Bibliographies


An abridged version of American Reference Books Annual (ARBA), this contains about a third of the reviews in ARBA. Each entry includes the type of library (academic, public, school) for which the books are appropriate. The full edition of ARBA is published in book form and also as an online subscription.

Wilson Standard Catalogs. H. W. Wilson Company. They are available both in print and online by subscription; see https://www.hwwilsoninprint.com/ for more details.

- Children's Core Collection - fiction and nonfiction, including story collections, picture books and magazines for readers, preschool through sixth grade.
- Middle and Junior High Core Collection - for grades 5 - 9, includes fiction nonfiction, CD-ROMs, curriculum support materials and professional aids for library staff.
- Senior High Core Collection - for grades 9 - 12; type of materials covered are the same as Middle and Junior High Core Collection.
- Public Core Collection: Nonfiction - contains recommended adult nonfiction, largely those works published in the United States.
- Fiction Core Collection - lists exclusively fiction for adults; especially useful for readers' advisory services.

Books in Print. 7 volumes. R. R. Bowker Company. The most comprehensive source for all books published in the United States that are currently in print. Records include author, title, publisher, date of publication, price, LC card number and ISBN. Books in Print (BIP), published annually, is used to obtain complete ordering information or to verify titles. While it is a time-honored reference tool in the library world, small libraries should be able to get the ordering information they need from an Internet bookseller's site such as amazon.com or barnesandnoble.com. BIP is available in print, on CD-ROM, and online by subscription through several vendors, including the publisher, http://www.bowker.com/products/Books-In--Print.html. In addition to the main BIP set, the series includes several other titles; for example:

- Subject Guide to Books in Print - in index to BIP by subject.
- Children's Books in Print and Subject guide to Children’s Books in Print - the portion of BIP devoted exclusively to children's books.
- El-Hi Textbooks and Serials in Print - textbooks, serials, teaching aids and AV materials for the K-12 grades.
- Large Print Books and Serials - a variety of materials on varying levels, all printed in 14-point type or larger.
- Forthcoming Books - a bimonthly publication of soon-to-be published titles.
Bibliographies of Children's Materials

*Middle and Junior High Core Collection.*  H. W. Wilson Company.  Base volume published every five years with annual supplements.  Available in print and online.


*School Library Journal.*  Reed Business.  Monthly during the school year.  Reviews from the current print issue are available online at [http://www.schoollibraryjournal.com](http://www.schoollibraryjournal.com).

Bibliographies of Children's Materials

*WorldCat* is available at [http://worldcat.org](http://worldcat.org).

In addition to using *WorldCat* to look up bibliographic information, remember, too, that you can search the catalog of the largest library in the US: the [Library of Congress Online Catalog](http://www.loc.gov).

Serials Guides:


*Directory of Open Access Journals.*  A free website to look up online research journals.  [https://doaj.org/](https://doaj.org/)

Indexes and Abstracts

*Book Review Digest* - indexes, and provides excerpts of, reviews to more than 8,000 English-language fiction and non-fiction books each year.  Not intended as a selection tool, but valuable when you need to justify keeping a book in your collection if it is challenged.  [https://www.ebsco.com/products/research-databases/book-review-digest-plus-h.w.-wilson](https://www.ebsco.com/products/research-databases/book-review-digest-plus-h.w.-wilson)

*Library Literature and Information Science Index* - indexes periodicals, conference proceedings, and library school theses, plus over 300 books per year.  Like the indexes listed above, *Library Literature* is available both in print and electronically.  [https://www.ebsco.com/products/research-databases/library-literature-information-science-index](https://www.ebsco.com/products/research-databases/library-literature-information-science-index)
Dictionaries and Thesauri

This comprehensive word lover’s website provides definitions from the 4th edition of the *American Heritage Dictionary*; access to good quality dictionaries of medical, legal, and financial terms; acronyms and idioms; and dictionaries in ten different languages.

The definitive unabridged dictionary of the English language, originally published in 1961, contains more than 450,000 words. Print and electronic versions have added about 25,000 new words. The online edition is available by subscription.

