

Basic Reference Resources: A Guide for New Mexico Public Libraries **New Mexico State Library**

The New Mexico State Library requires all public libraries in the state to have a basic reference collection in order to receive State Aid. This list primarily includes subject areas for which the library must have at least one title to fulfill the requirement. Medium and large libraries may have many more reference titles than the basic resources listed here.

There are four lists included in this document. The first, Basic Reference Sources for Public and Branch Libraries, outlines the print reference collection that public libraries must have in order to receive State Aid. The second list, Second Tier Recommended Reference Sources, includes the State Library's recommendations for titles to purchase once libraries have acquired the Basic Reference Sources. Public libraries should link to the websites in the Basic Online Sources for Libraries from their websites and/or their public access computers with internet access. Lastly, there is a list of required reference sources for Bookmobiles.

For some reference sources, currency is essential; for these, there is a maximum age provided on the lists, determined from the CREW (Collection Evaluation and Weeding) Manual. Otherwise, there is no age requirement for the material; however, best practice calls for routine review and weeding of reference collections to examine currency and condition; consult the [CREW Manual](#) to learn more about weeding a reference collection.

Basic Reference Sources for Public and Branch Libraries

If you have a branch library that has a specialized collection, serves a specific audience (for instance, if it's in a senior center), does not offer traditional reference services, or is unique in other ways, please feel free to adapt this first list to the needs of your patrons. Specialized branches do not need to have every item in the list to receive State Aid; instead, include the items that are relevant plus additional titles that fit the patrons' unique needs.

Libraries are required to have at least one title from each subcategory in print in the reference collection, except for the encyclopedia set which may be available to patrons via CD-ROM or in print.

Resource	Age
Almanacs	
General almanac	Current year
Atlases and Maps	
World atlas	No more than 5 years old
US road atlas	No more than 2 years old
Map of NM	No more than 2 years old
Map of local area	No more than 2 years old
Dictionaries, Thesauruses, & Quotes	
English dictionary (abridged or unabridged)	

Encyclopedias	
Encyclopedia set (may be in print or via CD-ROM)	No more than 5 years old
History	
General source for NM history	
Local and State Information	
Phone book for community	Current year
Local business directory	No more than 2 years old
<i>NM Blue Book</i>	No more than 2 years old
Medical & Health	
Prescription drug source	Current year
Medical manual/guide to diagnosis & treatment of diseases	No more than 5 years old
First aid manual	No more than 5 years old
Style Manual	
Style manual of choice	No more than 5 years old

Second Tier Recommended Reference Sources

Once your library has acquired the Basic Reference Sources in the table above, the State Library recommends the following sources as the next additions to your reference collection. Your library may opt to add these resources in print, CD-ROM, software installed on public access computers, and/or online subscriptions. Consider your audience, space limitations, budget, and public access computer usage when deciding on the format of your reference materials.

Note: These sources are **not** required to be eligible for State Aid but rather are recommendations.

Resource	Age
Almanac	
Children's Almanac	Current year
The Arts	
Guide to/encyclopedia of art/artists	
Music dictionary or encyclopedia	
Biography	
Biographical dictionary	
Consumer Information	
<i>Consumer Reports Buying Guide</i> or <i>Consumer Reports Magazine</i>	Current year
Dictionaries, Thesauruses, & Quotes	
Foreign language dictionary(ies) in languages prevalent in community	
English language thesaurus	
Quotation dictionary	
Education	
Guide to colleges	No more than 2 years old

Guide to scholarships/financial aid	No more than 2 years old
Encyclopedias	
Children's encyclopedia set	No more than 5 years old
Federal Information	
<i>Statistical Abstract of the US</i>	Current year
<i>The US Government Manual</i>	Current year
Federal tax manual	Current year
History & Genealogy	
Chronology of world history	
Chronology or encyclopedia of American history	
Genealogy guide	
Hobbies & Home	
Antiques & collectibles price guide	No more than 5 years old
Book of rules for games & sports	No more than 5 years old
Home improvement manual	
Movie guide	Current year
Law	
Law dictionary or handbook	No more than 10 years old
Literature	
Source of literary criticism	
Source on world mythology	
Source for reader's advisory	Current year
Occupations	
Source of occupational information	No more than 2 years old
Regulations	
Uniform building codes	Current cycle
Religion	
Encyclopedia of religion	
Bible & matching concordance	
Science & Technology	
Science encyclopedia	No more than 5 years old
Guide to animal species	No more than 10 years old
Computer & internet dictionary	No more than 3 years old
Social Customs	
<i>Chase's Calendar of Events</i>	Current year
Etiquette manual	No more than 5 years old

Basic Online Sources for Libraries and Branch Libraries

Each library and branch library should include the following sources or types of sources on their websites and/or on their public access computers that have internet access in addition to any sources above that you have chosen to link to an online source. When a specific source is listed (such as the Occupational Outlook Handbook), that link should be included. For types of sources

(such as a dictionary or health guide), links to suggested resources are included; choose one or more in the list or select a similar resource.

