condensation of text helps in quick transmission, there by saving time in learning
- Quick and easy to grasp and remember

In order to use the non-print materials, the following equipment is required in the libraries:

- a) Computer systems and related equipment and furniture
- b) Projectors – film projectors, overhead projectors, slide projectors
- c) Audio and video equipment – CD players, Digital recorders, Digital video recorders, Tape recorders, headphones, speakers, etc.
- d) Cameras and related equipment
- e) Miscellaneous equipment – Screens, cords, adaptors, microphones and microphone stands, etc.

The non-print materials are available in two categories, namely, the audiovisual materials and the electronic materials.

1.6 AUDIO-VISUAL MATERIALS

Audio-visual material is a generic term to describe information content held in

storage and transmission media and formats that use images and sounds rather than or sometimes in addition to textual matter.

These materials, also called instructional media materials, are educational aids that work primarily through the senses, especially hearing and seeing.

These materials include:

- Audiocassettes



Fig 1.1

- Videotapes



- Motion picture



Fig 1.2

- e films



- Slides

Fig 1.3



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- CD-ROMs

- DVDs

Fig 1.4

The libraries having these materials also have the equipment involved in using them, such as motion-picture projectors, television sets, record and tape players and overhead projectors.

Most of the audio-visual materials involve a greater use of the senses of the users and offer a more realistic experience than can be gained from reading a book. Although books still rank as the most widely used material of any library, the audio-visual materials can be used to supplement the books and stimulate the interest of the users.

Let us now learn some details about each type of audio-visual materials.

a) Audiocassettes

The audio cassette, also called a compact cassette is a magnetic tape sound recording format. Its uses range from portable audio to home recording to data storage for early microcomputers. Between 1970s and late 1990s, the cassette was one of the most common formats for prerecorded music and other audio. It was then replaced by the compact discs.

b) Videotapes

A videotape is a recording of images and sound on magnetic tape. These are flat platters on which materials have been recorded for viewing on a television set. Videotapes are also used for storing scientific or medical data. Videocassette recorders (VCRs) were used to record and play the video clips on a television set. This technology is presently obsolete and is replaced by DVDs and Blu-ray discs.

c) Motion picture films

A film, also called a movie or motion picture film, is a series of still or moving images. It is produced by recording photographic images with cameras, or by creating images using animation techniques or visual effects.

Film is considered to be an important art form, a source of popular entertainment and a powerful method for educating people. The visual effects give films a power of communication in the most effective manner. This makes films a popular material in libraries.

d) Slides

A slide is a specially mounted individual transparency, intended for projection onto a screen, using a slide projector. This allows the photograph to be viewed by a large audience at once. However, with introduction of modern technologies, this technique is becoming obsolete. This is due to the reason that presently, everyone prefers to use power point presentations as they are more effective and flexible to use. You will study more about those in course on computer technology. (Module 4)

e) Microforms

Microforms, either films or paper, contain micro reproduction of documents for transmission, storage, reading and printing. Microform images are commonly reduced to about one twenty-fifth of the original document size. Three common formats are microfilm (reels), microcards and microfiche (flat sheets). Microforms can be read only with the help of a microform reader. Microforms were very useful for archival purposes.

However, with advancements in computer technology, especially digitization of materials, the process of producing and using microforms has undergone tremendous changes. Presently, documents are scanned and stored electronically.

f) CD-ROMs

A CD-ROM (an acronym of Compact Disc Read-only Memory) is a pre-pressed compact disc that contains data accessible to a computer for data storage, music playback and videos. Discs are made from a 1.2 mm thick disc of polycarbonate plastic, with a thin layer of aluminum to make a reflective surface. Earlier CD were read only but presently, it is possible to write (i.e., store data) on the CDs. The storage capacity of a CDROM is huge as it can easily store an entire multi-volumed encyclopaedia with images, plus audio and video clips. The CDs can be used to play both audio and video clips on a computer system or a CD player.

g) DVDs

DVD stands for Digital Versatile/Video Disc. DVD is an optical disc storage format which has higher storage capacity than Compact Disc while having the same dimensions. DVD have been adopted by movie and home entertainment distributors and have replaced Video cassettes and CDs. Presently, HD DVD and Blu-ray Disc are successors to the DVD. A dual layer HD DVD can store up to 30 GB and a dual layer Blu-ray disc can hold up to 50 GB data. The DVDs can be used to play audio and video on a computer system or a DVD player.

h) Photographs and Drawings

These include illustrations from books, periodicals, newspapers and at times pictures



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produced by commercial companies. The photographs can be scanned with the help of scanners and used at suitable places with various texts. The drawings, on the other hand, can be drawn on computer with the help of a DTP package and used suitably.



Activity 1.3

1. Locate each type of library materials covered in this lesson and examine each one in detail.



INTEXT QUESTIONS 1.5

Fill in the blank

1. Non-print materials, require for mediating between user and the print material
2. DVD is a type of _____storage format.
3. Microforms can be read only with the help of a _____, they are useful for archival purposes.