*Merriam-Webster's Collegiate Dictionary* (11th ed. rev. Merriam-Webster, Inc., 2003) is based on the unabridged third edition and features more than 225,000 definitions. It includes biographical and geographical names, abbreviations, foreign words and phrases. The CD-ROM version (*Merriam-Webster's Collegiate Dictionary & Thesaurus*) contains audio pronunciations and can be installed on your computer's hard drive for easy access. The web version, [http://www.m-w.com](http://www.m-w.com), may be accessed at no cost; it has a clear design and is user friendly.


This dictionary was the first serious competitor to the Webster's unabridged. It contains over 315,000 definitions, a new-words section, and many illustrations and maps. A subset of the *Random House Unabridged* is the *Random House Webster's College Dictionary*. It contains more words than any of the other major desk dictionaries; it is a good source for new words, as it is updated annually. Both the abridged and unabridged editions are available with a CD-ROM with audio pronunciations.

The American Heritage dictionaries are among the most highly regarded and are known for the number and clarity of their illustrations. [http://www.ahdictionary.com](http://www.ahdictionary.com)

No discussion of dictionaries would be complete without mentioning the *Oxford English Dictionary* (*OED*), the accepted authority on the evolution of the English language. This 20-volume set is too costly for smaller libraries, but all library staff should be aware of its value in tracing the meaning, history, and pronunciation of virtually all English words, past and present. Several supplementary volumes have been added over the years. The Second Edition of the *OED* is currently available in a print edition, on CD-ROM, and now also online by subscription at [http://www.oed.com](http://www.oed.com).
The most accessible and easy-to-use thesaurus available, "Roget's II" includes 35,000 synonyms, alphabetically arranged and fully cross-referenced, with all the features that have made Roget's a trusted name for over 100 years.

Written for grades 2 through 6, this dictionary has about 35,000 entries, and 3,000 illustrations. It contains simple definitions with clarifying phrases and sentences, and includes maps and other supplementary material.

Kids.wordsmyth.net. A free online children’s dictionary. [https://kids.wordsmyth.net/we/](https://kids.wordsmyth.net/we/)


**Almanacs and Factbooks**


**Statistical Abstract of the United States.** U.S. Census Bureau. Annual. If possible, purchase it in print, as it is generally easier to use than the electronic formats. It is also available on CD-ROM and on the web for free at [https://www.census.gov/library/publications/time-series/statistical_abstracts.html](https://www.census.gov/library/publications/time-series/statistical_abstracts.html)

**The World Factbook.** Central Intelligence Agency. Annual. This volume is available in print and on the web at [https://www.cia.gov/library/publications](https://www.cia.gov/library/publications)

**Encyclopedias**

**The New Encyclopaedia Britannica.** 15th ed. 32 volumes. Encyclopaedia Britannica, Inc., 2002. The online version at [http://www.eb.com](http://www.eb.com) is no longer free; the cost varies according to institution.

**Encyclopedia Americana.** 30 volumes. Grolier. Suitable for junior and senior high school students as well as adults, the Encyclopedia Americana contains 45,000 articles in all academic fields and curriculum topics. The last print edition was published in 2006. The web version, which is at [http://go.grolier.com](http://go.grolier.com) for a fee, is updated quarterly on a selective basis.
**World Book Encyclopedia.** 22 volumes. World Book. Always a favorite of librarians because of its simple, clear explanations, *World Book* is appropriate for the elementary grades through high school, for general use in the home, and in nearly all types of libraries. It contains more than 17,000 signed articles and numerous cross-references; the last volume has a research guide and detailed index. *World Book* is known for extensive color illustrations, and for its clear organization and logical arrangement of subject matter. The DVD-ROM version includes animation, and audio and video clips. The online edition, available at [http://www.worldbookonline.com](http://www.worldbookonline.com), has two interfaces: *World Book Kids* (for younger children) and *World Book Student*. Idaho Librarians and Residents: *World Book Encyclopedia* is one of the collections found on lili.org.

