

SELECTING AND USING A CORE-REFERENCE COLLECTION

FOURTH EDITION



BY MARGARET IRBY NICHOLS

TEXAS STATE LIBRARY & ARCHIVES COMMISSION,
LIBRARY DEVELOPMENT DIVISION, 2003

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Fourth Edition

By Margaret Irby Nichols

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INTRODUCTION

This guide represents an extensive revision of the third edition, compiled for the Texas State Library and Archives Commission in 1999. The first edition was published in 1986, the second in 1993. All earlier editions were distributed to libraries throughout Texas and to many library agencies outside the state. The purpose remains the same as that of the first three editions: to assist libraries in providing quality reference service and in the selection, acquisition, and use of a core-reference collection. The third edition was the first to include CD-ROMs and Internet sites. This edition places even greater emphasis on electronic sources, listing worthwhile databases available either through the Internet, the Texas State Library's TexShare program, or on CD-ROMs, along with those for print materials.

A "core-reference collection" is identified here as a small number of print sources that will meet the basic needs of libraries of all sizes. Although electronic materials have had a tremendous impact on reference services, print sources remain essential in providing quality service to the public. The electronic sources, however, can often serve as updates or supplements to print materials or can be utilized in place of print for less popular topics.

Large libraries with a higher level of funding available to them will supplement this core list with additional materials selected to meet the needs of their patrons. Because of limited funding, however, small libraries must choose only the most essential reference works. About one-fourth of Texas public libraries serve a population of less than 5,000. For these small libraries, local support combined with allocations from other sources such as one of the 10 regional library systems probably amounts to between \$6,000 and \$7,000 annually for collection development. If 10% to 15% of that amount is spent on reference tools (the percentage suggested), only an average of between \$600 and \$700 is available each year for developing the reference collection. This guide is designed specifically to help these small libraries determine which reference books are most likely to meet their basic needs.

For many subject areas, especially those that are not in heavy use, libraries may decide that the Internet will meet their need for information on the topic and that purchasing a source is unnecessary. That is, of course, a decision governed by local demands. Despite the availability of Internet sources, in some instances print materials are still recommended. Maps, for instance, are available in abundance on the Internet, but libraries still need a good atlas and maps of local areas—plats, city, county, state, etc. A number of dictionaries are available online, but most users prefer to rely on print editions.

Using the Guide

Section I: The Reference Process

This section is divided into two parts: "Reference Services" and "Using Reference Books." "Reference Services" consists of essays in which various aspects of service are discussed—the service per se, reference questions, the reference interview, finding the answer, service guidelines, and types of reference sources. "Using Reference Books" contains discussions and exercises in using four basic types of reference works—almanacs, encyclopedias,

dictionaries, and quotation sources. The aim of the exercises is to improve search skills and to demonstrate the special value of these types of reference works.

Section II: Priority Ranking of Sources

This section of the guide is designed to help small libraries in the selection and acquisition processes. Some works should be bought on a regular basis—annually, biennially, or every two to five years (Groups A1-A4). Other titles are divided into five groups (Groups B1-B5) in order of estimated reference value in libraries generally. The titles in Group B1 are recommended as first purchases, followed by those in each of the remaining groups, Group B2 before Group B3, etc. **It is important that the selector take these rankings as suggestions, not as a rigid selection plan.**

Section III: Sources

Reference materials in this section are of two types, print sources and electronic sources. Print works included have met the usual selection criteria: authority, accuracy, currency, and convenience of arrangement. With these criteria in mind, cost has remained an important factor in recommending sources. Most reference books listed are priced at less than \$45, with many costing less than \$15. Since print sources are sometimes more convenient to use than Internet sites, libraries may opt to purchase as many print works as their budgets allow. In cases where a reference book is available in both trade (hardback) edition and in paperback, price information for both editions is provided. If a reference source is not likely to have heavy use, the less expensive paperback edition is recommended as a first choice. All works listed were in print at the time of compilation.

Electronic sources that have been incorporated into the listings—the Internet, TexShare databases available through the Texas State Library & Archives Commission, and CD-ROMs—have been carefully screened for quality and reliability. For a few topics, only Web sites are given for the area. Examples include: abbreviations, parenting, anatomy, and nutrition. For these topics there were either no acceptable print materials or the materials were too expensive to recommend. A symbol (☞) to the left of the entry indicates an electronic format. All Internet addresses were accurate as of July 31, 2003.

The arrangement of recommended sources is in 17 sections beginning with “General Works.” Sources are then arranged in sections either by type (biography) or by subject area (literature). The previous edition included “Politics and Law” in one section, while this edition divides the two areas. Comments concerning the subject area and many topics are included throughout this section of the guide.

The number of print and electronic sources includes 202 entries. Of the total number of entries, 122 are for book sources plus 36 additional books cited in annotations or notes, compared to 134 entries and 48 additional sources cited in notes in the previous edition. Entries include 87 electronic sources plus 40 cited in annotations or chapter introductions. Forty-seven of the books cited are new to this edition; in some instances they represent better sources than those included in the last edition, while in other instances they replace out-of-

print works. Seventy-five entries are repeat listings from the previous guide with updating for editions and costs. In the previous guide, electronic sites were included either in the annotation or in shaded boxes. In this edition, the majority are listed in numbered, annotated entries along with books, while others are included in annotations for books.

Information for cited print sources includes bibliographic information and approximate cost utilizing a code (see explanation of code below). ISBN's are not included. Frequent changes by the publisher are the reasons for these omissions. Costs tend to fluctuate and library discounts vary. ISBN's are often changed with a new printing when only minor updates are made. In both instances, information becomes quickly dated. Exact cost and ISBNs can be obtained from the *Books in Print* database available through TexShare. The price code is listed below and appears at the bottom of each page in Section III. The coded price appears in parentheses in the bibliographic entry for print sources; a number alone refers to the trade (hardback) edition. A coded price followed by the abbreviation "pa" refers to the paperback edition.

- (1) under \$15
- (2) \$15-\$25
- (3) \$26-\$35
- (4) \$36-\$45
- (5) \$46-\$55
- (6) \$56-\$65
- (7) \$66-\$75
- (8) \$76-\$85
- (9) \$86-\$95
- (10) over \$96

Entries for Internet sites include the address (URL) or indicate that the database is available through TexShare, a resource sharing program made available to the state's public and academic libraries through the Texas State Library.

Section IV: Indexes

The guide concludes with separate title and subject indexes. Electronic sites are differentiated from books with a star in both the title subject indexes.

Margaret Irby Nichols
Denton, Texas

August 31, 2002

Section I: The Reference Process

REFERENCE AND INFORMATION SERVICES

The assistance the library staff provides patrons in helping them find information to meet their personal needs is termed reference and information service. This type of service is offered in public libraries of all sizes from the small one-person library having limited resources to the large metropolitan library containing hundreds of thousands of volumes. The average library user has limited search skills and possesses little knowledge of how to find information. The library's responsibility, therefore, is to help its clientele make effective use of the local collection as well as external resources such as the Internet and TexShare*, databases provided by the Texas State Library & Archives Commission.

It is the obligation of the library staff to provide the best service possible in order to meet the needs of its users. Not only is it a basic obligation of the library to see that its public is well served, but quality reference and information services result in excellent public relations in which the library is held in high regard by its local citizens.

Reference Questions

Questions asked may derive from any element of the community from a small child to a senior citizen, from a person with limited educational background to a professional, from someone who has a serious personal need to the curiosity seeker. Persons in all walks of life need information for daily living such as understanding a health problem or deciding which product to purchase. Students at all levels are heavy users of the reference collection.

The answer to a reference query may be a simple fact, a brief explanation, or a body of material on the topic. The data may come from any source in the collection that can be relied on for accuracy. Reference books are especially useful in providing answers, but all materials in the collection have potential usefulness in the reference setting. Answers frequently come from an external source—another service agency, a local historical society, a city or county office, or from an electronic service such as the Internet or TexShare.

Types of Questions

The three basic types of questions asked are the same for all sizes of libraries: directional, ready reference, and specific-search. Research, a fourth type of question, is generally confined to large libraries designed to assist the user with in depth needs.

Directional questions concern location—"Where is the copy machine?" "Where are the encyclopedias?" "Where are your books on literature?"

Ready reference questions are specific answer queries—"When did Samuel Colt invent the revolver?" "What is the address of the American Heart Association?" "I need a copy of all four verses of the *Star Spangled Banner*."

* TexShare, formerly the Texas State Electronic Library, is a resource sharing program offered by the Texas State Library & Archives Commission, in partnership with eligible academic and public libraries, that provides a wide range of electronic databases to the citizens of Texas, free of charge.

Specific-search questions are more complex and usually involve supplying a collection of information—“Where can I find critical information about Ernest Hemingway for my research paper in English?” “Do you have any information about the problems of adults with dyslexia?” “My child has been determined to have learning differences or LD. Where can I find information about what that means?”

Questions do not always fall neatly into a category. The directional question on the location of encyclopedias may result in the librarian helping the user to locate material on the subject of interest in other types of sources. The student who asks for the address of the American Heart Association also may need information on low fat diets for heart patients. The patron who asks for a specific piece of information may need additional material to fully meet the need.

The Reference Interview

The user’s need cannot be met unless the librarian understands the question. Often the patron fails to clearly state the need. The librarian’s adage—*the first question asked is not the real need*—is often true. In order to determine the need, the librarian must be skilled at asking questions. This process of question negotiation is termed the “reference interview.” The primary objectives of the reference interview are to determine the real need as well as how much and what kind of data is needed. A patron looking for information on iguanas may want a picture of one, to purchase one, to know how to feed the one just acquired, or to gather enough data for a science class report. In each case, the first question asked probably would be phrased, “Do you have anything on iguanas?”

In addition to learning what kind and how much information the user needs, the librarian often must determine whether basic or more sophisticated information is appropriate. It also may be important to learn what information the patron has already gathered in order to avoid duplication. Knowing when the information is needed is essential if the question is likely to result in a complex search or require that the library borrow material on interlibrary loan.

Open-ended Questions

An important key to conducting a good reference interview is to begin the exchange with open-ended questions, ones that require more than a “yes” or “no” answer. The open-ended question encourages the patron to discuss the need. An example of an open-ended question is, “What would you like to find out about iguanas?” In order to respond, the user will generally provide information that will help the librarian to determine the need.

Other examples of open-ended questions:

- Where did you hear about _____?
- What type of information on _____ would you like to find?
- How much information do you need?
- When did _____ live? What did _____ do?

Closed Questions

Closed questions, ones that require only a “yes” or “no” or a “this” or “that” (giving the user a choice) answer, provide limited information. Closed questions at the beginning of the interview generally do not result in learning quickly what the patron is seeking. They prematurely restrict the patron’s explanation of the need and can lead the patron away from the real question.

Examples of closed questions:

- Do you want a picture of an iguana?
- Are you writing a term paper?
- Would you rather have a definition of the term or several articles about the topic?

Although closed questions are usually not productive at the beginning of an interview, they are useful at the end to determine whether the question is understood. Example: “Your iguana is not eating so you would like to know what to feed it. Is that what you are looking for?”

Sample Interview

Here is a short exchange that illustrates open and closed questions:

Patron: Have you got anything on Honda Accords?

Librarian: What type of information would you like about Honda Accords?
(open-ended question)

Patron: You know, how they rate. I’m thinking of buying one, but someone told me the Toyota Camry is a better car.

Librarian: Would you like something that compares the two models? (closed question)

Patron: Yes. That would be great.

The reference interview does not always go smoothly. The user may fail to provide the librarian with an essential aspect of the need or provide only generalities rather than specifics. There sometimes are complications because of misspelling or mispronouncing of a name or term, or misquote of a quotation that is sought. Students sometimes do not have a clear understanding of an assignment. Despite these problems, it is essential that the librarian make an effort to learn as much about the need as possible.

Finding the Answer

Once the need has been established, the next step is to find the answer. Answering questions is problem solving. The patron presents a problem, and the librarian, having clarified it through an interview, attempts to find a solution. The librarian should give the patron whatever help is needed in finding the answer. Some patrons are experienced library users and need little more than suggestions about where to look. Most patrons, however, need more extensive help requiring the librarian to become involved in the search.

First, the librarian decides whether to begin the search with in-house material—the reference collection, the circulating collection, a CD-ROM, a film, etc.—or to use the Internet or TexShare. The librarian may know that an answer can be easily found in a known reference source. For example: a question on the history of the Republic of Texas can be found in the *Texas Almanac*, or a plot summary of *The Count of Monte Cristo* is likely to be found in a literary handbook. On the other hand, the librarian may know that the Internet is the best place to look for the most recent information on a specific type of cancer, or that critical information on Hemingway's novel *Old Man and the Sea* is likely to be found on a database available through TexShare. In many instances, however, the problem may be hard to solve requiring numerous attempts at a solution. The librarian continues the procedure until the answer is found or the search is abandoned.

Not all questions have easy solutions. A difficult search may require a careful analysis, further discussion with the user, or consultation with a colleague. By obtaining further information about the problem, the librarian may learn of a date, proper noun, term, synonym, or other data fragment that will give the search a new direction or simplify the problem. The librarian can also ask other librarians outside the library for assistance by posting the question on a popular Internet discussion list called STUMPERS-L at <http://domin.dom.edu/depts/gslis/stumpers>, that is maintained by students at Dominican University Graduate School of Library Science (The site moved as of June 2002 and is still under construction at time of printing. The STUMPERS archive is an excellent source for checking to see whether the question has been answered previously. A few of the 10 regional library systems in the state offer “reference backup” services to their member libraries. In these instances members of the system staff assist in the search, using the Major Resource Center collection or other sources to find an answer.

Service Guidelines

Three service guidelines are important to note: (1) In the process of helping the public, the librarian must put aside personal opinions and remain unbiased in providing assistance. It is not easy to assist a patron in finding information on a controversial issue with which one does not agree. It is essential, however, that the librarian do so efficiently and without comment. (2) It is inappropriate to express a personal opinion on a topic, even one that is in support of the patron's viewpoint. A neutral stance is the best policy. (3) It is important to remember that reference questions are confidential and should be kept so.

Reference Sources

Any reliable source may provide an answer to a reference question whether in book or electronic format. With the development of the Internet, librarians have come to look upon the sites as a part of their collections. Despite the usefulness of the Internet, which has been a boon to libraries of all sizes, librarians still rely heavily on materials the library owns, especially the reference collection. Reference books, which are most commonly arranged alphabetically, are designed to make their contents easily accessible. Some are arranged topically with an in-depth index to their contents.

The *ALA Glossary of Library and Information Science*, edited by Heartsill Young (ALA, 1983. p.188), defines a reference book as “a book designed by the arrangement and treatment of its subject matter to be consulted for definite items of information rather than to be read consecutively.” A book arranged alphabetically, such as a general language dictionary or a general encyclopedia, fits this definition and obviously are intended as reference books. This is not to say that sources other than reference books cannot be used to answer a question. A narrative history of the American Civil War, contained in the circulating collection, could be used to answer a reference question concerning the Battle of Shiloh. It would be easier, however, to locate the information in an alphabetically arranged source on the same topic, located in the reference collection. Should the reference collection not supply the answer to a question, books in the circulating collection may be a logical next step in the search.

Types of Reference Sources

There are a number of different types of reference books in both print and electronic format—indexes and bibliographies, general and subject encyclopedias, general language and subject area dictionaries, dictionaries that focus on a type of word such as slang, biographical and geographical sources, and fact books such as almanacs, yearbooks, directories, handbooks, and manuals. The type of work is determined by the treatment it offers. Publishers sometimes create confusion, however, by calling a subject encyclopedia a dictionary to indicate that it is arranged alphabetically, or a directory an encyclopedia in order to imply that is comprehensive. *Encyclopedia of Associations* is a directory, but the publisher has used the word “encyclopedia” in its title to emphasize in depth coverage.

Indexes and bibliographies are access tools or bridges to information. Other types of reference books are ends in themselves in that they contain information. Electronic indexes to periodicals, however, may also include full text of some materials indexed.

General encyclopedias are ideal reference tools, since they contain survey articles on thousands of topics, explanatory material, and data on people, places, and historical events.

Subject encyclopedias, which may be in single volumes or in multi-volume sets, focus on an area such as science or music. There are literally thousands of subject encyclopedias available. Many encyclopedias of both types are available on the Internet, through TexShare, or by individual subscription.

Dictionaries analyze words and supply pronunciations, definitions, etymologies, and other data from the language. **Special purpose dictionaries** treat special categories of words such as slang or synonyms. **Subject dictionaries** define specialized or technical language for a given field.

Biographical sources provide information on notable persons. Some include only statistical and basic data (e.g., birth and death dates, education, primary accomplishments), while others are more detailed.

Geographical sources include atlases and gazetteers (place name dictionaries) that are supplemented by individual maps. Some atlases are thematic and focus on an area such as historical periods, economic data, or social conditions. Maps and travel information that are available on the Internet have impacted the use of printed maps and atlases, which are still important library holdings.

Fact sources include almanacs, yearbooks, directories, handbooks, and manuals. Each type has a different purpose, but their primary function is to supply factual data in concise format.

It is important not only to know about the different types of reference sources and how to use them, but also to know specific titles the library holds. In order to feel at home in answering reference questions, one must master reference works. When a patron seeks the literacy rate in the United States, the librarian should know that the *World Almanac*, with its emphasis on statistical data, is likely to supply the answer. When an adult requests a simple explanation for atomic energy, the librarian should know that *World Book Encyclopedia*, although designed primarily for juveniles, is especially useful for its clear explanations of difficult topics.

Examining Reference Books

A great deal can be learned about the usefulness of a reference book in a relatively short period of time. The points to observe which follow are important when examining a reference book.

The **title page** introduces the work and provides the title, persons responsible for the book's production (authors, editors, compilers, etc.), and the name of the publisher. Most reference book titles are highly descriptive of content, e.g., *Black's Law Dictionary*, *Historical Atlas of Texas*, *Emily Post's Etiquette*. Although the practice is no longer common, some books have subtitles, which provide additional information about the book's contents. Authors, compilers, and editors names may not be as familiar, but the name of the publisher may give you confidence in the book's authority. Publishers such as H.W. Wilson, Facts on File, and Merriam-Webster are highly reputable and can be depended upon to produce quality reference books.