Business Resources in NM

- http://www.nmstatelibrary.org/index.php?option=com_content&view=article&id=259&Itemid=637

Children's dictionary (select at least 1)

- Merriam Webster's Word Central: <http://www.wordcentral.com/>
- Fact Monster: <http://dictionary.factmonster.com/>

CIA World Factbook

- <http://www.cia.gov/cia/publications/factbook/>

Citation generator (select at least 1)

- Citation Machine: <http://citationmachine.net/>
- Citation Center: <http://citationcenter.net/index.php5>

Consumer Information Center

- <http://www.pueblo.gsa.gov/>

Dictionary (select at least 1)

- Merriam Webster: <http://www.m-w.com/>
- American Heritage: <http://www.bartleby.com/61/>
- MSN Encarta: <http://encarta.msn.com/encnet/features/dictionary/dictionaryhome.aspx>

FirstGov

- <http://www.firstgov.gov/>

Health/medical guide (select at least 1)

- NM Health Connection:
<http://apps.nlm.nih.gov/medlineplus/local/newmexico/homepage.cfm?areaid=27>
- WebMD: <http://www.webmd.com/>
- Merck Manuals Online Medical Library: <http://www.merck.com/mmhe/index.html>
- Online Resources for Latinos and Spanish Speakers:
<http://www.cabq.gov/library/minorityhealth.html>
- PubMed: <http://www.pubmed.gov/>
- Medline Plus: <http://www.nlm.nih.gov/medlineplus/>

Hospital & physician database (select at least 1)

- AMA Doctor Finder: <http://webapps.ama-assn.org/doctorfinder/home.html>
- ABMS Find a Board Certified Specialist: <http://www.abms.org/>

Internal Revenue Service: Forms and Publications

- <http://www.irs.gov/formspubs/index.html>

Job search site (select at least 1)

- Monster.com: <http://www.monster.com/>
- Monster.com: Search Jobs in NM: <http://location.monster.com/us/new-mexico/>
- Career Builder: <http://www.careerbuilder.com/>
- Yahoo! HotJobs: <http://hotjobs.yahoo.com/>
- Indeed: <http://www.indeed.com/>
- Local newspaper classifieds (if available online)

Law/legal resources (select at least 1)

- LawHelp NM: <http://www.lawhelpnewmexico.org/NM/index.cfm>
- Law in NM: <http://www.lawchek.net/library1/direct/New%20Mexico.htm>
- FindLaw: <http://www.findlaw.com/>
- NM Supreme Court Law Library: <http://fscell.org/>

Lists of evaluated, recommended websites (select at least 1)

- Internet Public Library: <http://www.ipl.org/>
- Librarians' Internet Index: <http://www.lii.org/>
- Refdesk.com: <http://www.refdesk.com/>
- Best Free Reference Web Sites 2007:
<http://www.ala.org/ala/rusa/rusaourassoc/rusasections/mars/marspubs/marsbestref2007.cfm>

Local chamber of commerce

- Local site

Magazines Online

- Local library link (go to http://www.nmstatelibrary.org/index.php?option=com_content&view=article&id=217&Itemid=437 for information on setting up this service in your library)

Map search site (select at least 1)

- MapQuest: <http://mapquest.com>
- Google Maps: <http://maps.google.com/maps?hl=en&tab=wl>

National telephone directory (select at least 1)

- Yahoo! People Search: <http://people.yahoo.com/>
- Ultimate White Pages: <http://www.theultimates.com/white/>
- Superpages: <http://www.bigyellow.com/>

NM Funding Directory

- <http://research.unm.edu/nmfd/index.cfm>

NM Legislature

- <http://www.legis.state.nm.us/>

NM News Plus

- http://www.nmstatelibrary.org/index.php?option=com_content&view=category&layout=blog&id=64&Itemid=436

NM Newspapers (select at least 1)

- Newsbank
- Local newspaper (if available online)

Occupational Outlook Handbook

- <http://stats.bls.gov/oco/home.htm>

Quotation website (select at least 1)

- Bartleby's Familiar Quotations: <http://www.bartleby.com/100/>
- The Quotations Page: <http://www.quotationspage.com/>

Schools (preschool through college) in New Mexico (select at least 1)

- NM Higher Education Department:
<http://hed.state.nm.us/content.asp?CustComKey=193242&CategoryKey=193243&pn=Page&DomName=hed.state.nm.us>
- NM Educational Directory (K-12 public schools):
<http://www.ped.state.nm.us/resources/personneldirectory/fullDirectoryPackage.pdf#page mode=bookmarks>

Search engine (select at least 1)

- Google: <http://www.google.com/>
- Yahoo!: <http://www.yahoo.com/>
- MSN: <http://www.msn.com/>
- Dogpile: <http://www.dogpile.com/>
- Yahoo! Telemundo: <http://telemundo.yahoo.com/> (Spanish)

Social Security Online

- <http://www.ssa.gov/>

State of New Mexico

- <http://newmexico.gov/>

State of NM Taxation and Revenue

- http://www.tax.state.nm.us/trd_form.htm

Subject Guide to NM Government Resources

- <http://research.unm.edu/nmfd/index.cfm>

Tourism: local and/or NM (select at least 1)

- Local tourism site

- NM Tourism Department: <http://www.newmexico.org/>

US Census

- <http://www.census.gov/>

US Postal Service Zip Code Directory

- <http://www.usps.com/zip4>

Basic Reference Resources for Bookmobiles

Given the space limitations on bookmobiles, the following items may be in print or be available via a CD-ROM or installed software if a laptop is available on board for patron use.

Resource	Age
Almanacs	
General almanac	Current year
Atlases and Maps	
World atlas	No more than 5 years old
US road atlas	No more than 2 years old
Map of NM	No more than 2 years old
Map of local area	No more than 2 years old
Dictionaries, Thesauruses, & Quotes	
Abridged English dictionary	
History	
General source for NM history	
Local and State Information	
Phone book for community	Current year
Local business directory	No more than 2 years old
<i>NM Blue Book</i>	No more than 2 years old
Medical & Health	
Prescription drug source	Current year
Medical manual/guide to diagnosis & treatment of diseases	No more than 5 years old
First aid manual	No more than 5 years old