**New Columbia Encyclopedia.** 6th ed. Columbia University Press, 2000. Generally considered the best of the one-volume encyclopedias. With a long and respectable history, it is written for adults but accessible to high school students. The print edition is an oversize work - nearly 12 pounds - with a page layout in three columns and many black and white photographs. It contains an impressive amount of information augmented by helpful bibliographies for its longer articles. The *New Columbia Encyclopedia* is available for free online at [http://www.bartleby.com](http://www.bartleby.com). The *Concise Columbia Encyclopedia* is a condensed version available at a lower price.

**Directories**

*Encyclopedia of Associations.* 3 volumes. Gale. *EA* is the most comprehensive directory of basic information on organizations in the United States. Each listing includes purpose, meeting dates and location and names of publications in addition to officers and contact information. Gale also publishes a separate *International Organizations* and *Regional, State and Local Organizations*. The electronic format of the three titles is known as *Associations Unlimited* and is available on the web. See [http://www.gale.cengage.com](http://www.gale.cengage.com) for more information.

*Telephone books*, the best known of all directories, should not be overlooked as a resource for reference work. The government (usually blue) pages can be very useful, as they contain separate listings for city, county, state and federal agencies. The Yellow Pages serve as an index to area business by type; in fact, this is a good source for identifying experts in your community. For example, a patron who wants to know the value of an old book can be referred to a used book store. Telephone directories generally include additional useful information such as street maps, cultural attractions, and events calendars. Among the many web phone directories, three commonly used are *White Pages*, *DexPages*, and *AnyWho*. You should become familiar with several of these directories so you know which features each provides.

*Polk City Directories*, put out originally by R. L. Polk & Co., are now published annually by infoGROUP

*Idaho Library Directory.* Idaho Commission for Libraries. Maintained by the Idaho State Library, this directory of all kinds of libraries in Idaho includes the director's name, library
address, hours of operation, phone and fax numbers, e-mail address, and links to the web site and catalog, if available.

This annual directory is a useful tool for locating people or organizations that publish, review, edit, translate, illustrate, print, publicize, distribute, and export books. It is also available online by subscription; information is available at [http://www.literarymarketplace.com/lmp/us/index_us.asp](http://www.literarymarketplace.com/lmp/us/index_us.asp).

**Business or product directories:**

- *Thomas Register* - on the web (at no cost), this lists almost 175,000 manufacturers searchable by company name, brand name and product.
- *Hoover's* - The main web site at [http://www.hoovers.com](http://www.hoovers.com) provides both free and subscription information on a wide range of companies, and also publishes a number of print directories.

**Education directories:**

- *Peterson's* - This publisher maintains this free online database that lists and describes U.S. and Canadian colleges and universities. Also publishes printed guides for two-year, four-year, and graduate schools.

**Biographical Sources**

*Biography.* A & E Network. This is the official site of the Biography television series. Includes 15,000 names, with text taken from the *Cambridge Biographical Encyclopedia.* [http://www.aetv.com/blog/tags/biography](http://www.aetv.com/blog/tags/biography)

This publisher produces an entire family of biographical directories; all but *Who Was Who in America* contain brief records on national and international contemporary leaders from all fields of endeavor. Birth dates, family names, educational and career highlights, and current contact information are included in each entry. The cost will be a problem for smaller libraries. These titles are available, by subscription, on the web at [http://www.marquiswhoswho.com](http://www.marquiswhoswho.com).

*Current Biography.* H. W. Wilson Company.
This is an excellent source for accurate, up-to-date biographies of the men and women who make
today's headlines and tomorrow's history. Available as an online subscription or a monthly print subscription; a cumulative *Yearbook* is published at the end of each year.

*Contemporary Authors*. Gale. Users will find biographical information on more than 120,000 modern novelists, poets, playwrights, nonfiction writers, journalists and scriptwriters in the *Contemporary Authors* series. The series is available in print and by online subscription at [http://www.galegroup.com](http://www.galegroup.com).