The **verso of the title page** provides two important kinds of information, the copyright date and the CIP (cataloging in publication). The copyright date helps to determine the work's currency. Up-to-date information is important in all reference works, but it is all the more significant in areas subject to rapid change such as the sciences and technology. The date is less significant in fields such as literature and history where older material is still useful. The CIP includes the subject headings assigned to the work, which gives additional information about the book's coverage.

The **table of contents** gives an overview of the work's content. Reference books arranged alphabetically do not include tables of contents, while they are generally included in a topical arrangement work such as the *World Almanac*.

The **preface or introductory material** is extremely helpful in learning about the usefulness of a reference book and should be carefully read. The material will generally include information about the work's scope (what it includes and what it excludes), purpose, and the audience for whom it is intended. There also may be information about how to use the work such as explanations of symbols, abbreviations, and the like.

The **main body of the work** should be scanned in order to determine arrangement, types of entries, usefulness of illustrations, and whether there are bibliographies or suggestions for further study.

The **index**, if included, is important to the work's accessibility. Alphabetically arranged works generally are not indexed. One exception to that practice is the general encyclopedia. The indexes to *Encyclopedia Americana* and *World Book*, as well as other encyclopedias, are essential in determining whether the set includes information on a topic. Example: There may not be an article in the alphabetical sequence on a particular artist, but information about the person may be included in an article on the art of a specific country or an art movement. The index would direct the user to the information.

The **appendix**, if included, may contain information worthy of note.

Evaluating Web Sites

Since the advent of the Internet, library staff and the public have increasingly turned to online resources for factual information. Although there is much valid information to be found on the Internet, its open publishing format also makes available massive amounts of erroneous and misleading information. To avoid giving out inaccurate information and to enhance the library's credibility as a good information resource, it is essential for the information professional to (1) critically evaluate any Web sites used to provide information to the public, especially sites linked to the library's main Web page, and (2) teach critical evaluation skills to library users whenever possible. This skill is important for any library user to have, but it is a crucial one for K-12 students to learn.

The following five criteria are generally used to evaluate information on the Internet:

Accuracy – To determine the reliability of the information presented, skim through the first few paragraphs to check for typos and misspellings. Next, check to see whether the author of page's information can be determined, and if any credentials are listed. It is important to remember that there may be both an author (i.e., someone responsible for creating the content) and a Webmaster (an individual or company responsible for the layout and formatting) listed for the Web page. Most reliable sites will include an e-mail address of someone to contact with questions about the page.

If authorship or content responsibility cannot be determined, it is best to evaluate the site using other criteria, such as the accuracy of citations. For example, the biographical dictionary site <http://S9.com> shows no clear authorship, but the accuracy of the citations can

be easily checked against an authoritative print source such as *Webster's New Biographical Dictionary*.

Authority – One way to determine the integrity of the information provided online is to note the domain name in the Web page URL; for example, the **.edu**, **.gov**, and **.com** extensions. Generally, information posted by federal or state government entities is considered authoritative and accurate, but care should be taken to note whether the page being viewed is the most current version available. For example, income tax information is available for several calendar years, but the library user may be seeking tax forms for the current year.

Although the **.edu** extension, indicating an education institution, generally indicates authoritative information, be aware that individuals—including students, faculty, and staff—rather than departments may be responsible for the content of the Web page. Individual authorship in educational Web pages is indicated in the URL as a tilde (~) followed by a name. The URL extension K12 further indicates a primary or secondary educational institution, rather than a university or college setting.

While the **.com** extension always indicates a for-profit entity, it does not in itself indicate either authority or lack thereof. What is certain is (1) there will either be numerous advertisements on these sites, or (2) only limited information will be provided unless the user subscribes to a fee-based service. It is worthwhile to note that many publishers of authoritative print resources maintain presence on the Web. In most cases, their online products are similarly worthy.

Objectivity – The self-publishing nature of the Internet allows anyone with the technical know-how to voice their opinion on a global scale. Read through the first page of the Web site to determine whether an objective or purpose is stated for the page. Also note whether a particular point of view is being espoused, and whether the information seems one-sided or biased. The detail of information also should be noted, along with the number and variety of links to other information resources on the topic.

Currency – Currency of information was mentioned earlier using IRS tax forms as an example. Check the Web page for a date indicating when the page was last updated. If no date is obvious, scan the text on the first page for date references. Links to other Web pages and information also should be randomly clicked to see if they are still current. A majority of broken links resulting in “page not found” messages clearly indicate that the page has not been kept current. In some cases, other information on the page may still be useful even if some is not current. For example, an English literature professor may have developed a page with extensive links to literary sites for a particular class that is now two years out of date. Although there will likely be a number of broken links on the page, the remaining links still may be accurate and useful.

Coverage – A Web page should be evaluated for the depth and breadth of information it includes. Criteria include the number and variety of the topics covered, any unique information provided that contributes to the body knowledge in that area, and the intrinsic value of the information. For example, is it just another cute Web page about someone's pet

cat or does it include nutrition and grooming information provided by a licensed veterinarian?

The balance of images vs. text also should be considered. The more graphics laden the page is the longer it will take to load, particularly with a dialup or other kind of slow Internet connection. Many pages, particularly those aimed at youth, are exciting to look at but rely on flashy images rather than content for their appeal. Similarly, the page should be evaluated on the need for additional software in order to view or interact with the site. If it is necessary to download RealPlayer, Shockwave or other software in order to view a site, many patrons will find the wait frustrating and move on to another site. The library also must consider carefully the storage requirements for additional software and the time necessary to download it from the Internet.

The issue of free information versus fee-based information also should be considered. A commercial Web site may provide authoritative and accurate information at the “cost” of bombarding users with flashing advertisements and audio commercials. On the other hand, fee-based or subscription services may be prohibitively expensive for the small library with a limited budget.

USING REFERENCE BOOKS

The following pages include exercises in using four basic types of reference works: **almanacs, encyclopedias, dictionaries, and quotation books**. Each type is discussed in some detail, followed by practice questions to be answered from either a specific source or a type of tool. The exercises are designed to show the usefulness of the reference works concerned, but also to sharpen search skills in using them.

Almanacs

Almanacs are compendiums of useful data on events, people, and topics from a wide variety of areas, and statistics on topics such as health, presidential elections, population, crime, and the economy. The *World Almanac*, which is international in scope but with emphasis on the United States, is perhaps the library's most valuable quick reference tool. For Texas libraries, the *Texas Almanac* has special significance. It provides coverage of state history, environment, politics and government, recreation, and numerous other topics. It, too, includes a wealth of statistical data.

Since almanacs are generally arranged topically, it is essential to use the index in accessing the information they contain. If looking under what one considers to be the topic of the question does not produce results, try thinking of synonyms or broader or narrower terms. Information often is indexed under more than one topic. The list of all persons who have served as U.S. Secretary of Agriculture, for example, is indexed in the *World Almanac* under:

Agriculture, Department of—Secretaries
Secretaries, U.S.—U.S. Cabinets
Cabinet members, U.S.
United States of America—Cabinets

Questions that follow are designed not only to offer practice in using the specific almanac, but also to point out the wide variety of kinds of information they contain.

Exercises

Texas Almanac

1. What are some of the Texas state holidays that were designated by the Texas Legislature? (Note that the Holidays, Anniversaries and Festivals chart can be found in the index under both “holidays” and “state—holidays.”)
2. In 1986, Elmer Kelton received the Lon Tinkle Award, presented each year by the Texas Institute of Letters. Who are some of the other winners of the Award? (Note that the information can be found in the index under both “Texas Institute of Letters Awards” and “Awards, book—writers.”)

3. What is the name of the Bandera, Texas newspaper? How often is it published? (Note that you must read the introductory information for the chart in order to determine the answer to the second question.)
4. What is the name and address of the public library in Borger? (Note the arrangement of the chart is by city, not the name of the library.)
5. Does the Texas Constitution give the governor the right to call out the militia in case of hostile Indian incursion? (Note that the Texas Constitution is indexed separately, and that the index is located in front of the body of the Constitution.)
6. For whom was Deaf Smith County named? What is the county's average annual rainfall? (Note the detailed county maps that are located in the Counties section.)
7. How are members of the Teacher Retirement System appointed?
8. Where is the annual Cowboys' Christmas Ball held?
9. What was the Know-Nothing Party's contribution to party politics in Texas? (Note this useful "A Brief Sketch of Texas History" section.)
10. Are both the ocelot and the white-nosed coati endangered species in Texas?
11. Which has the larger membership in Texas, the Catholic Church or the Southern Baptist Convention?
12. Which has the higher crime rate, Dallas County or Harris County?

World Almanac

1. How do the tuition and fees at Rice University compare with those at Harvard?
2. What is the gestation period for giraffes?
3. In what day of the week was October 1, 1955? On what day will it fall in 2010? (You are seeking a perpetual calendar. The chart in the upper right hand corner tells you which calendar applies.)
4. Who was Secretary of the Interior under President Roosevelt?
5. Find a list of the royal family of Norway.
6. How do Protestants, Catholics, and Jews differ in the listing of the Ten Commandments?

7. What special names are given to the young of the following animals: fish, fox, hare, turkey, grouse? (If you are stumped, try looking under “animals.”)
8. What is the recommended age to administer the chickenpox immunization to children?
9. What is the literacy rate in Afghanistan? What is its chief religion? (Information on Nation of the World provides this data and a great deal else on each country’s government, history, geography, economy, etc.)
10. What is the address of the National Association of Arab Americans? (See note at the beginning of the listing of Associations and Organizations.)
11. What was Tom Cruise’s original name? When and where was he born?
12. How does the salary of the governor of Arkansas compare with that of the governor of Texas?
13. Who was the Number One National Football League draft choice for 1989?
14. How many zeros in a quadrillion?
15. What is the federal income tax rate for persons earning \$84,000 annually?
16. How many people died in the Alaska earthquake of 1964?
17. Who is the current chair of the U.S. House Ways and Means Committee?
18. Who won the Academy Award for best actress in 1997?
19. What is the distance of the planet Mars from the Sun?
20. How long is the nose on the Statue of Liberty?

ENCYCLOPEDIAS

Today's encyclopedias in either print or electronic form summarize basic knowledge and information on important subjects. The word *encyclopedia* is derived from the Greek words *enkyklios* (circle) and *paideia* (of learning), thus "circle of knowledge." Their aim is to record knowledge and information educated people have deemed worth knowing. Thus they contain articles describing significant people, places, things, events, activities, philosophies, and concepts. The text is supported by illustrative materials designed to illuminate or enhance the text—photographs, maps, charts, and diagrams—and by other features such as chronologies, fact boxes, glossaries, and bibliographies.

Encyclopedias, whether in paper or online, contain a vast amount of information. Most users expect to find an article about the American Revolution or a biographical entry for a well-known historical figure, but may not know that the set contains instructions for playing canasta and other games, concise summaries of literary classics and operas, or maps of major cities of the world. Both the library patron, and even the librarian who assists the user, often underutilize these sets of information.

Some electronic versions of encyclopedias, also called multimedia sets, further enhance the learning process by adding sound and animation in order that the user can hear the music of Mozart and see a step-by-step animation of the building of the Egyptian pyramids. These visual aids not only recognize the differing needs of individuals in the learning process but also break language barriers for bilingual users.

The general encyclopedia is a springboard to further investigation, a starting point for more in depth study. Teachers, unfortunately, often prohibit students from using the encyclopedia in researching information for a paper, in fear that they will simply copy the article. The student would be better served if instructed to first read about the topic in an encyclopedia in order to obtain basic knowledge concerning it. A basic purpose of the encyclopedia is to summarize unfamiliar or complicated subject matter in order to make it understandable to the average reader. After obtaining general knowledge about the topic, the student is better prepared to do research. The student also may realize the need to narrow the topic in order to make the research more manageable.

Encyclopedias, especially the multi-volume sets, are alphabetically arranged with generous cross-references and an index to aid the user in accessing the vast amount of information they contain. Because of the alphabetical arrangement, many users do not recognize the importance of the set's index. Despite the cross-references designed to lead the user to related material, an index is essential to the intelligent use of any encyclopedia. If, for example, the user failed to find an entry under the name of a composer, that does not necessarily mean there is no information in the set. The index could reveal that the composer is discussed in an article concerning a type of music or on music composition. The index provides an analysis of information contained in articles that could be of value to the searcher. When using an electronic set, this type of search is done automatically, but this is not the case when conducting a manual search.

In addition to general encyclopedias, there are literally thousands of subject encyclopedias that focus on either a broad area such as the humanities or a narrow topic such as American literature. While the general encyclopedia would normally include a paragraph or two on Larry McMurtry, the subject encyclopedia might have several pages on the writer. In other words, the subject encyclopedia provides more in depth information on a particular field of knowledge. Subject works, which may be a single volume or a multi-volume set, often utilize terms other than “encyclopedia” in their titles. The words “handbook” or “dictionary” are often used as in *New Handbook of Texas* and *Dictionary of American History*, both of which are classified as subject encyclopedias. By the same token, the word “encyclopedia” may be used to indicate completeness as in *Encyclopedia of Associations*, which is a directory.

Exercise

You can use print, CD-ROM, or the Internet (TexShare) version of any encyclopedia in answering the following questions.

1. How are cereals puffed?
2. How is the name Asclepius, the god of healing in Greek mythology, pronounced?
3. Find a map of Captain James Cook’s three great voyages.
4. What do the Four Horsemen of the Apocalypse symbolize?
5. Find an explanation for scoring in tennis.
6. Should one apply heat or cold to a sprain?
7. What is the story of Evangeline about whom Longfellow wrote a narrative poem?
8. Find an explanation of how the escalator works.
10. What beliefs are codified in *Malleus Maleficarum*?
11. I know there are edible, poisonous, and deadly mushrooms. What are the names of each type?
12. What causes baldness?
13. What musical instruments are in the woodwinds family?
14. Find listings and illustrations of different types of roofs.
15. Who were Eleanor of Aquitaine’s two husbands?
16. What were some of Rene Descartes’ contributions to mathematics?

DICTIONARIES

One uses general language dictionaries most frequently to find definitions, spellings, and pronunciations. A good dictionary, however, includes other useful data: etymologies, synonyms and antonyms, variant spellings, and grammar. Foreign words and phrases often used in English, common abbreviations, and slang words and expressions usually are included. Some general language dictionaries contain major place names—cities, historical locations, rivers, mountains, and other geographic features—and major personal names—authors, historical figures, Biblical and mythological names. Entries sometimes provide unusual data (e.g., the height and other differences between African and Indian elephants or an explanation of the death rattle). A typical appendix to a general language dictionary may include non-dictionary type information—punctuation guide, proofreaders' marks, tables of weights and measures, and signs and symbols. With these facts in mind, answer the following questions using any general language dictionary, preferably one listed in the dictionary section of this handbook.

Exercise

1. Find a picture of a hammerhead shark.
2. 'Olla podrida' is a rich highly seasoned stew. What is its literal meaning in Spanish?
3. How does one write 800 in Roman numerals?
4. What does the expression 'to pay the piper' mean?
5. What is the weight span for bantam-weight boxers?
6. What does the acronym ESOP mean?
7. In which of Shakespeare's plays does the character Banquo appear?
8. How many words are listed in Basic English? In this instance, from what is Basic derived?
9. How do the words 'proud' and 'arrogant' differ in meaning?
10. For whom was the Ferris wheel named?
11. When does the Jewish Year 5764 begin?
13. What is the origin of the expression 'Peeping Tom'?
14. When did the word 'opossum' enter the language? From what language?
15. What are the dates of the American Revised Standard Version of the Bible?

16. What is the range of 'very low frequency' in radio?
17. What is the origin of the name of the civil organization 'Jaycee'?
18. What is 'Munchausen syndrome'? For whom is the term named?
19. What is a 'G suit'?
20. Where in the Bible is the Sermon on the Mount recorded?

QUOTATION SOURCES

The role of the quotation book is to record who said what, but the works are mainly concerned with recording statements made by the famous, and more recently, those made in the popular media. The subtitle of *Bartlett's Familiar Quotations*, the oldest and one of the best quotation source available, explains its content as "a collection of passages, phrases and proverbs traced to their sources in ancient and modern literature." The term "literature" is used loosely, however, since among those quoted are persons from many fields including the political arena. In order to be recorded in a quotation book, the statement must in some way be significant, at least in the eyes of the work's compiler. There are some 250 or so quotation books in print. Some will duplicate each other in part, but each is likely to include many unique statements. The small library, of course, will hold only a limited number of these works.

Requests to identify quotations can be frustrating questions for the librarian. At times the quote is so obscure it cannot be located, or the inquirer has muddled the wording. On occasion, the inquirer asks where in the Bible or in Shakespeare a certain "quotation" appears, when in reality the statement is an adage. A long-time column in the professional journal *RQ* called "The Exchange" focused on unanswered reference questions. Librarians were asked to assist in solving the query. A high percentage of those questions submitted to the column were about quotations.

Since *Bartlett's*, as it is usually termed, is the quotation book most likely to be held by the small library, the questions below focus on its use. In learning to use the work, it is important to notice its arrangement. The main body of the volume consists mainly of quotations by individuals listed chronologically by their birth dates. A section of anonymous sayings, spirituals, shanties, nursery rhymes, ballads, and the like conclude the work. There is an alphabetical index to persons quoted in the front of the volume. The quotations are indexed by key words, arranged in word-by-word sequence (New Zealand precedes Newborn), with references to page and entry number, e.g., 145:13. The work includes many footnotes, which are important to read. They contain background comments, cross-references to similar quotes, and other useful information.

Exercise

1. Why did Germans who heard President John F. Kennedy's 1963 speech in West Berlin titter when he said "Ich bin ein Berliner?"
2. When did William Lease Heat-Moon say the pull of the blue highway is strongest?
3. To what does Benjamin Franklin's statement about "for want of a nail the shoe was lost" pertain?
4. In early treaties with Native Americans, the United States used an expression that included the phrase "as long as the grass shall grow." What is the entire expression?

5. What did Louis Armstrong reply when asked what is jazz?
6. John Steinbeck wrote a book entitled *Grapes of Wrath*. Julia Ward Howe used the expression in “Battle Hymn of the Republic.” What is its origin?
7. Find the rhyme about what the bells of London say—Old Bailey, Shoreditch, etc.
8. What epitaph did Dorothy Parker suggest for herself?
9. What is that quote about Puritans fleeing to a land of freedom where they can enjoy their own religion and keep others from enjoying theirs?
10. Where in the Bible is the plea about being the apple of thy eye?
11. What term did William Archibald Spooner contribute to the language? What does it mean?
12. From which of Oscar Wilde’s books did the statement “a man cannot be too careful in the choice of his enemies” come?
13. What does “Pop Goes the Weasel” mean?
14. Does “God loveth a cheerful giver” come from the Bible?

