



Information Sources and Access

# 信息英语

信息源与信息获取

李季方 编



外语教学与研究出版社  
FOREIGN LANGUAGE TEACHING AND RESEARCH PRESS

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**信息英语**

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## 简 介

《信息英语——信息源与信息获取》是一本引导信息管理专业学生以及其他英语专业学生熟悉并学会使用各种信息资源的选读课本。本书将信息资源分为印刷资料和非印刷资料两大部分,分别进行介绍,涉及到图书馆信息中心馆藏、联机数据库服务、光盘数据库服务和国际网络资源,提供了帮助读者获取所要查询的信息的不同方法。本书特别介绍了图书结构、图书索引和其他查询工具,各种图书馆目录,如卡片目录和计算机目录等;重点地介绍了各种新型的信息服务,如多媒体数据库服务和国际网络服务;还特别介绍了几个重要的美国数据库服务公司。总之,本阅读教材的目的在于帮助专业学生和其他读者了解他们做学问时有哪些可能的信息资源可供他们使用,以及到何处去查询到这些信息,从而满足他们的信息需求。为了使学生和其他读者在使用信息资源、查询信息方面取得一些实际经验,本书还设计了整套的课后作业,供学生和读者练习。为了帮助学生和其他读者更好地理解每课讨论的内容,本书编者在每课之后系统地设计了一些练习以便学生和其他读者进行课文内容练习和英语词汇学习。

李季方

# Introduction

*Information Sources and Access* is a selected readings course that introduces students of information management studies to a variety of information resources, printed material and non-print material, including library and information center collections, on-line database services, CD-ROM database services, and the Internet resources. What is more important is that this textbook provides different ways to access them for information you seek. For this purpose, book structure, book indexes and other finding tools, library catalogs of different types (card catalogs and computerized catalogs included) are introduced as how to use them efficiently. Emphasis is also laid on the new types of information services like multimedia databases and the Internet services, in which key database service providers are introduced. In short, this reading material is to help students and other readers to get to know what are the possible information resources available for them to do research and where to find them to meet their information needs. A whole set of exercises are designed separately to give students and readers some kind of hands-on experience in using the information resources for information. In order to help students and other readers to understand what is discussed in each reading passage, systematic exercises are provided immediately after each text, for content drills and word study.

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# **Part I**

## **Access of a Book and Library Finding Tools**





## *Lesson 1*

---

### **Types of Books and Parts of a Book<sup>1</sup>**

1 Books in the library are divided into fiction and nonfiction. The library meaning of fiction book is synonymous with novel. Fiction books are novels. Because of the great number of novels, they have been separated from the other books and placed in their own section of the library.

2 Nonfiction books are all books except novels. The difference between fiction and nonfiction is whether the book is a novel or not. Nonfiction includes all books of history, mathematics, science, art, biography, poetry, plays, etc.

3 Fiction books are arranged in the fiction section of the library alphabetically by the author's last name. If the last name is the same for two authors, then the first name is considered. If two books are by the same author, then the title of the book is used for alphabetizing purposes.

4 Nonfiction books are arranged by either one of two methods. The two methods are the Dewey Decimal system and the Library of Congress system.<sup>2</sup> When the Dewey Decimal system is used, a book is given a number based on its subject and is arranged in numerical order on the shelves. When the Library of Congress system is used, a book is given letters and numbers and is arranged in a combination of alphabetical and numerical order on the shelves.

5 The physical divisions of a book can be grouped as follows: 1) binding, 2) the preliminary pages, 3) the text, and 4) the auxiliary or reference material.

6 The binding holds the leaves of the book together, protects them, and makes them easy to handle. It may be plain or decorated, and it may bear the author's name and the title. It has two important parts, the spine and the end papers. The spine is the binding edge of the book, and carries the brief title, the author's name, the publisher, and the call number if it is a library book. The end papers are pasted to the covers to make them stronger: they may carry useful information, such as tables, maps, graphs, and rules.

7 The preliminary pages precede the body of the book and include the flyleaves, the half-title page, the frontispiece, the title page, the copyright page, the dedication, the preface, the table of contents, lists of illustrative material, and the introduction.

8 The flyleaves are blank pages next to the end papers; they are the first and last leaves in the book. The half-title page precedes the title page and serves as protection for it; it gives the brief title of the book and the series<sup>3</sup> title if the book belongs to a series. The frontispiece is an illustration relating to the subject matter of the book; it precedes the title page. The title page is the first important printed page in the book; it includes the following items:

- ※ The title, that is, the name of the work
- ※ The subtitle, a descriptive phrase which clarifies or explains the main title
- ※ The author's name and, usually, facts concerning his status, such as academic position, academic degrees, and names of his other works
- ※ The name of the editor, if there is one

- ※ The name of the illustrator, or translator, if there is one
- ※ The name of the person who wrote the introduction, if other than the author
- ※ The edition, if it is other than the first
- ※ The imprint, which includes the place of publication, the publisher, and the date of publication

9 The back (verso) of the title page gives the date of the copyright<sup>4</sup> and the names of the copyright owners.

10 The dedication page follows the title page and bears the name or names of the person or persons to whom the author dedicates the book.

11 The preface introduces the author to the reader and gives his reasons for writing the book; it indicates those for whom the book is intended, acknowledges, indebtedness for services and assistance, and explains the arrangement, symbols, and abbreviations used, as well as any special features.

12 The table of contents is a list of the chapters of the book with page numbers; it may be so detailed that it serves as an outline of the book.

13 The lists of illustrative material may include illustrations, maps, or tables.

14 The introduction<sup>5</sup> describes the general subject matter and plan of the book.

15 The text is made up of the numbered chapters and constitutes the main body of the book.

16 The auxiliary or reference material follows the text and may include an appendix, notes, a glossary, a bibliography, and an index.

17 An appendix contains material referred to, but not explained, in the text.

18 A bibliography may be a list of the books, articles, and other materials which the author has used in writing his book, or it may be a list of materials which he recommends for further reading.

19 The glossary is a section which lists and explains all technical or foreign words not explained in the body of the book.

20 All footnotes, if they are not placed at the bottom of each page, may be placed in section for notes. This section may contain explanations of certain passages in the text.

21 The index is a list of the topics discussed in the text, arranged alphabetically with page references. An index may have subdivisions of the topics and cross references.

22 Not all books have all the parts which have been discussed in the preceding paragraphs, nor do the parts always follow the order as mentioned above.

23 Care in opening a book when it is new and careful handling of the book all times will add to its years of usefulness and to the reader's enjoyment of it.

## **I. Notes :**

1. This text is adapted from *Fundamentals of Library* by William Leahy, published by Kenneth Publishing Company in 1973.

2. The Dewey Decimal system and the Library of Congress system are the most widely used library classification systems in the U. S. A. The former was developed by and named after Melvil Dewey, a famous American scholar, in 1873 when he was a student library assistant at Amhurst College; the latter, developed

from Charles Ammi Cutter's Expansive Classification system in the 1920s, and mainly designed for the Library of Congress, has been adopted by many academic and research libraries in the U.S. A.

3. A series is a number of separate works issued successively and related to each other in subject, form, authorship, or publication.
4. Copyright is the exclusive right to publish, reproduce, and sell a literary or an artistic work. The period of copyright varies in different countries. In the United States, the period is twenty-eight years, with the privilege of renewal for a similar period.
5. The introduction may be written by the author, by a person of importance who has encouraged the author to write the book, or by one who considers the book an important contribution. It may be an elaboration of the preface, or it may be the first chapter in the book.

## **II. How well did you read ?**

1. Which number is used in the Library of Congress system according to the information given in the text?
  - a. 070.5
  - b. 81 – 10065
  - c. Z278.D47
  - d. 0 – 8352 – 1325-0
2. Which of the following does not belong to nonfiction?
  - a. Biography
  - b. Science fiction
  - c. Atlas
  - d. Painting
3. Which is closer to truth?

- a. Some books have pictures on their covers.
  - b. Some books have not decorations at all.
  - c. All books are decorated with nice pictures.
  - d. a and b
4. Which part of a book do you refer to first if you want to know when the book was first published?
- a. The half-title page
  - b. The preface
  - c. The copyright page
  - d. The introduction
5. If you need to look up a specific topic in a book, the easiest way is to refer to:
- a. The table of contents
  - b. The index
  - c. The appendix
  - d. The copyright page
6. Which of the following is true?
- a. Footnotes can only be found at the bottom of each page of a book.
  - b. Footnotes can only be found in a special section of a book for notes.
  - c. Footnotes are mixed with the index.
  - d. Footnotes can be found either at the bottom of each page or in a special section of notes.
7. If you want to further read on the subject dealt with in the book you will:
- a. Read through the whole book
  - b. Study the appendix very carefully
  - c. Read all the footnotes
  - d. Be interested in the bibliography

8. If you want to know the author's purpose of writing the book, you will first read:
  - a. The introduction
  - b. The preface
  - c. The title page
  - d. The glossary
9. The first thing a cataloger does in cataloging a book is to read:
  - a. The title page
  - b. The index
  - c. The subtitle
  - d. The preface
10. In choosing a book as reading material on a subject, the teacher will first take a look at:
  - a. The index
  - b. The bibliography
  - c. The dedication page
  - d. The table of contents

### **III. Learn about words and phrases from the context:**

1. synonymous (1)
  - a. different from
  - b. exactly the same
  - c. similar in meaning
  - d. a and c
2. last name (3)
  - a. a person's name
  - b. Christian name
  - c. mother's name
  - d. family name or surname
3. preliminary pages (5)



- a. pages that belong to the body of the book
  - b. first pages of the body of the book
  - c. pages that lead up to the main body of the book
  - d. pages that protect the body of the book
4. auxiliary (5)
- a. additional material
  - b. supplementary material
  - c. reference material
  - d. a, b, and c
5. flyleaves (7)
- a. leaves that catch flies
  - b. leaves that fly
  - c. pages that can be torn off
  - d. blank pages next to the end papers of a book
6. frontispiece (7)
- a. a page preceding right the text of the book
  - b. an illustration page about the subject matter of the book
  - c. a page preceding the title page
  - d. b and c
7. series (8)
- a. a number of TV programs dealing with the same characters
  - b. a number of books related in subject
  - c. a periodical publication
  - d. a magazine published
8. edition (8)
- a. any publication of a document
  - b. one copy of a book
  - c. all those copies of a document produced from one unchanged type whether by direct contact or photographic methods
  - d. a, b, and c