*Something about the Author*. Gale. This series includes information about 10,000+ children's authors and illustrators. Idaho Librarians and Residents: It is available in print volumes and in eBook format through the *Gale Virtual Reference Library*.


*Dictionary of American Biography*. 20 volumes + index. Scribner's, 1989. These are the two most comprehensive biographical encyclopedias for American history. Both cover men and women who have made significant contributions to American life from the time of the earliest European explorations up to the very recent past. *American National Biography* lists about 17,500 (plus 900 in the two supplements). The *Dictionary of American Biography* contains almost 20,000 entries.


### Maps, Atlases & Gazetteers

*Times Comprehensive Atlas of the World*. 12th ed. Harperrollins, 2008. This is generally considered to be the most complete of the atlases; despite its being published in Great Britain, it provides excellent coverage of all areas of the world. One of its strengths is its thorough index, with references to latitude and longitude. A new edition is published every four to seven years. This is probably too pricey for small libraries but is certainly worth knowing about.

*National Geographic Visual Atlas of the World*. National Geographic Society, 2008. The *National Geographic Atlas of the World* is another excellent atlas with world coverage through physical, political, and thematic maps. This atlas highlights the 850 UNESCO World Heritage Sites. Features include a comprehensive index as well as brief articles on countries. Various kinds of maps can also be searched online at [http://maps.nationalgeographic.com/maps/map-machine.html](http://maps.nationalgeographic.com/maps/map-machine.html)

thematic section and satellite photos. It also includes a master index, reference guide, and a comprehensive guide to using the atlas.

Of the smaller and less expensive desk atlases available, Rand McNally's *Goode’s World Atlas* is a standard in schools and public libraries. It is revised on a regular basis. One of its strengths is the thematic maps that are useful for students.

In addition to the above, there are some special atlases you should know about:

Updated annually, this is probably the best-known road atlas. Maps for each state and Canadian province show distances between points. It includes inset maps of large metropolitan areas, a comprehensive index of places, road construction and road condition hotlines, state-by-state laws and regulations, mileage chart and mileage and driving times map. The low price makes it a good choice for libraries with limited budgets. Rand McNally also offers free online maps and driving directions at [http://www.randmcnally.com/](http://www.randmcnally.com/).

*MapQuest.* MapQuest.com
*MapQuest* is an Internet atlas that produces road maps worldwide. Some useful features are driving directions (for the U.S. and Canada) from one address to another, and a road trip planner.

The National Geographic Society (NGS) marked its centennial by publishing a comprehensive historical atlas (there are more than 100 historical maps). Thematic sections (e.g., the land and its people) are presented chronologically from 1400 to the present. The country’s past is portrayed in a variety of ways, from the oldest maps to current demographic charts. This atlas is now out of print but second-hand copies are still available.

This comprehensive geographical encyclopedia contains names, descriptions, and characteristics of places in the world. More than 170,000 entries include: demography; physical geography; political boundaries; industries; cultural and historical points of interest; longitude, latitude, and elevations; pronunciations; and changes to names and spellings. This is also available on the web for a fee at [http://www.columbiagazetteer.org](http://www.columbiagazetteer.org).

With 50,000 entries, this encyclopedia of geographical place names is taken from its parent work, the *Columbia Gazetteer of the World.* It contains every incorporated place and county in the United States, plus several thousand unincorporated places, special-purpose sites and physical features. It includes places in Canada, Mexico and the Caribbean as well.

With 48,000 entries, this desk guide contains geographical information about the countries,
cities, and natural features of today's world. Features include population, size, economic data, historical notes, plus pronunciations, and a table of foreign terms used in English. This is a good choice for a smaller library in need of a world gazetteer.


*Google Earth* ~ [https://www.google.com/earth/](https://www.google.com/earth/)


**Idaho Reference Sources**

*Idaho Blue Book.* Idaho Office of the Secretary of State.  
This biennial factbook provides a profile of the state - historical and current - and covers the different branches and levels of government, past and present elected officials, and contact information for state agencies, commissions and boards. It includes economic and demographic statistics, plus information on education, the media, and outdoor recreation. This is definitely a book you need to know well, as it is one of the most useful Idaho resources available. To request a free copy for your library, e-mail the Secretary of State's Office at sosinfo@sos.idaho.gov.