Section II: Priority Ranking of Sources

SUGGESTED PURCHASE PLAN

Introduction

The groupings that follow are a suggested purchase pattern. They should not be viewed as a rigid selection plan. The priority rankings, based on the general reference needs in small public libraries, are designed to offer guidance. Each library has its own unique needs that should be considered in building the reference collection. An annual assignment made by a local teacher or a particular local interest can place a demand on one library that is not shared by its neighbor.

The rankings are in two groups, “A. Continuations and Encyclopedias,” and “B. One-Time Purchases.” It is suggested that Groups A1-A2 should be purchased according to their publication patterns, either annually or biennially. Group A3 consists of works published annually that could be acquired every second or third year; if funds permit, they should be purchased more frequently. Group A4 lists encyclopedias, expensive purchases that should be updated at five- or six-year intervals.

Titles in Group B1 are likely to be the most essential reference tools and should be priority purchases. The remaining titles are ranked accordingly into four additional groups, B2 through B5. The suggestion is that libraries purchase items in B2 before those in B3, etc. Within each grouping, 17-20 titles are arranged alphabetically, not by rank. It should be noted that in instances where a source or the type of information it contains is available on the Internet, a library might opt to access the information electronically rather than purchase a print source. This choice is a worthwhile consideration in instances where there is infrequent need for the information it contains.

Libraries, of course, will hold a number of these titles. Check the lists against holdings to determine needs. In instances where the library holds an earlier edition of a work listed, consideration should be given to acquiring an updated version in order to provide more current information. It also should be clearly understood that the priority rankings are based on needs of libraries generally and should be viewed as suggestions. Because of local demands, there may be a title in Group B5 (the last group) that is essential in a given library and should be purchased along with other titles in the “first purchase” list (Group B1).

A. CONTINUATIONS AND ENCYCLOPEDIAS

Group A1, purchase or acquire annually

Chilton’s auto repair manuals (for most popular models) S19
 City directory (local) A7
 Complete Guide to Prescription and Nonprescription Drugs S10
Consumer Reports Buying Guide Issue P2
Consumer Reports Home Computer Buying Guide P3
Consumer Reports Used Car Buying Guide P4

ESPN Information Please Sports Almanac Q2
Essential Guide to Prescription Drugs S11
Morning Star Mutual Funds N7
Standard & Poor Stocks and Bonds N9
Telephone directories (local and nearby) A9
World Almanac A6

Group A2, purchase biennially

Occupational Outlook Handbook M4
Texas Almanac A5

Group A3, purchase or acquire every 2-3 years (every year, if funding permits)

Guide Book of U.S. Coins Q7
Guinness Book of Sports Records Q3
Guinness World Records A3
Handbook of Denominations in the United States C5
Kovel's Antiques & Collectibles Price Guide F4
National five Digit ZIP Code and Post Office Directory A8
Official Blackbook Price Guide to United States Postage Stamps Q8
Rand McNally Road Atlas L6
Statistical Abstracts H1
U.S. Government Manual J7

Group A4, purchase every 5-6 years (more often, if funding permits)

Encyclopedia Americana A12
World Book Encyclopedia A14

B. ONE TIME PURCHASES

(Later revised editions of standard works should be purchased whenever possible.)

Group B1, recommended first purchases

Bartlett's Familiar Quotations E14
Cornell Illustrated Encyclopedia of Health S3 (or another noted)
Dictionary of Modern English Usage D12
Dun & Bradstreet Guide to Your Investments N6
Encyclopedia of American Facts and Dates A1
Hammond Atlas of the World L1
Handbook of Literature E3
How to Do Your Own Divorce in Texas K5
MLA Handbook for Writers D16 **and** *A Manual for Writers of Term Papers* D15
Merck Manual of Medical Information S6

Merriam-Webster's Biographical Dictionary B5
Merriam-Webster's Collegiate Dictionary D2
New Complete Do-It-Yourself Manual P16
New Fix-It Yourself Manual P17
New Handbook of Texas G6 **or** *Portable Handbook of Texas* G7
New York Public Library Literature Companion E5
Random House Roget's College Thesaurus D6
Resumes That Knock 'Em Dead M7
Webster's New World Collegiate Dictionary D4

Group B2

American Medical Association Handbook of First Aid S12
Benet's Reader's Encyclopedia E1
Cambridge Dictionary of American Biography B4
Elements of Style D13
HarperCollins Bible Dictionary C1
Houseplant Encyclopedia P15
How to Clean Practically Anything P18
How to Cook Everything P6
How to Live and Die with Texas Probate K4
Merriam-Webster's Medical Desk Dictionary S7
Neil Sperry's Complete Guide to Texas Gardening P12
New York Public Library Business Desk Reference N1
New York Public Library Desk Reference A4
Random House Webster's Unabridged Dictionary D1
Oxford Companion to American Literature E7
Reader's Companion to American History G5
Researcher's Guide to American Genealogy B9
Roget's International Thesaurus D7
Ultimate Visual Dictionary of Science R5
Wall Street Journal Guide to Understanding Personal Finance N10

Group B3

American Veterinary Medical Association Presents: Care for Pets S15
Birds of Texas R9
Brewer's Dictionary of Phrase and Fable E2
CataLOG S17
Complete Book to Personal Legal Forms K1
Dictionary of American Slang D9
Dictionary of Finance and Investment Terms N5
Dictionary of Legal Terms K2
Emily Post's Etiquette P8
Encyclopedia of Dog Breeds S16
Field Guide to the Stars and Planets R7

Genreflecting E12
HarperCollins Encyclopedia of Catholicism C7
Native Texas Plants P11
Oxford Commentary C3
Oxford Dictionary of Quotations E15
Shengold Jewish Encyclopedia C9
Texas Atlas and Gazetteer L8
VideoHound's Golden Movie Retriever F11
Webster's New World Dictionary of Music F8

Group B4

American Heritage Dictionary of Idioms D8
American Horticultural Society Encyclopedia of Gardening P9
Audubon Society Field Guide to North American Mammals R12
Complete Directory to Prime Time Network and Cable Television F12
Dictionary of Business Terms N2
Dictionary of World Mythology C10
Harvard Biographical Dictionary of Music F7
History of Art for Young People F3
Howard Garrett's Plants for Texas P10
Hoyle's Modern Encyclopedia of Card Games Q6
Larousse Dictionary of World Folklore C12
New Strong's Exhaustive Concordance of the Bible C2
Oxford Dictionary of Foreign Words & Phrases D18
Oxford Guide to Supreme Court Decisions K3
Random House Webster's American Sign Language Dictionary D11
Roads of Texas Atlas L7
Texas Snakes R16
Where to Write for Vital Records A10

Group B5

Anniversaries and Holidays P1
Artist's Handbook of Materials and Techniques F2
Cambridge Guide to American Theatre F10
Encyclopedia of World History G1
Essential Visual Guide to Snakes of the World R15
Family Fun and Games Q5
Famous First Facts A2
Guide to Texas State Agencies J9
Historical Atlas of Texas G8
Larousse Dictionary of Scientists R4
Merck Veterinary Manual S18
Oxford Dictionary of Saints C8
Penguin Dictionary of Architecture and Landscape Architecture F6

Peterson's Top 2,500 Employers M5

Robert's Rules of Order K9

Rules of the Game Q4

Sibley Guide to Birds R10

Texas Bug Book P13

Section III: Sources

A. GENERAL WORKS

General works covered in this section include general fact sources, almanacs, directories, encyclopedias, and periodical indexes. Tools of this type, especially fact books and almanacs, are invaluable reference sources in answering fact type questions. Encyclopedias are basic reference tools as well as springboards to further investigation when researching a topic. Periodical indexes, especially those with full-text materials included, are important sources on topics of current interest. They, of course, also are valuable for retrospective data.

General Fact Sources

This section includes fact books that are general in nature. These types of reference tools are numerous and many are extremely useful as ready reference tools, especially those published by reputable firms. Some fact books focus on data related to one broad area such as science, history, or sports; a number are listed in this guide with their subject areas.

- A1. Encyclopedia of American Facts and Dates.** 10th ed. Gordon Carruth. Facts on File, 1997. 1,104p. (5)

Although this work could have been placed in the history section, it is listed here because of its broad coverage. Its contents span more than 1,000 years of American history and popular culture, beginning with Norse exploration in 986 and ending in the late 20th century. Information is arranged in four chronologically arranged columns with the following headings: (1) politics and government, war, disasters, and vital statistics; (2) books, paintings, drama, architecture and sculpture; (3) science industry, economics, education, religion, and philosophy; and (4) sports, fashion, popular entertainment, folklore, and society. An extensive index provides easy access to specific information.

- A2. Famous First Facts.** Joseph Nathan Kane, et al. H.W. Wilson, 1998. 1,122. (10)

Although expensive, this classic reference source contains thousands of facts useful in reference services. The focus is on first happenings in American history and culture— inventions, discoveries, events, etc.—covering a wide range of subject areas including science, sports, entertainment, and education. Indexing by subject, day, year, name, and location is provided. An **Electronic Edition** also is available on CD-ROM for Windows and on WilsonWeb (call publisher for price information) as well as print volumes on specific topics—sports, American politics, and the environment. Since the cost of the paper edition is beyond the range of small libraries, it might be suggested to prospective donors as a special gift or memorial.

A3. Guinness World Records. Annual. Bantam Books. (1pa)

This well-known publication focuses on records and feats of human endeavor in areas such as science, sports, business, politics, entertainment, and everyday life. The annuals are divided into broad sections, supported by photographs, many in color, and a thorough index. *Guinness* also is available online at www.guinnessworldrecords.com; the site is free, but registration is required.

A4. New York Public Library Desk Reference. 4th ed. Hungry Minds, 1995. (1)

This useful desk reference, covering a wide range of topics, is divided into 26 basic subject areas, e.g., dates, animal world, etiquette, and religion. The first edition was criticized for its lack of accuracy, but subsequent editions appears to have made many corrections.

Almanacs

Almanacs are among the most valuable ready-reference sources on any library's reference shelves. These works place an emphasis on statistical information that is generally obtained from either government sources or professional organizations, making the data highly reliable. Factual information covers a wide range of topics. Although in many instances the titles include the current year, coverage is for the previous year.

Since value in almanacs is primarily for relatively recent information, earlier issues need not be kept for more than two or three years. The *Texas Almanac*, however, includes special information in each biennial that is not repeated, making them subject to retention. Examples of these special materials include a report on items excavated from the sunken ship *La Belle*, brought to the Texas coast over 300 year ago, and an article on the Buffalo Soldiers.

A5. Texas Almanac. The Dallas Morning News, 1857 to date. Biennial. (2pa)

This is an essential reference source for Texas libraries and should be purchased each time a biennial edition appears. The almanac provides extensive coverage of Texas government, economic and social statistics, and historical data. Among its many features are: an outline of Texas history; basic directory and statistical data for each Texas county; a listing of boards and commissions, with addresses and names of key personnel; information about state government, finance, agriculture, and many other topics; and a copy of the Texas Constitution, with its own index. *Texas Almanac* also is available through TexShare.

A6. The World Almanac and Book of Facts. World Almanac, 1868 to date. Annual. (1, 1pa, 2 large print)

This indispensable quick-reference source is an essential reference tool for any library. A new edition should be purchased as soon as it appears in the fall. The annual offers factual and statistical data on educational, governmental, political,

economic, social, religious, historical, industrial, and agricultural topics. Specific topics include: disasters, associations and societies, weights and measures, awards and prizes, arts and media, Social Security, and sports. Among its useful features are a chronology of the previous year's events, major actions of the Congress and decisions of the Supreme Court, basic information on each of the countries of the world, and obituaries of recently deceased notables. The work is extensively indexed, making the contents easily accessible. *World Almanac* also is available on TexShare.

Note: Since almanacs are inexpensive and often contain unique information, many libraries buy several titles annually. Other almanacs of note include **Time Almanac with Information Please**, formerly **Information Please Almanac** (Time Life [1pa]), and **Old Farmer's Almanac** (Vielerd [1pa]), well known for its long range weather forecasts.

Directories

A7. City directories.

In towns large enough to warrant their publication, local city directories are a standard purchase. Libraries holding these reference tools should set policies in two problem areas: (1) responses to requests for criss-cross information ("near-bys," or information about former neighbors of persons being sought for unpaid bills); and (2) requests for genealogical information contained in older city directories. Libraries vary in their treatment of these types of requests, but most do not provide criss-cross information and place genealogical searches on a "when time permits" status. Needless to say, superseded city directories are invaluable sources for future genealogists and should be retained.

A8. National Five Digit ZIP Code and Post Office Directory. U.S. Postal Service, 1974 to date. Annual. (3, 3pa) Current issue available for purchase at main post offices; superseded issue often available free when new editions appear.

Annuals provide a comprehensive listing of ZIP code information for all post offices and street addresses in the United States and for APO's and FPO's. The arrangement by states is broken down by cities and towns and then by street addresses. The directory also includes mailing information and current postal regulations. ZIP code information is available on the Internet at www.usps.com/.

A9. Telephone directories.

Telephone directories are useful reference tools and can provide information in areas beyond their primary purpose, e.g. the technical and common names for medical specialties found in the Yellow Pages. Libraries should, of course, obtain the local telephone directory as well as those for nearby cities and metropolitan areas in the region. Telephone companies vary in their willingness to provide free directories to libraries. They respond best to a formal written request. An Internet index of links to

online telephone directories is available at www.infobel.com/teldir (new as of January 2003).

A10. Where to Write for Vital Records: Births, Deaths, Marriages, and Divorces.
Dept. of Health and Human Services, Division of Vial Statistics. Government Printing Office. (1pa)

This source contains information on obtaining the types of important documents named in the subtitle—where to write, cost, and other pertinent information—for all states and territories. The same information can be obtained on the Internet at www.vitalrec.com.

Encyclopedias

Electronic format has to some extent replaced print editions of encyclopedias, but the print editions remain important acquisitions. So long as they are obtainable, small libraries should make them available to their patrons. They also should make an effort to replace basic sets on a regular basis, at least every five to six years.

Most encyclopedias in CD-ROM format, as well as several on the Internet, are multimedia sets in that they rely on both sight and sound to convey information. Video clips offer hours of sound, animation, and maps, adding to their educational value and making them more fun to use. Being able to hear the music of Mozart or see an animated projection on building the pyramids is informative and educational. The CD-ROM and electronic versions also are “user friendly” and have added search advantages. By entering a single word or phrase, the entire set—text, subject entries, and index—will be searched. Boolean searching (using “and,” “or,” and “not”) also may be possible. Not only do CD-ROM products have important search advantages, they also are very reasonably priced, most selling for less than \$100, while print sets are considerably more: ca. \$700 for *World Book* and over \$1,000 for *Americana*.

Most publishers of major sets of encyclopedias now offer Internet subscriptions, which average \$8 per month in cost. The Texas State Library and Archives Commission through its TexShare program makes several sets available free to Texas public libraries.

A11. Encarta Multimedia Encyclopedia. Microsoft Corp.

Encarta, which is offered on line and in CD-ROM format, contains text, audio and video clips, photographs, illustrations, 3D visual tours, and interactive maps. Microsoft pioneered the CD-ROM format, available currently at \$67.94. There are two online versions, *Encarta Standard* at \$24.95 and *Encarta Deluxe* at \$44.95. The difference in the latter two is primarily in the amount of text available—60,000 articles in the Deluxe version and 38,000 in the Standard version, and the amount of other media offered. Both versions provide editorially selected Web links to additional material.

A12. Encyclopedia Americana. Grolier. 30 vols. (Contact publisher for price information)

This reliable, authoritative, and objective set is suitable for adults and students from junior high school through college. Coverage is international, but information about United States history, biography, and geography is more detailed. Articles in the publication are essentially specific topic (narrow topic) in approach, averaging 600 words in length, but some are lengthy, covering as many as 200 pages. Reading lists support all major articles and many shorter entries. The clearly written text is enhanced by appropriate illustrations, charts, diagrams, and multicolored maps. An analytical index containing 353,000 entries provides access to the 52,000 articles. *Encyclopedia Americana* is available online through TexShare.

 **A14. TexShare encyclopedia sources.** (www.texshare.edu/)

In addition to **Encyclopedia Americana**, there are several other sets available through TexShare: **New Encyclopedia Britannica** for high school students and adults; **Funk & Wagnalls New Encyclopedia**, which containing some 25,000 articles designed to meet the needs of elementary, middle, and high school students; **Grolier Multimedia Encyclopedia**, designed for ages 12 through adult; and **New Book of Knowledge** for young children. **Nueva Enciclopedia Cumbre en Linea**, for the Spanish-speaking user, includes 15,000 articles supplemented by 6,000 photographs with content presented from a Latin American viewpoint.

A14. World Book Encyclopedia. 22 vols. World Book (Contact publisher for price information.)

This outstanding set is appropriate for upper elementary grades through high school and for adults seeking basic information. Entries, written in a lively and interesting style, address the group most likely to read them, thus making the set useful to a wide range of readers. Articles on subjects of interest to various age groups begin with basic information and progress to more advanced data. Bibliographies are appended to major articles, and there also is an annotated list of materials covering more than 2,000 topics in the index volume. The set is extensively and appropriately illustrated with 29,000 illustrations and over 2,000 maps. There are numerous how-to-do-it articles, pronunciations of unusual or unfamiliar names, lists of specialized terms, and numerous other special features. The set is heavily cross-referenced and well indexed. *World Book* also is available online on a subscription basis at \$9.95 per month or \$49.95 per year.

Note concerning Encyclopedia Yearbooks: With the availability of electronic versions of encyclopedias that tend to be relatively current, the purchase of encyclopedia yearbooks seems unwarranted. These annuals, moreover, do not keep the set up to date. A library holding a six-year-old set plus all the yearbooks since the publication date does not have a current article on a rapidly changing area such as computers. The purpose of the yearbooks is to provide a survey of the year, which is mostly information that will not appear in future editions of the set. Since

encyclopedia annuals from different companies contain similar information, librarians who feel that these surveys are needed should purchase those published by only one of the print sets held locally.

