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

Maine Regional Library System
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**Introduction**

In any public library, large or small, a reference collection helps answer questions and serves as the basis for further research. With the advent of the Internet, reference service has changed dramatically and large reference collections are no longer as necessary as they once were but a few good sources are still useful to have around. Not everyone has access to the Internet and sometimes it’s just easier and faster to look something up in a book.

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 currency. In addition, reference books should be easy to use with a thorough index and cross-references to help users find information readily. Reference books usually do not circulate so 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.

The first edition of "A Bare Bones Reference Collection" was compiled in 1988 to offer librarians in small or medium-sized Maine libraries a starting point to assess their reference collections. We’re considering as a small or medium-sized library one serving a community with a population under 7,500. 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. In this version, we’ve moved away from listing publication dates and prices in an effort to extend the life of the list.

The first two editions of this document were prepared by the Southern Maine Library District Reference Study Committee in cooperation with the Maine State Library and the Bangor Public Library. This latest edition was updated by Stephanie Zurinski, Central Maine Library District Consultant and Valerie Osborne, Northeastern Maine Library District Consultant.

Before selecting books from this list, we recommend analyzing your own community's needs. 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 and try to anticipate future needs. Several of the materials on this list are available in various editions or online. Where possible, links to the online resource are given. You may decide to purchase a hardcopy of the item for the library and to place a link on your website for your patrons doing research from home.
Basic Tools
The majority of small public library reference questions can be answered with a few basic tools like almanacs, dictionaries and atlases. The titles given below are not meant to be an exhaustive list but are examples for consideration. Where possible, a link to the online version has also been given. These resources are very useful to have near your reference or circulation desk so they are quickly accessible when a patron has a question. Every library should have at least one copy of the current edition of these resources even if they are available online.

Almanacs
Almanacs contain statistics and facts on many subjects. They are updated annually. Keep the most current year in your reference section and move the last year into the circulating section. Weed any almanacs that are over 5 years old.
- *World Almanac and Book of Facts* (Infobase Learning)
- *Time Almanac* (The Time Inc. Magazine Company)
- *The Statistical Abstract of the United States* (no longer being published in print)

Dictionaries and Thesauri
Dictionaries contain information about words such as spelling, pronunciation, definitions, and derivation and some contain charts, pictures, and synonyms. Dictionaries are usually updated every five years.
- *Merriam-Webster’s New Collegiate Dictionary* (Merriam-Webster) - a good all-purpose dictionary for students and general readers
- *The American Heritage Dictionary of the English Language* (Houghton Mifflin Harcourt) - up-to-date with good coverage of modern words and interpretations.
- *Random House Webster’s Unabridged* (Random House) – available via MARVEL!
- *Random House Webster’s College Thesaurus* (Random House) – identifies synonyms.
- *Roget’s International Thesaurus* (Collins Reference) is a good additional purchase.

Examples of Other Types of Dictionaries
- *Webster’s French-English Dictionary* (Federal Street Press) – very useful in Maine
- *Taber’s Cyclopedic Medical Dictionary* (F.A. Davis Company)

Atlases
Atlases contain as geographic information such as demographics, climate, vegetation, and roads.
- *Times Comprehensive Atlas of the World*

Encyclopedias
Encyclopedias are multi-volume sets containing articles on either a variety of subjects or just one subject. The articles are great for overviews of a subject area and often contain bibliographies that are useful for further exploration. Your reference collection should have a set that is no older than five years. Remember too, that Encyclopedia Britannica is available through MARVEL! If your library can only afford one set, choose one with a popular writing style and intermediate reading level such as:
• World Book Encyclopedia
• Encyclopedia Britannica (available through MARVEL!)

Online Resources
• MARVEL! - Thousands of full text magazines, newspapers, and reference books are available anywhere in the State of Maine through the online resources of MARVEL!, Maine's Virtual Library.
• LibrarySpot - a free virtual library resource center anyone exploring the Web for valuable research information.
• Internet Public Library - a public service organization merging the collections of resources from the Internet Public Library (IPL) and the Librarians' Internet Index (LII) websites. The site is hosted by Drexel University's College of Information Science & Technology.

