

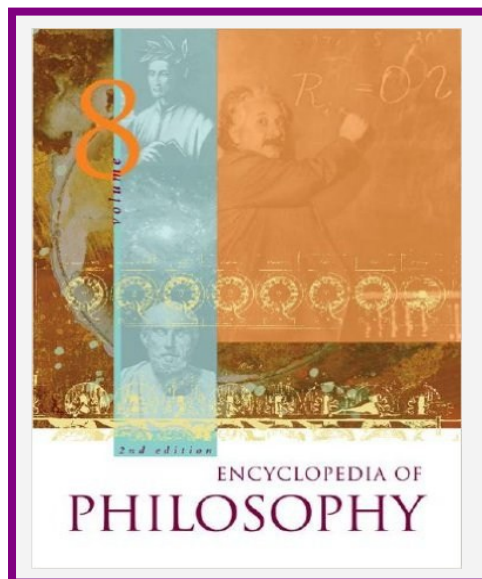
Services and Duties of reference department

1. Answering the reference questions in person or via phone, online chat and E-mails
2. Guiding researchers to find their required resources
3. Guiding users how to search library website and reference databases
4. Training users how to use reference resources
5. Holding research method workshops at Farsi & latin reference sections and introducing scientific resources
6. Holding personal and group sessions introducing new reference services and resources
7. Identifying reference resources and suggesting new ones for purchasing
8. preparing kinds of booklet and Guides



Reference Department of Information Center&Central Library

This Department started to work in 1996 (1375) just only with 1500 titles (Farsi&Latin). We have got around 24000 volumes (totally 11000 titles) at the moment. The reference department also has 2 big halls (740 square meters) dedicated to this department. Farsi and Latin titles maintain separately in their own hall managing by 2 librarians. The central library constantly provide clients with the most updated resources for simple research. That is why, the reference department of central library (FUM) is one of the most important places holding Farsi & Latin resources.



مرکز اطلاع رسانی و کتابخانه مرکزی



Information Center & Central Library

Ferdowsi University of Mashhad

Reference Department



<http://library.um.ac.ir>
E-mail: cent-lib@um.ac.ir
http://telegram.me/fum_library

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SEP 2018

Reference department rules and regulations

1. Reference resources are not circulated
2. Copying, photographing are allowed in compliance with regulations

Contact information

Information Center&Central Library
Website

<http://library.um.ac.ir>

Reference Department E-mail
marjacl@ferdowsi.um.ac.ir

Online Chat Service
<http://library.um.ac.ir>

Everyday 9 -11 A.M except holidays
dress:

Reference Section Tell:
051-38806540
051-38806553

Reference Resources characteristics

1. Reference resources are usually alphabetical and ordered by year, class or subject (such as Dictionaries, Encyclopedias, Handbooks, Directories, Bibliographies, Catalogs, Statistics)
2. Answers to reference questions are available simply and quickly. There is no relations between entries. So, you do not need to read it from first to the end. That is why they are to be read in the section.
3. Reference resources are essentially rare, that is why it just published in a few versions
4. The price is usually more than other bookslike manuscripts
5. In case of the loss, missing of tearing a volume, the entire collection is incomplete
6. Resources published by specialists and reliable publishers have special place
7. Due to efficiency, reference resources should be updated constantly and new versions have to be provided for clients
8. Since reference resources do not need to be read to the end, then these resources can not be circulated by the library.

9. Publishing the articles of recently provided reference books in the library magazine (TAZEHA)
10. Doing reference services through telephone, online chat (9-11 AM), Email
11. Selective Dissemination of information (SDI)
12. Current awareness services (CAS) by publishing in library magazine
13. Consulting services for purchasing resources and establishment of library and information centers
14. Get Offer Purchasing for suitable Resources via email, chat and in person

Despite being an academic library, scholars and researchers can be able to use the reference resources at the reference section and get copies if needed