Online Periodical Indexes

In the past, the print version of *Readers' Guide to Periodical Literature* or its abridged version was the smaller libraries' primary tool for identifying useful information contained in popular periodicals. These types of printed sources are a secondary aid in that they provide a bibliographic citation to the material but not the material itself. The searcher must either seek out the cited articles in the local library or acquire them through interlibrary loan services. Since subscription lists in smaller libraries are generally limited, the latter has been a popular option. With the advent of electronic formats, especially those including the full-text of some or all articles cited, the situation is drastically changed. Libraries can still subscribe to *Readers' Guide* or its abridged version, but at a hefty price, \$310/yr for the main index or \$165 for the shorter version. The electronic services listed below are available free to public libraries available through the Texas State Library and Archives Commission.

☞ **A15. Electric Library (eLibrary Classic – Big Chalk)** Available through TexShare.

Even though this database provides information from many sources other than periodicals, it is used in much the same way as periodical indexes with full-text information. This broadly based site providing a wealth of information from such diverse areas as books, television shows, magazines, newspapers, maps, and photography collections. There are full-text articles from Frommer's travel guides, American history textbooks, World Almanac, World Encyclopedia, and various international business textbooks. Newspapers and magazines are from the United States, Africa, Asia, and Europe. There also are transcripts from popular television programs such as 20/20, 60 Minutes, and Nightline. For each source cited, there is a rating it is relevancy to the topic, and its reading level and source type.

☞ **A16. EBSCO (all EBSCO).** Available through TexShare.

This massive database offers periodical and book articles in many fields—business, education, health and wellness, history, science and technology, social sciences, and the humanities. Most databases offer full-text and/or abstracts and indexing. *EBSCO* databases pertaining to a specific area are listed in appropriate sections of this guide.

☞ **A17. Also available through TexShare.**

MAS FullTEXT Ultra: School Edition.

Full-text articles from general periodicals in the fields of business, consumer health, general science, and multiculturalism comprise this database. There also are over 5,000 *Magill's Book Reviews*, 140 Macmillan books, 88,000 biographies, 60,000 primary documents sources, 92,000 photographs, plus more.

MasterFILE Premium.

In addition to offering full-text articles for over 1,900 popular periodicals, including *Consumer Reports* and *Business Week*, this database provides indexing and abstracts for an additional 2,510 journals. There also is full-text coverage for 5,000 *Magill's Book Review*, 20 reference books, *Essential Documents in American History*, and 1.7 million company records from *Dun & Bradstreet*.

MAS Ultra – School Edition.

This site provides full-text for over 500 general interest and current events magazines.

B. BIOGRAPHY AND GENEALOGY

Biographical information, a frequent request in public libraries, is contained in print sources devoted exclusively to the area called biographical dictionaries or directories, or simply biographical sources. Biographical data is also found in general and subject encyclopedias and in periodical articles. This section focuses on general biographical sources. Specialized biographical works are listed with subject fields—authors with literature, artists with art, etc. Genealogical sources, a closely related area, also are covered in this section.

Reference books devoted exclusively to biography vary in the amount of information they contain. Some are termed data-type in that they include only the most basic facts about the person's life—dates, field of endeavor, major accomplishments, etc. Others feature either short or more substantial essays that treat the person's accomplishments in more detail. Biographical works for subject fields (art, literature, etc.) often contain critical or evaluation comments as well as biographical information.

TexShare includes numerous databases that provide biographical information—general and subject encyclopedias, periodical articles, etc.—making it an important source for this type data. The Internet, another important source of biographical data, includes authors' Web sites and many other types of databases that treat individuals and their accomplishments.

Biographical Dictionaries

☞ **B1. The Biographical Dictionary. (<http://S9.com>)**

This database gives basic information about notable men and women from ancient times to the present. In addition to searching by name, the user can search by birth year, death year, position held, profession, literary and artistic works, achievements, and keywords.

☞ **B2. Biography & Genealogy Master Index.** Available through TexShare.

The index provides bibliographic information for biographical data contained in 1,500 publications, covering people of all times, geographical locations, and fields of study—authors, scientists, sports professionals, actors, etc.

☞ **B3. Biography.com. (www.biography.com)**

Some 25,000 notables, past and present and from all parts of the world, are included in this source. Those included range from media personalities to political and historical figures. Sketches vary in length from 150 to some 1600 words, depending on significance and information available.

B4. The Cambridge Dictionary of American Biography. John S. Bowman, ed. Cambridge University Press, 1995. 941p. (5)

Some 9,000 persons, living and dead, are profiled in this useful work. Persons from all periods of American history and all fields of endeavor are treated mainly in brief articles. Entries for very prominent individuals are longer and more detailed. Indexing is by occupation and by names mentioned within articles.

- B5. Merriam-Webster's Biographical Dictionary.** Rev. ed. Merriam-Webster, 1995. 1,184p. (3)

This is an important ready-reference source for obtaining basic data about important people throughout history. Brief entries cover some 34,000 persons, from all countries and all times. Emphasis, however, is on British and American figures. Entries vary from a few sentences to a page or more and provide pronunciation, dates, and the person's chief contributions.

Note: For libraries able to afford the annual cost, **Current Biography** (H.W. Wilson, 1940 to date. Annual [8]) is a useful acquisition providing lengthy articles on currently important persons, approximately 200 each year—politicians, diplomats, scientists, writers, musicians, professional athletes, motion picture and television personalities, and other notables. The work also appears as a monthly periodical (8/yr.) and is available on CD-ROM.

Genealogy

Listed below are databases containing genealogical material and a how-to-do-it guide to research in genealogy. Print sources for finding ancestors are numerous and many are expensive. Most small libraries obtain them as gifts from local genealogical societies.

- ☞ **B6. Ancestry.com.** (www.distantcousin.com)

The site offers information from few city directories, over 4,000 cemetery records, surname sources, census records, ships' lists, and ethnic links.

- ☞ **B7. Family Search.** (www.familysearch.org)

This major source for genealogical research, from the Church of Jesus Christ of Latter-Day Saints, contains over 300 million names and includes links to related research sites. One of its features is an interactive email service in which searchers can exchange questions and findings about family names.

- ☞ **B8. HeritageQuest Online.** Available through TexShare.

This continually expanding database includes research material for tracing lineage on 25,000 family and local histories. Census records for the years 1790, 1800, 1810, and 1870 are searchable online.

- B9. The Researcher's Guide to American Genealogy.** 3rd ed. Val D. Greenwood, ed. Genealogical Publishing (1001 N. Calvert St., Baltimore, Maryland 21202), 2001. 608p. (3)

A first purchase for the genealogical collection, this definitive guide is in two parts. The first section explains the basic principles of genealogical research. The second section treats specific types of records—legal documents and censuses, and church, burial, cemetery and military records. The latest edition includes information concerning the use of personal computers and genealogical software. **Genealogical Research on the Web** by Diane K. Kovacs (Neal Schuman, 2002. [5]), serves as an excellent supplement to this work.

Note: The 1930 census, opened April 1, 2002, along with earlier censuses, is available in microfilm format at the 13 regional offices of the National Archives and Records Administration, one of which is located at 501 W. Felix Street, Fort Worth, TX. Records are available at no cost to the viewer. Phone 817-334-5525 for the times records are available. A copy of the 1930 census also is available from the Genealogy division of the Texas State Library and Archives Commission, located at 1201 Brazos, Austin, Texas, and open Tuesday through Saturday from 8:00 a.m. to 5:00 p.m. Information about the newly opened 1930 records is available on the Internet at <http://1930census.archives.gov>.

C. RELIGION

Although questions on religious topics may not be asked as frequently as in some other areas, there should be dictionaries and handbooks on religion in general and concordances and commentaries on the Bible. Unfortunately, there are no current reference sources that provide background on the religions of the world. Two standards of many years are now out of print: **Eerdman's Handbook to the World's Religions** and **The Continuum Dictionary of Religion**. General encyclopedias are a source for information on all religions.

The Bible

Library collections should include different versions of the Bible, chosen according to community preferences. Selectors also should consider purchasing other holy books such as the Koran (Quaran). Reference sources about the Bible also are very important.

- C1. HarperCollins Bible Dictionary.** Paul J. Achtemeier, ed. HarperSan Francisco, 1996. 1,280p. (5)

This standard work, directed toward laypersons, was compiled under the direction of the Society of Biblical Literature, which consists of Catholic, Protestant, and Jewish scholars. It includes entries for all people, places, and events mentioned in the Bible, as well as theological terms, words used in the Bible in unusual or important ways, and archaeological sites. Almost 4,000 alphabetically arranged entries are supported by some 500 illustrations (16 of which are spectacular maps), tables of archaeological sites, and an index. **Eerdmans Dictionary of the Bible**, 1,459p. Edited by David Noel Freedman (William B. Eerdmans, 2000.[4]) is also an outstanding source.

- C2. The New Strong's Exhaustive Concordance of the Bible.** James Strong, ed. Nelson, 2001. (3)

A concordance of the Bible refers the user to the location of words or ideas. Although *Strong's* is based on the King James Version, it offers a "key-word comparison," that enables the reader to compare the translations of controversial words and phrases in five contemporary versions of the Bible. This reprint of the 1990 edition utilizes a more readable typeface. **Cruden's Complete Concordance of the Old and New Testaments** (Butterworth, 2000. [3, 2pa]), is another standard work.

- C3. The Oxford Commentary.** John Barton, et al. Oxford, 2001(6)

Bible commentaries provide explanations and interpretations. For this work, a team of 70 highly regarded scholars provided line-by-line commentaries on each canonical book and the Apocrypha. There also are chapters on Post-Biblical Jewish Literature and Extra-Canonical Early Christian Literature. Libraries able to do so are encouraged to purchasing this relatively expensive work.

☞ **C4. Unbound Bible.** (<http://unbound.biola.edu>)

This site provides access to many versions of the Bible—10 English, Greek, and Hebrew, 4 ancient, and 42 in other languages. It also provides access to a Bible dictionary and a commentary.

Denominations

C5. Handbook of Denominations in the United States. 11th ed. Frank Spencer Mead, et al. Abingdon, 2001. (2pa)

A long-standing standard handbook, this work provides information on some 200 U.S. religious denominations and sub-groups—background, doctrines and teachings, governmental organization, and statistics on churches, members, schools, and institutions. A directory of denomination headquarters and glossary also are included.

Catholicism

☞ **C6. Catholic Online Saints and Angels.** (<http://saints.catholic.org/index/shtml>)

This exhaustive listing offers all known facts about each saint, some in quite lengthy sketches. There also are listings for patron saints and a calendar of feast days. (Jerome is the patron saint of libraries.)

C7. The HarperCollins Encyclopedia of Catholicism. Richard P. McBrien, ed. HarperSanFrancisco, 1995. 1,249p. (5)

Produced by Notre Dame University scholars and 280 other experts, this authoritative work is aimed at laypersons. The 4,500 clearly defined entries concern doctrine, worship, and other topics related to Catholicism. Some nonreligious topics such as the Big Bang Theory and complex moral and social issues also are covered. Topics are objectively treated and controversies are openly discussed. Illustrations include black-and-white photographs, maps, and tabular information. Although not as comprehensive, **The Catholic Encyclopedia** (Robert C. Broderick. Rev. ed. Thomas Nelson, 1990, 613p. [2pa]), a less expensive volume, contains clear and well-written articles on traditional Catholicism.

C8. Oxford Dictionary of Saints. By David H. Farmer. Oxford University Press, 1998. 592p. (2pa)

Profiles of 1,300 saints, both famous and obscure, are arranged alphabetically and supported by an appendix which includes patron saints, emblems of saints, an index of places associated with specific saints, and a calendar of feast days. Included are all those of whom there is or was a notable cult and ones recently canonized.

Judaism

- C9. The Shengold Jewish Encyclopedia.** Mordecai Schreiber, ed. World Almanac Education, 1998. 380p. (3)

This colorful, clearly written guide to four thousand years of Jewish culture is a rich source of information for non-Jews and Jews alike. Arranged alphabetically, Aaron to Stefan Zweig, the work provides information concerning the meanings and origins of Jewish customs and traditions, biographical sketches of Jews in the arts and sports, and much more. There are many photographs, drawings, maps, and charts.

Mythology and Folklore

Since mythology is taught at all levels from elementary through college, libraries generally select books containing mythological stories as well as reference works concerning the area of study.

- C10. A Dictionary of World Mythology.** Arthur Cotterell. Oxford University Press, 1990. p. (1pa.)

Short entries on mythological characters and themes comprise this excellent work. The arrangement is according to the seven great traditions—West Asian, South and Central Asian, East Asian, European, American African, and Oceanic. For each section there is a discussion of the ideology of that particular area and reasons why specific myths developed. The author is a leading scholar of ancient civilizations.

-  **C11. Encyclopedia Mythica.** (www.pantheon.org/)

This encyclopedia of mythology, folklore, and legend, online since May 15, 1995, provides identities of over 6,000 gods and goddesses, superhuman beings, legendary creatures, and monsters from all over the world. There also are a few folktales—Native American, European, Asian, etc. New articles are added continually. There also are links to other sites such as **Bulfinch's Mythology**, www.bulfinch.org.

- C12. Larousse Dictionary of World Folklore.** Alison Jones. Larousse Kingfisher Chamber, 1996. 512p. (3, 1pa.)

This work gathers themes and figures of folklore from around the world. Readable entries are generally one or two paragraphs in length, with important topics treated in lengthy discussions. There is a bibliography for future reading and a biographical note section on notable folklorists.

D. LANGUAGE

Dictionaries are essential reference sources in all libraries. Types include general language dictionaries, subject dictionaries that cover the terms of a particular field, special purpose dictionaries that focus on a type of word such as slang, and synonym dictionaries and thesauri that aid in finding the word which best expresses an idea or concept.

Although electronic dictionaries have been available for some time now, there is no indication that they will soon replace the print versions. College or desk dictionaries in print, the most common type, are still easier to use, easier to read, and more convenient to reach than their electronic equivalents. Word processing programs have included dictionaries for a number of years, making them useful for checking spelling. More sophisticated systems also supply definitions and synonyms, and identify grammatical errors. Some electronic reference sources, such as encyclopedias, also have dictionary features built into them. When the reader encounters a new word in the text, a simple command enables the user to learn the word's meaning, and in some instances, hear it pronounced. In many cases specific dictionaries are available online either directly or through a service. There also are Internet sites such as one listed below which have links to features such as translations of words in foreign languages.

General Language Dictionaries

Dictionaries considered unabridged include over 265,000 entries; desk or collegiate dictionaries contain from 139,000 to 180,000 entries. There also are abridged or paperback dictionaries that include fewer entries and less information. Although highly portable, abridged dictionaries have questionable value for anything more than checking spelling or pronunciation. The desk or collegiate dictionary, the most popular and commonly used type, is generally adequate for most user needs.

Since the language is always evolving with newly coined words being added and older words taking on new or changed meanings, current dictionaries are essential library holdings. Libraries should purchase each new edition of standard works such as those listed below. Authority is important in selecting a dictionary as it is with other types of reference works. We look to a limited number of reputable dictionary publishers, such as Merriam-Webster, Simon & Schuster, Random House, Oxford University Press, Doubleday, and John Wiley. It should be noted that the term "Webster" in itself does not assure quality. The name is not copyrighted and can be used in the title of any dictionary regardless of quality.

The basic purpose of general language dictionaries is to record the words of the language and to set authoritative standards for spelling, meaning, and usage. There are, however, two philosophies, termed "prescriptive" or "descriptive," that differ in their approach. In the former instance, the dictionary characterizes certain words by labeling them with terms such as archaic, obsolete, dialectic, provincial, colloquial, vulgar, and slang, thus determining a standard for speech and written language. The "descriptive" approach sets out to record what is used, not to determine what is acceptable usage of the language.

There are two mistaken ideas in dictionary usage. Most users assume that when there are two or more pronunciations offered for a word, the first is preferable. This, however, is not the case; either pronunciation is acceptable. Many users also assume that definitions are in order by frequency of usage, the most common first. In some instances that is true, but in many dictionaries definitions are in historical order with the oldest first.

Unabridged Dictionaries

- D1. Random House Webster's Unabridged Dictionary.** 2nd rev. ed. Random House, 1997. (6)

This dictionary emphasizes words in current use. Approximately 315,000 entries include biographical and geographical names, foreign words and phrases, abbreviations, popular proverbs and mottoes, and titles of major literary, musical, and artistic works, along with words in general usage. Definitions are arranged according to their frequency of use, the most common usage first. The work applies restrictive labels such as "vulgar," "slang," "informal," "unacceptable" and "offensive" when appropriate to do so, making it a prescriptive-type dictionary. Illustrative phrases, synonyms and antonyms, and pictorial illustrations also are included.

Note: Webster's Third New International Dictionary of the English Language (Philip Gove, ed. 2000 [10]) is the largest and most prestigious dictionary published in the United States. It, however, has not been completely revised since 1961. In newer printings it is updated by addenda pages on which new words or definitions are treated. *Random House*, described above, will meet the needs of most public library patrons.

Desk or Collegiate Dictionaries

- D2. Merriam-Webster's Collegiate Dictionary.** 10th ed. Merriam-Webster, 2000. 1,159p. (2)

Emphasis in this excellent dictionary is on contemporary pronunciations, definitions, and usage. The more than 160,000 entries list all definitions in historical order (oldest first). A dating system that indicates the first use of a word and each additional meaning, introduced in the previous edition, has been continued. Separate sections in the back present information not included in the main alphabet: abbreviations and symbols for chemical elements, foreign words and phrases, biographical names, geographical names, signs and symbols, and a handbook of style. This dictionary, like the one below (*Webster's New World*), is a must for all libraries. **American Heritage Dictionary of the English Language**, 4th ed. (Houghton Mifflin, 2000. 2,140p. [6]) is another quality desk-type dictionary. Its Internet version is available at www.bartleby.com/.

🔍 **D3. OneLook Dictionaries.** (<http://onelook.com>)

Links to some 15 or more dictionary sites define words and phrases and translate foreign language words into English.

D4. Webster's New World College Dictionary. 4th college ed. John Wiley, 1999. (2)

This excellent dictionary focuses on current written and spoken English. The 163,000 entries include people as well as legendary, biblical, and classical names, places, foreign words and phrases, slang and colloquial words, and abbreviations. Definitions, arranged in historical order (oldest first), are precise and readable. Americanisms are marked with a star. Restrictive labels, such as “slang” and “vulgar” are applied to nonstandard words and usage.

