

SELECTING AND USING A CORE-REFERENCE COLLECTION

Third Edition



by Margaret Irby Nichols

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INTRODUCTION

This guide represents an extensive revision of the second edition, compiled for the Texas State Library and Archives Commission in 1993. The first edition was published in 1986. Both the first and second editions were distributed to libraries throughout Texas and to many library agencies outside the state. The purpose remains the same as the first two editions: to assist libraries in the selection, acquisition, and use of a core-reference collection. This edition, however, the Reference Process and Buying Guide sections appear at the beginning of the manual so they may be explored before the List of Resources. Another change in the 3rd edition is the coupling of electronic sources (CD-ROMs and the Internet) with print editions of reference books as basic sources of information. At least one worthwhile Internet resource address (URL) is cited for most subject areas.

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. Large libraries will, of course, supplement this core list with additional materials selected to meet the needs of their patrons. Because of limited funding, 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 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, between \$600 and \$700 dollars is available 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 most essential needs.

For many subject areas, 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 sources 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.

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 an essay in which various aspects of service are discussed—the service per se, reference questions, the reference interview, and finding the answer. “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 acquisition process. 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. 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.

Section III: Sources

Reference works included in this section have met the usual selection criteria: authority, accuracy, currency, and convenience of arrangement. With these factors 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 resources are often more convenient to use than Internet resources, especially in instances where equipment is limited, 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 receive heavy use, the less expensive paperback edition is recommended as a first choice. All works listed were in print at the time of compilation.

The arrangement of recommended sources covers 16 areas beginning with "General Works." Sources are then arranged either by type (biography) or by subject area (literature). The previous edition covered "Science and Technology" in one section, while this edition divides the area into "Natural Sciences" and "Applied Sciences." Comments concerning the subject area and many topics have been added to this edition.

The number of sources includes 134 annotated titles, compared to 105 in the previous edition. Forty-eight additional sources are cited in shaded notes sections throughout the text. Sixteen new topical sections have been added, such as parenting, antiques, genealogy, sign language, first aid, and encyclopedias online. In addition, either in the introduction, body of the annotation, or in notes, Internet addresses for 112 resources are cited. (All addresses were active as of 8/31/99.)

Information for cited sources includes bibliographic information and approximate cost. Unlike the previous edition, which listed ISBNs and exact cost, this edition omits ISBNs and provides an approximate cost utilizing a code. Frequent changes by the publisher are the reasons for these different approaches. Costs tend to fluctuate, and ISBNs are often changed with a new printing or when only minor updates are made. In both instances, information becomes quickly dated. The price code is listed below and appears on the bottom of each page in Section I. A number alone refers to the trade (hardback) edition. A number followed by the abbreviation "pa." refers to the paper edition.

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

Section IV: Indexes

The guide concludes with a title and subject index. Topics for which Internet sites are provided are marked with a star in the subject index.

Margaret Irby Nichols
Denton, Texas

August 31, 1999

REFERENCE SERVICES

Reference services are 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. Simply stated, reference services entail answering questions or connecting the user with needed information. Assisting users in finding information is a major function in public libraries. The average person has limited search skills and possesses little knowledge of where to find answers to their needs. A basic responsibility of the staff is to bridge that gap.

The question 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. All users are equally important and deserve the best answers libraries are able to provide.

Reference Questions

The answer to a reference query may be a simple fact or a complex task of gathering material. 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 in the modern library frequently come from an electronic source—a CD-ROM or the Internet. The Internet links thousands of databases and networks, making an unbelievable amount of current information available to the library and its users.

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 is the card catalog?"

✓ **Ready reference questions** are specific answer queries—"When did Samuel Colt invent the revolver?" "What are the largest cities in Honduras?" "What is the address of the American Heart Association?"

✓ **Specific-search questions** are more complex and usually involve supplying a collection of information—"Where can I find information about Maya de Angelo for my research paper?" "Do you have any information about the problems of adults with dyslexia?"

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 is writing a term paper may need directions to indexes and other locations. The patron who asks for a specific piece of information may need additional material to fully meet the need.

The Reference Interview

Often the user fails to clearly state the question. 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 is termed the "reference interview." The primary objectives of the 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, or to know how to feed the one just acquired. In each case, the first question asked probably would be phrased, "Do you have anything on iguanas?"

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 talk, to discuss the need.

Example of an open-ended question: "What would you like to find out about iguanas?"

Closed questions, ones that require only a "yes" or "no" answer, provide limited information. They are, however, useful at the end of the interview to determine whether the real question is understood.

Example of a closed question: "Your iguana is not eating so you would like to know what to feed it. Is that the information you're looking for?"

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 must decide whether to begin with in-house material—the collection or a CD-ROM—or to use the Internet. The librarian may know that the 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 included in the *Encyclopedia Americana* or in a literary handbook. On the other hand, the librarian may know the Internet is the best place to look for the most recent information on a specific type of cancer. Even a recent book on the topic will not be as current as an authoritative Internet resource. If the first attempt at finding the answer fails, the librarian decides which source to try next and 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, which is maintained by students at the Dominica University Graduate School of Library Science. The STUMPERS archive is an excellent source for checking to see whether the question has been answered previously. The website can be found at:

<http://www.cuis.edu/~stumpers/>.

Reference Books

Despite the usefulness of the Internet, the value of which cannot be overly stated, the librarian still must rely heavily on materials the library owns, especially the reference collection. Reference books, which are most commonly arranged alphabetically, are designed to make their content easily accessible. Some are arranged topically with an in-depth index to their contents.

✓ **Definition of a reference book:** "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."

Source: *The ALA Glossary of Library and Information Science*, edited by Heartsill Young (ALA, 1983. p.188).

There are a number of different types of reference books--indexes and bibliographies, general and subject encyclopedias, general language and subject dictionaries as well as those which focus on a type of word, biographical and geographical sources, and fact books—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 or a directory an encyclopedia in order to imply that it is comprehensive.

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 or multi-volume sets, focus on an area such as science or music. There are literally thousands of subject encyclopedias available. General encyclopedias and many subject encyclopedias are available on CD-ROM and on the Internet.

Dictionaries analyze words and supply pronunciations, definitions, etymologies, and other data about 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 provide only statistical data (e.g., birth and death dates, education), while others are more detailed.

Geographical sources—atlases and gazetteers (place name dictionaries)—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 are fact sources. 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, will probably supply the answer. When a adult requests a simple explanation for atomic energy, the librarian should know that *World Book*, although designed primarily for juveniles, is especially useful for its clear explanations of difficult topics.

In the following pages there are more detailed discussions of four basic types of reference works: **almanacs**, **encyclopedias**, **dictionaries**, and **quotation sources**. The discussions are followed by exercises in using each type. The exercises are designed to show the usefulness of the reference works concerned but also to sharpen search skills in using them.

USING REFERENCE BOOKS

ALMANACS

Almanacs are compendiums of useful data on events, people and topics from aerospace to the World Series, and statistics on a wide variety of areas—health, election results, population, crime, etc. 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, *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. One should look in the index under what you considers to be the topic of the question. If a reference is not found, think 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

Exercises

Questions that follow are designed not only to offer practice in using the *World Almanac* and *Texas Almanac*, but also to point out the wide variety of kinds of information they contain.

Texas Almanac

1. What are the Texas state holidays other than San Jacinto Day (April 21)?
2. The Lon Tinkle Award is presented by the Texas Institute of Letters each year. Who are some of the winners?
3. What are the names of the Clute, Texas newspaper and radio station? How frequently is the newspaper published?
4. What is the address and telephone number of the Kerrville public library?
5. What does the Texas Constitution say about the right to bear arms? (Note that it has its own index.)
6. Ocee is a small town near Waco. Can you locate it on a map?

7. What compensation do members of the Texas State Board of Occupational Therapy Examiners receive?
8. Where is the Cowboy Christmas Ball held?
9. What is the Jim Crow Law? When did the Texas Legislature pass it?
10. Is the ocelot on the Texas endangered species list?

World Almanac

1. Who served as Secretary of State under President Lyndon Johnson?
2. What is the address of the American Association of Community and Junior Colleges? (If you are having trouble locating it in the listing, read the note at the top of the first page in the section.)
3. What day of the week will your birthday fall on in 2010?
4. What was Tom Cruise's original name? When and where was he born?
5. How does the U.S. membership of The Church of Jesus Christ of Latter Day Saints (Mormon) compare to that of the U.S. membership of Islam?
6. How does the size of Rhode Island in square miles compare to that of Pecos County, Texas?
7. Find a list of the royal family of Norway.
8. How long is the nose on the Statue of Liberty?
9. What is the literacy rate in Macedonia? What is its chief religion?
10. Who won the U.S. Women's Open Golf Championship in 1994?
11. Who was the last American to win the Nobel Peace Prize?
12. How do Protestants, Catholics, and Jews differ in the listing of the Ten Commandments?
13. When speaking of a group of animals we say "a herd of elephants" and "pride of lions." What group designation do we give to groups of the following: toads, rhinoceri, nightingales, and larks?
14. How many people died in the Alaska earthquake of 1964?

15. What is the name of the longest running play on Broadway?
16. What does it cost to attend Harvard University for a year?
17. What is the gestation period of the giraffe?
18. How many hazardous waste sites are located in Texas?
19. Who is the current chair of the U.S. House Ways and Means Committee?
20. What is the recommended age to administer the varicella (chickenpox) immunization to children?

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, 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 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. Unfortunately, teachers often prohibit students from using the encyclopedia in researching information for a paper. 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 an artist's name, that does not necessarily mean there is no information in the set. The index could reveal that the artist is discussed in an article concerning a school of art, or a particular artistic style, or the art of a country. 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, which 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 *Handbook of Texas* or *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 may use print, CD-ROM, or the Internet versions of any encyclopedia in answering the following questions. The questions are designed to improve search techniques as well as to indicate the wide variety of types of information found in encyclopedias.

1. Find an explanation for scoring in hockey.
2. What beliefs are codified in *Malleus Maleficarum*?
3. Should one apply heat or cold to a sprain?
4. How are cereals puffed?
5. Find information on *The Maid's Tragedy*, a 17th century English play by Beaumont and Fletcher.
6. In which of Cotton Mather's writings did he use the "character" technique?
7. How is the name Asclepius, the god of healing in Greek mythology, pronounced?
8. Find a map which traces Captain James Cook's three great voyages.
9. Find a picture of the statue of Evangeline, about whom Longfellow wrote a narrative poem set in the Bayou Teche in Louisiana.
10. What do the four Horsemen of the Apocalypse symbolize?

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 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.

Exercise

1. How many zeroes in a trillion?
2. In what Shakespearean play does Banquo appear, and what is his role?
3. What is the weight span for bantam weight boxers?
4. Where is the Banda Sea?
5. How many words are listed in Basic English? From what is the word “basic” derived in this instance?
6. What does “veni, vidi, vici” mean?
7. If someone told you to meet the group on the beach at the crepuscular hour, when would you arrive?
8. Explain the action in this sentence: He put on his glengerry, took up his hurdy-gurdy, walked out on the loggia, and struck up a reel.
9. How do “proud” and “arrogant” differ in meaning?
10. Where in the Bible is the expression “baptism of fire” found?
11. Can you think of an animal that could be described as arboreal and possessing a prehensile tail?
12. What is the correct pronunciation for the word “orator?”
13. Explain the meaning of the acronym ESOP.
14. Who was Joseph Jacques Cesaire Joffre?

QUOTATION SOURCES

Reference questions frequently concern quotations:

- ✓ "Who said _____?"
- ✓ "What did _____ say about _____?"
- ✓ Or--"Where in the Bible (or Shakespeare) does it say _____?"

These requests can be frustrating questions for the reference librarian. At times the quote is so obscure it cannot be located. Often, too, the information provided is muddled. 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, which can be very illusive. Fortunately, there are numerous quotation books that often supply the answer.

The subtitle to **Bartlett's Familiar Quotations**, the oldest and 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 and popular media.

In learning to use *Bartlett's*, it is important to notice its arrangement. The main body of the work 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 concludes the volume. There is an alphabetical index of 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 always important to read. They contain background comments, cross-references to similar quotes, and other useful information.

Exercise

Use *Bartlett's* to find the answers to the following questions.

1. Why did Germans who heard President John F. Kennedy's 1963 address in West Berlin titter when he said "Ich bin ein Berliner"?
2. When did William Least Heat-Moon say the pull of the blue highway is strongest?
3. To what question did Benjamin Franklin reply "A republic, if you can keep it"?
4. In early treaties with Native Americans, the United States used an expression that included the phrase "as long as rivers flow." What is the entire expression?

5. What did Louie (Satchmo) Armstrong reply when asked what is jazz?
6. William Faulkner 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: “Keep me as the apple of thy eye”?

SUGGESTED PURCHASE PLAN

Introduction

In even the smallest library the four groups under “A. Continuations and Encyclopedias,” should be purchased on a regular basis. Groups A1 and A2 should be purchased according to their publication patterns, either annually or biennially. Group A3 consists of works published annually which could be acquired every second or third year; if funds permit, they should be purchased more frequently. Group A4 lists encyclopedias, expensive purchases, which should be updated at five- to six-year intervals.

Small public libraries probably will purchase the remaining reference tools under “B. One Time Purchases,” over a period of time. It should be noted that *these groupings are suggested purchase plans*. Those items in Group B1 are likely to be the most essential reference tools and should be purchased first. 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 group 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.