Additional Resources
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. 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.
3. 101 Law Forms for Personal Use - Ralph E. Warner and Robin Leonard (Nolo)
4. Bartlett’s Familiar Quotations: A Collection of Passages, Phrases, and Proverbs Traced to Their Sources in Ancient and Modern Literature - If you have an earlier edition, keep it as well since later editions do not include everything from previous editions.
6. Black’s Law Dictionary
7. Chase’s Annual Events - Founded in 1957, this annual compilation contains more than 12,000 special events, holidays, historic anniversaries, etc.
10. Foundation Grants to Individuals - Phyllis Edelson, ed. (New York: Foundation Center
11. Guinness Book of World Records (Bantam) - This gives superlatives for fun and quick reference. Older editions will circulate, especially to kids. www.guinnessworldrecords.com/default.aspx
12. Hoyle’s Rules of Games
13. Kovel’s Antiques and Collectibles Price List (Crown)
14. Legal Guide for Starting and Running a Small Business - Fred S. Steingold (Nolo)
15. Merriam-Webster Geographical Dictionary
16. Name Dictionaries - Presents names, their variants and their diminutives, with origin, analysis and history
   • Dictionary of First Names - Patrick Hanks (Putnam).
   • Chambers Dictionary of First Names: An Indispensable Guide to More Than 10,000 Names - Julia Cresswell
18. Peterson’s Four Year Colleges - Peterson’s regional college guides are nearly all available in paperback in a price range of $5.00-$30.00. www.petersons.com

20. Writer’s Tools:

- *A Manual for Writers of Research Papers, Theses and Dissertations*- Kate L. Turabian (Univ. of Chicago Press)
- *Writer’s Reference*- Diana Hacker
- *Pocket Style Manual*- Diana Hacker
- *Writer’s Market* (F&W Publishers) –published annually

**Focus On Maine**

These Maine and local resources include both types of material as well as specific titles that are basic sources for the reference collection.

- **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
  - Local telephone books

- *Dictionary of Maine Place-Names*- Philip R. Rutherford (The Bond Wheelwright Company). 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).

- *Directory of Maine Grantmakers* (Maine Philanthropy Center)-Profiles of more than 400 grant makers, Maine corporate foundations, corporate giving programs, and grant makers located outside Maine with granting history in Maine.


- *Maine Family Law Pamphlet: As Amended Through the 123rd Legislature, 2007 First Regular Session* (Thomson West)


- State Maps -available from the Maine Office of Tourism. See also [www.maine.gov](http://www.maine.gov), a valuable tool for planning trips, events and attractions, state government facts, etc.

- *Citizen’s Guide to the Maine Legislature* (Maine People’s Resource Center)

- *The Maine Atlas and Gazetteer* (DeLorme Publishing Company). 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 gazetteer section has information about airports, campgrounds, museums, beaches, etc.

- *Maine Register, State Yearbook and Legislative Manual* (Tower Publishing, annual). 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.

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.

Business, Finance & Employment

- Federal forms including small business forms http://www.forms.gov/bgfPortal/citizen.portal
- IRS Forms for tax time http://www.irs.gov
- Job listings and employers for Maine www.jobsinmaine.com
- Maine Small Business Development Center www.mainesbdc.org/
- Small Business Administration www.sba.gov
- Stock quotes (current and historical) http://bigcharts.marketwatch.com/

Consumer Information

- 800 tel. numbers for live business and service customer service reps www.gethuman.com
- Consumer guides and protections http://www.usa.gov/Citizen/Topics/Consumer_Safety.shtml
- Consumer Price Index http://www.bls.gov/cpi/home.htm
- Consumer top-rated products in 13 categories www.consumersearch.com
- 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/
- Edmunds (Vehicle pricing/appraisal/reviews) http://www.edmunds.com/
- Product recalls www.recalls.gov

