

## Foreign References

Sources and references are considered the main tools for the academic research. Moreover, any researcher needs them to document the correct datum. One should distinguish between references and sources.

تعدّ المصادر والمراجع من أهم مصادر البحث العلمي، لذا فإنّ أي باحث يحتاج إلى المصادر والمراجع كشيءٍ أساسي لتجهيز بحثه وتعزيزه بالمعلومات الدقيقة والصحيحة .  
ويجب التفريق بين المصدر والمرجع

Librarians help users in conducting research into specific topics, and also assist students in the selection of the materials to read. They in other words, present services to students who are not knowledgeable in library search. These services enable users appreciate reading, enhance their reading habits and see libraries, especially public libraries.

**References:** the information in these books cannot be approached from first to the end, such as dictionaries, margins. That is to say, the student refers to limited information without reviewing the whole book.

**Sources:** these books are origins that approached completely without obstacles so that the student can reach the origin of the information like secret books.

### Reference services

Reference services are personal assistance given to the users by a librarian. It includes reader education, meeting users request for specific information and assistance, and the management of the use and loan of library materials. الخدمة المراجعية هي مساعدة شخصية يقدمها مسؤول المكتبة الى المستخدمين. وتتضمن توجيه القارئ ومساعدته للاجابة على الاسئلة التي تخص معلومة ما. وتشمل ايضا ادارة واستعارة الكتب.

## Activities of a librarian in Reference Services

1. Minimum reference services  
The librarian determines references to the student.
2. Medium reference services  
The librarian explains how to use references.
3. Maximum reference services.  
The librarian answers all the researcher's questions.

## Types of Reference Services

1. Direct Reference services, it focuses on answering the user's questions and give the reader the information he needs.
- 2, indirect reference services, it focuses of selection of materials, reference administration and interlibrary loan.