Libraries, of course, will hold a number of these titles. Check the lists against holdings to determine needs. The selector should know that the lists have been chosen for libraries generally. 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. There may be a title in Group B5 (the last group) which is essential in a given library and should be purchased along with other titles in the ‘first purchase’ list (Group B1). In other words, this priority ranking of sources is designed to offer guidance in building the reference collection and should not be viewed as a rigid selection plan.

A. CONTINUATIONS AND ENCYCLOPEDIAS**Group A1, purchase or acquire annually**

Chase's Calendar of Events N2
Chilton's Auto Repair Manual R14
 City directory (local) A3
 College catalogs of local and nearby colleges and universities
Complete Car Cost Guide N3
Compton's Interactive Encyclopedia (CD-ROM) A10 and/or *Encarta Multimedia Encyclopedia* (CD-ROM) A11
Consumer Reports Buying Guide Issue N4
Consumer Reports Home Computer Buying Guide N5
Consumer Reports Used Car Buying Guide N6
ESPN Information Please Sports Almanac P1
Essential Guide to Prescription Drugs R7 and/or *Complete Guide to Prescription and Nonprescription Drugs* R6
MAS EBSCO (free through TSLAC) A18
Morning Star Mutual Funds M4
Standard & Poor Stocks and Bonds M5
 Telephone directories (local and nearby) A5
U.S. Government Manual J5
World Almanac A2
World Factbook J2

Group A2, purchase biennially

Occupational Outlook Handbook L2
Texas Almanac A1

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

Guide Book to U.S. Coins P5
Handbook of U.S. Coins P6
Kovel's Antiques/Collectibles F3
National Five Digit ZIP Code and Post Office Directory A4
Rand McNally Road Atlas K2
Official Blackbook Price Guide to U.S. Postage Stamps P7
Statistical Abstracts H1
Yearbook of American and Canadian Churches C7

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

Encyclopedia Americana A7
World Book A9

B. ONE TIME PURCHASES**Group B1, recommended first purchases**

American Medical Association Handbook of First Aid **R9**
Bartlett's Familiar Quotations **E9**
Barron's Profiles of American Colleges **L1**
Dun & Bradstreets Guide to Your Investments **M3**
Encyclopedia of American Facts and Dates **G4**
Facts About the Presidents **J3**
HarperCollins Bible Dictionary **C3**
Hammond Atlas of the World **K1**
Handbook of Literature **E4**
How to Do Your Own Divorce in Texas **J11**
How to Write a Winning Resume **L3**
A Manual for Writers of Term Papers **D12** and *MLA Handbook for Writers* **D13**
 and local choice if other than ones listed
Merck Manual of Medical Information **R4**
Merriam-Webster's Biographical Dictionary **B4**
Merriam-Webster's Encyclopedia of Literature **E5**
New Handbook of Texas **G6**
New York Public Library Science Desk Reference **Q1**
Random House Unabridged Dictionary **D1**
Roget's II **D4** and *Bartlett's Roget's Thesaurus* **D5**
Research Guide to American Genealogy **B5**
Webster's New World College Dictionary **D2** and *Merriam-Webster's Collegiate Dictionary* **D3**
Where to Write for Vital Records **A6**

Group B2

Benet's Reader's Encyclopedia **E1**
Better Homes and Garden New Complete Guide to Home Repair & Improvement
N12
Cambridge Dictionary of American Biography **B1**
Complete Book of Houseplants **N9**
Eerdman's Handbook of the World's Religions **C2**
Elements of Style **D9**
Emily Post's Etiquette **N8**
Genreflecting **E7**
Guinness Book of Sports Records **P2**
Harper's Bible Commentary **C4**
How to Live and Die with Texas Probate **J10**
Larousse Dictionary of World Folklore **C11**
Neil Sperry's Complete Guide to Texas Gardening **N11**
Native Texas Plants **N10**
New Fowler's Modern English Usage **D10**

Oxford Companion to American Literature E8
Parent's Resource Almanac R10
Random House American Sign Language Dictionary D6
Roads of Texas Atlas K3
Wall Street Journal Guide to Understanding Personal Finance M7

Group B3

Consumer's Medical Desk Reference R2
Contiuum Dictionary of Religion C1
Dictionary of American Slang D7
Dictionary of Business Terms M1
Dictionary of Finance and Investment Terms M2
Dictionary of Legal Terms J7
Encyclopedia of American Biography B2
Field Guide to the Stars and Planets Q4
Guide to Texas State Agencies J9
HarperCollins Encyclopedia of Catholicism C8
Jewish Primer C10
Kovel's New Dictionary of Marks F4
New Joy of Cooking N7
101 Best Resumes L4
Oxford Dictionary of Art F1
Oxford Dictionary of Music F6
Robert's Rules of Order J13
Time Tables of History G2
VideoHound's Golden Movie Retriever F10

Group B4

American Heritage Dictionary of Idioms D8
Atlas of Anatomy R1
Anniversaries and Holidays N1
Birder's Guide to Texas Q5
Brewer's Dictionary of Phrase and Fable E2
Clean Your House and Everything In It N13
Complete Directory to Prime Time Network and Cable Television F11
Dictionary of World Mythology C12
Guide to Information on the United Nations J1
How Congress Works J4
Hutchinson Dictionary of World History G1
Merriam-Webster's Medical Desk Dictionary R5
Microsoft Automap Road Atlas K4
Leonard Matlin's Movie Encyclopedia F9
New Strong's Exhaustive Concordance of the Bible C5
Nutrition Bible R8

Oxford Companion to the Supreme Court J8
Reader's Companion to American History G5
Rules of the Game P3
Song Finder F7

Group B5

Artist's Handbook of Materials and Techniques F2
Atlas of American History G3
Audubon Society Field Guide to North American Mammals Q6
Barnhart Abbreviations Dictionary D11
Barron's Encyclopedia of Dog Breeds R11
Book of Saints C9
Cambridge Guide to American Theatre F8
Cat Breeds of the World R12
Complete Book of Personal Legal Forms J6
Dictionary of Fictional Characters E3
Family Fun and Games P4
Field Guide to American Architecture F5
Larousse Dictionary of Scientists Q3
Larousse Dictionary of Women B3
Macmillan Bible Atlas C6
Medical Advisor R3
Merck Veterinary Manual R13
Peterson's Top 2,500 M6
Reader's Guide to the Twentieth Century Novel E6
Ultimate Visual Dictionary of Science Q2

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

A. GENERAL WORKS

Almanacs

Almanacs are among the most valuable quick-reference sources in any reference collection. Several titles are available in packaged CD-ROM services, such as **Microsoft Bookshelf** (Microsoft Corp., 1994 to date. annual. [5]). Electronic versions offer additional search options, but they do not replace a good print almanac. The two almanacs below are examples of a specialized almanac and one that provides general coverage.

A1. Texas Almanac. The Dallas Morning News, 1857 to date. Biennial. (1)

Well established as an essential reference book in area libraries, this 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. **It should be purchased each time a biennial edition is published.**

A2. 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 purchase for any library. A new edition should be purchased annually. The work 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.

✓ **Information Please Almanac** (Annual. Houghton Mifflin, 1947 to date. [2, 1pa.]) includes much of the data contained in the *World Almanac*, but the differences justify its purchase. Special features in recent times have included a job outlook, an environmental quality index, and a discussion of travel scams.

Directories

A3. City directories

Despite the problem city directories foster, e.g., out of state telephone requests for “near-bys,” libraries should continue to purchase their local city directory. Each library should set its own policy concerning city directory information provided over the telephone for both current and earlier editions. Older city directories, which include invaluable data for future genealogists, should be retained.

A4. National Five Digit ZIP Code and Post Office Directory. U.S. Postal Service. U.S. Government Printing Office, 1974 to date. Annual (2) Available at main post offices. When new editions are received by the post office, the superceded directories often are available free. The directory also is available on CD-ROM as a part of packaged services such as **Microsoft Bookshelf**. (Microsoft Corp., 1994 to date. Annual. [5])

This annual publication provides 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 smaller directory, which the Postal Service also publishes, should not be purchased, since it omits street address codes. Mailing information and current postal regulations also are included in the large directory.

✓ Zip Code information is available on the Web at <http://www.usps.com/ncsc/>

A5. Telephone directories

Libraries should hold the local telephone directory and 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.

A6. Where to Write for Vital Records: Births, Deaths, Marriages, and Divorces. Dept. of Health and Human Services, Division of Vital Statistics. U.S. Government Printing Office. (1)

This essential source contains unique information on obtaining the types of important documents named in the subtitle—where to write, cost, and other pertinent information.

✓ This information for all states can be obtained on the Web at: Vital Record Information, United States <http://vitalrec.com/> or for Texas only at <http://www.state.tx.us/agency/501.html/>.

✓ Links to online genealogy resources are also provided at Vital Record Information, United States: <http://vitalrec.com/>.

Print Encyclopedias

The CD-ROM and the Internet have revolutionized the field of encyclopedias; their print versions are still available but may soon be a thing of the past. Electronic versions contain all volumes of the set, and may include video clips and hours of sound, animation, and maps, adding to their educational value and making them more fun to use. They also are “user friendly” and have many 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,” “not”) also may be possible.

Not only do these products have important search advantages, they also are very reasonably priced. Internet subscriptions average \$6 per month. The popular CD-ROM versions sell for less than \$100, while the print copy sets are considerably more: ca. \$700 for *World Book* and over \$1,000 for *Americana*. Despite the obvious value of the CD-ROM produce and the Internet, paper copies of encyclopedias are still needed and should be made available to the public for as long as there are available.

The following descriptions address the print versions, but the features described also will pertain to the electronic versions.

A7. Encyclopedia Americana. Grolier, Inc. 30 vols. **(Contact publisher for price information.)**

Americana is a reliable, authoritative, and objective set, which 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 about 600 words in length, but some are lengthy, covering as many as 200 pages. All major articles and many shorter entries are supported by reading lists. 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.

A8. The New Encyclopaedia Britannica, 15th ed. 32 vols. Britannica Educational Corporation. **(Available only in multimedia format.)**

The print version of *Britannica*, the largest and most famous English-language encyclopedia still held in many libraries, is divided into three sections. The 12-volume *Micropaedia* contains 66,000 short articles that range from a few sentences to 3,000 words. The 17-volume *Macropaedia* includes comprehensive essays on 580 broad subjects, some as long as 200 pages. The single-volume *Propaedia* outlines knowledge, showing relationships among people, events, and ideas, and serves as a topical table of contents to the other two sections. A two-volume index, containing over 4,000,000 entries, provides access to the entire set. **Beginning in 1999, the print version is no longer available.**

Also in 1999, **Britannica.com Inc.** launched a new website, **<http://www.britannica.com>** that allows free access for the general public to the full text of **Encyclopaedia Britannica**. Initial response to the service was so

enormous that it crashed the network's server, causing Britannica to increase its capacity several-fold.

Britannica Online, available from the Texas State Electronic Library—<http://link.tsl.state.tx.us/>, also includes the full scope of **Encyclopaedia Britannica**--articles, graphics, audio, and video. The service is free to Texas public libraries and their users, and to state agency libraries.

- ✓ **Academic American Encyclopedia**, rev. ed., 21 vols. (**Contact Grolier, Inc. for price information**) is another worthwhile set, but it is intended for a more popular student and adult audience than *Britannica*. It contains specific entry articles, supported by an unusually large number of colorful and appropriate illustrations. **Collier's Encyclopedia**, 24 vols. (**Contact Macmillan Educational Corp. for price information**), also popularly written, is another useful set for junior and senior high school students and adult readers.

A9. 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 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.

- ✓ **Compton's Encyclopedia and Fact Index**, 26 vols. (**Contact Encyclopaedia Britannica for price information**) is a set of excellent quality that focuses on the needs of elementary school students.

Encyclopedia Yearbooks

If encyclopedia annuals are purchased, choose either the **Americana Annual** or the **World Book Annual**; it is not necessary to purchase both. One title should be selected, purchased regularly, and retained indefinitely for the in-depth information on that calendar year. Most information contained in annuals, which are similar in content, will not reappear in future editions of the parent set. Encyclopedia yearbooks do not keep the parent set up-to-date as the publishers are prone to claim. For instance, an eight-year-old set of encyclopedias, supplemented by annuals for succeeding years, does not provide a current article on chemistry or any other rapidly changing topic.

CD-ROM Encyclopedias

Encyclopedias on CD-ROMs have been available since the mid-1990s, with the publishers of *Britannica*, *World Book*, *Compton's*, and *Encarta* playing major roles. *Encarta*, *World Book*, and *Britannica* also offer multimedia sets on DVD. Since home and library computers with DVD drives are still limited, they have been slow to take off.

Most encyclopedias in CD-ROM format are multimedia sets in that they rely on both sight and sound to convey information. Critics contend that multimedia publishers have gotten away from the purpose of an encyclopedia and moved into the field of entertainment. Others believe that being able to hear the music of Mozart or see an animated projection on building the pyramids is informative and educational.

Critics also point out that the text is often less in-depth than that contained in the print sets, and that the articles are generally shorter and illustrations fewer in order to make room for some of these "bells and whistles." Those criticisms were valid in the beginning, but the current trend is to include all text contained in the print version, or even to expand it. For example, the popular CD-ROM encyclopedia *Encarta* is a greatly expanded version of **Funk & Wagnall's New Encyclopedia**. The **New Grolier Multimedia Encyclopedia** includes almost one million more words than the **Academic American Encyclopedia**, the print set on which it is based.

✓ See **A Guide for Developing CD-ROM Reference Collections: Issues and Strategies** (Margaret Irby Nichols with Christine Peterson. Texas State Library & Archives Commission, 1998) for technical requirements and more detailed descriptions of the following products.

A10. Compton's Interactive Encyclopedia. Version 6.0.0 1989 to date. Compton's NewMedia. (7), Deluxe Edition (2 CD set [9]). Monthly updates free with Deluxe Edition.

This multimedia CD-ROM has been steadily improving since its debut in 1989 and is now considered one of the best available for children and young adults. The product continues to be updated and revised every year. It currently includes some 14 hours of sound, over 100 videos and animations (some in 2-D format), and about 8,000 illustrations. Sound clips have undergone dramatic improvement, although some are very brief in length.

The CD-ROM includes the **Merriam-Webster Intermediate Dictionary** (65,000 words), which can be accessed from any location in the text for word definitions. An audio glossary of 1,500 words provides pronunciations and simple definitions. The encyclopedia's 5,000 entries can be searched by title, subject, or general topic. The disk lacks the full-text Boolean search option, but "Editing room" enables the user to assemble onscreen presentations composed of still images, videos, sound, text, and other elements. The CD-ROM contains the entire text of the print set, with updated information since the last print version.

- A11. Encarta Multimedia Encyclopedia.** Microsoft Corp., 1993 to date. (5), Deluxe Edition [2 CD set] (8), Monthly Updates 2/yr. free with Deluxe Edition.

Encarta, a first choice for adults and high school students, contains approximately eight hours of sound, 8,000 illustrations, over 100 video and animation clips, some 2,000 sound clips, and 60 language samples. Although the CD-ROM is based on the print **Funk & Wagnall's New Encyclopedia**, a minor adults set mainly available in supermarkets, it greatly improves on its parent's subject content, perhaps due to the numerous contributions by Microsoft editors. Some 1,000 articles have been added, bringing the total to more than 30,000, of which 4,000 are new or updated.

Encyclopedias Online

Most major encyclopedia companies are now on the Internet. In 1994, *Britannica*, which was the first, made their set available to universities only. By the following year, however, they began selling subscriptions to everyone. *Encarta* and **Encyclopedia.com**, an online version of the **Concise Columbia Encyclopedia**, and *Compton's* soon followed. *World Book*, in partnership with IBM, launched its service to home users in July 1999. All have been extremely popular. An April 1999 survey revealed the following one-month statistics on Web site visitors: *Encarta* 745,000, **Encyclopedia.com** 529,000, *Compton's*, 125,000, and *World Book*, which was available to institutional subscribers only, 77,000.

There is wide variation in the multimedia features on these sets. Unlike the CD-ROM, *Compton's* contains no video and some of the more space-intensive features are not included. Maps, photographs and drawings accompany much of the text. *Britannica* and *World Book*, however, have many of the same features as the CD-ROM versions with some added features.

- A12. Compton's Encyclopedia Online.** The Learning Co.
<http://www.comptons.com/>
 Free to American Online subscribers; \$29.95/yr. to others. Free 7-day trial offer available.

This online version of **Compton's Encyclopedia** features a solid search wizard, a dictionary, slides, and 360-degree views for photographs.

- A13. Encarta.com.** Microsoft Corp.
<http://encarta.com/>
 One year free for Encarta CD-ROM and DVD customers. For others, \$6.95/month, \$49.95/yr. Free 7-day trial available.

Encarta includes more audio and video clips, photographs, illustrations, and maps than any other online set.

- A14. Encyclopedia Britannica Online.** Britannica.com Inc. and Encyclopaedia Britannica Inc.
http://www.britannica.com/
 Free. (Also available free to Texas public libraries through the Texas State Electronic Library.)

The electronic set includes more than 7,000 articles that do not appear in the printed set and Britannica classics, articles from previous sets not included in the current printing. There also are 1,200 graphics and illustrations and the **Merriam-Webster's Collegiate Dictionary**, 10th edition.

- A15. Encyclopedia.com.** Infonautics Corp.
http://www.encyclopedia.com/ Free.

Based on the **Concise Columbia Electronic Encyclopedia**, this set has fewer articles than most but includes more than 170,000 links.

- A16. World Book Online.** IBM Corp., and World Book Inc.
http://www.worldbook.com/
 (Rates not set. To be offered at monthly or annual basis)

There are hundreds of animations, interactive maps, videos, and sound as well as 100 3-D views. The site features a "research, writing, and special helper" feature for students.

Periodical Indexes

The print version of the **Readers' Guide to Periodical Literature** or its abridged version has been the smaller libraries' primary tool for identifying useful information contained in popular periodicals. These types of resources are a secondary aid; 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 is a popular option. With the advent of electronic formats, especially those including the full-text of many articles cited, the picture has drastically changed.

Online indexing services, such as those offered by DIALOG, have been available for many years and have been used extensively by larger libraries. In more recent times, the Internet has become an important resource for acquiring access to indexing services. The CD-ROM is also a standard periodical indexing format, especially for those services which include all or some full-text of the materials cited.

Print indexes offer one important advantage over electronic indexes. Few electronic indexes cite material more than a few years old, while print indexes cover decades past. When retrospective searching is required, the electronic indexes are of no use. It should be noted, however, that a high percentage of information needs in libraries are met with more recent materials.

- A17. Abridged Readers' Guide to Periodical Literature.** H.W. Wilson Co., 1960 to date. Monthly except June, July, and August. (Indexing for those months is included in the September issue.) (10) for a one-year subscription.

With the availability of electronic services, libraries must decide whether to subscribe/continue to subscribe to this basic index (or its longer version, **Readers' Guide to Periodical Literature**). This long-time standard index, designed for small libraries, currently provides author and subject indexing for 82 popular general interest periodicals (240 in the longer version).

- ✓ The **Wilson Select** database is available free to Texas public libraries through the Texas State Electronic Library—<http://link.tsl.state.tx.us/>. It includes records with full text articles from H.W. Wilson's 800 periodical titles indexed in General Science, Social Science, Humanities, Readers' Guide, and Business Abstracts.

- A18. MAS (Magazine Article Summaries Full Text).** EBSCO, 1989 to date.
<http://link.tsl.state.tx.us/>
Monthly/Quarterly. Available free to public libraries in Texas through the Texas State Library Electronic Library.

This menu-driven and easy to use service offers keyboard searching—any word or phrase in text, title, or subject fields—as well as advanced search options such as Boolean, truncation, and proximity searching. Special features include tracking usage (for gathering collection control statistics) and tagging titles held locally. The services provides full-text coverage for 70 magazines with indexing and abstracting for an additional 400 titles.

- ✓ See ***A Guide for Developing CD-ROM Reference Collections: Issues and Strategies*** by Margaret Irby Nichols with Christine Peterson (Texas State Library and Historical Commission, 1998) for descriptions of additional services.

- A19. Texas State Electronic Library**
<http://link.tsl.state.tx.us>

The Texas State Electronic Library makes available a number of online databases to legally established Texas public libraries, Texas state governmental agency libraries, and customers of these libraries. Eligible libraries may register for the free service online. Academic libraries in Texas participate in TexShare, a consortium that offers online database access focused on the needs of Texas academic institutions. Texas school libraries can become members of the Texas Library Connection (TLC), a project of the Texas Education Agency.

Following are descriptions of some of the available databases. (Check this resource frequently, as database choices change over time.)

ABI Inform covers business and management topics. Information includes company histories, product information, and articles on supervision. Includes abstracts from over 1,000 titles and full text of articles from 570 journals.

AGRICOLA (AGRICultural ONLine Access) is an index created by the National Agricultural Library covering materials dating from the 16th century to the present on all aspects of agriculture.

Archives USA contains a searchable index of documents, manuscripts and other artifacts found in 4,400 libraries and 100,000 special collections. It is an invaluable tool for researchers who use primary source materials.

ArticleFirst describes the items on the table of contents pages of nearly 13,000 titles. Categories include science, technology, medicine, social science, business, the humanities, and popular culture. This database is updated daily.

Books in Print includes over 1.8 million records, describing in-print, out-of-print, and forthcoming books from North American publishers. New records are added weekly.

Britannica Online includes the full scope of over 65,000 articles. It provides text articles, graphics, audio, and video using the World Wide Web as an interface. Related information on the Internet may be accessed through hypertext links.

DIScovering Science provides 2,500 essays, 1,000 biographies, 1,000 article abstracts, timeline events, images, video and audio clips, and frequently asked questions about the physical and applied sciences, medicine, technology, information sciences, mathematics, and environmental and earth sciences.

Electric Library allows users to type a question in plain English. The database searches newspaper and magazine sources, books, maps, and images. It is especially appropriate for students from primary school through university levels. The reading level of the article is listed in each citation.

Ethnic NewsWatch provides information on news, culture, and history from 200 publications of the ethnic, minority, and native press, providing in-depth coverage of both current and historical topics, and is searchable in both English and Spanish.

OCLC's **FirstSearch** provides over 70 online databases and more than 1.5 million full-text articles. All subject matter is covered. (The First Search Guided Tour is also available and highly recommended for first time users.)

Gale Literature Databases include *Contemporary Literary Criticism* (criticism on the works of novelists, poets, playwrights, and short story writers now living or who died after December 31, 1959), *Contemporary Authors* (biographic details on 100,000 modern novelists, poets, playwrights, non-fiction writers, journalists, and script writers whose works have been translated into English or published in the U.S.), and *Dictionary of Literary Biography* (outlines the lives and careers of authors from all eras and genres and summarizes the critical response to their work).

The **Handbook of Texas Online** is an encyclopedia of Texas history, geography, and culture. It contains over 23,000 articles on people, places, events, historical themes, institutions, and more.

Health Reference Center contains articles on health and wellness research for a general audience. It includes 2,000 titles indexed with full text from over 600 periodicals, newsletters, reference books, and pamphlets. Contact information for

support groups, hotlines, and research centers is also included. Coverage is from 1994 to the present.

Masterfile contains information on a broad range of topics -- business, health, news, social science, general science, humanities, etc. It includes citations and abstracts from 2,375 titles and full text articles from over 1,000 titles.

MEDLINE Plus is the National Library of Medicine's site for consumer health information. It includes links for common diseases and conditions, dictionaries, databases, links to organizations, and directories for finding health care professionals.

Periodical Abstracts contains more than 800,000 records from over 1,500 general and academic journals, TV programs, and radio shows (from 1987 to the present). It includes full text articles from 530 journals and covers business, current affairs, economics, literature, religion, psychology, and more.

Texas Newstand provides full-text coverage of the *Houston Chronicle*, *Fort Worth Star Telegram*, and the *Austin American-Statesman* and abstracts from the *Dallas Morning News* and the *San Antonio Express-News*.

Wilson Select includes records with full text articles from over 800 periodical titles indexed in H. W. Wilson's General Science, Social Science, Humanities, Readers' Guide, and Business Abstracts publications.

WorldCat contains library materials owned by libraries around the world. It includes books, computer files and programs, films and slides, journals, manuscripts, maps, musical scores, newspapers, sound recordings, and videotapes. Each of the over 37 million records contains bibliographic information and library holdings.

- ✓ The **Texas State Library & Archives Commission** also makes available other publications free to Texas libraries including *Texas Information Resources for Libraries* (Margaret Irby Nichols with Sandra Henry and Belinda Boon, 1997) and *texas.government.ontheweb: A Librarian's Guide to Texas Government Information on the World Wide Web* (Sue Polanka, 1999). *Texas Information Resources* is also available online at <http://www.link.state.tx.us/LD/pubs.htm>.

B. BIOGRAPHY

This section focuses on general biographical sources and genealogy. Specialized biographical sources are listed with subject fields—authors with literature, artists with art, etc. General encyclopedias are worthwhile sources of biographical information, especially for persons from the past who have played significant roles in world history. Encyclopedia yearbooks often include persons who have gained recent recognition. Periodical indexes provide access to articles about persons of contemporary significance as well as important persons from the past.

The Internet is an important source for biographical information. *Biography.com* at <http://www.biography.com/> includes 150 to 200 word biographical sketches of thousands of notables for all time periods and all areas of the world—statesmen, literary figures, athletes, actors, inventors, etc. Emphasis is on persons of interest in the Western world.

Biographical Dictionaries

- B1. The Cambridge Dictionary of American Biography.** Ed. by John S. Bowman. Cambridge University Press, 1995. 941p. (5)

Some 7,000 deceased persons and over 2,000 persons living (at the time of publication) are profiled in this useful work, the most comprehensive, single-volume biographical source available. Entries for persons from all periods of American history and all fields of endeavor are treated mainly in brief articles, but those for very prominent individuals are longer and more detailed. Indexing is by names mentioned in the articles and occupation.

- B2. Encyclopedia of American Biography.** Ed. by John A. Garraty. 2d ed. HarperCollins, 1996. 1,280p. (5)

This worthwhile work, a revision of the 1974 edition, includes more than a thousand Americans who have made significant historical and cultural contributions to American life. Entries are in two parts. The first is a chronological listing of important facts and dates of the person's life. The second is an essay, written by a prominent scholar, which evaluates the person's contribution to society.

- B3. Larousse Dictionary of Women.** Ed. by Melanie Parry. Larousse Kingfisher Chambers, 1996. 741p.(4)

More than 3,000 entries each provide two or three paragraphs of information about famous women from biblical to modern times. The 20th century and Western society, however, dominate. Headers for each entry give dates and why the person is noteworthy. Some entries include a black-and-white photograph of the biographee.

- B4. Merriam-Webster's Biographical Dictionary.** Rev. Merriam-Webster, 1995. 1,1842p. (3)

Brief entries cover some 40,000 persons, from all countries and all times. Emphasis is on British and American figures. Entries vary from a few sentences to a page and provide pronunciation, dates, and the chief contributions for each person. This revision of *Webster's New Biographical Dictionary* is a useful quick reference book for obtaining basic data about important persons in history.

- ✓ 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 approximately 200 persons 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 (in 1999, \$189/yr.).

Genealogy

There are a number of outstanding genealogical sources in CD-ROM format. *Family Search* from the Church of Jesus Christ of Latter-Day Saints, which is available on the Internet at <http://www.familysearch.org/>, is a major source for genealogical research. The site containing over 300 million names also links to related research sites.

Listed below is a how-to-do-it guide to genealogical research only. The sources for finding ancestors are numerous and many are expensive. Most small libraries obtain them as gifts from local genealogical societies.

- B5. The Researchers Guide to American Genealogy.** Ed. by Val D. Greenwood. 2d ed. Genealogical Publishing, 1992. 608p. (3)

A first purchase for the genealogical collection, this definitive guide is in two parts. The first explains the basic principles of genealogical research. The second treats specific types of records—legal documents and census, church, burial, cemetery and military records. Although somewhat dated, this revision also includes the use of personal computers and genealogical software.

C. RELIGION

Sources on religion, Christian and other belief systems, should be a part of any well- rounded reference collection in a small library. Although questions on religious topics may not be asked as frequently as in some other areas, there should be dictionaries, handbooks, and atlases to answer questions on religion in general and concordances and commentaries to help answer queries concerning the Bible.

Religions of the World

C1. The Continuum Dictionary of Religion. Ed. by Michael Pye. 336p. (3)

Most libraries need reference source on religions of the world. This reliable work contains some 5,000 clear and objective entries explaining concepts, beliefs, deities, religious practices, and other topics on religions of the modern world. In addition to the most prominent religions, coverage is provided for religions of Native Americans and other indigenous peoples, Third World countries, and of ancient times.

C2. Eerdmans's Handbook to the World's Religions. Rev. ed. William B. Eerdmans Co., 1994. 464p. (2pa.)

This introduction to the world's religions provides clear and objective descriptions of each, giving history, scriptures, worship, beliefs, and practices. There are numerous helpful maps and charts and over 200 photographs, 100 in color. A "Rapid Fact Finder" identifies over 1,000 terms.

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. Reference sources about the Bible—dictionaries, handbooks, commentaries, concordances, and atlases—are very important.

Seven translations of the Bible, Greek and Hebrew versions, four ancient versions, and the Bible in 15 other languages is on the Internet at <http://unbound.biola.edu/>.

C3. HarperCollins Bible Dictionary. Paul J. Achtemeier. HarperCollins, 1996. 1,176p. (4)

Since this work appeared in 1952, it has become a standard for the lay person. It covers 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 (50 of which are maps), tables of archaeological sites, and an index. The work was compiled under the direction of the Society of Biblical Literature, which consists of Catholic, Protestant, and Jewish scholars.

C4. Harper's Bible Commentary. James L. Mays. Harper, 1988. 1,320p. (5)

This highly readable companion volume to the *HarperCollins Bible Dictionary* (C3) offers long essays that focus on biblical meaning and interpretations, and shorter articles that treat special topics (women, symbols). The Old Testament, New Testament, and Apocrypha are covered. There are 16 pages of color photographs and 16 pages of color maps. The 79 contributors are Catholic, Protestant, and Jewish scholars, chosen for their subject competency.

C5. The New Strong's Exhaustive Concordance of the Bible. 2d ed. Ed. by James Strong. Nelson, 1997. (2)

This work, based on the King James Version, proves scripture references to that translation, as well as a "key-word comparison," which 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 offers improved typeface making it easier to read. A concordance refers the user to the location of words or ideas in the Bible.

✓ **Cruden's Complete Concordance**, another standard work, is available in various editions at a range of prices.

C6. The Macmillan Bible Atlas, 3d ed. Yohanan Aharoni and Michael Avi-Yonah. Macmillan, 1993. 224p. (3)

This revision of a standard work (earlier edition 1977) reflects new information from more recent archaeological excavations. The 269 maps cover the period from 3000 B.C. through A.D. 200, arranged chronologically. Brief text which accompanies each map explains historical background.

✓ **New Bible Atlas.** (Davis Wiseman, et al. Intervarsity, 1994. 132p. [2]), a smaller work, includes some 80 maps, most in color.

Denominations

C7. Yearbook of American and Canadian Churches. Abingdom, 1916 to date. Annual. (3pa.)

A yearbook covering Catholic, Protestant, and Jewish activities, this work provides a religious calendar; a directory of religious bodies; lists of church and religious-related colleges and universities, and seminaries; directories of religious agencies; and statistical and historical information for specific church bodies.

Catholicism

- C8. The HarperCollins Encyclopedia of Catholicism**, Ed. by Richard P. McBrien. HarperCollins, 1995. 1,249p. (5)

This work, produced by Notre Dame University scholars and 280 other experts, is aimed at laypersons. The 4,500 clearly defined terms concern doctrine, worship, and other topics related to Catholicism. There also are discussions of complex moral and social issues. Illustrations include black-and-white photographs, maps, and tabular information.

- ✓ **The Catholic Encyclopedia**. (Robert C. Broderick. Rev. ed. Thomas Nelson, 1990. 613p. [2pa.]), a less expensive single volume work, contains clear and well-written articles on traditional Catholicism. The extensive **Catholic Encyclopedia** (15 volumes) is available on the Web at <http://www.knight.org/advent/cathen/>.

- C9. The Book of Saints: A Dictionary of Servants of God**. Comp. by Benedictine Monks of St. Augustine's Abbey. Morehouse Publishing, 1993. 605p. (2)

Brief entries cover some eleven thousand saints. There also are useful lists such as emblems of saints.

- ✓ **Saints and Angels**, on the Internet at <http://saints.catholic.org/stsindex.html>, includes substantial articles on thousands of saints.

Judaism

- C10. The Jewish Primer**. Shmuel Himelstein. Facts on File, 1992. 256p. (2 hardback, 1 pa.)

Explanations of the faith and practices of Judaism are clearly presented in a question and answer format. Emphasis is on traditional Orthodox beliefs, but Reform and Conservative forms also receive attention.

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. *Encyclopedia Mythica*, containing 5,100 definitions of gods and goddesses, supernatural beings and legendary creatures and monsters from all over the world, is on the Web at: <http://www.pantheon.org/mythica/info/about.html>.

- C11. Larousse Dictionary of World Folklore.** Alison Jones. Larousse, 1995. 512p.
(3, 2pa.)

This work gathers themes and figures of folklore from around the world. Readable entries are generally one to 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.

- C12. A Dictionary of World Mythology.** Arthur Cotterell. Oxford University Press, 1990.
(2 pa.)

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.

✓ **Funk and Wagnalls Standard Dictionary of Folklore, Mythology, & Legend**, ed. by Maria Leach (Harper, 1984. [3 pa.]), a reprint of a standard work of many years, is currently out of stock.

D. LANGUAGE

Dictionaries are an essential reference source in any type of library. 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 which 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. Print college or desk dictionaries, the most common type, are still easier to use for basic purposes than their electronic equivalents. Publishers frequently offer a CD-ROM version of the dictionary along with the print version at very little additional cost.

Word processing programs have included dictionaries for a number of years. Some electronic resources, such as encyclopedias, also have dictionary features built into them. When readers encounter a new word in the text, a simple command enables the user to learn its meaning, and in some instances, hear it pronounced. Dictionaries also are commonly included in packaged services such as **Microsoft Bookshelf**.

General Language Dictionaries

General language dictionaries range in size from comprehensive to abridged formats. Those works termed "unabridged" attempt to be comprehensive sources of information about words in general usage and generally contain around 300,000 word entries. "Desk dictionaries," the most commonly used type of dictionary, are considerably smaller, averaging 150,000 entries. Desk dictionaries, sometimes called "collegiate dictionaries," usually are adequate to meet the needs of most library users. **Abridged works, usually paperbacks containing fewer word entries and less information, are not adequate to meet library needs.**

Unabridged Dictionaries

- D1. Random House Unabridged Dictionary.** 2d rev. ed. Random, 1994. (6)
With CD-ROM Version 3.0 (7)

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. Definitions are arranged according to their frequency of use, the most common usage first. Unlike many other current dictionaries, the work applies restrictive labels such as "vulgar," "slang," "informal," and "offensive." Illustrative phrases, synonyms and antonyms, and pictorial illustrations also are included. This dictionary is commended for its currency; more than one thousand new words have been added and over fifteen hundred entries revised since the last edition in 1987.

- ✓ **Random House** does not compare in comprehensiveness with **Webster's Third New International Dictionary of the English Language** (Ed. by Philip Gove and the Merriam Webster Editorial Staff, Merriam Webster, 1981 [10]), the largest and most prestigious dictionary published in the United States. **Random House**, however, is more current and will meet the needs of most public library patrons. **Webster's Third**, which has not been completely revised since 1961, is supported by addenda pages in more recent printings and **12,000 Words, A Supplement to Webster's Third New International Dictionary** (Merriam Webster, 1986), which is now out-of-print.

Desk Dictionaries

- D2. Webster's New World College Dictionary: The Definitive Guide to American English.** 4th college ed. Ed. by Michael Agnes. IDG Books Worldwide, 1999. 1,716p. (2)

This excellent dictionary, newly updated to reflect changes in the language, focuses on current written and spoken English. The more than 160,000 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.

- D3. Merriam-Webster's Collegiate Dictionary.** 10th ed. Merriam-Webster, 1994. 1,159p. (2)

Despite the word "collegiate" in its title, this work is intended to serve the general public's needs for information about the words of our language. Emphasis 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 added 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 *New World* described above, is a must for all libraries. **The World Wide Webster Dictionary** is available online at <http://www.m-w.com/>.

- ✓ **American Heritage Dictionary of the English Language**, 3rd ed., and the CD-Rom version (Houghton Mifflin, 1992.2,140p. [5]), are also quality desk-type dictionaries.

Synonyms

- D4. Roget's II: The New Thesaurus.** Americana Heritage Dictionaries. 3d ed. Houghton Mifflin, 1995. 1,216p. (2)

Unlike many dictionaries bearing the name Roget, which are in a classified arrangement, the entries in this work are arranged in one alphabet. Brief definitions are under main entries with see references to related words. Synonyms with their meanings are listed under subentries. This thesaurus is based on the *American Heritage Dictionary of the English Language*.

- D5. Bartlett's Roget's Thesaurus.** Little, Brown, 1996. 1,488p. (2)

This work introduces a new concept to the standard thesaurus. In addition to providing synonyms, the work adds quotations illustrating usage. There also are almanac-type lists of facts scattered through the body of the work. The 350,000 entries are in two categories—one grouped by concept and the other alphabetically arranged.

✓ <http://www.thesaurus.com/> is an online version of **Roget's. The Reverse Dictionary** at <http://www.c3.lanl.gov:8075> is designed for occasions when the user needs a word to express an idea. The procedure is to type in a definition and retrieve suggestions of suitable words.

Sign Language

All libraries should have at least one title on sign language for the hearing impaired.

- D6. Random House American Sign Language Dictionary.** Elaine Costello and Lois Lenderman. Random House, 1994. 1,067p. (5)

The over 5,600 words and signs in this work utilize the American Sign Language system. 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 to form it. There are cross-references as well as "same sign used for" entries.

✓ **American Sign Language Dictionary** (Rev. ed. Martin L. Sternberg. HarperCollins, 1994. [2]) is also a useful sign language dictionary.

✓ **Sign Language Online** is another useful resource on the Web:
<http://dww.deafworldwegb.org/asl>.

Slang

- D7. Dictionary of American Slang.** Robert Chapman. 3d ed. Harper-Collins, 1998. 624p. (4)

This standard work covers 19,000 slang words and expressions for all periods, over 2,000 new to this edition. Entries provide pronunciation, appropriate classification and dating labels, definition, illustrative phrases, and numerous cross-references. Like others of its kind, the work contains taboo or vulgar words, many of which are not found in standard dictionaries.

- ✓ **NTC's Dictionary of American Slang and Colloquial Expressions**, 2d ed. (Ed. by Richard A. Spears. 2d ed. National Textbook/NTC Publishing Group, 1995. 586p. [2, 1pa.]), is less expensive and also less extensive than the above work. **The Thesaurus of Slang** (Ester and Albert Lewins. Facts on File, 1997. [5, 2pa.]) helps the user who is searching for a slang expression to replace a formal word.

Idioms

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

When the user seeks the meaning of “bird in the hand,” “dark horse,” or “moment of truth,” this dictionary will provide the answer. Over 10,000 figures of speech, slang phrases, cliches, colloquialisms, and proverbs are defined. For each entry there is a history of the term along with a sample sentence showing its use.

- ✓ **NTC's American Idiom**, 2d ed. by Richard A. Spears. National Textbook, 1994. 539p. (2, 1pa.) provides definitions for some 8,000 such terms.

Usage and Punctuation

- D9. The Elements of Style.** 3d ed. William Strunk, Jr. and E.B. White. Macmillan, 1979. 92p. (1 pa.)

The compilers of this guide clearly and succinctly state the rules of good usage, often with a touch of humor, and provide several correct and incorrect examples to illustrate each case. William Strunk prepared the original handbook for his English composition classes at Cornell University, and in 1952, long after his death, E.G. White, a grateful student who became a famous essayist and children's writer, edited the small volume for publication. It was so well received that White revised and updated it in 1972 and 1979. This work is available on the Internet at <http://www.dictionary.com/>.

- D10. The New Fowler's Modern English Usage.** 3d ed. Ed. by R.W. Burchfield Oxford, 1996. 864p. (2)

This classic work, considered the Bible of English usage, provides advice on choosing the right word. The updated edition explains problem words and points out differences in British and American usage, often with a sense of humor. It also provides information on word formation, pronunciation, and punctuation.

✓ **Online English Grammar** can be found on the Web at <http://www.edunet.com/english/grammar/>. Another site for grammar and usage is <http://owl.english.purdue.edu/writing.html>.

✓ **NTC's Dictionary of Tricky Words: With Complete Examples of Correct Usage** (Deborah K. Williams. National Textbook/NTC Publishing Group, 1996. 193p. [1pa.]) focuses on words that are alike in sound or often confused in usage. **Punctuate It Right!** (2d ed. HarperCollins, 1993. 208p. [1pa.]) offers rules and their exceptions for punctuation marks.

Abbreviations

- D11. The Barnhart Abbreviations Dictionary.** Ed. by Robert K. Barnhard. Wiley, 1995. 400p. (3)

An attempt is made in this work to provide the most common English-language abbreviations for all fields. The arrangement of the 60,000 entries is in two lists, one by abbreviations and symbols and the other by words with their abbreviations. Many acronyms are included.

✓ Abbreviations and acronymns can be found online at <http://www.ucc.ie/cgi-bin/acronym/>.

Style Manuals

Libraries should base their choice of style manuals on locally accepted usage, whether one of the two cited here or another. Seek advice from local high school and college librarians.

- D12. A Manual for Writers of Term Papers, Theses and Dissertations.** 6th ed. Ed. by Kate L. Turabian, John Grossman, and Alice Bennett. University of Chicago Press, 1996. 300p. (3, 1pa.)

This well-known handbook, often cited as *Turabian* (the original editor, now deceased), provides information on such topics as abbreviations, spelling and punctuation, capitalization, quotations, footnote and bibliographic styles, and writing. This revision includes information on citing CD-ROM and online sources.

- D13. MLA Handbook for Writers of Research Papers.** 4th ed. Joseph Gibaldi and Phyllis Franklin. Modern Language Association of American, 1997. 300p. (1pa.)

A standard for over 40 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 great deal about using and citing electronic sources has been added to this revision.

✓ The **MLA Style Manual** can be found on the Web at <http://www.winsor.edu/library/citation.htm/>.

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, those representing other languages may be needed as well. The leading publishers of foreign language dictionaries are: Larousse Kingfisher Chambers (for both Spanish and French), Oxford University Press (for French, Italian, and Latin), and HarperCollins (for German). Each of these publishers offers reasonably priced dictionaries from which to choose.

E. LITERATURE

In most public libraries, reference books on literature are heavily used. Students need the help provided by books on authors and their works as well as those concerning grammar, style, and writing formal papers. In addition to reference books on literature per se, this section also includes guides to popular fiction and quotation books. The guides are used when librarians are asked to assist readers in identifying “a good book to read.” 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.

Internet Public Library: Online Literary Criticism Collection provides links to 2,504 critical and biographical Web sites about authors and their works, and is available at <http://www.ipl.org/ref/litcrit/>.

The Texas State Electronic Library (<http://link.tsl.state.tx.us>) includes **Contemporary Literary Criticism Select**, **Contemporary Authors**, and the **Dictionary of Literary Biography**.

Another useful site on the Web is **Literature Resources for the High School and College Student** at <http://www.teleport.com/~mgroves/>.

General Works

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

This standard of over 50 years treats literary terms, important writers, allusions, plots of important works, literary characters, folklore, movements, 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. Entries vary in length from a few sentences to several pages, but most articles are concise.

- E2. Brewer's Dictionary of Phrase and Fable.** 15th ed. Ed. by Ivor H. Evans and Adrian Room. Harper & Row, 1995. 1,264p. (4)

The current edition, an update of a delightful work first published during the 19th century, is a compilation of miscellaneous information such as literary allusions, history, and colloquial expressions or adages that stem from a simple word. For example, under the entry “cat,” one finds “cat has nine lives,” “cat o’ nine tails,” “to skin a cat,” and many other expressions. Numerous lists—symbols for saints, flowers and trees in symbolism, dying words of famous people, etc.—enhance the value of the work. Despite its British origin, *Brewer's* has much ready-reference value in American libraries.

- E3. Dictionary of Fictional Characters.** Comp. by Martin Seymour-Smith. Writer, 1992. (2pa.)

This volume identifies some 22,000 characters in 2,300 classic and modern British and American novels, short stories, poems, plays, and operas, by over 600 authors. The identification of each includes his/her relationship to other characters in the same work. Indexing by author and title enables the reader to find the characters of a particular work.

- E4. A Handbook of Literature.** Hugh C. Holman and William Harmon. 7th ed. Prentice-Hall, 1995. 624p. (4pa.)

This important source for high school and college students contains some 1,500 entries that treat terms, concepts, schools, and movements, each with definition, explanation, and illustrative examples. Individual authors are not covered but often are referred to in articles. The work also provides an outline of English and American literary history.

- E5. Merriam-Webster's Encyclopedia of Literature.** Merriam-Webster, 1995. 1,236p. (4)

Entries one or two paragraphs in length cover writers and their works, illustrators, terms, characters, movements, and other literary topics. Entries on authors include biographical and career data and list their most significant works. There are many photographs of authors and a few illustrations from literary works.

- E6. A Reader's Guide to the Twentieth-Century Novel.** Ed. by Peter Parker. Oxford University Press, 1995. 748p. (4)

This work contains lively plot synopses on 750 significant novels of the 20th century, arranged chronologically through 1993. Background information on authors and some excerpts from their works are provided.

Popular Fiction

There are many official Web pages about authors that provide background information about their lives and work. There also are unofficial fan sites which are limited in usefulness.

Examples of official author sites are the Anne Rice page at <http://www.annerice.com/> and the Danielle Steel site at <http://www.daniellesteel.com/>. Addresses of others may be identified by entering the author's name as a subject.

Book reviews and other book and author news is available on numerous sites including the following:

Book Page—<http://www.bookpage.com/>

BookWire—<http://www.bookwire.com/>

Publishers Weekly—<http://bookwire.com/pw/pw.html>

- E7. Genreflecting: A Guide to Reading Interests in Genre Fiction.** 4th ed. Diana Tixier Herald and Betty Rosenberg. Libraries Unlimited, 1995. 367p. (4)

Over a period of many years, librarians and patrons alike have relied on this work for help in identifying good books. *Genreflecting* is a guide to good reading in popular fiction--crime, adventure, science fiction, fantasy, horror, and romance. There are numerous subdivisions in each category.

- ✓ Recommended guides to specific genre include **Anatomy of Wonder: A Critical Guide to Science Fiction** (Ed. by Neil Barron. Bowker, 1994. 1,000p. [5pa.]); and **Encyclopedia Mysterosa: A Comprehensive Guide to the Art of Detection in Print, Film, Radio and Television** (William L. DeAndrea. Prentice-Hall, 1994. 416p. [2pa.]).

American Literature

- E8. Oxford Companion to American Literature.** 6th ed. Ed. by Phillip Leininger. Oxford University Press, 1995. 779p. (6)

This standard work, a must for all public libraries, covers American literary 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, essays, poems, 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.

- ✓ Other volumes in the "Oxford Companion Series," which are important additions to any library collection include: **Oxford Companion to English Literature** (Rev. ed. Ed. by Margaret Drabble. Oxford University Press, 1995. [6]); **Oxford Companion to African American Literature** (Ed. by William L. Andrew, et al. Oxford University Press, 1997. 896p. [5]); and **Oxford Companion to Twentieth-Century Literature in English** (Ed. by Jenny Stringer. Oxford University Press, 1996. [8]).

Quotations

- E9. Bartlett's Familiar Quotations.** 16th ed. Ed. by Justin Kaplan. Little, Brown, 1992. (4) Also available in CD-ROM format: **Bartlett's Familiar Quotations: Expanded Multimedia Edition.** Time-Warner Electronic Publishing, 1995. MPC/Mac (4)

The best known of the quotation books, *Bartlett's*, as it is usually called, began its history in 1955. The latest edition includes more than 2,550 authors (340 new to this edition) from ancient Egypt to Sesame Street, cited in some 22,500 quotations. Arrangement is chronological by dates of the person quoted, with indexing by author,

subject, and keyword. Exact references to original sources are provided, as well as helpful historical footnotes. Earlier editions should be retained, since some quotations are deleted from each revision. The 16th edition, for example, dropped 245 persons included in the 15th edition. *Bartlett's* is available at several addresses on the Internet including <http://www.dictionary.com/>

✓ <http://www.starlingtech.com/quotes/search.html>, the **Quotation Search Site**, focuses on contemporary and humorous quotes from such sources as *Saturday Night Live* and Dave Barry.

✓ If other quotation books are purchased, first choices are **American Heritage Dictionary of American Quotes** (Ed. by Margaret Miner and Hugh Rawson. Penguin Reference, 1999. 656p. [1pa.]); **Oxford Dictionary of Quotations** (4th ed. Ed. by Angela Partington. Oxford University Press, 1996. [4]); and **Respectfully Quoted: A Dictionary of Quotations from the Library of Congress** (Ed. by Suzy Platt. U.S. Government Printing Office, 1989. 520p. [4]).

F. VISUAL AND PERFORMING ARTS

Art

A number of art museums have Internet sites on which images from their collections can be viewed. Among them are:

The Louvre, <http://mistrail.culture.fr/louvre/> and the National Gallery of Art, <http://www.nga.gov/collection/collect.htm>.

- F1. The Oxford Dictionary of Art.** Ed. by Ian Chilvers and Harold Osborne. Oxford University Press, 1988. 548p. (5, 3pa.)

Some 3,000 concise, non-technical entries address artists, movements, and persons involved in the art world. There are no bibliographies or illustrations. This work consists of articles extracted from three standard art reference works: **Oxford Companion to Art**, **Oxford Companion to the Decorative Arts**, and **Oxford Companion to Twentieth Century Art**.

- F2. Artist's Handbook of Materials and Techniques.** 5th rev. and updated ed. Ed. by Ralph Mayer. Viking Press, 1991. 761p. (4)

This handbook provides information concerning materials and methods used in oil, tempera, watercolor, and gouache. Other entries deal with chemistry of materials, solvents, thinners, and specific kinds of painting, such as mural. A detailed index and bibliography conclude the volume.

- ✓ **History of Art** (5th ed. Ed. by Anthony F. Janson. Abrams, 1997. 1,000p. [7]) will provide answer to many reference questions related to art for all periods and all countries.

Antiques

- F3. Kovel's Antiques/Collectibles.** 31st ed. Ralph and Terry Kovel. Three Rivers Press, 1998. (1pa.)

The Kovels are nationally known antique experts and appraisers. This guide identifies and gives a price or price range for some 50,000 antiques. Over 500 photographs help identify items, designs, and patterns.

- ✓ **Warman's Antiques and Collectibles Price Guide** (Ed. by Harry Rinker. 33rd ed. Chilton's, 1999 [2pa.]) is another standard work on this popular topic.

- F4. Kovel's New Dictionary of Marks: Pottery and Porcelain, 1850 to the Present.** Ralph and Terry Kovel. Crown, 1986. 290p. (2pa.)

This guide identifies American, European, and Oriental pottery and porcelain marks. Dating information is also included.

Architecture

- F5. Field Guide to American Architecture.** Carole Rifkind. Plume, 1989. (3)

This guide traces architecture in the United States from simple houses of the 17th Century to modern structures.

Music

- F6. The Oxford Dictionary of Music.** 2d ed. Michael Kennedy and Joyce Bourne, eds. Oxford University Press, 1995. 985p. (5)

This update of a 1985 work adds more than 1,000 new articles. The entries cover composers and performers in all fields (1,800), musical terms and forms (2,200), and musical instruments (500). The work focuses on classical music, but some jazz and popular music and musicians are included. This standard work is highly recommended.

✓ **The Norton/Grove Concise Encyclopedia of Music.** (Rev. and enlarged. Ed. by Stanley Sadie. Norton, 1994. 850p. [4]), a similar work., is based on the authoritative 20-volume **New Grove Dictionary of Music and Musicians.**

- F7. Song Finder: A Title Index to Thirty-Two Thousand Popular Songs in Collections, 1854-1992.** Gary Lynn Ferguson. Greenwood, 1995. 344p. (8)

This expensive index is worth its weight in gold when the words or music to a specific song is sought. The work indexes 32,000 songs—popular, children, folk, religious, African American, and other types—contained in 621 collections. Indexing is by title with cross references to alternative titles and variant spellings.

Theater

- F8. Cambridge Guide to American Theatre.** Ed. by Don B. Wilmeth and Tice L. Miller. Cambridge University Press, 1993. 547p. (6pa.)

For this volume, entries from *Cambridge Guide to World Theatre* which concern the American theatre were 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

- F9. Leonard Maltin's Movie Encyclopedia: Career Profiles of More than Two Thousand Actors and Filmmakers, Past and Present.** Ed. by Leonard Maltin. Plume, 1995. 992p. (2pa.)

This work provides biographical sketches for 2,000 actors, directors, writers, composers, cinematographers, and other persons involved in the film industry.

- F10. VideoHound's Golden Movie Retriever, 1999.** Martin Connors ed. Book Australia, 1998. 1,815p. (2pa.)

This hefty paperback volume lists some 22,000 films, giving a brief description and rating for each, along with a listing of director, cast, and awards. Ten indexes access cast members, directors, categories, and foreign films by country of production. About 1,000 film descriptions are added with each revision.

- ✓ There are two other excellent guides: **Halliwel's Film and Video Guide 1999** (Ed. by John Walker. Harper Reference, 1998. 1,312p. [2pa.]), and **The Film Encyclopedia** (Ephraim Katz, 3d ed. Harper Library, 1998. 1,504p. [3pa.]), a similar work.

- ✓ There are several Internet sites concerning movies, such as <http://www.film.com/> which provides reviews of almost all movies, past and present.

Television

- F11. Complete Directory to Prime Time Network and Cable Television, 1946 to the Present.** 6th ed. Tim Brooks. Ballantine, 1995. 1,440p. (2pa.)

The main body of this work lists all prime-time, regular, and network series, and top syndicated programs aired primarily in the evening. Each entry gives 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; and a description of the series. Other sections address technical changes and trends in programming.

- ✓ The Academy of Television Arts & Sciences web site at <http://www.emmys.org/> provides listings of Emmy award winners since they began in 1949.

G. HISTORY

General encyclopedias provide excellent historical information on countries and events, as well as on historical figures.

History Net at <http://www.thehistorynet.com/> is one of the best history sites on the Web. Some of the main sections are World History, American History, Personality Profiles, and Great Battles of the Ages.

World

- G1. The Hutchinson Dictionary of World History.** Ed. by Ian D. Derbyshire. ABC-Clío, 1994. 699p. (5)

World developments over 7,000 years are defined in more than 5,000 entries. There also are over 70 historical maps, 100 theme chronologies, quotations about and by historic figures, and histories of countries.

- G2. Timetables of History.** Rev. ed. Bernard Grun. Simon & Schuster, 1991. 688p. (2pa.)

Columns for categories--literature, theater; religion, philosophy, and learning; visual arts; music; science, technology, growth; and daily life—record significant events in history from 5000 B. C. to contemporary times. An extensive index accesses information by page and column. The work is the English-language version of a famous German classic, revised and rewritten for the English-speaking world.

United States

- G3. Atlas of American History.** 4th ed. Robert H. Ferrell. Facts on File, 1997. 192p. (3)

Maps and charts, supported by full-color and black-and-white photographs, bring to life the important events that formed our nation from 1492 to 1992. World Wars I and II, Korea, and Vietnam receive excellent coverage.

- G4. Encyclopedia of American Facts and Dates.** 10th ed. HarperCollins, 1997. 1,104p. (4)

Four parallel columns, arranged chronologically, show concurrent events and other information concerning American history and culture: politics and government, war, disasters, and vital statistics; books, paintings, drama, architecture, and sculpture; science, industry, economics, education, religion, and philosophy; and sports, fashion, popular entertainment, folklore, and society. An extensive index provides easy access to specific information.

- G5. Reader's Companion to American History.** Ed. by Eric Foner and John A. Garraty. Houghton, 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.

Texas

The *Texas Almanac* provides excellent data on the State's history.

- G6. The New Handbook of Texas.** Texas State Historical Association, 1996. 6 vols. 6,000p. (Contact TSHA for price information) The *Handbook* is searchable on the Internet at <http://www.tsha.utexas.edu/handbook/online/>.

The revised **Handbook of Texas** was 13 years in the making. The older set (two volumes published in 1952 and a supplement called volume 3, published in 1977) contains thousands of entries concerning people, places, events, organizations, enterprises, industries, agricultural development, and many other topics related to the history of Texas. The new set includes updated versions of all old entries plus thousands of new articles written by 2,599 contributors. There are some 600 illustrations and maps. Future editions will be updated electronically.

- G7. Historical Atlas of Texas.** A. Ray Stephens and William M. Holmes. University of Oklahoma Press, 1990. 168p. (4)

This excellent work relates the history of Texas and its geography. Maps trace the State's history from pre-Spanish days to contemporary times.

✓ Although the above work is more recent, some libraries may hold the standard of many years, **Historical Atlas of Texas** by William Pool, which will fulfill the needs of small libraries.

H. STATISTICS

Almanacs are an important source of statistical information, *World Almanac* for the United States and the world, *Texas Almanac* for the state.

H1. Statistical Abstract of the United States: National Data Book. Annual. U.S. Bureau of the Census. (6pa.)

This annual publication is the most important compendium of American social, political, and economic statistics. The source is arranged by 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 the past 15 to 20 years are included. Government sources generate most of the data, but professional organizations and other groups provide some information. The focus is on the United States as a whole, with little attention given to smaller units—regions, individual states.

- ✓ U.S. government statistics on dozens of topics are searchable at:
<http://www.westga.edu/library/depts/govdoc/data.html>.
- ✓ The Texas Bureau of Vital Statistics is available at:
<http://www.state.tx.us/agency/501.html>.

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

J. POLITICS AND LAW

Nations of the World

- J1. A Guide to Information on the United Nations.** United Nations, Department of Public Information, 1995. (1)

Each of the UN agencies, departments, and programs are briefly described. Also given are directory information, programs, publications, and other basic data.

- J2. The World Factbook.** Central Intelligence Agency. U.S. Government Printing Office. Annual. (1999 ed. 2) Available on the Internet at <http://www.odci.gov/cia/publications/factbook/>.

This is an electronic book updated each year. It provides basic information on the countries of the world—typography, resources, water, people, government economy, communications, and defense forces. Small location maps for each country refer to twelve large maps of various parts of the world.

United States

Most agencies of the government have web sites. A topical approach to these agencies is provided at <http://www.gov-search.com/>. The Library of Congress online at <http://lcweb.loc.gov/global/executive/fed.html> provides access to a number of government publications. The U.S. Information Resource Center also is useful at <http://www.usia.gov/agency/irc/fedgov.htm>.

<http://www.whitehouse.gov/WH/html/briefroom.html>, the White House Briefing Room, provides daily press releases and briefings of the White House press corps by the press secretary.

Interactive Citizen's Handbook: A Guide to the United States Government at <http://www.whitehouse.gov/WH/html/handbook.html> provides access to all government Web sites including the White House, Departments, and the Legislative and Judicial Branches.

- J3. Facts About the Presidents: A Compilation of Biographical and Historical Information.** Joseph N. Kane. Wilson, 1993. 432p. (6)

A chapter on each president, George Washington through Bill Clinton (current to February 1991), gives information about his life, family, career, religious beliefs, administration, First Lady, and Vice-President. A black-and-white portrait accompanies each biography. An additional section contains comparative data on such topics as education, military experience, occupation, electoral votes, and presidential vetoes. This is an amazing collection of presidential data.

- ✓ There are several excellent Web sites for presidential information.
<http://www.americanpresidents.com/bios.html> provides biographical information.
- ✓ Inaugural addresses and other speeches are found at
<http://columbia.edu/acis/bartleby/inaugural>.
- ✓ Presidential Links includes links to data on the presidents at
<http://www.pbs.org/newshour/character/links/>.

J4. How Congress Works. U.S. Congress. 2d ed. Congressional Quarterly, 1991. 157p. (3pa.)

An excellent and inexpensive guide to the legal process, this work provides clear descriptions of such topics as congressional procedures, the committee system, and the workings of party leadership in Congress.

- ✓ <http://www.senate.gov/> and <http://www.house.gov/> provide information on current legislative activities, a roster of senators and representatives, information on committees and their work, and links to other sites.

J5. U.S. Government Manual 1998-99. Office of the Federal Register, 1935 to date. Annual (4pa.)

The official guide to U.S. government structure, this annual lists and describes each of the departments, bureaus, 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* and other online government publications are searchable at
<http://www.access.gpo.gov/nara/nara001.html>.

Law

J6. The Complete Book of Personal Legal Forms. 2d ed. Daniel Siterz. Nova, 1996. (2)

This self-help guide provides some 100 forms for such topics as premarital agreements, living wills, rental agreements and leases, powers of attorney, and other basic legal matters.

- J7. Dictionary of Legal Terms: A Simplified Guide to the Language of Law.** Steven H. Gifis. 3d ed. Barron's Educational Series, 1998. (1pa.)

This quick reference tool, directed toward a popular audience, defines approximately 2,000 legal terms in clear, concise language.

- ✓ Libraries that require in depth coverage of law terms should consider **Black's Law Dictionary** (6th ed. Ed by Henry Campbell Black et al. West, 1991. 1,618p. [4]), a standard work.

- ✓ The **Glossary of Legal Terms** at <http://www.id.uscourts.gov/glossary.htm> provides brief definitions of legal terminology.

- J8. The Oxford Companion to the Supreme Court of the United States.** Ed. by Kermit L. Hall et al. Oxford University Press, 1992. 1,032p. (6)

The 1,200 signed articles cover legal principles and procedures, internal operations of the Court, all major court decisions, recurring issues, and, of course, the U.S. Constitution. Biographical sketches treat every supreme court Justice, rejected nominees, prominent judges, and presidents who have influenced the Court. This work is the definitive one-volume survey of the Supreme Court.

- ✓ The Supreme Court site includes recent decisions, biographies of justices, and other information at <http://www.ljextra.com/public/daily/ussup.html>.

Texas

Texas government has at least two important web sites: **Texas Legislature Online**, <http://www.capitol.state.tx.us/> and Texas Government Information, <http://www.texas.gov/>. All important Texas documents such as the Texas State Statutes, Texas Administrative Code, and Texas Register are searchable in full text by subject, keyword, and many other access points. During the legislative session, the legislature's site is continually updated. State government directory information of all types is available through these sites.

- J9. Guide to Texas State Agencies.** 10th ed. Lyndon B. Johnson School of Public Affairs (P.O. Box Y, Austin, TX 78713-8925), 1999. (6)

This one-of-a-kind guide includes descriptions of some 150 Texas state government agencies, along with requirements for boards and commissions, names of current board and commission members, agency-related changes made in the last legislative session, and other basic data.

- J10. [texas.government.ontheweb](http://www.texas.gov): A Librarian's Guide to Texas Government Information on the World Wide Web.** Sue Polanka. Texas State Library & Archives Commission, 1999. 123 p. (Free)

One of a number of free publications made available to Texas libraries by the Texas State Library & Archives Commission. This manual provides an overview of the structure of Texas government, identifies and describes Texas government information that is available on the Internet, and provides a means of accessing this information by subject.

Law

The Texas Attorney General's Office, at <http://www.oag.state.tx.us/>, is a source for opinions, child support services, consumer issues, and other topics.

- J11. *How to Live and Die with Texas Probate*.** 7th ed. Charles Saunder. Gulf, 1995. 190p. (1pa.)

This informative guide discuss estate planning and probate in language a layperson can understand.

- J12. *How to Do Your Own Divorce in Texas*.** 7th ed. Charles Edward Sherman et al. Nolo, 1998. (2pa.)

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 and forms and instructions for waiving filing fees for those unable to pay them are also included.

- J13. *Texas Law in Layman's Language*.** 5th ed. Gulf Publishing Co., 1998. (2pa.)

This one-of-a-kind guide includes descriptions of the most common legal questions in plain English, making the legal system understandable to the average person. Changes brought about by the 1997 legislative session are included.

✓ **Know Your Rights!: Answers to Texans' Eveyday Legal Questions** (5th ed. Richard Alderman. Gulf publishing Co., 1997. [1pa.]) also is useful. A Spanish version of this work, **Conozca Sus Derechos**, is now out-of-print.

Parliamentary Procedure

- J14. Robert's Rules of Order.** Henry M. Roberts. 9th rev. ed. Perseus Press, 1991. 192p. (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 libraries.

- ✓ Simplified versions of *Robert's* can be found on the Web at <http://www.constitution.org/rror/rror--00.htm> and from the Texas Commission on the Arts website at <http://tcanet.arts.state.tx.us/library/roberts.htm>.

K. GEOGRAPHY

The Internet contains a vast amount of geographic information—maps of all types and gazetteer information for the U.S. and the world. Travel information is available in abundance with trip planners—route maps (both roads and cities), hotels and restaurants, and sights to see. There still is value, however, in holding at least basic printed sources such as a good world atlas, a road atlas, and maps of local areas—plat, geological, etc. Gazetteer information for the U.S. locations is searchable at

<http://www.westga.edu/library/depts/govdoc/data.html>.

The Gazetteer of the United States

(<http://snril.ca.uky.edu/htm/mapping/gazett.htm>) is a service provided by the U. S. Bureau of the Census. It is searchable by the name, state, and/or zip code for any place or geographic feature found within the United States. Search responses include the population of the place, its geographic location (in latitude and longitude coordinates), and associated zip codes. A detailed map of the selected area, as well as data from the 1990 Census of Population and Housing, about each location can also be generated.

World Atlases

K1. Hammond Atlas of the World. 2d ed. rev. Hammond, 1998. (7)

Over 160 pages of newly drafted world maps comprise this excellent atlas. The work introduces a new technique in which political maps and computer-generated relief maps are combined. There are some 60 inset maps of major metropolitan cities and thematic maps on key global issues—energy production, pollution, literacy, etc. The index contains 117,000 entries for places and geographic features.

✓ The **DK World Atlas**. (Ed. by Andrew Heritage. DK Publishing, 1997 [6]) is a beautiful atlas, but the maps are not as clear as those contained in *Hammond*.

Road Atlases and Travel

K2. Rand McNally Road Atlas 1999. United States, Canada, and Mexico. Rand McNally. 136p. Annual. (1pa.)

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

- K3. Roads of Texas Atlas.** Texas A&M University, Cartographic Laboratory. Shearer, 1995. (2pa.)

The detailed maps in this outstanding atlas make this 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, feed lots, grain elevators, power substations, and much more.

- ✓ **Texas Atlas & Gazetteer** (2d ed. DeLorme Publishing, 1998. [2pa.]) contains detailed maps of the state.

- K4. Microsoft Automap Road Atlas.** Microsoft Corp. CD-ROM (4)

Vacation planning to Canada, Mexico, and anywhere in the United States is made easier by this CD-ROM. Among its features are nine zoom level road maps, detailed metro and downtown area maps for over 250 cities, aerial shots of 30 vacation cities and their attractions, video clips of national parks and other sites, more than 1,000 photographs, hotel and restaurant information, and more. This inexpensive CD-ROM is well worth the money. Rand McNally has a similar work, more difficult to use, at twice the price.

- ✓ There is an abundance of travel information on the Internet.

General Sites

<http://www.cnn.com/travel/> the CNN Travel Guide

<http://www.fodors.com/> includes trip planning and destination reviews

<http://expedia.msn.com/track10.htm> is one of the largest and most important travel sites on the Web.

<http://www.nps.gov/> the National Park Service includes information on all U.S. National Parks.

<http://www.travel.org/> is a directory of Web travel sites.

<http://startingpage.com/html/maps.html> provides links to National Geographic Maps, DeLorme Travel Maps, World City Maps, and much more.

Texas Sites

Texas Parks and Wildlife at <http://www.tpwd.state.tx.us/> contains free information on outdoor recreation areas

Texas Department of Commerce, tourism Division at <http://www.traveltex.com/> is a free site on tourism in Texas and includes suggested tours, calendars, and maps.

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

L. EDUCATION AND CAREER GUIDANCE

Almost all colleges and universities, United States and foreign, have homepages on the Internet which link to information for each institution. Access to all college and university homepages is provided by <http://mexi.com/edu/uni/> and other databases.

Information about the Texas public school system is found on the Internet at <http://tea.state.tx.gov/> courtesy of the **Texas Education Agency**. The site includes school law, educational programs, curriculum, accreditation, publications, school finance and much more.

Higher Education and Financial Aid

- L1. Barron's Profiles of American Colleges.** 23d ed. Barons Educational Series, 1998. 1,591p. (2pa.)

Barron's is considered the definitive college directory. This 1998-99 update presents profiles of every accredited four-year college in the United States. Two discs (one for Windows and one for Mac) give abridged profiles of each school listed in the directory. The main section presents profiles of more than 1,650 colleges which are supported by an index to college majors. A CD-ROM version also is available (3).

- ✓ Catalogs of nearby institutions of higher learning and major universities in the state should be held by public libraries. They are free on request.

- ✓ **Student Guide to Financial Aid**, which provides information on grants, loans, work study and other programs, is available on the World Wide Web at http://www.ed.gov/prog_info/SFA/StudentGuide/. The site also provides links to the U.S. Department of Education, State agencies, and other sources of financial aid.

Careers and Resume Writing

- L2. Occupational Outlook Handbook.** U.S. Department of Labor, Bureau of Statistics Staff. 1929 to date. Biennial. (2)

This handbook provides authoritative information on over 200 occupations. Information includes: work description, levels and places of employment, working conditions, education and training requirements, opportunities for advancement, job outlook, earnings, and more. Arrangement is by broad occupational fields. Indexing is by occupational titles and industries. **This basic work is a must for all public libraries.** It is available on the Internet at <http://stats.bls.gov/ocohome.htm>.

- L3. How to Write a Winning Resume.** 4th ed. Deborah Block. VGM, 1993. 120p. (1)

This guide offers advice on gathering and organizing resume information, recording personal data, writing cover letters, and other important matters of interest to job seekers. Sample resumes and cover letters showing different styles and approaches also are included.

- L4. 101 Best Resumes.** Michael Betrus and Jay A. Block. McGraw-Hill, 1997. (1)

This guide offers job seekers inside information on how to make the most of their experiences, how to tailor their resumes for specific positions, and how to use different formats to be noticed. For this work, top authorities pooled their experience in writing resumes and cover letters.

✓ **America's Job Bank** (<http://www.ajb.dni.us/>) provides salary ranges and other information by regions for almost all types of positions. Resumes also can be posted on the Web site.

M. BUSINESS

Texas-One Web Page (<http://www.texas-one.org/>) from the Texas Department of Commerce, Business Development Division, is a free source of information of interest to Texas businesses.

ABI Inform is an online information resource available through **Texas State Electronic Library--<http://link.tsl.state.tx.us/>**. The database covers business and management topics—company histories, product information, articles on supervision, and more. There are abstracts from over 1,000 titles and full text of articles from 570 journals.

Dictionaries

- M1. Dictionary of Business Terms.** Jack P. Friedman, et al. 2d ed. Barron's Educational Series, 1994. 692p. (1pa.)

Approximately 7,000 business terms are defined for the fields of investment, banking, taxes, law, real estate, insurance, management, and other areas related to business. The wide approach to the field makes this work all the more valuable to libraries with limited resources.

Investments

Stock market quotations are available on the Internet. <http://www.site-by-site.com/usa/a1.htm> links to other market indexes, such as Dow Jones, S&P, NYSE, and Amex. Yahoo! Finance at <http://quote.yahoo.com/> includes a broad range of financial and investment information.

- M2. Dictionary of Finance and Investment Terms.** John Downes, et al. 5th ed. Barron's Educational Series, 1998. 732p. (1pa.)

About 3,500 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.

- M3. Dunn & Bradstreet Guide to \$Your Investments\$ 1999.** Nancy Dunnan. HarperCollins, 1999. 450p. (2pa.)

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

- M4. Morning Star Mutual Fund 500: 1999 Edition.** McGraw-Hill, 1999. 626p. (3pa.)

Each year, *Morning Star*, which has been covering mutual funds since 1984, picks the 500 they judge to be best from a field of some 8,000. For each fund they provide performance, risk, portfolio analysis, and give commentary on each fund's management.

M5. Standard & Poor's Stocks and Bonds, 1999. McGraw Hill, 1999. 461p. (2pa.)

This inexpensive annual directory offers addresses and performance information for over 14,000 stocks, bonds, and mutual funds. Information is accurate and reliable.

M6. Petersons Top 2,500 Employers 2000. Petersons Guides, 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.

Personal Finance

M7. Wall Street Journal Guide to Understanding Personal Finance. Rev. & updated. Kenneth M. Morris and Alan M. Siegel. Lightbulb Press, 1997. 176p. (2pa.)

Sound advice from the leading business newspaper in the United States includes banking, credit, home finance, taxes, investments, and much more. Language is simple and straight forward.

Office Procedures

M8. Webster's New World Office Professional's Handbook. 5th ed. Macmillan General Reference, 1996. (2pa.)

The 5th edition of this work updates the standard **Webster's New World Secretarial Handbook**. The revision provides information on modern office procedures such as e-mail, word processing, office management, business letter writing, and other practices.

✓ **Home and Office Handbook** (Smithmark Publishing, 1999. 656p, [1]) is an even newer handbook on modern office procedures.

N. HOME LIFE AND SOCIAL CUSTOMS

Anniversaries and Holidays

- N1. Anniversaries and Holidays.** 5th ed. Berna Trawicky. American Library Association, 1999. 400p. (4)

The new edition of this standard guide is arranged in three parts: "Calendar of Fixed Dates," the largest section, which offers day-by-day anniversaries and holidays; "Calendar of Moveable Days," subdivided according to the Christian, Islamic, Eastern and Western worlds; and a bibliography of more than 1,000 books about anniversaries and holidays.

- N2. Chase's 1999 Calendar of Events.** Comp. by Steve Gietschier. Contemporary Books, 1998. 368p. (3pa.)

Arranged in calendar format, this annual lists events for each day of the year, about 4,500 in all. Events include worldwide holidays, anniversaries, holy days, national and ethnic days, seasons, festivals, fairs, sponsored events, and birthdays of famous people. There is a short description of each event or historical notes on its significance.

Consumer Information

- N3. The Complete Car Cost Guide.** Blackwell, 1987 to date. Annual. (6)

In addition to the cost of the automobile, this guide provides other information buyers should consider before purchasing, such as the cost of insurance, financing, and running cost (fuel, repairs, et.). Each annual provides the total cost of owning any specific model of automobile, van, or small truck new that year. Other sections of the annual publication treat leasing vs. buying, buying new vs. used, and the merits of extended warranties.

- ✓ **Kelly Blue Book** can be found on the web at <http://www.kbb.com/>. It provides price information for new, used, and trade-in vehicles.

- N4. 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 evaluations of consumer goods and services that have appeared in the magazine over the last several years, and cites the magazine issue in which the full evaluation appears. Evaluations are based on independent tests and investigations.

- N5. Consumer Reports 1999 Home Computer Buying Guide.** Donna Heiderstadt. Consumer Report Books, 1999. 240p. Annual. (1pa.)

The experienced and inexperienced computer buyer will find this guide helpful. There is advice on selecting a computer that will meet the user's needs as well as comparative data on computers and their accessories.

- N6. Consumer Reports 1999 Used Car Buying Guide.** Consumer Reports Books, 1999. 224p. Annual. (1pa.)

This annual provides a historical profile of approximately 200 models—cars, trucks, minivans, and sports utility vehicles and evaluates each vehicle's safety, comfort, and repair record. Information is based on surveys.

Cooking

The Internet is an excellent source for recipes. Among the many sites are <http://food.epicurious.com/>, <http://www.ichef.com/>, <http://vegweb.com/> (vegetarian) and <http://www.culinary.net/>.

- N7. The New Joy of Cooking.** 6th ed. Erma S. Rombauer et al. Scribner, 1997. 1,113p. (3)

This famous and authoritative American cookbook was updated by Ethan Becker, grandson of Irma Rombauer, the original compiler. Most of the 3,000 recipes from the earlier edition have been revised to include the use of modern techniques such as food processors and microwave ovens and to reduce fat content for diet-conscious users. New chapters cover such areas as pasta, pizza, noodles, burritos, grains, beans, and vegetarian dishes. The earlier edition should be retained for use by those who still prefer the old recipes.

Etiquette

- N8. Emily Post's Etiquette.** 16th ed. Peggy Post. HarperCollins, 1997. 845p. (3)

This classic source on etiquette has been updated for today's world by the great – granddaughter-in-law of the original Emily Post. The current edition is not just for those in “polite society,” but for persons of all ages and in all walks of life. Etiquette on situations never dreamed of by the original author are included— e-mail, cellular phones, step parents, fourth weddings, and much more. New chapters have been added on international business customs and religious services.

✓ **Amy Vanderbilt Complete Book of Etiquette** (16th ed. HarperCollins, 1997. 845p. [3]) is another standard work.

Gardening and Houseplants

One of the best and largest gardening sites on the Web is

<http://www.gardenweb.com/>.

- N9. Complete Book of Houseplants: A Practical Guide to Selecting and Caring for Houseplants.** John Evan. Penguin books, 1994. (3)

This guide places emphasis on identifying plants suited to particular locations and conditions in homes. Photographs and descriptions of over 200 varieties include information on potential problems and levels of care.

- N10. Native Texas Plants: Landscaping Region by Region.** 2d ed. Sally Wasowski and Andy Wasowski. Gulf, 1997. 408p. (4)

Texas is divided into regions based upon soil type with a wide variety of plants that will thrive suggested for each. For the 399 native plants pictured, from ground covers to shade trees, each plant is profiled and categorized by type. Twenty-one gardening plans for every type of terrain will inspire homeowners to go native.

- N11. Neil Sperry's Complete Guide to Texas Gardening.** 2d ed. Neil Sperry. Taylor Publishing, 1991. 388p. (4)

Considered the definitive work on Texas lawn and gardens, this work covers all types of plants—grasses, perennials, annuals, vegetables, trees, and shrubs. The hundreds of full color pictures guide you through the basics of gardening and treat the problems that often occur with each plant.

- ✓ Other Texas gardening books which should be considered are: **Howard Garrett's Plants for Texas** (University of Texas Press, 1996. [4, 2pa.]), and **Howard Garrett's Texas Organic Gardening Book** by J. Howard Garrett (Gulf, 1995. 248p. [2]). **Gardening for Dummies**, 2d ed. ed. by Michael MacCaskey and Bill Marken (IDG Books Worldwide, 1999. 384p. [2pa.]) is an excellent basic work on the topic.

Home Maintenance

Instructions for home improvement projects are found on the Web at

<http://www.hometime.com/>. Another excellent site, <http://livinghome.com/> includes gardening, decorating, and remodeling.

- N12. Better Homes & Gardens New Complete Guide to Home Repair & Improvement.** 2d ed. Ed. by Benjamin W. Allen and Ben Allen. Better Homes & Gardens Books, 1997. 600p. (3)

Step-by-step instructions for common repairs and home improvements make this extensive work a very useful volume. Instructions are supported by more than 3,000 full-color illustrations.

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

✓ **Better Homes & Gardens Home Improvement Encyclopedia** on the Internet at <http://www.bhg.com/homeimp/> shows you step-by-step how to fix and improve your home. Major categories are Plumbing, Wiring, Carpentry, Decks, Masonry and Concrete. It can also be searched by topic. There is a project calculator feature (how to determine how much paint is needed for a room).

N13. Clean Your House and Everything In It. Rev. and updated. Eugenia Chapman and Jill C. Major. Perigee, 1991. 159p. (1pa.)

There are pointers on cleaning everything from carpets and bathroom tiles to pianos and woodwork. In addition there are many cleaning short cuts and money saving recipes for creating environmentally safe cleaning products.

✓ **How to Clean Practically Anything** (4th ed. By the editors of *Consumer Reports* (Consumer Reports Books, 1999. [1pa.]) is a similar work. **Hints from Heloise** (Reissued ed. Avon, 1993 [1pa.]), and **All New Hints from Heloise** (Perigee, 1989. [1pa.]), are somewhat dated but still useful.

P. SPORTS, RECREATION AND HOBBIES

Major Sports

The Internet includes many sports sites. Among the most outstanding are:

Baseball—<http://www.usatoday.com/bbwfront.htm> and
<http://www.majorleaguebaseball.com/>

Basketball—<http://www.nba.com/>

Football—<http://www.nfl.com/>

General sports news—<http://www.sportsline.com/>

- P1. 1999 ESPN Information Please Sports Almanac.** Ed. by Gerry Brown and Michael Morrison. Houghton. Annual. 960p. (1pa.)

Formerly *The Information Please Sports Almanac*, 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 standings, 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.

- P2. Guinness Book of Sports Records.** 18th ed. Ed. by Mark C. Young. Guinness Records, 1997. (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.

- P3. Rules of the Game: The Complete Illustrated Encyclopedia of All Sports of the World.** Diagram Group Staff. St Martin's Press, 1995. (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. The guide is British in origin, but it provides coverage of U.S. and Canadian sports.

Games

- P4. Family Fun and Games.** Diagram Group. Sterling, 1994. 800p. (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—those appropriate for children, adult games, gambling games, and solitaire. Indexing is according to type, number of players, and alternative games.

Coin and Stamp Collecting

P5. Guide Book of U.S. Coins. Ed. by R.S. Yeoman and Kenneth Bressett. Annual Golden Book Publishing Co. (1, 1pa.)

P6. Handbook of U.S. Coins. Ed. by R.S. Yeoman and Kenneth Bressett. Annual. Golden Book Publishing Co. (1pa.)

These two annuals, known as the *Red Book* (Guide) and *Blue Book* (Handbook) respectively, are basic sources for the field of coin collecting. The *Red Book* focuses on identifying and grading all issues of U.S. coins from 1616 to the present, providing historical data, statistics, values, and a detailed photograph of each coin. The *Blue Book*, a complementary work, gives wholesale prices for coins issued from colonial times to the present.

✓ ***Official Blackbook Price Guide to United States Coins*** by Marc Hudgeons and Tom Hudgeons (House of Collectibles. [1pa.]), published annually, also provides prices on coins in various conditions.

P7. 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 1998 (latest edition)—postage, hunting permit stamps, United Nations issues, mint sheets, and first day covers.

Q. NATURAL SCIENCES

General Science

- Q1. The New York Public Library Science Desk Reference.** Patricia Barnes-Svarney. Macmillan General Reference, 1995. 668p. (4)

Since a member of the New York Public Library reference staff compiled this volume, it focuses on frequently asked questions. Chapters cover each of the major divisions of science, giving basic facts, terms, and processes. Fields include biology, human anatomy, chemistry, physics, astronomy, Earth science, meteorology, environmental science, and engineering. A very useful source.

- Q2. 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 this volume is in its fascinating images—1,400 in color photographs and 200 other illustrations.

- Q3. Larousse Dictionary of Scientists.** Ed. by Hazel Muir. Larousse Kingfisher Chambers, 1994. 608p. (2pa.)

This volume includes biographical profiles and summaries of achievements for 2,200 scientists from the earliest times to the present.

Astronomy

- Q4. A Field Guide to the Stars and Planets.** Reissued 4th ed. Jay Paschoff and Donald H. Menzel. Houghton Mifflin, 1998. 528p. (2pa.)

This collection of star maps, tables, charts and diagrams has been updated through 2010. Information includes solar eclipses, phases of the moon, positions of the planets, and much more.

- ✓ There are a number of good sites for astronomy online such as **Amateur Astronomy** at <http://geocities.com/CapeCanaveral/Lab6816/> and **Galaxy** at <http://einet.net/galaxy/Science/Astronomy.html>.
- ✓ **Adventures in Astronomy** at <http://www.mindspring.com/~thendrix/> provides links to the world of astronomy.

Birds

- Q5. Birder's Guide to Texas.** 2d ed. Edward A. Kutac. Gulf, 1998. 384p. (2pa.)

Arranged by regions—Trans-Pecos, Edwards Plateau, Gulf Coast, etc.—this guide gives explicit driving directions to some 290 birding sites. The checklist for Texas birds lists 606 species. The long-time standard, **Peterson's Guide to Birds in Texas and Adjacent Areas**, is now out of print.

- ✓ **Peterson Online** is an exciting website providing identification of birds and birding links and resources at <http://petersononline.com/birds/>.

Mammals

- Q6. Audubon Society Field Guide to North American Mammals.** John O. Whitaker, Jr. Knopf, 1996. 937p. (2pa.)

The first portion of this field guide contains 300 pages of color plates of animals, arranged by type. Captions give measurements. The second half provides descriptions of the animals, giving information such as habitat, range, and feeding habits. Range maps are included.

- ✓ There are a number of good Internet sites for mammals. **The Philadelphia Zoo** at <http://www.phillyzoo.org/pz-mam.htm> and **Mammals on the Web** at <http://biology.wsc.mass.edu/mammals/wwwmam.html> are excellent examples.

R. APPLIED SCIENCES

Health and Medicine

The American Medical Association has posted numerous warnings about medical information on the Internet. The sites below appear to be authoritative, but:

LIBRARY PATRONS SHOULD BE STRONGLY URGED TO USE WITH CAUTION WEBSITES THAT ARE NOT SPONSORED BY A STATE OR FEDERAL AGENCY OR A REPUTABLE ASSOCIATION OR MEDICAL SCHOOL.

The Texas Department of Health website

<http://www.state.tx.us/agency/501.html>, an invaluable source of information on health and social issues, includes links to 23 sites from abstinence to women's health and 13 others which focus on public health concerns such as radiation control and emergency preparedness. The Bureau of Vital Statistics, also available through this website, provides information on obtaining birth/death/marriage/divorce certificates, licensing for various fields, and Medicaid, and provides links to other state and federal health sites.

The website Mediconsult at <http://www.mediconsult.com/> is a good medical information site. It contains a vast repository of information on over seventy different medical topics and conditions ranging from AIDS/HIV to breast cancer to spinal cord injury. The database also provides numerous links to support groups, drug information and other sites.

Wellness Web, termed one of the best sites on the Internet, has three main sections: Complementary Medicine, Conventional Medicine, and Nutrition/Fitness. The address is <http://wellweb.com/>.

Healthwise @ Columbia University provides questions and answers on all types of health conditions. Responses are given through "Alice," a fictional computer character. Alice can be reached at <http://www.columbia.edu/cu/healthwise/>.

Health Reference Center, a health and wellness database, is available from Texas State Electronic Library—<http://link.tsl.state.tx.us/>. The database containing research articles for a general audience indexes over 2,000 titles with full text from over 600 periodicals, newsletters, reference books, and pamphlets. The database also includes contact information for support groups, hotlines, and research centers.

R1. Atlas of Anatomy. Ed. by Antonio Munoz Tenllado. Barron's Educational Series, 1997. 104p. (2)

This slim volume offers full-color diagrams of every part and function of the human body. It is useful for all age groups from elementary level upward.

- R2. Consumer's Medical Desk Reference; Information Your Doctor Can't and Won't Tell You: Everything You Need to Know for the Best in Health Care.** Charles B. Inlander and People's Medical Society Staff. Hyperion Books, 1995. 656p. (2)

This work, prepared by a leading consumer health advocacy group, is designed to assist laypersons in making medical decisions. The 11 sections cover every aspect of health care—anatomy and physiology, diseases and conditions, tests and procedures, medications, hospitals, nursing homes and health care providers, insurance, etc. One section compares medical doctors and osteopaths. Very useful.

- R3. The Medical Advisor: The Complete Guide to Alternative and Conventional Treatments.** Time-Life Books Editors. Time-Life, 1996. 1,152p. (4, 2pa.)

This work treats several hundred ailments giving symptoms, causes, prevention, and treatment—both conventional and alternative. There also is first aid information, health guidelines, and much more.

- R4. Merck Manual of Medical Information: Home Edition.** Ed. by Robert Berkow et al. Merck, 1997. 1,509p. (3) CD-ROM, McGraw-Hill, 1999 (3)

This version of the most widely used medical book in the world is designed for laypersons. It contains almost the same information as the regular edition, which is designed for medical professionals, but it is more understandable to the average consumer. Information, arranged by organ system or specialty, is related to men's, women's, and children's health problems. Helpful drawings and sidebars accompany the comprehensive and accurate text.

✓ **The Merck Manual of Diagnosis and Therapy**, 17th edition (edited by Mark H. Beers and Robert Berkow) is available on the Web at <http://www.merck.com/pubs/mmanual/>. Users will find over 300 chapters on medical diseases, disorders, and related drug information in 23 specialty areas that include Nutritional Disorders, Cardiovascular Disorders, Infectious Diseases, Gynecology/Obstetrics, Clinical Pharmacology, and Poisoning. Entries for each disease or disorder provide information such as causes and risk factors, symptoms and diagnosis, prevention, and treatment. The **Manual** is searchable by keyword and includes hyperlinks to chapters, topics, diagrams, and tables.

- R5. Merriam-Webster's Medical Desk Dictionary.** 2d ed. Merriam-Webster, 1998. 928p. Book and CD-ROM (5)

Designed for the general public, this medical dictionary contains definitions understandable to educated laypersons. Pronunciations are provided, but there are no illustrations.

✓ If dictionaries designed for medical practitioners are needed, consider **Taber's Cyclopedic Medical Dictionary** (18th ed. Ed. by Clayton Thomas. Davis, 1997. [3]) and **Stedman's Medical Dictionary** (26th ed. Williams & Wilkins. 508p. [5])

Prescription and Nonprescription Drugs

Drug information, much like that contained in the guides below, is available on the Internet. PharmInfoNet at http://pharminfo.com/drg_mnu.html and Health Square's Drug Information Center at <http://www.healthsquare.com/drugmain.htm> are excellent sites. Data for the latter, Health Square, is provided by **PDR Family Guide to Prescription Drugs**.

- R6. Complete Guide to Prescription and Nonprescription Drugs.** H. Winter Griffith. Berkley, 1999. 1,178p. (2pa.)

Information for some 4,000 brand-name drugs and 490 generic drugs is provided by this useful source which is prepared by a physician. Data includes dosage, overdose symptoms and first aid, possible adverse reactions, warnings, and interaction with other drugs. Although it is not as comprehensive as **The Physician's Desk Reference**, it is more user friendly.

- R7. The Essential Guide to Prescription Drugs 1999.** James J. Rybocki. HarperCollins, 1998. 1,188p. Annual. (2pa.)

Designed to supplement information provided by the doctor or pharmacist, this guide, written in language for the layperson, profiles drugs providing benefits, risks, dosage, side effects, and other information.

- ✓ The more extensive work, **Physician's Desk Reference** (53d ed. Medical Economics, 1998. [8]), may be required, but the selector should consider the fact that the source is not only far more expensive but also is prepared for use by physicians. There also is a **Physician's Desk Reference for Nonprescription Drugs** (Medical Economics, 1998. [5])

Nutrition

- R8. The Nutrition Bible.** Jean Anderson and Barbara Deskins. Morrow, 1995. 476p. (3)

Some 2,500 alphabetically arranged entries cover such topics as nutritives, additives, pollutants, enzymes, deficiencies, and, of course, foods. Most entries are a paragraph in length, but more important topics tend to be lengthy. Charts are in abundance, particularly those on foods. There also are recipes.

✓ **Health World Online**

<http://www.healthy.net/nutrition/index.html> provides information on research, dietary and nutritional programs, diets for diseases/conditions, vegetarian recipes, and much more.

First Aid

- R9. American Medical Association Handbook of First Aid and Emergency Care.** Ed. by James A. Hill. Random House, January 2000. (2)

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.). Procedures for emergency care change over the years.

Therefore, older editions of first aid guides, such as the 1994 edition of this standard work, should be discarded.

Parenting

There are several very good Web sites on parenting:

<http://www.parentsoup.com/> is a major spot for parents.

<http://parenthoodweb.com/> provides frank coverage of difficult parenting topics.

- R10. The Parent's Resource Almanac: Where to Write, Who to Call, What to Buy and How to Find Out Everything You Need to Know.** Beth DeFrancis. Adams Publishing, 1994. 770p. (4, 2pa.)

This excellent work includes chapters on such topics as family travel, health and nutrition, education, and child development. For each topic, there are lists of books and periodicals, software, videos, associations, and the like. A very valuable resource.

Animals

The Internet offers a number of pet sites. One of the best is

<http://www.thepetchannel.com/>.

- R11. Barron's Encyclopedia of Dog Breeds.** D. Caroline Coile and Michele Earle-Bridges. Barron's Educational Series, 1998. (3)

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

R12. Cat Breeds of the World. Desmond Morris. Viking, 1999. (3)

An useful guide by an authority on cats, this work covers all aspects of cat behavior. It includes information on 100 breeds, long-established and exotic newcomers, giving history, myths and legends, appearance, special features, and personality. Well illustrated.

R13. Merck Veterinary Manual. 8th ed. Charles Fraser. Merck, 1998. (3)

Concise, clear entries provide information on animal diseases and problems understandable to the well-informed layperson.

Automotive Repair**R14. Chilton's Auto Repair Manual, 1995-1999.** Nichols, 1999. Annual. (6)

Each new edition of this well-known repair manual covers all models of the last five years currently available in the United States and Canada. Almost 3,000 diagrams and photographs and thousands of tables and specifications supplement the complete coverage of virtually every major operating system of the car. Other Chilton manuals focus on repair of imported cars, motorcycles and ATVs, and trucks and vans.

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