🔍 **D5. yourDictionary.com.** (www.yourDictionary.com)

This source provides easy access to definitions, synonyms, and antonyms. Entries provide pronunciations, function (part of speech), etymology, date, and definitions. There are several special features such as glossaries of special fields, abbreviations, a listing of the 100 most often mispronounced words and the 100 most often misspelled words.

Synonyms and Antonyms

Next in popularity to the general language dictionary are the synonym/antonym dictionaries, generally called thesauri, a term meaning storehouse or treasury of words. During the 19th century, Peter Mark Roget, a physician in an English mental asylum, devised the system still in use today. He set out to classify all human thought under a series of verbal categories, by which the original *Roget's Thesaurus* was arranged. This arrangement requires use of the index in order to find the appropriate classification. Since synonyms or related words are simply listed without any guidance in proper use, a clear understanding of the language is needed in order to properly use the traditional Roget. The user who is not well grounded in the language may select a word that sounds acceptable but does not express what is meant.

Some updated versions of Roget's work are in alphabetical order, arranged by concept, with illustrative phrases and sentences. Both types of thesauri should be available to the user since preferences vary. It also should be noted that the name Roget is not copyrighted and is used in the titles of some dozen or more currently published works. The two thesauri listed below, one in the traditional classified arrangement and one in alphabetical sequence with illustrative sentences, are first choices.

D6. Random House Roget's College Thesaurus. Rev. and updated. Random House, 2000. 832p. (2)

12,000 alphabetically arranged entries provide some 400,000 synonyms and antonyms. A sample sentence is provided for each word's various meanings. All

levels of the language, formal to slang, are included. **Webster's New World Thesaurus** by Charlton Grant Laird, edited by Michael Agnes (John Wiley, 1999. 894p. [2]), and **Merriam-Webster's Collegiate Thesaurus** (Merriam-Webster, 1994. 894p. [2]), both alphabetically arranged and based on Roget, also are recommended.

- D7. Roget's International Thesaurus.** 6th ed. Robert L. Chapman. HarperInformation, 2001. (2)

This traditional thesaurus arranges over 325,000 synonyms, antonyms, and related words and phrases into 1,070 different categories. Slang and commonly used foreign terms also are included. Within each section, headed by a keyword, are listed the words and phrases from which the user may select the proper synonym or antonym. The index, which makes up over half of the book, is essential to finding a specific word or concept.

Slang and Idioms

Most general language dictionaries today contain well known slang and idiomatic expressions, but these are few when compared to the huge number used in various segments of today's society. Even those words or phrases included in the general dictionary are not provided with their histories. Readers need a place where they can learn meanings or satisfy their curiosity or interest in the language. Since slang and idioms are closely related, both of the works below are recommended as basic reference tools for the area.

- D8. American Heritage Dictionary of Idioms.** Christine Ammer. Houghton Mifflin, 1997. 736p. (3)

Native speakers generally understand the meaning of such phrases as "keep your eyes peeled," "bird in the hand," or "every nook and cranny," but the expressions can be puzzling to the person new to the culture. Even the native speaker may find it interesting to know that the expression "moment of truth" is of bullfighting origin and was popularized by Ernest Hemingway. This dictionary defines over 10,000 figures of speech, slang phrases, clichés, colloquialisms, and proverbs. For each entry there is a history of the expression along with a sample sentence showing its use. *Brewer's Dictionary of Phrase and Fable*, listed in the Literature section that follows, also is useful for defining idiomatic expressions.

- D9. Dictionary of American Slang.** Robert Chapman, 3rd ed. HarperCollins, 1998. 624p. (4)

This work covers 19,000 slang words and expressions for all periods, over 2,000 new to this edition. Some are standard expressions used and understood by most everyone, some are colloquial or dialect, others are used and understood only by members of a specific occupation, trade, profession, sect, age, or interest group. Entries provide pronunciation, appropriate classification and dating labels, definition, illustrative

phrase, and numerous cross-references. The appendix includes numerous word lists such as blend words (Dixiecrat), group names (Aussie), children's bathroom words, and synonyms for drunk (over 300). Like others of its kind, the work contains unacceptable, taboo, or vulgar words, many of which are not found in standard dictionaries. Other recommended reference works for these areas include: **NTC's Dictionary of American Slang and Colloquial Expressions**, 3rd ed. (McGraw-Hill, 2000. 576p. [2, 1pa.]); and **Cassell's Dictionary of Slang** by Jonathan Green. (Sterling, 2000. [2pa])

Sign Language

- ☞ **D10. A Basic Dictionary of ASL Terms.**
www.masterstech-home.com/ASLDict.html

The site provides a few basic terms in American Sign Language to help those who are trying to communicate with persons who sign. There are both animated and text definitions and sign images.

- D11. Random House Webster's American Sign Language.** Elaine Costello. Random House, 2002. 992p. (5, 2pa)

Utilizing the American Sign Language (ASL) system, this work includes over 4,500 words and signs. For each entry there is a definition followed by a sample sentence. There also are drawings of a person using the sign and written instructions on how it is formed. There are cross-references as well as "same sign used for" entries. There is a section on finger spelling, colors, and numbers. **American Sign Language Dictionary**, rev. ed., Martin L. Sternberg. (HarperCollins, 1994. [2]) also is a useful sign language dictionary.

Usage and Style Manuals

Students preparing papers and others who need guidance in English usage or bibliographic form require the types of sources described below. Usage manuals are prescriptive in that they offer right and wrong ways of using the language. Style manuals offer bibliographic form as well as guidance at all levels of researching and writing formal papers from choosing a topic to completing the task. Since there are variations in bibliographic form, it is wise to consult local school and academic librarians to determine which are preferred in the area. In many school settings, a manual is selected and its usage required in writing assignments.

Language Usage

- D12. A Dictionary of Modern English Usage** Bryan A. Garner. Oxford, 2000. 752p. (4)

This excellent work is the American version of *Fowler's Modern English Usage*, a classic British work. In an alphabetical arrangement, Garner treats basic usage and advanced nuances, tackles common confusions (e.g., assure, insure, and ensure),

explains differences in meaning (e.g., ability and capacity), provides pronunciation for words often disputed or varied, and clarifies many “dos” and “don’ts” of the language. The dictionary is scholarly yet readable, written in a witty, lively style.

- D13. The Elements of Style.** 4th ed. William Strunk, Jr., E.B. White, Charles Osgood, Roger Angell. Allyn & Bacon, 2000. 105p. (1)

William Strunk prepared the original handbook for his English composition classes at Cornell University, and in 1952, long after his death, E.B. White, a grateful student who became a famous essayist and children’s writer (*Charlotte’s Web*), edited the small volume for publication. It was so well received that White revised and updated it in 1972 and 1979. Now in its 4th edition, prepared by two well-known writers, the work remains a classic that clearly and succinctly explains the rules of good usage, often with a touch of humor. Correct and incorrect examples illustrate each case.

Note: Two other recommended guides are: **Merriam-Webster’s Dictionary of English Usage** (Merriam-Webster, 1993. 992p. [2]), and **The Penguin Dictionary of American English Usage and Style** by Paul W. Lovinger (Penguin USA, 2002. 491p. [2pa]).

-  **D14. Guide to Grammar and Style.** Jack Lynch.
(<http://newark.rutgers.edu/~jlynch/Writing>)

The site offers a miscellany of grammar rules plus usage and style notes with clear explanations and examples. There also are links to style, rhetoric, grammar, and other language sites. This site, offered by a faculty member at Rutgers University, appears to offer a great deal of help to the student striving to produce quality writing.

Style Manuals

- D15. A Manual for Writers of Term Papers, Theses and Dissertations.** 6th ed. Kate L. Turabian, John Grossman, and Alice Bennett, eds. University of Chicago Press, 1966. 300p. (3, 1pa)

This well-known handbook, often cited as Turabian (the original editor, now deceased), is based on the *Chicago Manual of Style* and is directed toward the student and others inexperienced in writing formal papers. The work includes the rules of grammar, punctuation, spacing, abbreviations, capitalization, using quotations, and steps in writing a paper such as making a working outline, preparing a bibliography, and making footnotes.

- D16. MLA Handbook for Writers of Research Papers.** 5th ed. Joseph Gibaldi. Modern Language Association of America, 1999. 300p. (2pa.)

A standard for over 25 years, this style manual guides the user through the research paper process from narrowing the topic, making an outline, taking notes, making

footnotes and bibliographies, and writing the text. The mechanics of writing are thoroughly covered. A basic guide to bibliographic form, following practices used in the *MLA Handbook* can be found on the Internet at <http://webster.comnet.edu/mla/index.shtml>.

Abbreviations and Acronyms

Since abbreviations and acronyms are subject to frequent additions and changes, the purchase of print sources, which are relatively expensive, seems unwarranted. There are numerous sites on the Internet both for general and specific field abbreviations.

D17. Acronym Finder. (www.acronymfinder.com)

This site identifies some 224,000 general acronyms, abbreviations, and initialisms either by entering the abbreviation for identification or for finding the abbreviation for an identity.

Foreign Languages

Selection of foreign language dictionaries should be based on need. Most small communities in Texas will need a Spanish/English dictionary, but as populations become more diverse, dictionaries representing other languages may be needed as well. The leading publishers of foreign language dictionaries include Harper-Collins, Larousse-Kingfisher-Chambers, and Oxford University Press, which publish dictionaries in major foreign languages as well as others. A word and phrase dictionary, such as the one listed below, can be very useful.

D18. Oxford Dictionary of Foreign Words and Phrases. Jennifer Speaker Oxford, 2000. 528p. (3, 1pa)

This inexpensive work translates words and phrases regularly encountered today. Some 8,000 entries, covering 40 languages, provide pronunciation, part of speech, variant spellings, date, language of origin, and exhaustive definitions. Changes in meaning also are traced. **Your Dictionary.com** (www.yourdictionary.com), listed above, provides translations of words and phrases from 280 languages.

E. LITERATURE

In most public libraries, students at high school and college levels are the heaviest users of books on literature. This section contains listings for these types of works as well as guides to popular fiction and quotation books that receive far more general use. The guides to popular fiction are used in book selection activities and in reader's advisory services. Books of quotations answer many "who said," "what was said," and other types of questions.

Since most of the works on literature listed below provide at least brief information on the lives of important writers, there is no separate biographical section for authors. It also should be noted that general encyclopedias contain biographical and critical information on important authors.

General Works

- E1. Benet's Reader's Encyclopedia: The Classic and Only Encyclopedia of World Literature in a Single Volume.** 4th ed. William Rose Benet and Bruce Murphy, eds. HarperCollins, 1996. 1,144p. (5)

This standard of over 50 years (first published in 1948) treats literary terms and movements, important writers, allusions, plots of important books and plays, literary characters, folklore, and much more. The focus is on literature, but the handbook also treats topics that may be alluded to in literature—historical events, art, and music. This edition has incorporated new scholarship and interpretation and given greater attention to African American, Middle Eastern, African, South American, and Eastern European literature. Entries vary in length from a few sentences to several pages, but most articles are concise. **Highly recommended.**

- E2. Brewer's Dictionary of Phrase and Fable.** 16th ed. Ivor H. Evans and Adrian Room, eds. Harper & Row, 2000. 1,298p. (4, 2pa)

The current edition, an update of a delightful work first published in 1870, is a compilation of miscellaneous information such as literary allusions, major people and events in history, folk customs, superstitions and beliefs, movements in art and literature, and meanings and sources of colloquial expressions. Under the entry for "cat," for instances, one finds explanations for colloquialisms such as "cat has nine lives," "cat o' nine tails," "to skin a cat," and many other expressions using the word. Numerous lists—symbols for saints, flowers and trees in symbolism, dying words of famous people—enhance the value of this work. Despite its British origin, *Brewer's* has much ready-reference value in American libraries. An early edition of this work, published in 1898, is available on **Bartleby.com** at www.bartleby.com.

- E3. A Handbook to Literature.** 8th ed. William Harmon and C. Hugh Holman. Prentice-Hall, 1999. 671p. (4pa)

This useful source for high school and college students contains some 2,000 alphabetically-arranged entries that treat terms, concepts, schools, and movements related to literary criticism as well for the fields of film, radio, TV, printing, linguistics, music, and graphic arts. The emphasis, however, is on literature. Individual authors are not covered but often are referred to in articles. The handbook also provides an outline of English and American literary history.

☞E4. **Internet Public Library: Online Literary Criticism Collection.**
(www.ipl.org/ref/litcrit)

This excellent site provides links to almost 5,000 critical and biographical Web sites about authors and their works. Links, selected for their usefulness to students and others interested in literature, can be searched by author, title, and subject.

E5. **New York Public Library Literature Companion.** New York Public Library. Anne Skillion, ed. Simon & Schuster, 2001. 896p. (4)

This highly recommended work offers up-to-date information on literature available in English. The 2,500 entries, in a classified arrangement, include authors, critics, literary characters, and works for all periods throughout the world, with emphasis on the west. There are many lists such as literary Web sites, book awards, and great books. Sidebars include interesting miscellany, e.g., famous rejection letters, famous opening lines, and writers portrayed in fiction. **Merriam-Webster's Encyclopedia of Literature** (Merriam-Webster, 1995. 1,236p. [4]), another useful work, provides some 10,000 concise entries on author and their works.

☞E6. **TexShare** includes these databases on literature:

Twentieth Century Poetry (American & English) that contains 52,000 poems drawn from 750 volumes of 20th century poetry.

Twayne's Authors Series includes information on some 600 classical and contemporary authors and their works—biographies, bibliographies of their writings, and critical essays about their works. There also are books from *United States Authors*, *World Authors*, and *English Authors*.

Student Resource Center GOLD, aimed at high school students, offers information for homework assignments, research papers, and essays. There are 82,000 biographies, essays, and overviews, full-texts from 1,000 magazines, and more.

American Literature

E7. **Oxford Companion to American Literature.** 6th ed. Ed. by James David Hart and Phillip Leininger. Oxford University Press, 1995. 779p. (7)

This standard work covers American literature and popular authors from colonial times to the present, and major social and cultural movements reflected in American literature. The 5,000 alphabetically arranged entries provide short biographies of authors and information about their styles and interests, and over 1,000 summaries of novels, short stories, plays, biographies, tracts, narratives, and histories. There also are definitions of literary terms, historical outlines of literary schools and movements, literary awards and societies, scholarly organizations, and lists of magazines and newspapers. A chronology of literary and social history concludes the volume. **Concise Oxford Companion to American Literature** (Oxford, 1988. [3, 2pa]) also is available.

Note: Other volumes in the “Oxford Companion Series,” important additions to any library collection, include: **Oxford Companion to English Literature** (Rev. ed. Margaret Drabble, ed. Oxford University Press, 1995 [6]); **Concise Oxford Companion to English Literature** (Oxford, 1996. [2pa]), **Oxford Companion to African American Literature** (William L. Andrews, et al, eds. Oxford University Press, 1997. 480p. [2pa.]); and **Oxford Companion to Twentieth-Century Literature in English** (Jenny Stringer, ed. Oxford University Press, 1996. [6]).

Popular Fiction

There are many official and unofficial Web pages about popular authors that provide background information about their lives and work. Examples include official author sites for Anne Rice at www.annerice.com and Danielle Steel at www.daniellesteel.com. The sites listed below are useful for both book selection and readers’ advisory.

🔗**E8. Book Page. (www.bookpage.com)**

The database is based on a monthly magazine that focuses on popular books. In addition to interviews with authors, some quite lengthy in which they discuss their lives and writings, The site includes reviews of recently released books. There also is an archive of previous reviews and interviews.

🔗**E9. Book Browser. (www.barnesandnoble.com/bookbrowser)**

This excellent site provides reading lists and book reviews (over 7,800) plus information on book titles, authors and more. Two outstanding features of this site are the “If You Liked, Try...” section recommending similar titles and a list of author pseudonyms.

🔗**E10. BookSpot. (www.bookspot.com)**

This site provides links to the best book-related sites on the Web, organized into categories such as bestseller lists, book awards, reading lists, book reviews and book news.

🔗E11. **Book Wire.** (www.bookwire.com)

A product of *Publisher's Weekly*, this site provides some 5,000 categorized links to four major areas: booksellers, publishers, libraries, and other book resources such as associations, book-related newsgroups, and review sources.

E12. **Genreflecting: A Guide to Reading Interests in Genre Fiction.** 5th ed. Diana Tixier Herald. Libraries Unlimited, 2000. 400p. (5)

Over a period of many years, librarians and patrons alike have relied on this work for help in identifying quality books. **Genreflecting** is a guide to good reading in popular fiction—crime, adventure, science fiction, fantasy, horror, and romance with numerous subdivisions in each category. Some 6,000 titles are included. **The Encyclopedia of Murder and Mystery** by Bruce F. Murphy (Palgrave Macmillan, 2002. 560p. [2pa]) is a useful supplement to this work.

🔗E13. **What do I Read Next?** Available through TexShare.

This database includes award winners, bestsellers, and books included on recommended reading lists, over 100,000 highly recommended titles. Useful for book lovers of all ages and genres.

Quotations

E14. **Bartlett's Familiar Quotations.** 16th ed. Justin Kaplan, ed. Little, Brown, 1992. 1405p. (5)

The best known of the quotation books, *Bartlett's*, as it is usually called, began its history in 1855. The latest edition includes more than 2,550 authors (340 new to this edition) from ancient Egypt to contemporary times, cited in some 22,500 quotations. Arrangement is chronological by birth dates of persons quoted, with indexing by author, subject and keywords contained in the quotation. Exact references to original sources are provided, as well as helpful historical footnotes. **Bartlett's** is available at several Internet sites. An early edition of this work is available on the Internet at **Bartleby.com** at www.bartleby.com/.

E15. **Oxford Dictionary of Quotations.** 5th ed. Elizabeth Knowles. Oxford University Press, 1999. 1,136p. (4)

Considered by many to be the ultimate book of quotations, this work contains 20,000 plus quotations from 2,500 authors representing all times and places. Arrangement is alphabetical by author, giving birth and death information and career identity. There is a full thematic index, designed to assist users in finding the best quote on a chosen subject, and a key word index. In addition there are boxes within the main body for 20 categories such as advertising slogans, toasts, and film lines. **Concise Oxford Dictionary of Quotations** (Oxford, 2001. [3]) also is available.

Note: Earlier editions of quotation books should be retained, since some quotations are deleted from each revision. The 16th edition of **Bartlett's**, for example, dropped 245 persons included in the previous edition.