1.7 ELECTRONIC MATERIALS/RESOURCES

Computers and related electronic resources have come to play a central role in modern libraries. Electronic resources are the prime ingredients here.

Electronic resources, referred to as e-resources, have added value to the libraries for offering better services to the users. Electronic resource can be defined as, any library material that is made available electronically. These are thus, those library resources which include documents in electronic or e-format that can be accessed locally or via the Internet. Many reference books are also available in electronic format.

Users are provided access to various e-resources which are e-books, e-journals, e-databases, e-magazines, e-images, e-audio, digital library projects, electronic exhibitions, e-newsletters, e-conference proceedings, etc. Many of the electronic resources are available free to anyone over the Internet but some are commercial resources, which are available against payment.

Information and communication technology (ICT) is one of the important aspects of today's world. It has changed the society into information society and is now the way of life. This change is also reflected in the modern libraries. Let us now know more about some of the electronic resources mentioned above.

a) Electronic Books (e-books)

An electronic book, also referred to as e-book, digital book or even e-edition, is a book-length publication in digital form. It consists of text, images, or both and

produced, published, and readable on computers or other electronic devices. Sometimes, the equivalent of a conventional printed book is also available as e-book. E-books are usually read on dedicated e-book readers.

Personal computers, laptops and some mobile phones can also be used to read e-books.

Some benefits of e-books over printed books are:

- Immediate accessibility – no waiting for delivery
- Searchable
- Can be bookmarked
- Easily portable than heavy printed books and occupies less space.

We can store a whole library of e-books on our desktop, laptop or a handheld device while moving about or travelling.

Examples:

Treasure Island by Robert Louis Stevenson, a free e-book can be downloaded from <http://www.feedbooks.com>

Oxford Advanced Learner's Dictionary, e-book edition is the popular e-book edition of the Oxford Dictionary available at <http://www.mobipocket.com>

<http://www.amazon.com/>

<http://www.literature.org/>

b) Electronic Journals (e-journals)

Electronic journals, also known as ejournals, e-journals or electronic serials, are scholarly journals that can be accessed via electronic transmission. This means that these are usually published on the web. They are specialized form of electronic documents with the purpose of providing material for academic research and study. The e-journals are formatted just like journal articles in traditional printed journals.

Some electronic journals are online-only journals, some are online versions of printed journals and some consist of the online equivalent of a printed journal. Most commercial e-journals are subscription based or allow payper-view access. An increasing number of journals are now available online, as open access journals, requiring no subscription and offering free full-text articles.

Examples:

Music Educators Journal , bimonthly access via JSTOR

Annals of Library and Information Studies, quarterly Access via NISCAIR website <http://www.niscair.res.in>

Elsevier Science – <http://www.elsevier.com/> and <http://sciencedirect.com/>

Springer Science Online (Electronic books and journals - <http://springer.de/>

Blackwell Scientific Journals – <http://blacksci.co.uk/>



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c) E-Databases

An e-database is an organized collection or information, of a particular subject or multi-disciplinary subject areas. The information of an e-database can be searched and retrieved electronically. E-database can be bibliographic or full text. Its contents include journal articles, newspaper articles, book reviews and conferences proceedings, etc. It is usually updated on a daily, weekly, monthly or quarterly basis.

Examples

PubMed – <http://www.ncbi.nlm.gov/PubMed/>

UNESCO Social Science Database – <http://www.unesco.org/most/dare.htm>

Educational resources - <http://www.eric.ed.gov/>

OCLC FirstSearch (Humanities) - <http://www.oclc.org/firstsearch/>

Social Science Research Network - <http://www.ssrn.com/>

INIS Database - http://www.iaea.org/inis/database/inis_database.htm



Activity 1.4

1. Visit any computerized library and find out the available electronic materials. Pick out any two such materials and see their features



INTEXT QUESTIONS 1.6

Select the correct answer

1. The major benefit of e-books over printed books is
 - (a) Can be book marked
 - (b) Easy accessibility
 - (c) Searchable
2. The information of an e-database can be Searched
 - a) Journal articles
 - b) Newspaper articles
 - c) Electronically.,

1.6 OTHER MATERIAL

We have learnt about various forms of library material in the previous sections. However, besides various print and non-print material, already discussed, there are some more types of library materials you should know about. These include the

standards, patents, pamphlets, reports, dissertations and thesis, , maps, globes, and charts, etc. These materials are usually collected by libraries of scientific and technological organizations. The dissertations and theses are collected by university libraries.

a) Standards

Standards are documents prepared by an authority to specify a product, material, process, quality, etc. Initially used first for industrial products, these later began being used by services sector. The purpose of these documents is to maintain quality control and efficiency. They provide guidelines for standardization in products and activities. Standards enable us to exchange products or services with other organizations. Some organizations that provide standards internationally and nationally are International Organization for Standardization (ISO), National Information Standards Organisation (NISO) and Bureau of Indian Standards (BIS).