Education

- 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/
- 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
- Math help and tutorials http://www.sosmath.com/
- Mathematic calculations http://www.martindalecenter.com/Calculators2.html
- Newspapers by state and country http://www.ipl.org/div/news/
- Presidents of the US www.ipl.org/div/potus
- Strunk & White’s Elements of Style http://www.bartleby.com/141/
Entertainment
- Celebrities (living & deceased) from all fields [www.wa-wd.com](http://www.wa-wd.com)
- Great books online [http://www.bartleby.com/](http://www.bartleby.com/)
- Movie Database [www.imdb.com](http://www.imdb.com)
- Musical styles from popular to obscure with reviews, out of print, etc. [www.allmusic.com](http://www.allmusic.com)

Genealogy
See the following three sites for comprehensive genealogy research:
- [http://www.familysearch.org](http://www.familysearch.org) (Church of Jesus Christ of Latter Day Saints)
- Adoption information for genealogists [http://adoptionregistry.com](http://adoptionregistry.com)

General Reference
- 600,000+ images from the New York Public Library [http://digitalgallery.nypl.org](http://digitalgallery.nypl.org)
- Art online [http://www.artcyclopedia.com/](http://www.artcyclopedia.com/)
- Library of Congress [www.loc.gov](http://www.loc.gov)
- Maps – political, physical, weather, natural resources [www.nationalatlas.gov](http://www.nationalatlas.gov)
- National Weather Service [www.nws.noaa.gov](http://www.nws.noaa.gov)
- Telephone directories
  - [www.yellowpages.com](http://www.yellowpages.com)
  - [www.switchboard.com](http://www.switchboard.com)
  - [www.anywho.com](http://www.anywho.com) (reverse look-up)
- Translations (not always perfectly) [http://babelfish.altavista.com](http://babelfish.altavista.com)

Health & Nutrition
- Diet, weight loss, physical fitness [www.smallstep.gov](http://www.smallstep.gov)
- Food diary, calorie counter, health and fitness forums [http://www.thedailyplate.com/](http://www.thedailyplate.com/)
- Maine Board of Licensure in Medicine (Includes Docfinder, a Maine directory of physicians and physician assistants) [http://www.docboard.org/me/me_home.htm](http://www.docboard.org/me/me_home.htm)
- Mayo Clinic [www.mayoclinic.com](http://www.mayoclinic.com)
- National Institute of Mental Health [www.nimh.nih.gov](http://www.nimh.nih.gov)
- Nutrition information [www.nutrition.gov](http://www.nutrition.gov)
- Recipes
Law & Government
- Internet Legal Research Group (legal forms, research, lawyers, etc.) http://www.ilrg.com
- Kid’s portal to the US Government http://www.kids.gov/
- 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
To compare Search Engines: http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/SearchEngines.html

Technology
- BareBones 101: A basic tutorial on searching the web http://www.sc.edu/beaufort/library/pages/bones/bones.shtml
- Computer mouse and keyboard tutorial by the City of Mesa (Arizona) Library http://www.mesalibrary.org/research/mouse/page01.htm
- Computer mouse tutorial http://www.pbclibrary.org/mousing/mouserise.htm
- Computer tutorials based on pictures http://inpics.net
- Email verification http://verify-email.org/
- Email from any computer (Mail2web) http://mail2web.com/
- Learn the Net in English (also French and Spanish) http://www.learnthenet.com/english/index.html
- Open source office products: http://www.openoffice.org/
- Reviews of tech products and services http://reviews.cnet.com/?tag=hd_ts
- Tips, tricks and tech help http://help.cnet.com/?tag=hd_ts
- Tutorials for Microsoft programs http://mistupid.com/tutorials/
- Typing course http://www.typing-lessons.org/
- WebJunction Maine http://me.webjunction.org/do/Home Global online community for library staff to share ideas, access resources, and enroll in online courses.