F. VISUAL AND PERFORMING ARTS

Art

A number of art museums have Internet sites on which images from their collections can be viewed. Examples include: The Louvre at <http://mistral.culture.fr/louvre> and the National Gallery of Art at www.nga.gov/collection/collect/htm. It should be noted that general encyclopedias are an excellent source for information on artists of the world, art history, characteristics of various schools and movements in art, as well as reproductions of works of art.

- ☞ **F1. Artcyclopedia.com: The Fine Arts General encyclopedia.**
(www.artcyclopedia.com)

This outstanding site provides access to biographical sketches of artists, art works by title, and links to online exhibits, paintings in museums, auction records, and more.

- F2. Artist's Handbook of Materials and Techniques.** 5th rev. and updated ed.
Ralph Mayer and Steven Sheehan, eds. Viking Penguin, 1991. 761p. (4)

This handbook provides information concerning materials and methods used in oils, acrylics, tempera, watercolor, pastels, and other media. Other entries deal with chemistry of materials, solvents, thinners, toxicity, and conservation. A detailed index and bibliography conclude the volume. This is an indispensable handbook for artists and art students. **The Artist's Handbook** by Ray Smith (Knopf, 1987. [4]), another practical guide to tools, techniques and materials for the artist, also is useful.

- F3. History of Art for Young People.** 5th ed. H.W. Janson and Anthony F. Janson, eds.
Abrams, 1997. (5, 2pa)

An unsurpassed introduction to art of the Western world, useful to all ages of readers, this handsome work will provide answers to many reference questions related to art from prehistory to the 1990s. The work defines terms, offers succinct entries concerning important artists, and gives concise histories of the cultures in which important art movements flourished. There are over 600 illustrations, 252 in full color. There also are four double-page maps and four chronological tables spanning BC 4000 to AD 1990. A glossary and index are included.

Antiques

- F4. Kovel's Antiques & Collectibles Price Guide.** Annual. Ralph and Terry Kovel.
Random House, 2002. (2pa)

The Kovels are nationally known antique experts and appraisers with some 75 books to their credit, as well as a popular column in *Forbes*, a syndicated weekly newspaper column, and an Internet site at www.kovels.com through which this work can be

purchased. Their annual guide identifies and gives prices or price ranges for some 50,000 antiques and collectables. There are some 400 black and white photographs, hundreds of manufacturer's marks and identifying logos, and valuable tips on buying, selling, and preserving antiques. **Schroeder's Antiques: Price Guide**. 18th ed., Sharon Huxfords and Bob Huxfords, eds. (Collector Books. [1], a similar publication, provides prices on over 50,000 items in 600 categories.

Architecture

- ☞F5. **Architecture and Building Resources.**
(<http://library.nevada.edu/arch/rsrce/webrsrce/contents.html>)

This site, from the University of Nevada Las Vegas, provides links by topic for architecture, building and construction, design, housing, planning, preservation, facility management, energy and environment, and landscape architecture. Web sites include selective discussion groups, electronic publications, databases, and more.

- F6. **The Penguin Dictionary of Architecture and Landscape Architecture.** Nikolas Pevsner, et al. Penguin, 2000. 656p. (2pa.)

A basic reference source for the field of architecture and landscape architecture, this work, covering from all periods from ancient times to the present, includes entries for notables in the fields, movements, materials, and terms. Some entries are lengthy; all are highly readable.

Music

- F7. **The Harvard Biographical Dictionary of Music.** Don Michael Randel, ed. Belknap, 1996. (4)

A companion to **New Harvard Dictionary of Music** (Belknap, 1986. 942p. [3]), this work provides sketches on the lives and music of some 5,500 musicians. Entries vary in length and treatment from thumbnail accounts to long entries that include lists of works and/or bibliographies. Although most of those included are from classical music fields, many are popular musicians.

- F8. **Webster's New World Dictionary of Music.** Nicholas Slonimsky. Richard Kassel, ed. John Wiley, 1998. 864p. (2pa)

This classic work, now in paperback, is an abridged version of *Baker's Dictionary of Music*. It contains 12,000 alphabetically arranged entries concerning terms and concepts, instruments past and present, and concise biographies. For the most celebrated musicians, there also are lists of their works. Another paperback work that might be considered is **Cassell Companion to 20th Century Music** by David Pickering and Mark Bryant (Cassell Academic, 2000. [3pa]).

☞ **F9. Worldwide Internet Music Resources.**
 (www.music.indiana.edu/music_resources/artists.html)

This site, sponsored by the William and Gayle Cook Music Library at Indiana University, provides links to sites pertaining to individual musicians (all genres), composers and composition, performers, genre, and types of music.

Note: Handbook of Texas Music, an encyclopedic work that is a joint project of the Texas State Historical Association, the University of Texas at Austin, the Governor's Texas Music Office, and the Center for Texas Music History at Southwest Texas State University, is scheduled for publication in summer 2003. The style will be that used in the *New Handbook of Texas* (see History Section) and will cover musical genres, musicians, composers, patrons, and publishers.

Theater

F10. Cambridge Guide to American Theatre. Don B. Wilmeth and Tice L. Miller, eds. Cambridge University Press, 1993. 547p. (6, 2pa.)

Although expensive in hardback, the paperback version is reasonably priced. The volume consists of entries from *Cambridge Guide to World Theatre* that concern the American theatre, revised and updated by more than 80 authorities. The work provides broad coverage of the field and includes vaudeville, minstrel shows, and other types of popular theatre. There are some 2,300 entries for actors, writers, directors, plays, musical theatre, and theatrical organizations, plus 100 feature articles on such topics as Hispanic theatre and puppets.

Film and Video

F11. Videhound's Golden Movie Retriever. Annual. Gale Group. (2)

This hefty paperback volume lists some 25,000 films, giving a description of the plot and rating (1 to 4 dog bones) for each, along with a listing of cast, producer, director, writer, and awards. Ten indexes access cast members, directors, writers, categories, and foreign films by country of production. Two other similar annuals of excellent quality also are recommended: **Leonard Matlin's Movie & Video Guide**, Leonard Matlin, ed. (Plume, 2002. [1]) and **Halliwell's Film & Video Guide**, Leslie Halliwell and John Walker, eds. (Harper Resources. [2]).

Television

F12. Complete Directory to Prime Time Network and Cable Television, 1946 to the Present. 7th ed. Tim Brooks. Ballantine, 1999. 1,363p. (2)

The main body of this work lists all prime time, regular, and network series, and top syndicated programs aired primarily in the evening. Entries give date of first and last

broadcast; day, time, and network; names of regular cast and their roles; guests; theme music with the name of the orchestra; a description of the series; and behind the scenes stories about the show and stars. Indexing is by names.

F13. TV Guide Online. (www.tvguide.com)

This site provides plot summaries and other information for films recently released in theaters and for rentals. Reviews of older films include a review, cast, credits, awards and nominations, ratings, and running time. Daily TV program listings and other information also are provided.

G. HISTORY

General encyclopedias provide excellent historical information on countries and events, as well as historical figures. The sets have been criticized, however, for their lack of updating resulting from recent historical research and on current political and economic conditions throughout the world.

World History

- G1. Encyclopedia of World History.** 6th ed. Peter N. Stearns, ed. William L. Langer, compiler. Houghton Mifflin, 2001. 1,057p. (6)

Despite the cost, this highly authoritative work is worth the price and will be useful over a long period of time. A team of scholars at George Mason University, under the editorship of a distinguished historian, updated this standard work originally compiled by William L. Langer. The chronological arrangement is by broad periods and subdivided by region and nation from prehistoric times to the 21st Century. Entries present concise information on political, military, diplomatic, and social and cultural history. Also included are genealogical charts of ruling families; lists of popes, prime ministers, and other notable political figures; and some 60 outline maps. This work also is available on **Bartley.com** on the Internet at www.bartley.com/67/.

Note: Should the library require a world history atlas, **Hammond Concise Atlas of World History**, 6th ed. (Hammond, 2001. 192p. [4pa]) is an excellent choice.

- 🔗**G2. HyperHistory Online.** (www.hyperhistory.com/online_n2/History_n2/a.html)

This site provides brief information about people, history, and events from over 2,000 files covering 3,000 years of world history. HyperHistory is defined as “an expanding scientific project presenting 3,000 years of world history with an interactive combination of synchroptic lifelines, timelines, and maps.”

- 🔗**G3. World History Archives.** (www.hartford-hwp.com/archives)

There are hundreds of easily accessible copies of documents for teaching and learning about world history, divided into areas for the World—Asia and Oceania, The Americas, Africa, and Europe.

United States History

- 🔗**G4. A Chronology of US Historical Documents from Pre-colonial Era to the Present.** (www.law.ou.edu/hist)

Copies of documents on U.S. history range from the Magna Carta (1215) and Letters from Christopher Columbus to the King and Queen of Spain (1490's) to President Bush's 2002 State of the Union Address.

- G5. Reader's Companion to American History.** Eric Foner and John A. Garraty, eds. Houghton Mifflin, 1991. 1,226p. (4)

This excellent work, sponsored by the Society of American Historians, includes more than 1,000 alphabetically arranged entries written by 400 prominent scholars. Entries are either short articles about specific topics and events, longer interpretive essays on broad topics, or biographies of significant historical figures. A detailed index and numerous cross-references support the highly readable text.

Note: Atlas of American History by Martin Gilbert (Routledge, 1995. [2pa]), containing 138 maps covering the period from first exploration to the 1990's may be needed by some libraries.

Texas

It is important to note that the *Texas Almanac*, published biennially (1857 to date), is an important source on Texas history. Each of the more recent issue includes essays on historical topics such as the Buffalo Soldiers, the Galveston hurricane of 1900, and La Salle's ill-fated ship, La Belle, as well as a brief sketch of Texas history. *Texas Almanac*, available electronically and through TexShare and on the Internet at www.texasalmanac.com, provides some data from the *Almanac* and supplies links to other sites pertaining to Texas history, economy, and culture.

- G6. The New Handbook of Texas.** Texas State Historical Association, 1996. 6 vols. 6,000p. (\$350) The **Handbook** is searchable through TexShare and on the Internet at www.tsha.utexas.edu/handbook/online.

The *New Handbook*, 13 years in the making, revises and updates an older set (two volumes published in 1952 and a supplement called volume 3, published in 1977). The new set includes updated versions of all old entries plus thousands of new articles written by 2,599 contributors. Entries concern people, places, events, organizations, enterprises, industries, agricultural development, and many other topics related to the history of Texas. There are some 6,700 illustrations and maps. Future editions will be updated electronically.

- G7. The Portable Handbook of Texas.** Ed. by Roy R. Barkley and Mark F. Odintz. Texas State Historical Association, 2000. (6)

Libraries that do not hold the *Handbook* described above, may wish to purchase this condensation of the 6-volume work. The one-volume *Portable* features a comprehensive overview of Texas from prehistory to the present, including 560 biographies of notables, more than 20 articles on specific groups such as African

Americans and the Wends, histories of 91 major cities and towns, essays on such topics as religion and agriculture, histories of 58 forts and military camps, plus hundreds of other articles on topics related to the state's history.

- G8. Historical Atlas of Texas.** A. Ray Stephens and William M. Holmes. University of Oklahoma Press, 1990. 168p. (2pa.)

This excellent work relates the history of Texas and its geography. The beginning maps concern natural resources that have contributed to the state's history. Those that follow cover topics such as ethnic groups, Spanish and French occupation, the Texas Revolution, the Civil War in Texas, and cattle drives. Interpretative essays accompany each of the 64 maps. Some libraries may hold an earlier work, *Historical Atlas of Texas* by William Pool, now out of print, which will fulfill the needs of small libraries.

H. STATISTICS

Almanacs are an important source of statistical information, the *World Almanac* for the United States and the world, the *Texas Almanac* for the state. Reputable publications such as these indicate the source of the statistical data they provide. This is important to note for at least two reasons: (1) as an indication of reliability, and (2) as a source for further information. Resources such as these almanacs rely heavily on government agencies and professional organizations for their data, which generally makes the information more reliable than that provided by the private sector. In the second instance, the statistical data provided by these two sources tends to be general, giving, for example, data on the literacy rate without a breakdown by sex, age, marital status, or some other category. Should the user require such a breakdown, the agency can be contacted to determine whether more specific information is available.

- H1. Statistical Abstract of the United States.** Annual U.S. Bureau of the Census. Government Printing Office, 1978 to date.

This annual publication is the standard compendium of U.S. social, political, and economic statistics available. The source is arranged into 35 broad subjects, e.g., education, vital statistics, and agriculture. An introduction to each section discusses the sources of the data and defines terminology. Current and comparative statistics for past years, some going back to the 18th century, are included. A detailed index follows the tables. The focus is on the United States as a whole, with little attention given to smaller units such as regions or individual states. *Statistical Abstracts* is available on the Internet at www.census.gov/prod/www/statistical-abstract-us.html and at www.census.gov/statab/www/.

-  **H2. Texas Bureau of Vital Statistics.** (www.tdh.state.tx.us/bvs/default.htm)

Some 750,000 documents are registered in the Texas Bureau of Vital Statistics. Compilations of statistical data pertaining to health, births and deaths, marriages and divorces, and other matters are available through this database. There also are directions for obtaining individual records through the agency.

J. POLITICS AND GOVERNMENT

Nations of the World

☞J1. **Infoplease.com.** (www.infoplease.com/countries.html)

Information is provided for use at three levels—little kids, kids, and teens. For each country there is a profile giving basic data such as official name, head of state, area, population, capitol, largest cities, monetary unit, languages, ethnicity/race, and religion. There also is a discussion of the geography, government and history.

☞J2. **Library of Congress Country Studies.**
(<http://memory.loc.gov/frd/cs/cshome.html>)

This site contains online versions of books previously published in hard copy by the Federal Research Division of the Library of Congress under the Country Studies/Area Handbook Program sponsored by the U.S. Department of the Army. It currently includes 101 countries and regions with a number of notable omissions: Canada, France, the United Kingdom and other western nations, and a number of African countries. For each country covered there is a description and analysis of the historical setting and the social, economic, political, and national security system. Although the basic information is useful, it should be noted that some accounts are not current. Since dates are provided for each section, the user is able to determine the usefulness of the information. Hardcopies are available from the U.S. Government Printing Office.

☞J3. **The World Factbook.** (www.odci.gov/cia/publications/factbook)

This database, produced by the Central Intelligence Agency, provides basic information on each of the countries of the world—typography, resources, water, people, government, economy, communications, and defense forces. Small locations maps for each country refer to twelve large maps of various parts of the world. Updating is sometimes slow. This is a very popular and useful series. The print edition is available from the U.S. Government Printing Office for \$85/yr.

United States

☞J4. **The American Presidency.** (http://gi.grolier.com/presidents/ea/ea_toc.html)

Articles about each president's life and term, taken from Grolier encyclopedia entries, appear on three levels: grades 3-8 from *New Book of Knowledge*, grades 5 through adult from *Grolier Multimedia Encyclopedia*, and grade 6 through adult from *Encyclopedia Americana*. The latter entry is quite lengthy. Other features include the Presidential Gallery containing sound clips for all presidents from Grover Cleveland to date, Historical Election Results, and Presidential Links to campaign sites, presidential libraries, parks, and museums. This is an excellent site.

Note: Facts About the Presidents, 7th edition (H.W. Wilson, 2001) contains extensive information about the Presidents and is a worthwhile addition to the reference collection, but the cost (\$105) places it out of the range of most small libraries. It would make an excellent suggestion as a memorial book.

☞ **J5. FIRSTGOV.gov, The U.S. Government Official Web Portal. (www.firstgov.gov)**

This search engine is a rich treasury of online information on government services and resources covering all branches and agencies of the federal government plus state and local government and tribal agencies.

☞ **J6. Thomas: Legislative Information on the Internet. (<http://thomas.loc.gov>)**

Prepared by the Library of Congress and online since 1995, this site provides extensive information on the legislative branch of government and links to the Executive and Judicial Branches. Databases include: House Floor This Week, House Floor New, Quick Search of Text of Bills, Bill Summaries, Public Laws by Law Number, Votes-House Roll Call Votes and Senate Roll Call Votes; Congressional Record, Days-in-Session Calendar, Committee Information, and more.

J7. U.S. Government Manual. Annual. U.S. Government Printing Office, 1935 to date. (4pa)

The official guide to U.S. government structure, this annual lists and describes each of the three branches of government and all of the departments and bureaus within, as well as the commissions, and other official and quasi-official agencies of the federal system. Descriptions include history, organization, purpose, and activities of each unit, and names and directory data for key officials. Defunct agencies are listed in the appendix. The *U.S. Government Manual* is available on the Internet at www.gpoaccess.gov/gmanual.

☞ **J8. The White House. (www.whitehouse.gov)**

This site contains a vast amount of information on the current presidential administration—news, appointments, copies of major speeches, the president's cabinet, policies in force, major issues, etc.—and on the White House, Camp David, Air Force One, Presidential libraries, and much more. There also are biographies of past presidents.

Texas

J9. Guide to Texas State Agencies. 11th ed. Lyndon B. Johnson School of Public Affairs (P.O. Box Y, Austin, TX 78713-8925), 2001. (6)

Price Guide: (1) Under \$15 (2) \$16-\$25 (3) \$26-\$35 (4) \$36-\$45 (5) \$46-\$55
(6) \$56-\$65 (7) \$66-\$75 (8) \$76-\$85 (9) \$86-\$95 (10) Over \$96

The official guide to state agencies, this guide provided a description of some 200 of the major executive, legislative, and judicial agencies in state government, along with requirements for boards and commissions, names of current board and commission members, and agency-related changes made in the 76th Legislature.

Note: A number of Internet sites concern Texas politics and government. They include the Governor's site at www.governor.state.tx.us/ Texas Online at www.texasonline.state.tx.us/, and sites for the legislature and Secretary of State noted below (K6 and K7).

K. LAW

United States

- K1. The Complete Book of Personal Legal Forms.** 2nd ed. Daniel Sitarz. Nova, 2001. (4pa)

While no substitute for an attorney, this self-help guide provides some 100 forms for basic personal legal matters such as premarital agreements, living trusts, rental and lease agreements, powers of attorney, and promissory notes. Each chapter begins with a discussion of the topic in everyday language. A brief glossary of legal terms is included. **The Complete Book of Small Business Legal Forms**, 3rd ed. by Dan Sitarz and Daniel Sitarz (Nova, 2000. 256p, [2, 2pa]) also is useful.

- K2. Dictionary of Legal Terms: A Simplified Guide to the Language of Law.** Steven H. Gifis. 3rd ed. Barron's Educational Series, 1998. (1pa.)

A quick reference tool, directed toward a popular audience, this work defines approximately 2,000 legal terms in clear, concise language. Some libraries may require more in depth coverage provided by a standard law dictionary such as **Black's Law Dictionary**, 7th ed. (Bryan A. Garner and Henry Campbell Black, eds. West, 1999. [5]). Legal terms also are defined on the Law Center site at <http://courttv.com/legalterms/glossary.html>.

- K3. Oxford Guide to United States Supreme Court Decisions.** Kermit Hall, ed. Oxford, 2001. 449p. (2pa.)

This excellent and useful volume presents 400 of the Court's landmark decisions. Each alphabetically arranged entry provides a synopsis of the case, a description of background incidents, a discussion of the constitutional issue in question, and a reasoning behind the majority and dissenting opinions. There also is information on the public's reaction to the decision and how the ruling affects future cases and law. The official Supreme Court site at www.supremecourtus.gov/ contains informational material about the Court and provides keyword searches of documents by topic. Supreme Court decisions for 1970 to date can be found at <http://supct.law.cornell.edu/supct/index.html>; earlier decisions can be found at <http://supct.law.cornell.edu/supct/cases/historic>.

Texas

- K4. How to Live and Die with Texas Probate.** 7th ed. Charles Saunder. Real Estate, Probate and Trust Law Section, P.O. Box 12487, Austin 78711. 190p. (1pa.)

This informative guide described federal and state legislation that affects probate, written in language a layperson can understand.

- K5. How to Do Your Own Divorce in Texas.** 8th ed. Charles Edward Sherman et al. Nolo, 2001. 232p. (1pa.)

Section I covers general topics concerning divorce—dividing property and bills, child custody and visitation, support, etc. Section II offers instructions for obtaining a divorce without assistance from an attorney. A sample Marital Settlement Agreement form and instructions for waiving filing fees for those unable to pay them are also included.

- 🔗**K6. Texas Legislature Online.** (www.capitol.state.tx.us/)

This site contains the Texas Statutes through the 76th Regular Session of the Texas Legislature, 1999, with changes enacted by the 77th Legislature to be added. The statutes are divided into 26 codes. Vernon's Texas Civil Statutes also are included.

- 🔗**K7. Texas Secretary of State.** (<http://www.sos.state.tx.us>)

This site provides access to the *Texas Administrative Code* and the *Texas Register*. The *Code* is a compilation of all state agency rules. The *Register* serves as the notice board for proposed rules and regulations and for posting notices of withdrawn or repealed rules and other information concerning agencies.

- 🔗**K8. Texas Tenant Advisor.** (www.texastenant.org)

Statutes related to tenants rights are provided at this site, which also includes information on low cost housing and related topics.

Parliamentary Procedure

- K9. Robert's Rules of Order.** 10th ed. Henry M. Roberts. Perseus Press, 2000. 704p. (2pa)

There are many editions of this standard work on parliamentary procedures, which is generally used by organizations and other formal groups. This paperback will meet basic needs in most libraries.

L. GEOGRAPHY

Small libraries should provide their patrons with current maps, gazetteers, travel guides and other geographic information. The Internet contains a vast amount of material in these areas, but paper sources remain a necessity. Currency is of the utmost importance. Patrons are not likely to check the copyright date for an atlas before making use of it; the average person would assume the maps are up to date. Some geography specialists estimate that a ten-year-old atlas is 50% wrong. When one considers name and political changes and advances in cartography, this assessment is likely to be the case.

World Atlases

- L1. Hammond World Atlas 2000.** 3rd ed. Langenscheidt, 2000. 312p. (4)

Over 160 pages of newly drafted world maps comprise this excellent atlas. The work includes easy-to-read, computer generated maps divided into three sections—Global Relationships, comparing populations, languages, religions, energy, resources, and climates; the Physical World, containing clear relief maps; and Maps of the World, presenting detailed political and topographical maps. Although this atlas is relatively expensive, it is a better buy than other excellent works such as **National Geographic Atlas of the World** and **DK World Atlas**, both in the \$150 range.

- ☞**L2. Map Machine. National Geographic.com.**
(<http://plasma.nationalgeographic.com/mapmachine>)

Maps available at this site include World Theme (physical, political & cultural, climate & weather, etc.), U.S. Theme (census 2000, physical, political & cultural), Street Maps, Atlas Maps (world, by continent, by ocean), Historical Maps (battle, railroads, etc.), Flags and Facts (basic information about countries), Mars, and Wild World.

Gazetteers

- ☞**L3. U.S. Census Bureau. U.S. Gazetteer.** (www.census.gov/cgi-bin/gazetteer)

Populations, locations, and maps of the areas are provided for places, counties, and MCDs. Unincorporated towns are not included. Population figures are currently based on the 1990 census, with expected updates in the offing.

- ☞**L4. The World Gazetteer.** (www.world-gazetteer.com/home.htm)

This site provides current population figures for cities and towns for all countries of the world with links to maps for each area.

Road Atlases and Travel

📍L5. **Mapquest.** (www.mapquest.com/directions)

This sites provide detailed travel directions either from one city to another or one street address to another.

L6. **Rand McNally 2002 Road Atlas: United States, Canada, and Mexico.** Rand McNally. 138p. Annual (1pa.)

Annual updates for this atlas contains road maps for each of the 50 states, the states and provinces of Mexico and Canada, and over 150 major cities. Maps identify principal highways, paved and unpaved roads, and scenic routes. They also indicate rest areas, campgrounds, airports, dams, national parks and forests, mountain peaks, major colleges and universities, ferries, and other features.

L7. **Roads of Texas Atlas.** Texas A&M University Cartographic Laboratory. Shearer, 1995. (1pa)

The detailed maps in this outstanding atlas make it a “must purchase” for Texas libraries of all sizes. Some 80 maps, most double-page, focus on areas surrounding cities or the largest town in the area. In addition, there are inset maps for all cities and larger towns. Roads and highways (Interstate, U.S., Farm or Ranch to Market Roads), county boundaries, flowing or intermittent streams, lakes or reservoirs with dams or intermittent lakes, areas subject to flooding, railroads and stations, and military bases are shown. For rural areas there are locations for such features as historic sites, sawmills, feedlots, grain elevators, power substations, and much more. Mileage between locations is not provided on the maps, but a chart supplies distances between larger cities.

L8. **Texas Atlas & Gazetteer.** 3rd ed. DeLorme Publishing, 2000. 162p. (2pa.)

This is an excellent atlas for trip planning within the state. The work includes detailed topographical maps along with gazetteer information on places to see and activities to enjoy—amusement parks, campgrounds, freshwater and saltwater fishing, hiking, historic sites, information centers, museums, state and national lands, travel trails, unique natural features and wildlife viewing. There are street maps for 100 cities and towns and 126 pages of area maps.

📍L9. **Texas Parks and Wildlife.** (www.tpwd.state.tx.us)

This Texas Parks and Wildlife database provides links to a wide variety of locations such as archaeology and pictograph sites, historic homes and structures, historic military forts and battlegrounds, commemorative and living history locations. There also are links to fishing, boating, and other recreational sites.

M. EDUCATION AND CAREER GUIDANCE

Almost all colleges and universities, United States and foreign, have homepages on the Internet with links to information for each institution. At an earlier time, there were a number of published guides to universities, providing basic data about all accredited institutions of higher learning. Most of these guides have not been updated in several years. A number of the same publishers now provide Internet sites for learning about specific colleges and universities, such as the Peterson's site described below

Education

General Sources

- ☞M1. **ERIC.** Available through TexShare.

This site contains full-text of over 2,200 digests, plus citations and abstracts from over 980 education and education-related journals. Information is from *Resources in Education* and *Current index to Journals in Education*, 1966 to date.

Colleges and Universities

- ☞M2. **Peterson's Colleges and Universities.** (<http://www.peterson.com/>)

For each college or university there are basic facts and figures such as enrollment, costs, student statistics, financial aid majors, library, student life, athletics, admission statistics, entrance requirements, and other information. Links to each school's Web site are also provided.

Financial Aid

- ☞M3. **U.S. Department of Labor, Employment and Training Administration.** (www.doleta.gov)

This site provides links to financial aid information and other education related topics. Information on financial aid also can be found in Occupational Outlook Handbook (M4*)

Careers

- M4. **Occupational Outlook Handbook.** Bureau of Labor Statistics. 1929 to date. Biennial. (2)

A nationally recognized source for career information, this biennial publication provides authoritative information on over 200 occupations. Information includes: a description of what the worker does on the job, working conditions, training and education needed, earnings, and expected job prospects. Arrangement is by broad

occupational fields. Indexing is by occupational titles and industries. **This basic work is a must for all public libraries.** The Handbook is also available on the Internet at www.bls.gov/oco/.

M5. Petersons Top 2,500 Employers, 2000 Edition. Peterson's, 1999. 734p. (2pa.)

In-depth profiles of the nation's largest and fastest growing companies, public and private, comprise this useful work. Many are Texas companies. This is a useful source for the job seeker.

Resume Writing

M6. Jobsmart. (www.jobsmart.org/tools/resume/index.cfm)

This site offer sample resumes and cover letters as well as other resume sources on the Web, and tips for everyone from the first job seeker to the executive level.

M7. Resumes That Knock 'Em Dead. 4th ed. Martin John Yates. Adams Media, 2000 (1pa.)

There are a number of very good guide to resume writing. This guide offers step-by-step suggestions for writing a winning resume from the basic ingredients to the final product. There also is a chapter on cover letters and information on job-hunting on the Internet. Since there have been many changes in the process, older books on resume writing should be replaced by newer works such as this one.

N. BUSINESS**General**

- N1. New York Public Library Business Desk Reference.** John Wiley, 1999. 512p. (2)

Thousands of questions concerning business can be answered from this excellent work. Examples include business writing and speaking, personnel matters, accounting and budgeting, record keeping, marketing, obtaining small business loans, and organizing files. The work is well cross-referenced and indexed.

Dictionaries

- N2. Dictionary of Business Terms.** 3rd ed. Jack P. Friedman. Barron's Educational Series, 2000. (1pa.)

The revision defines some 7,500 terms (600 new to this edition) for the fields of investment, banking, taxes, law, real estate, insurance, management, computers, marketing, and other areas related to business, reflecting new technologies and their business applications. . The wide approach to the field makes this work all the more valuable to libraries with limited resources.

Investments

- ☞**N3. Business & Company Resource Center.** Available through TexShare.

The site contains information on some 300,000 companies providing profiles, industry rankings, products and brands, current investment ratings, financial ratio, histories and chronologies, plus news and articles from press releases from 2,000 publications.

- ☞**N4. Business Source Premier** available through TexShare.

The site includes full text articles from 2,260 business journals concerning on all aspects of business.

- N5. Dictionary of Finance and Investment Terms.** 5th ed. John Downes et al. Barron's Educational Series, 1998. 732p. (1pa.)

About 4,000 terms concerning stocks, bonds, banking, corporate finance, tax law, mutual funds, and other areas related to finance are defined. This is one of the best inexpensive dictionaries available, but it has one disadvantage—small print.

- N6. Dunn & Bradstreet Guide to Your Investments.** Nancy Dunnan. Harper SanFrancisco, 1999. 450p. (3pa.)

This has been a reliable source on investments for over 40 years, useful both for the novice and experienced investor. All types of investments are covered in this comprehensive and timely guide.

N7. Morning Star Mutual Fund 500. Annual. McGraw-Hill. (4pa.)

Considered to be the best guide to assistance in picking mutual funds, *Morning Star* each year picks the 500 mutual funds they judge to be best from a field of some 13,000. For each fund they provide performance, risk, portfolio analysis, and give commentary on each fund's management.

N8. Newspaper Source available through TexShare

This site provides cover-to-cover coverage of the *Christian Science Monitor*, 1995 to date, and the *Los Angeles Times*, 2000 to date, as well as selected full-text articles on business related articles from 155 regional newspapers provided by the Knight-Ridder/Tribune Business and News Service Contributor Newspapers and six wire services. Also included are four Texas newspapers—*Austin-American Statesman*, *Dallas Morning News*, *El Paso Times*, and *Houston Chronicle*—and the *Washington Post* and *Financial Times*.

N9. Standard & Poor's Stocks and Bonds. Annual. McGraw Hill. (2pa)

This inexpensive annual directory, regarded in the industry as the “broker's bible,” offers addresses and performance information for over 14,000 stocks, bonds, and mutual funds. Information is considered accurate and reliable.

N10. Wall Street Journal Guide to Understanding Money and Investing. Kenneth M. Morris et al. Fireside, 1999. 160p. (1pa)

This is a useful guide for those who need help in understanding financial jargon. The guide covers stocks, bonds, mutual funds, futures and options and provides information on how to evaluate companies.

N11. Yahoo! Finance. (<http://finance.yahoo.com>)

This site among a number of others provides stock market reports on individual stocks and market summaries as well as top stories concerning the financial world.

P. HOME LIFE AND SOCIAL CUSTOMS

Anniversaries and Holidays

- P1. Anniversaries and Holidays.** 5th ed. Berna Trawicky and Ruth W. Gregory. American Library Association, 2000. 312p. (7)

Some 3,000 international holidays, holy days, and anniversaries are listed in this standard work. The arrangement is in three parts: "Calendar of Fixed Dates," the largest section, which offers a day-by-day calendar of events; "Calendar of Moveable Days," subdivided according to the Christian, Islamic, Eastern and Western worlds; and a bibliography of more than 2,000 books about anniversaries and holidays. Since the work is too expensive for many small library budgets, it could be suggested as a special gift or memorial.

Consumer Information

- P2. Consumer Reports Buying Guide Issue.** Consumers Union. Annual. (1)

The *Buying Guide* is the December issue of the periodical, but it may be purchased separately. It includes summaries of consumer goods and services evaluations that have appeared in the magazine over the last several years, and cites the magazine issue in which the full article appears. Evaluations are based on independent tests and investigations. *Consumer Reports* is available on TexShare's MasterFile Premium database (see section A).

- P3. Consumer Reports Home Computer Buying Guide.** Annual. Consumer Reports. (1pa)

Designed for both the experienced and inexperienced computer buyer, this guide provides brand name recommendations for desktops, laptops, PDA's, and other types of computers plus advice on selecting a computer to meet individual needs. There also is useful information such as tips on such topics as speeding up your Web connection.

- P4. Consumer Reports Used Car Buying Guide.** Annual. Consumer Reports.

Annual updates provide a historical profile of over 250 models—cars, trucks, minivans, and sports utility vehicles—and evaluate each vehicle's safety, comfort, and repair record. Information is based on surveys and includes price range, photos, and a listing of available safety equipment.

☞P5. **Kelly Blue Book.** (www.kbb.com)

This service provides pricing on older models of new and used cars giving both trade in and sale price to individuals. There also is information concerning financing, insurance, warranties, and more that is useful to the car buyer.

Cooking

P6. **How to Cook Everything: Simple Recipes for Great Food.** Mark Bittman. Macmillan, 1998.

This comprehensive cookbook dubs itself the guide for today's generation of cooks. The work attempts to meet the needs of beginners who want to learn the basics, those who are pressed for time, and experienced cooks seeking new ideas. The more than 1500 recipes and variations are simple to prepare and more than half can be completed in less than 30 minutes. Emphasis is on use of fresh, widely available ingredients, basic equipment, and healthful techniques. Special features include a listing of time required to prepare for each recipe, more than 250 detailed drawings of food preparation techniques, numbered steps in preparation for ease in keeping your place, and exhaustive menu-suggestions.

Note: The New Joy of Cooking. 6th ed. Irma S. Rombauer et al. (Scribner, 1997. 1,113p) has long been considered the most important basic cookbook. Since many users are displeased with the latest revision, the work has lost some of its authority. **It is suggested that libraries retain their copies of earlier editions.**

☞P7. **Recipe Source.** (www.recipesource.com)

There are many Internet sites for recipes and food generally. This site, containing an archive of over 70,000 recipes, is organized into two major groups, ethnic cuisine and types of dishes.

Etiquette

P8. **Emily Post's Etiquette.** 16th ed. Peggy Post. HarperInformation, 1997. 845p. (4)

A classic source on etiquette, this work has been updated for today's world by the great-granddaughter-in-law of the original Emily Post. The current edition is for persons of all ages and in all walks of life, not just for those in "polite society." Etiquette on situations never dreamed of by the original author are included—email, cellular phones, step parents, fourth weddings, and much more. New chapters have been added on international business customs and religious services. **Amy Vanderbilt Compete Book of Etiquette**, 16th ed., by Nancy Tickerman and Nancy Dunnam (Doubleday, 1995. 845p. [3]) is another standard work.

Gardening

- P9. The American Horticultural Society Encyclopedia of Gardening.** Christopher Brickell, ed. DK Publishers, 1993. 648p. (6)

Although relatively expensive, this excellent work is the standard guide to gardening is useful for both the novice and the expert. The work covers all aspects of the topic from choosing and maintaining healthy plants of all varieties to building structures such as greenhouses and identifying pests and diseases.

- P10. Howard Garrett's Plants for Texas.** University of Texas Press, 1996. [2pa.]

Garrett, an authority on organic gardening, presents no-nonsense advice on design, maintenance and care of everything from turf grasses to annuals. The alphabetical section provides information on each plant's mature height, distinguishing attributes, and cultural requirements. Another work of his, **Howard Garrett's Texas Organic Gardening**. (Lone Star Books, 1998. [2pa.]), is equally useful.

- P11. Native Texas Plants: Landscaping Region by Region.** 2nd ed. Sally Wasowski and Andy Wasowski. Lone Star Books, 2001. 406p. (4pa.)

This guide divides Texas into regions based upon soil type, and suggests a wide variety of plants that will thrive in each. The 399 native plants are pictured, profiled and categorized by type. The gardening plans provided for each type of terrain will inspire homeowners to go native.

- P12. Neil Sperry's Complete Guide to Texas Gardening.** 2nd ed. Neil Sperry. Taylor Publishing, 1991. 388p. (4)

Considered the definitive work on Texas lawns and gardens, this work covers all types of plants—grasses, perennials, annuals, vegetables, trees, and shrubs. The hundreds of full color pictures guide the user through the basics of gardening and treat the problems that often occur with each plant. **1001 Most-Asked Texas Gardening Questions** by Neil Sperry (Summit Publishing Group-Legacy, 1997. [2]) is a useful companion to this work.