Example: ISO 2709: Standard for Bibliographic Record Formats

IS 15377:2003 Indian Standard for Digital Set Top Box for Direct-to-home (DTH) services - specification

b) Patents

A patent is an exclusive right granted for an invention, which is a product or a process that provides, in general, a new way of doing something, or offers a new technical solution to a problem. It means to protect intellectual property rights. It is considered as a unique source of information for scientific and technical information.

Example: A method of producing ZP1 protein

Process for the formulation of a single dose vaccine

c) Pamphlets

A pamphlet is an unbound booklet, consisting of usually a single sheet of paper, that is printed on both sides and folded. It is also called a leaflet and it may consist of a few pages that are folded in half and stapled at the crease to make a simple book. UNESCO considers a publication as a pamphlet (other than a periodical), if it has at least 5 pages but not more than 48 pages exclusive of the cover pages. However, a longer item is a book. Pamphlets are considered to be ephemeral material and usually provide information on topic of interest and are not intended to be exhaustive in nature.

Example : Pamphlet of a new car to be launched

d) Posters

Like pamphlets, posters are also very useful, especially in areas where there is no easy access to modern communication media. It is a direct way of communication with community, but it can be rather expensive. Posters should be put up on places where they can be seen clearly. It is important thus, that they are large and with bold lettering to attract attention and can be read easily.

Example: Poster showing a new car that is being launched with a photograph



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e) Reports

A report is a textual work, usually of writing, speech, television or film, made with the specific intention of relaying information or recounting events in a presentable form. Libraries usually acquire reports about research work, projects, state of affairs, work in progress or complete information about some work just completed or to be started in future.

Some examples of reports are: scientific reports, recommendation reports, white papers, annual reports, progress reports, inspection reports, census reports, etc.

f) Dissertations and Thesis

A dissertation or thesis is a document submitted in support of an academic degree presenting the author's research and findings. Its purpose is to inform and present scholarly information. This category of documents are usually collected by academic or special libraries. In present times, besides a printed copy, most of the dissertation are also submitted in electronic form.

Examples: Digital Light Field Photography, a dissertation submitted to the Department of Computer Science, University of Delhi for award of doctorate Degree

SMART Materials and Structures: a survey of published literature, a dissertation submitted for award of Associateship in Information Science, INSDOC (NISCAIR)

g) Maps, Globes and Charts

The location of any place or feature on the earth's surface can be shown on a map or a globe. A map is usually drawn on a flat surface and a globe on a spherical surface. Charts can be pictures, diagrams, floor plans, layouts, flowchart, etc.

Libraries usually acquire atlases which are usually books of maps and as such can be categorized as books. Globes are actually models of earth and provide geographical information.

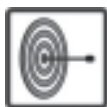
Example: Oxford Reference Atlas for India and the World – published by Oxford University Press



INTEXT QUESTIONS 1.7

Fill in the blanks

1. A pamphlet contains pages put not more than..... pages .
- 2.. Globes are actually..... and provide information .



WHAT YOU HAVE LEARNED

1. Users rely on libraries which provide information in support of teaching, learning, research and for gaining knowledge.

2. In order to be effective, libraries have to acquire suitable material needed by their users. For this reason, it is essential that the librarians should be aware of various forms of library materials.
3. Various kinds of library material and their print material includes the books, periodicals, newspapers and reference books.
4. The non-print material includes the audio-visual materials and electronic materials. other material required by special libraries are: standards, patents, pamphlets, reports, dissertations and theses, and maps and charts, etc.
5. Electronic resources, referred to as e-resources, have added value to the libraries for offering better services to the users. For example, an e-book is an electronic book, which one can read digitally on computer screen or on devices called e-book readers.
6. The above mentioned library material have to be acquired, processed and made available for use by the library users. To serve the needs of the users, records have to be maintained for all the material.



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TERMINAL EXERCISE

1. List different type of library materials required by a special library. Describe role of electronic materials.
2. Discuss the use of audio-visual materials in a library.
3. Explain the importance of periodicals as an electronic resource in a scientific library.
4. Give a brief account of the types of equipment required by the libraries for using the non-print materials.



ANSWERS TO INTEXT QUESTIONS

1.1

1. Pre requisite, Library services
2. Thought content and knowledge

1.2

1. True
2. False
3. True

1.3

1. True



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2. True

1.4

1. (b)

2. (a)

1.5

1. Machine

2. Optical Disc

3. Microform Reader

1.6

1. (c)

2. (c)

1.7

1. 5 pages, 48 pages

2. Geographical

TERMS

The terms covered in this lesson which require further explanation are typed below in an alphabetic order. The learners are required to explain each term.

Bibliographic Database:

Blu-ray Disc :

DTP:

E-book Reader:

Full text database:

Periodical: