

2008

A Bare Bones Reference List for Small and Medium-Sized Public Libraries in Maine 2008

Maine State Library

Central Maine Library District

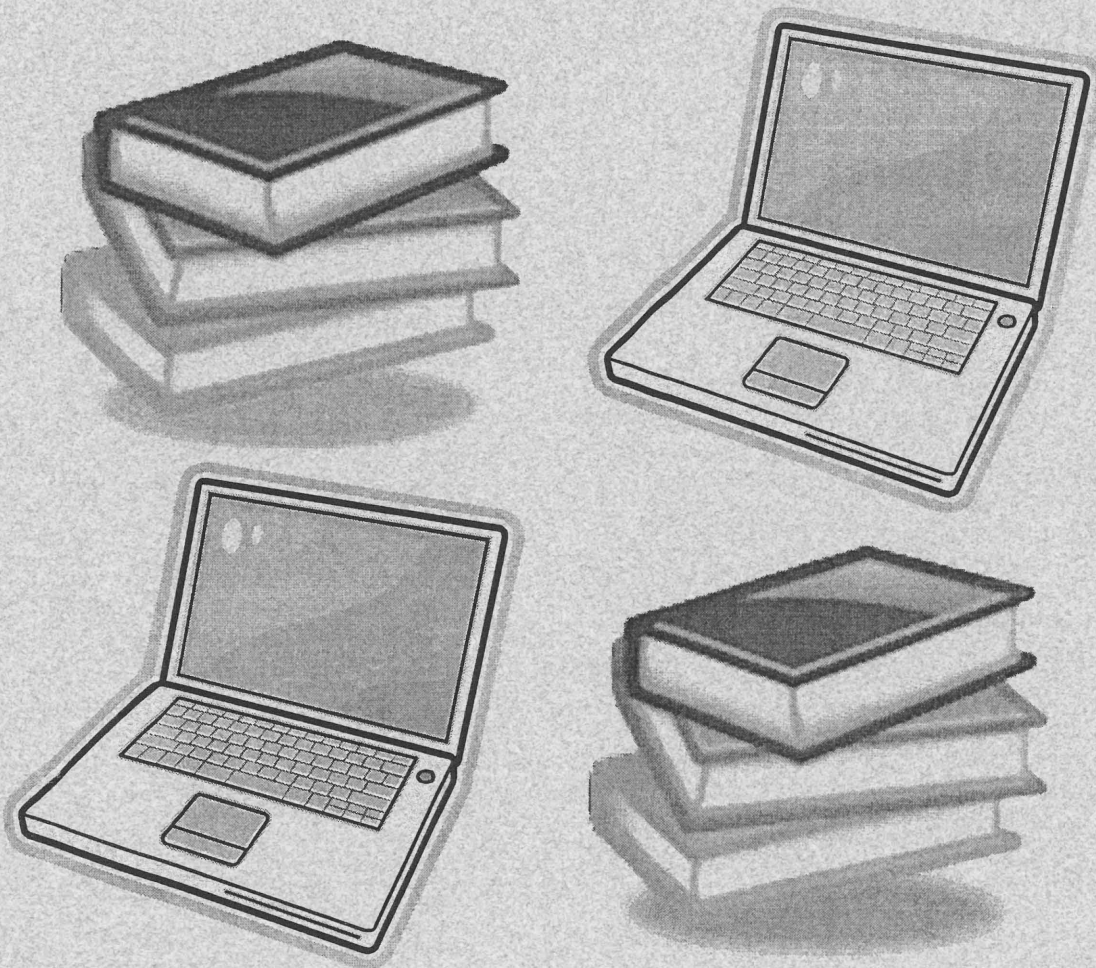
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A Bare Bones Reference List For Small and Medium-Sized Public Libraries in Maine



Southern Maine Library District
Portland, Maine. 2nd ed, 2008

Introduction

The first edition of "A Bare Bones Reference Collection" was compiled in 1988 to offer Maine librarians who serve communities with the resources of small or medium-sized libraries a starting point to assess their reference collections for breadth and depth. We are defining a small Maine library as one in a town under 7,500 population. The 1988 document was based on a list distributed by the Vermont Department of Libraries in 1987; material was evaluated according to its timeliness, effectiveness in responding to frequently asked questions, and reasonable cost.

The 2008 edition contains a considerable amount of new material. A major change is the addition of freely available websites. Another change is the addition of children's reference materials. This document is divided into four sections: Basic Tools; Additional Sources; Focus on Maine; and Webliography.

In any public library, large or small, a reference collection helps answer ready reference questions, and is the basis for further research. Designating an item "reference" usually means that it does not circulate. Thus, the reference collection should be relatively small, especially in a small library. Before designating a book "reference," consider how important it is that the book be there when needed. If another reference source is just as effective and efficient for answering questions, perhaps the book in question should circulate.

Reference books should be chosen using the same standards as other nonfiction: accuracy, authoritativeness, appropriateness to the collection and its users, format, lack of bias, point of view, and most of all, currency. In addition, reference books should be easy to use. Thorough indexing and cross-referencing help patrons find information readily.

Several of the materials on this list are available in various editions. Although you may prefer a hardcover edition, paperbacks are often appropriate in the reference collection.

Before selecting the books from this list, we recommend analyzing your own community's needs first. The size of your community and your library's resources will help determine how comprehensive your purchase plan should be. Use information from past reference questions. In addition, try to anticipate future needs.

Current and potential use of your collection should guide your purchases. Keep track of what questions people ask. Is what you have sufficient or do they need more depth? Can you answer them all? To assist in answering questions from school-aged patrons, ask teachers and school librarians about new curriculum topics as well as topics that are covered every year.

Your library may use the information in the Bare Bones list as an aid in your fundraising efforts by documenting useful material that your library should have. Remember that your library is not limited to these materials. Contact neighboring libraries as well as your Area Reference and Resource Center for additional information resources.

This document was prepared by the Southern Maine Library District Reference Study Committee in cooperation with the Maine State Library and the Bangor Public Library. Special thanks are due to typist Elaine Bissonnette.

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Barbara Keef, Windham Public Library
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Suggestions and comments are welcomed. Please send to SMLD@portland.lib.me.us or mail to Southern Maine Library District, 5 Monument Square, Portland, Maine 04101.

**A BARE BONES REFERENCE LIST
REFERENCE SOURCES FOR SMALL AND MEDIUM-SIZED LIBRARIES IN MAINE
2008**

Basic Tools

The majority of small public library reference questions can be answered with these tools:

1. **MARVEL! statewide databases** <http://libraries.maine.edu/mainedatabases/> and a color printer for staff use. Thousands of magazines, newspapers, and reference books available anywhere in the State of Maine through the online resources of MARVEL! Maine's Virtual Library, a service of Maine InfoNet. **MasterFILE Premier** has magazine content similar to Reader's Guide to Periodical Literature. These sources are excellent for selection, readers' advisory, and weeding.
2. **ALMANACS:** The current **WORLD ALMANAC AND BOOK OF FACTS** (Newspaper Enterprise Association, Inc., annual, 2008, \$10.39 pap.) to update information in encyclopedias. Alternate titles: **TIME ALMANAC WITH INFORMATION PLEASE** (2008, \$12.99). For more statistical materials, consider **THE STATISTICAL ABSTRACT OF THE UNITED STATES** (GPO, 2008, \$35.00) <http://www.census.gov/compendia/statab/>
3. **CITIZEN'S GUIDE TO THE 123RD MAINE LEGISLATURE 2007 – 2008**, Portland, ME: Maine People's Resource Center, 2007, \$17.50
4. **CONSUMER REPORTS ANNUAL BUYING GUIDE**, published annually in December, serves as an annual compilation of test reports, and is one of the most widely requested public library materials. One guide does not usually update another, so keep the last four years of Buying Guides (2008, \$10.00)
5. **DICTIONARIES:** An all-purpose dictionary, updated every five years. **WEBSTER'S 11TH NEW COLLEGIATE DICTIONARY** (Merriam, 2003, \$17.95), is a good all-purpose dictionary for students and general readers, or **THE AMERICAN HERITAGE DICTIONARY OF THE ENGLISH LANGUAGE** (Houghton Mifflin, 2006, \$48.00), up-to-date with good coverage of modern words and interpretations. In addition, a good unabridged dictionary is essential such as **RANDOM HOUSE WEBSTER'S UNABRIDGED DICTIONARY** (2nd ed. 2006, \$99.95). **THE NEW INTERNATIONAL WEBSTER'S DICTIONARY OF THE ENGLISH LANGUAGE** (2006, \$79.95). Foreign language dictionaries, particularly French here in Maine, will provide solid back-up. **WEBSTER'S FRENCH-ENGLISH DICTIONARY** (Federal Street Press, 2004, \$3.99)
6. **THE MAINE ATLAS AND GAZETEER** (DeLorme Publishing Company, 2007, \$19.95). An excellent collection of maps covering the entire state of Maine in 70 detailed sections. Included are street maps for selected cities within the state. The gazeteer section has information about airports, campgrounds, museums, beaches, etc.
7. **MAINE REGISTER, STATE YEARBOOK AND LEGISLATIVE MANUAL** (Tower Publishing, annual, 2008, \$95.00). Includes information on Maine: Congressional delegation, courts, foreign consulates, federal agencies, state government, clubs, associations, societies, organizations, media, schools (elementary through college), zip codes, geographical directory and a classified business directory.
8. **MEDICAL GUIDES:** Written for laypeople, **MERCK MANUAL OF MEDICAL INFORMATION, HOME EDITION** (2nd ed. 2006, \$24.75) <http://www.merck.com/mmhe/index.html>. **MELLONI'S POCKET MEDICAL DICTIONARY ILLUSTRATED** (2003, \$34.95). **TABER'S CYCLOPEDIA MEDICAL DICTIONARY** (20th ed. 2005, \$39.95)
9. **RAND MCNALLY ROAD ATLAS: U.S., CANADA, MEXICO** (Rand McNally, 2008, \$16.95). Maps of the countries and states can be found in encyclopedias and on the Internet.

Additional Sources

Several other materials will expand on the information found in the above tools. Select additional titles as your financial situation and community needs dictate. The following are not listed in order of importance:

1. **101 LAW FORMS FOR PERSONAL USE** Ralph E. Warner and Robin Leonard (Nolo, 6th ed. 2007, \$29.99)
2. **ATLASES: ATLAS OF THE WORLD** (Oxford, 14th ed. 2007, \$80.00) or **TIMES COMPREHENSIVE ATLAS OF THE WORLD** (11th ed. 2005, \$250.00)
3. **BARTLETT'S FAMILIAR QUOTATIONS: A COLLECTION OF PASSAGES, PHRASES, AND PROVERBS TRACED TO THEIR SOURCES IN ANCIENT AND MODERN LITERATURE** (17th ed. 2002, \$31.50). If you have an earlier edition, keep it as well since later editions do not include everything from previous editions.
4. **BENET'S READER'S ENCYCLOPEDIA** (Harper & Row, 4th ed. 1996, \$50.00; 5th ed. Sept. 2008, \$55.00), assists with literary questions.
5. **BLACK'S LAW DICTIONARY** (8th ed. 2004, \$67.00).
6. **CHASE'S ANNUAL EVENTS** (2008 with CD, \$64.95) Founded in 1957, this annual compilation contains more than 12,000 special events, holidays, historic anniversaries, etc.
7. **COMPLETE GUIDE TO PRESCRIPTION AND NON-PRESCRIPTION DRUGS 2008** H. Winter Griffith and Stephen Moore (Perigee, 2007, \$19.95) Use www.medlineplus.gov for current information on prescription drugs.
8. **COMPLETE SPEAKER'S AND TOASTMASTER'S LIBRARY** Jacob M. Braude and Glen Van Ekeren (Prentice Hall, 2nd ed. 1992, \$69.95)
9. **EMILY POST'S ETIQUETTE** (Harper & Row, 17th ed. 2004, \$39.95).
<http://www.bartleby.com/95/> [online version is 1922 edition]
10. **ENCYCLOPEDIAS:** A multi-volume encyclopedia, no older than five years. If your library can only afford one set, a popular writing style and intermediate reading level such as **WORLD BOOK ENCYCLOPEDIA** (2007, \$999.00) will be best. If you can afford more than one, stagger replacements and plan to own at least one geared to children and another for adults. (Children: **COMPTON'S**; Adult: **BRITANNICA**). Don't try to save money by substituting with a one volume encyclopedia - too little information.
11. **FOUNDATION GRANTS TO INDIVIDUALS** Phyllis Edelson, ed. (New York: Foundation Center, 2007, \$65.00)
12. **GUINNESS BOOK OF WORLD RECORDS** (Bantam, 2008, \$19.95, paper). This gives superlatives for fun and quick reference. Older editions will circulate, especially to kids.
www.guinnessworldrecords.com/default.aspx
13. **HOYLE'S RULES OF GAMES** (3rd revised, Signet, 2001, \$7.99)
14. **INTERNET YELLOW PAGES** Mikal E. Belicove and Joe Kraynak (Que, 2007, \$19.95)

15. **KOVELS' ANTIQUES AND COLLECTIBLES PRICE LIST** (Crown, 2008, \$27.95 paper)
16. **LEGAL GUIDE FOR STARTING AND RUNNING A SMALL BUSINESS** Fred S. Steingold (Nolo, 10th ed. 2008, \$34.99)
17. **MERRIAM-WEBSTER GEOGRAPHICAL DICTIONARY** (3rd ed. 2007, \$34.95)
18. **NAME DICTIONARIES: BABY NAMES AROUND THE WORLD** Bruce Lansky (1999, \$13.00). **DICTIONARY OF FIRST NAMES** Patrick Hanks (Putnam, 2007, \$15.95 paper). Presents names, their variants and their diminutives, with origin, analysis and history.
19. **OCCUPATIONAL OUTLOOK HANDBOOK** (GPO, \$20.00, paper, biennial). This U.S. Bureau of Labor Statistics handbook discusses employment trends and outlook, including nature of work, qualifications, and earning and working conditions for more than 800 occupations. <http://www.bls.gov/oco/>
20. **PETERSON'S FOUR YEAR COLLEGES** (2008, \$32.00). Peterson's regional college guides are nearly all available in paperback in a price range of \$5.00-\$30.00. www.petersons.com
21. **RANDOM HOUSE WEBSTER'S COLLEGE THESAURUS** (2005, \$17.90) will help in identifying synonyms. The dictionary form is easier for the occasional user, but the original format of **ROGET'S INTERNATIONAL THESAURUS** (6th ed., T.Y. Crowell, 2003, \$21.95) is a good additional purchase. <http://www.bartleby.com/thesauri/>
22. **SHAKING THE FAMILY TREE: A BASIC GUIDE TO TRACING YOUR FAMILY'S HISTORY** Ralph J. Crandall (2nd ed. NEHGS, 2001). Out of print but Amazon offers copies for \$3.00 and up.
23. **UNITED STATES GOVERNMENT MANUAL** (Office of the Federal Register, Superintendent of Documents, National Archive and Records Administration, \$20.00/year, 2007/2008, \$27.00) www.gpoaccess.gov/qmanual/index.html
24. **WORLD POETRY: AN ANTHOLOGY OF VERSE FROM ANTIQUITY TO OUR TIME** by Washburn (W.W.Norton, 1998, \$45.00)
25. **WRITERS TOOLS: A writer's manual such as A MANUAL FOR WRITERS OF TERM PAPERS, THESES, AND DISSERTATIONS** Kate L. Turabian (5th ed. Univ. of Chicago Press, \$20.00, \$7.95 paper). A guide to suitable style in the presentation of formal papers, term papers, reports, articles, etc. **WRITER'S REFERENCE** Diana Hacker (2008, \$58.95) or D. Hacker's **POCKET STYLE MANUAL** (2008, \$32.50). In addition, **PREPARING THE RESEARCH PAPER** L.F. Dangle & A.M. Haussman (Prentice Hall, \$1.00) a small pamphlet listing necessary information for footnotes, bibliographies, and brief information on writing a term paper. **WRITER'S MARKET 2008** (F&W Publishers, 2007, \$29.95)

If circulating copies are always on loan, consider keeping additional copies for reference:

- Peterson Field Guides (for example: **A FIELD GUIDE TO THE BIRDS OF EASTERN AND CENTRAL NORTH AMERICA** Roger Tory Peterson and Virginia Marie Peterson (Houghton Mifflin, 2002, \$30.00)
- **RESUMES THAT KNOCK 'EM DEAD** Martin Yate (7th ed. Adams Media, 2006, \$12.95 or 8th ed. Oct. 2008, \$12.95)
- **READER'S DIGEST COMPLETE DO-IT-YOURSELF MANUAL** (Revised, 2005, \$35.00)

Focus On Maine

In addition to the Maine sources in "Basic Tools," these Maine and local resources include both *types* of material as well as *specific titles* that are basic sources for the reference collection.

1. **COMMUNITY CHECKLIST** Your library should include the following: local histories; local newspapers; annual town reports; directory of town/regional officials and services; Chamber of Commerce publications; local government and community publications, studies and reports; local business annual reports; local maps and local telephone books.
2. **DICTIONARY OF MAINE PLACE-NAMES** Philip R. Rutherford (The Bond Wheelwright Company, 1982, Freeport, Maine, \$9.95). A handy source which lists brief statements about the origins of towns, rivers, ponds, islands and hills. Out-of-print, available on Amazon (used and new) approx. \$10.00.
3. **DIRECTORY OF MAINE GRANTMAKERS** (Maine Philanthropy Center, 2007, \$60.00). Profiles of more than 400 grantmakers, Maine corporate foundations, corporate giving programs, and grantmakers located outside Maine with granting history in Maine.
4. **LENGTH AND BREADTH OF MAINE** Stanley B. Atwood (University of Maine Press, 2004). Wealth of information about Maine towns, lakes, rivers, flora, fauna and much more. Out-of-print, available on Amazon (used and new) approx. \$26.00.
5. **MAINE ATTORNEY GENERAL'S CONSUMER LAW GUIDE**, 3rd ed. Assistant Attorney General James A. McKenna and the Consumer Protection Division (State of Maine, Office of the Attorney General, 2004, \$19.95)
http://www.maine.gov/ag/consumer/consumer_law_guide.shtml
6. **MAINE BICENTENNIAL ATLAS** Gerald E. Morris, ed. (Portland: Maine Historical Society, 1976, \$10.00). Historical atlas.
7. **MAINE BUSINESS AND PROFESSIONAL DIRECTORY** (Tower Publishing, annual, 2008, \$125.00). Over 40,000 companies listed.
8. **MAINE FAMILY LAW PAMPHLET: As Amended Through the 123rd Legislature, 2007 First Regular Session** (Thomson West, \$69.00)
9. **MAINE MANUFACTURING DIRECTORY** (Tower Publishing, annual, 2008, \$65.00). Company and key executive listings.
10. **MAINE SENATE AND HOUSE REGISTER** (Maine House and Senate, current year, free from your legislator). State Constitution, rules, directory, and memoranda.
<http://www.maine.gov/portal/government/legislature.html>
11. **STATE MAPS** are available from the Maine Office of Tourism. See also the state website www.maine.gov, a valuable tool for planning trips, events and attractions, state government facts, etc.

Webliography

The following free web resources include citations from "Best Free Reference Websites," RUSA Quarterly. Every effort has been made to confirm accuracy at time of publication. See also Maine's Virtual Library MARVEL! <http://libraries.maine.edu/mainedatabases/> -- databases that are free for Maine citizens. MARVEL! databases are funded with legislative appropriations as well as funds from the Maine State Library, University of Maine - Fogler Library, the Public Utilities Commission, and MTEAF (Maine Telecommunications Educational Access Fund - commonly know as state Erate).

Business, Finance & Employment

Directory of companies, industries, and executives www.hoovers.com/free/

Federal forms including small business forms <http://www.forms.gov/bgfPortal/citizen.portal>

Help wanted for Southern Maine www.southernmainehelpwanted.com

Job Bank from the Maine Dept. of Labor <http://198.182.162.220/default.asp>

Job database plus searching tips www.monster.com

Job listings and employers for Maine www.jobsinmaine.com

Maine Small Business Development Center www.mainesbdc.org/

Money management resources www.fdic.gov/consumers/consumer/news/cnwin0607/index.html

Small business help www.score.org

Small businesses starts, financing, and expanding www.sba.gov

Stock quotes (current and historical) and public companies trading on stock exchanges
<http://bigcharts.marketwatch.com/>

Consumer Information

800 tel. numbers for live business and service customer service reps www.gethuman.com

Consumer Action Handbook <http://www.consumeraction.gov/index.shtml>

Consumer guides and protections http://www.usa.gov/Citizen/Topics/Consumer_Safety.shtml

Consumer law center (national) <http://www.consumerlaw.org/>

Consumer Price Index <http://www.bls.gov/cpi/home.htm>

Consumer top-rated products in 13 categories www.consumersearch.com

Do not call registry (national) <https://www.donotcall.gov/>

How products are made www.madehow.com

How to do just about anything www.ehow.com

Kelley Blue Book (Vehicle pricing/appraisal) <http://www.kbb.com/>

Product recalls www.recalls.gov

Reviews of hotels, resorts, vacations and related <http://www.tripadvisor.com/>

Education

65,000 plants and animals of the US and Canada www.natureserve.org

College information (also links to book sales) www.petersons.com

Country information: Background Notes (U.S. State Dept. information about countries)

<http://www.state.gov/r/pa/ei/bgn/>. CIA World Fact Book

<https://www.cia.gov/library/publications/the-world-factbook/index.html>

Dictionary of units of measurement and conversions <http://www.unc.edu/~rowlett/units/>

Graphing calculator <http://www.coolmath.com/graphit/index.html>

Guide to grammar and writing <http://grammar.ccc.commnet.edu/grammar/>

Help citing research in several styles <http://citationmachine.net>

History Channel <http://history.com>

Math help and tutorials <http://www.sosmath.com/>

Mathematic calculations <http://www.martindalecenter.com/Calculators2.html>

National digital newspapers project <http://www.loc.gov/ndnp/>

Newspapers by state and country <http://www.ipl.org/div/news/>

Presidents of the US www.ipl.org/div/potus

Smithsonian Institution www.si.edu

Strunk & White's Elements of Style <http://www.bartleby.com/141/>

Entertainment

Celebrities (living & deceased) from all fields www.wa-wd.com

Great books online <http://www.bartleby.com/>

Movie Database www.imdb.com

Musical styles from popular to obscure with reviews, out of print, etc. www.allmusic.com

Readers' advisory and library catalog <http://www.librarything.com/>

Genealogy

See the following three sites for comprehensive genealogy research:

- <http://www.familysearch.org> (Church of Jesus Christ of Latter Day Saints)
- <http://www.rootsweb.ancestry.com/>
- <http://www.archives.gov/genealogy/index.html>

Adoption information for genealogists <http://adoptionregistry.com>

Genealogy sites on the internet <http://www.cyndislist.com/>

Port of New York Passenger records search <http://www.ellisland.org/>

Social Security Death Index (1962+) <http://ssdi.genealogy.rootsweb.com/>

General Reference

600,000+ images from the New York Public Library <http://digitalgallery.nypl.org>
American art plus pricing & artists from around the world <http://www.askart.com>
Art online <http://www.artcyclopedia.com/>
Books & other materials from OCLC member libraries <http://www.worldcat.org/>
Collection development and ILL www.amazon.com, www.worldcat.org and
www.barnesandnoble.com
Currency converter <http://www.xe.com/ucc/>
International news from the BBC <http://news.bbc.co.uk>
Librarians' Internet Index <http://www.lii.org>
Library of Congress www.loc.gov
Library of Congress American Memory Project - virtual library & museum
<http://memory.loc.gov/ammem/index.html>
Maine Memory Network - virtual library & museum <http://www.mainmemory.net/>
MapQuest <http://www.mapquest.com/>
Maps -- political, physical, weather, natural resources www.nationalatlas.gov
Merriam-Webster Dictionary online www.m-w.com
National Weather Service www.nws.noaa.gov
Telephone directories www.yellowpages.com, www.switchboard.com or www.anywho.com
(reverse look-up)
Translates words, phrases, paragraphs from Chinese, Russian, Japanese, Korean, and
European languages (not always perfectly) <http://babelfish.altavista.com>
Travel information -- U.S. and international www.tripadvisor.com
Yellow Pages, White Pages, maps and directions <http://www.anywho.com/>
Zip Code look-up <http://zip4.usps.com/zip4/welcome.jsp>

Health & Nutrition

Diet, weight loss, physical fitness www.smallstep.gov
Drug information from MedlinePlus (Includes generic and brand name information for drugs,
supplements and herbal remedies)
<http://www.nlm.nih.gov/medlineplus/druginformation.html>
Evaluating health information on the Internet
<http://www.nlm.nih.gov/medlineplus/evaluatinghealthinformation.html>
Food diary, calorie counter, health and fitness forums <http://www.thedailyplate.com/>
Internet Public Library's health sciences collection
<http://www.ipl.org/div/subject/browse/hea00.00.00/>

Health & Nutrition (continued)

Maine Board of Licensure in Medicine (Includes Docfinder, a Maine directory of physicians and physician assistants) http://www.docboard.org/me/me_home.htm

Maine Health Science Libraries and Information Consortium <http://library.umassmed.edu/hslic/>

Mayo Clinic www.mayoclinic.com

Medical Library Association health resources <http://www.mlanet.org/resources/userguide.html>

Merck Home Edition (interactive edition of consumer medical textbook)

<http://www.merck.com/mmhe/index.html>

National Institute of Mental Health www.nimh.nih.gov

National Library of Medicine <http://www.nlm.nih.gov/medlineplus/>

Nutrition information www.nutrition.gov

Patient resources and physician locator <http://www.mainemed.com/patients/index.php>

Recipes <http://allrecipes.com> or www.epicurious.com

Law & Government

Government documents page at the Portland Public Library (Links to the city of Portland, the state of Maine, and federal government information)

<http://www.portlandlibrary.com/research/govinfo.htm>

Government Printing Office <http://www.gpoaccess.gov/>

Internet Legal Research Group (legal forms, research, lawyers, etc.) <http://www.ilrg.com>

Kid's portal to the US Government <http://www.kids.gov/>

Legal help <http://www.ptla.org/ptlasite/cliented/cliented.htm>

Maine Law and Legal resources list <http://www.maine.gov/portal/government/law.html>

Maine Statutes <http://janus.state.me.us/legis/statutes>

US Government's official web portal <http://www.usa.gov/>

Search Engines

In addition to Google and Yahoo, consider www.about.com, www.altavista.com,

www.answers.com, www.ask.com and www.mahalo.com

To compare Search Engines:

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/SearchEngines.html>

Notes