- P13. Texas Bug Book.** C. Malcolm Beck. University of Texas Press, 1999. (4, 2pa.)

Malcolm Beck, an organic gardening expert, explains in detail how to identify, control or protect Texas insects, spiders, mites, snails, slugs, nematodes, and other critters. Full-color photographs and line drawings support the text.

- ☞ **P14. The WWW Virtual Library.** (www.gardenweb.com)

The site links the user to many topics related to gardening such as horticulture, plants, and famous gardens. There also are useful sources such as a glossary of botanical terms and advice and tips on gardening.

Houseplants

- P15. Houseplant Encyclopedia.** Ingrid Jantra, et al, Firefly, 2001 reprint 1997 ed. (4)

For each of the 1,000 houseplants, arranged in an A to Z listing, there is a detailed description and color photograph, plus advice on placement, care and propagation, light, watering and feeding needs. Two less expensive works, also useful, are **Complete Book of Houseplants: A Practical Guide to Selecting and Caring for Houseplants** by John Evan (Studio Books, 1994. [3]), and **The House Plant Expert: The World's Best Selling Book on House Plants** by D.G. Hessayon (Expert Books, 1998. [1pa.]

Home Maintenance

- P16. New Complete Do-It-Yourself Manual.** Reader's Digest, 1998. (3pa.)

With the novice in mind, this excellent manual on repair covers all areas from electric to plumbing. The work is copiously illustrated and instructions are clearly written. An emergency repair section is especially helpful. Another useful work, **Better Homes & Gardens New Complete Guide to Home Repair & Improvement.** 2nd ed., ed. by Benjamin W. Allen and Ben Allen. (Better Homes & Gardens Books, 1997. 600p. [3]), provides step-by-step repair instructions. The publication's Web site, www.bhg.com/bhg/househome/index.jhtml, also is useful.

- P17. New Fix-It Yourself Manual.** Reader's Digest. Reader's Digest, 1998. (3pa.)

This manual directs itself toward repairing appliance, furniture, and other household items. Photographs, charts, diagrams, and other helpful aids accompany well-written instructions.

- P18. How to Clean Practically Anything.** 5th ed. By the editors of **Consumer Reports.** Consumer Reports Books, 2002. (2pa)

This inexpensive publication is one of the best of a number of handbooks on the topic. It includes sections on cleaning strategies, cleaning agents arranged A to Z, cleaning appliances, and tools for home, car, clothing, and more.

Q. SPORTS, RECREATION AND HOBBIES

Major Sports

☞ **Q1.** Each of the major sports has a useful Internet site.

Baseball—www.majorleaguebaseball.com/

Basketball—www.nba.com/

Football—www.nfl.com/

Hockey—www.nhl.com/

Soccer—www.ussoccer.com/

General sports news—www.sportsline.com/

Q2. ESPN Information Please Sports Almanac. Annual. Houghton. (1pa.)

This annual recaps the year in sports. An opening essay surveys the year's events, followed by entries on individual sports, contributed by sports writers. Tables cover such topics as end-of-season standing, championship series, and award winners. Teams, coaches, and individual players are ranked in various areas of achievement. Other sections provide a directory of teams and governing organizations, members of Halls of Fame, and lists of parks and stadiums where professional teams play.

Q3. Guinness Book of Sports Records. Annual. Guinness Records. (1pa.)

This lavishly illustrated volume includes facts and old feats for more than 100 popular sports from archery to yachting. The section for each sport begins with a history followed by world, United States, and Olympic records.

Q4. Rules of the Game: The Complete Illustrated Encyclopedia of All Sports of the World. Diagram Group. St. Martin's Press, 1999. (2pa.)

For each of 150 sports, this work gives a brief history and detailed coverage of objectives, playing area, equipment, rules, timing, scoring, participants, and officials. Although the guide is British in origin, it provides coverage of U.S. and Canadian sports and indicates differences.

Games

Q5. Family Fun and Games. Diagram Group. Sterling, 1994. 800ps. (2)

This compilation of instructions for playing more than 800 games from around the world is divided into two sections. The first covers general games using darts, dice, words, etc. The second focuses on card games appropriate for children, adults, gambling games, and solitaire. Indexing is according to type, number of players, and alternative games.

- Q6. Hoyle's Modern Encyclopedia of Card Games: Rules of All the Basic Games and Popular Variations.** Walter B. Gibson. Doubleday, 1974. 398p. (1pa.)

The expression “according to Hoyle,” meaning “if you want to be correct,” is derived from this classic game encyclopedia. The work’s extensive coverage provides explanations of how card games are played along with their variations from around the world.

Coin and Stamp Collecting

- Q7. Guide Book of U.S. Coins.** Ed. by R.S. Yeoman and Kenneth Bressett. Annual. Golden Book Publishing Co. (1, 1pa.)

The *Red Book*, as it is known, is a basic source for the field of coin collecting. It provides identification and grading for all issue of U.S. coins from 1616 to the present, providing historical data, statistics, values, and a detailed photograph of each coin. The values provided are based on data supplied by over 90 contributors throughout the country. There also are sections on mint errors, commemoratives, Civil War issue, and other topics of interest to the collector. **Coin World Guide to U.S. Coins, Prices & Value Trends**, ed. by William T. Gibbs, annual (Signet, 2001.[1pa]) is another worthwhile guide.

- Q8. Official Blackbook Price Guide to United States Postage Stamps.** Marc Hudgeons and Tom Hudgeons. Annual. House of Collectibles. (1pa.)

This annual provides comprehensive coverage for stamps issued from 1847 to date—postage, hunting permit stamps, United Nations issues, mint sheets, and first day covers.

R. NATURAL SCIENCES

General Science

- ☞R1. **Applied Science & Technology Abstracts.** Available through TexShare.

This database provides indexing for periodical articles 1983 to date and abstracts for periodical articles 1933 to date. Areas covered include acoustics, aeronautics, chemistry, computers, engineering, geology, and waste management. It should be noted that the materials covered are more advanced than that found in the general periodical indexes.

- ☞R2. **General Science Resources.** (www.educationindex.com/gensci)

- ☞R3. **Exploratorium: Ten Cool Sites: General Science.**
(www.exploratorium.edu/learning_studio/cool/general.html)

These two sites provide links to dozens of general science sites that have special educational value. Examples include: *Dinosaurs Online*, *History of Science*, *National Geographic Online*, and *National Network of Science and Technology*.

- R4. **Larousse Dictionary of Scientists.** Ed. by Hazel Muir. Larousse Kingfisher Chambers, 1996. 608p. (2pa.)

This volume includes biographical profiles and summaries of achievements for 2,200 scientists from throughout the world and for all periods of time.

- R5. **Ultimate Visual Dictionary of Science.** DK Publishing, 1998. 448p. (3)

The concise, well-written text provides an overview of all major areas of science. The strength of the volume is in its fascinating images—1,400 color photographs and 200 other illustrations, each accompanied by clear, concise explanations. Even the most complex subjects are made to be understandable. The work is simple enough for children but also includes advanced information suitable for adults.

Astronomy

- ☞R6. **Enchanted Learning.** (www.enchantedlearning.com/subject/Astronomy)

This comprehensive site about space and astronomy is for all ages and levels of comprehension. It allows users to start at a basic level on each topic and then progress to more advanced information.

- R7. **A Field Guide to the Stars and Planets.** 4th ed. Jay M. Pascachoff. Houghton Mifflin, 1998. 528p. (3, 2pa.)

For amateurs and experienced observers, this field guide includes 72 star maps, 50 atlas charts, dazzling celestial photographs from NASA, and timely astronomical information. Sections included are the solar eclipses, phases of the moon, positions of the planets, and more. Updates are through 2010.

☞ **R8. NASA. (www.nasa.gov)**

This extensive site offers text and images concerning exploration of the universe. It includes links to educational resources and other tools for educators and students.

Birds

R9. Birds of Texas: A Field Guide. John H., Rappole. Texas A&M Press, 1994. (1pa.)

An introductory and ready reference work, this guide provides detailed information on bird watching—identification, habitat preferences, voice, seasonal occurrence, abundance, and distribution. There are some 600 color photographs plus maps to show precise locations.

R10. The Sibley Guide to Birds. David Allen Sibley. Knopf, 2000. 544p. (3)

David Sibley, the foremost authority and bird painter today, provides a wealth of information on birds, supported by beautiful watercolor illustrations—6,600 covering 810 species. The work provides detailed differences in similar birds and plumage variations by age, sex, and geography. There also are detailed range maps and maps providing migration routes. **National Geographic Field Guide to the Birds of North America: Revised and Updated**, 3rd ed. by John L. Dunn (National Geographic Society, 1999.) is another highly recommended work.

☞ **R11. Texas Parks & Wildlife Adventure. Birding in Texas.**
(www.tpwd.state.tx.us/nature/birding/)

The Internet is well endowed with birding sites. This one provides a wide variety of information on birding in Texas, such as birding trails and guides, rare bird information, endangered and threatened birds, and how to obtain checklists. There also are a number of regional sites such as **North Central Texas Birds** at www.nctexasbirds.com/ and **South Texas Birds** at www.southtexasbirds.com/ The **Peterson Online Birds** at <http://petersononline.com/birds/> provides links to sites of interest to bird watchers.

Mammals

R12. Audubon Society Field Guide to North American Mammals. John O. Whitaker, Jr. Knopf, 1996. 937p. (2)

The first portion of this field guide contains 375 color plates of animals, arranged by type, with captions giving measurements. The second half provides descriptions of the animals, giving information such as habitat, range, tracks, and feeding habits. Range maps are included.

- ☞ **R13. EBSCO Animals.** Available through TexShare.

Indexing, abstracting, and full-text records provide in-depth information describing the nature and habitat of familiar animals.

- ☞ **R14. The Mammals of Texas – Online Edition.** (www.nsrl.ttu.edu/tmot1/)

This site contains the complete text and graphics from the classic work **The Mammals of Texas** by William B. Davis and David J. Schmidly, first published in 1947 and reissued by the Texas Parks & Wildlife Department in 1994. It provides distribution, physical characteristics, and life histories for 181 species of Texas mammals, along with photographs, distribution maps, and identification keys.

Reptiles

- R15. The Essential Visual Guide to Snakes of the World.** Chris Mattison and Christopher Mattison. DK Publishing, 1999. 192p. (3)

Although intended for children, this guide is useful to adults as well. It provides concise information ranging from facts to myths on well-known as well as more obscure snakes. The full-color illustrations are outstanding.

- R16. Texas Snakes: Identification, Distribution, and Natural History.** John E. Werler and James Ray Dixon. University of Texas Press, 2000. 544p. (5)

Texas, with 109 species and sub-species, has a greater diversity of snakes than any other state. This work, by two of the state's most respected herpetologists, provides well-written accounts of each giving appearance, look-alikes, size, habitat, feeding, and reproduction. Range maps, as well as color photographs and finely detailed line drawings are provided for each species. **Field Guide to Common Texas Snakes** by Alan Tennant (Lone Star books, 2002. [2]) also is recommended.

S. APPLIED SCIENCES

Anatomy

- ☞S1. **Human Anatomy Online.** (www.innerbody.com/htm/body.html)

The site provides images, animations, descriptions and much more related to human anatomy.

Health and Medicine

The American Medical Association has posted numerous warnings about medical information on the Internet. **Library patrons should be strongly urged to use with caution Web sites that are not sponsored by a state or federal agency or a reputable association or medical school.**

- ☞S2. **Alternative Health Watch.** Available through TexShare.

The site includes information about alternative health remedies such as kava root, saw palmetto, ginkgo, acupuncture, massage therapy, and Chinese medicine.

- S3. **The Cornell Illustrated Encyclopedia of Health: The Definitive Home Medical Reference.** Antonio M. Gotto, ed. lifeline, 2002. 1,312p. (4)

This comprehensive encyclopedia on health is an excellent addition to a sizeable body of such works available on health and medicine. The 3,600 alphabetically arranged entries cover diseases, anatomical systems, drugs, procedures, and other health topics. Entries begin with a one-sentence definition, highlighted in blue, followed by a longer explanation. The work is heavily illustrated. Other such works, also recommended, include: **Mayo Clinic Family Health Book: The Ultimate Home Medical Reference**, rev. and updated (Morrow, 1998. [4]) and **Johns Hopkins Symptoms and Remedies: The Complete Home Medical Reference**, ed. by Simeon Margolis (Rebus, 1999. [4]), produced by another famous medical school.

- ☞S4. **Health and Wellness Resource Center.** Available through TexShare.

This large database include the full text of *Gale Encyclopedia of Medicine*, *Gale Encyclopedia of Childhood and Adolescence*, *Harvard Special Health Report*, and *PDR Family Guide to Health and Nutrition*. It also identifies 2,200 key general interest health publications and 700 health and medical journals.

- ☞S5. **Health Sources – Consumer Edition.** Available through Texshare.

Full-text of articles from over 190 health-related journals and abstracts and indexing for an additional 250 comprise this site. Topics include medical science, food science and nutrition, child care, sports medicine, and general health.

- S6. Merck Manual of Medical Information: Home Edition.** Ed. by Robert Berkow et al. Merck, 1999. 1,509p. (1pa.)

Based on **Merck Manual of Diagnosis and Therapy**, a highly regarded encyclopedia on diseases, diagnosis, prevention, and treatment, this work is designed for laypersons. It provides information on almost all medical problems and discusses prescriptions and over-the-counter medications. The generously illustrated text was prepared by over 200 internationally respected medical specialists. This source also is available online as **Merck Source: Your Online Health Partner** at www.mercksource.com/.

- S7. Merriam-Webster's Medical Desk Dictionary.** 2nd ed. Merriam-Webster, 1996. 928p. CD-ROM included with purchase. (5)

Designed for use by medical professionals and educated laypersons, this medical dictionary contains some 57,000 entries, including pronunciations and many examples of word usage. The CD-ROM includes 44,000 audio pronunciations and over 160 full-color illustrations. **Taber's Cyclopedic Medical Dictionary**, edited by Donald Venes. (A. Davis Co., 2001. [4]), containing 56,486 entries, is a less expensive work but is designed for the more sophisticated user.

- S8. The On-line Medical Dictionary.** (<http://cancerweb.ncl.ac.uk/omd>)

This online source provides definitions for some 140,000 terms having to do with medicine or science, including acronyms, jargon, and theory.

Nutrition

- S9. Food and Nutrition Information Center.** (www.nal.usda.gov/fnic)

This extensive site provides information on dozens of nutrition topics such as adolescence and aging, and health problems such as diabetes and heart problems. There also are dietary guidelines and information on food composition.

Prescription and Nonprescription Drugs

- S10. Complete Guide to Prescription and Nonprescription Drugs.** H. Winter Griffith. Perigee, 2002. 1,081p. Annual (2pa.)

This useful source, prepared by a physician, provides information for some 5,000 brand-name drugs and 490 generic drugs. Data includes dosage, side effects, precautions, treatment, interactions with other drugs, and more. Although this work is not as comprehensive as **Physician's Desk Reference (PDR)**, it is more user friendly. **PDR** (Medical Economics [8]) is prepared for use by physicians and often

too difficult for the lay reader. There also is a **Physician’s Desk Reference for Nonprescription Drugs** (Medical Economics [5]) and a **Physician’s Desk Reference for Herbal Medicines** (Medical Economics. [6]).

- S11. The Essential Guide to Prescription Drugs.** James J. Rybacki and James Long. HarperCollins, 2002. 1,314p. Annual. (2pa.)

Designed to supplement information provided by the doctor or pharmacist, this guide, written in language for the layperson, profiles more than 300 drugs of major importance encompassing more than 2,000 brand names. Data includes benefits, risks, dosage, side effects, and information hundreds of herbal and prescription combinations to avoid.

First Aid

- S12. American Medical Association Handbook of First Aid and Emergency Care.** James A. Hill. Random House, 2000. (1pa)

Alphabetically arranged entries cover injuries and lifesaving techniques as well as information on preparation for emergencies—supplies to keep on hand, emergency room treatment, etc. Since emergency care procedures change over the years, **older editions of first aid guides, such as the 1994 edition of this standard work, should be discarded.**

Parenting

- ☞ **S13. The National Parent Center.** (www.tnpc.com)

A wide variety of features make this a useful site for those with children—craft ideas, college cost calculations, seal of approval products, product recalls, recommended travel destinations, and more.

- ☞ **S14. Parent Soup.** (www.parentsoup.com)

The site offers expert advice on common problems—sleep, eating, behavior, kids and money, health, child care, siblings, divorce, and much more.

Pets

- ☞ **S15. American Veterinary Medical Association Presents: Care for Pets.** (www.avma.org/care4pets)

AMVA provides information on such topics as animal health, pet loss, buying a pet, and pet safety.

- S16. Encyclopedia of Dog Breeds.** D. Caroline Coile and Michele Earle-Bridges. Barron's Educational Series, 1998. (2)

This work provides in depth coverage of 150 American Kennel Club breeds, two pages for each. There are beautiful color photographs, along with history, temperament, upkeep, health, and other information. "At a Glance" boxes rank each breed for many traits, such as energy level, exercise requirement, playfulness, affection level, and grooming requirements.

- S17. CataLOG.** Bruce Fogle. DK Publishing, 2002. 400p. (2)

This guide to cats provides origins, features, temperament, and other information on over 70 breeds. Fabulous full-color photographs support the text. This is an excellent quick reference guide. **Ultimate Encyclopedia of Cats, Cat Breeds, and Cat Care** by Alan Edwards (Lorenz, 1999. [3]) is another excellent work of this type.

- S18. Merck Veterinary Manual.** 8th ed. Charles Fraser. Merck, 1998. 2.305p. (3)

Concise, clear entries provide information on animal diseases and problems understandable to the well-informed layperson. There is information on animal physiology, behavior, management, nutrition, pharmacology, toxicology, and more.

Automotive Repair

- S19. Chilton's Auto Repair Manuals Series.** Annual W.G. Nichols Co. Prices vary.

There are many repair and service manuals published by Nichols, most for specific models of automobiles both domestic and foreign. Others in the series are for trucks, vans, ATVs, motorcycles. Libraries should purchase those which are in demand in their areas.

Section IV: Indexes

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