A handy reference for quick definitive explanations of the place names of Idaho, this gazetteer includes place location within the county, township and range, source of the place name, and, often, a brief history.

This is a guide to Idaho's history "in a geographical context, not a guide to restaurants, motels, and campgrounds .... Material has been arranged according to highway number." [Preface, p. viii] Examples of contents include cities and towns, early trails, contemporary roads and highways, Indian reservations, mines and ghost towns, bridges and dams, canyons, caves, and hot springs - all described with wit and appeal. This is a "don't-miss" for your Idaho collection.

Topographic maps depict in detail the physical features of an area, such as road and trails, bodies of water, elevation, and vegetation. This atlas of 46 Idaho topographic maps includes: BLM public lands, campgrounds, fishing, hiking, and hunting information, historic sites and museums, national forests and recreation areas, and state parks. This is a reasonably priced and helpful resource for Idaho outdoor information; you may want a second copy for circulation.

*Roadside History of Idaho*

*Roadside Geology of Idaho*
Idaho Business Directory. DirectoriesUSA. This annual publication is the only print source listing all businesses in a city and all businesses in the state by category. Listings for even the smallest businesses contain company name, address and phone number listings. While too expensive for many libraries, this directory is a unique resource you need to know about. Available online, on CD-ROM, and in print.

Buy Idaho: Member Directory ~ [http://www.buyidaho/directory/members](http://www.buyidaho/directory/members) ~ lists businesses that provide all kinds of products and services.

Idaho Preferred ~ [http://idahopreferred.com](http://idahopreferred.com) ~ a program of the Idaho State Department of Agriculture dedicated to identifying and promoting Idaho food and agriculture products.

Harris Directory. Harris InfoSource. Harris InfoSource is part of the Dun & Bradstreet, which also publishes the Hoover’s Company Reports. Covers manufacturing and non-manufacturing businesses throughout the state.

Additional valuable information about Idaho can be found on the web. If you are not already familiar with the following web sites, you will want to explore them. The Official Website of the State of Idaho is a good place to begin; it serves as a portal to Idaho government and provides links to the other web sites listed.

**Official Website of the State of Idaho.**
This web site was created to make government less complicated and more accessible to the citizens and businesses of Idaho. Using the menu in blue on the left of the screen, you will find some features that are especially helpful for Idaho schools and libraries.

- About Idaho - small business information; Better Business Bureaus; business and professional licensing information.
- Business – starting a business; professional licenses; online services for business
- Education - Idaho history; school report resources; "just for kids."
- Government - state agency index; links to the three branches of our state government, including laws and regulations; local government links.
- Health & Family - birth, marriage & death certificates; family & community services.
- Tourism & Transportation - visiting Idaho; outdoor recreation; maps.
- Jobs & Labor – labor law; employment & career information.

Librarians in public libraries, in particular, will want to become familiar with the content of this web site; it will steer you to a treasure trove of Idaho information.

Idaho Department of Commerce Web Site. Idaho Department of Commerce. This web site, [https://commerce.idaho.gov](https://commerce.idaho.gov), provides a variety of useful information for librarians and their patrons. From the links at the top of the screen, you can choose from major categories:
- Business – incentives, assistance, economic indicators.
- Innovation – investment capital.
- International - exporting Idaho goods.
- Communities - helping to improve their economy & enhance quality of life.
- Travel - consumer travel & tourism industry.
- Media
- Careers – careers in Idaho and at the Department of Commerce

**Idaho Small Business Solutions.** Idaho Small Business Development Center.
Designed to assist in establishing or expanding a person's business, this site's special feature is a "Business Wizard" which produces a customized checklist of local, state, and federal regulations that are likely to affect a business. It provides information on licenses, permits, and registering your business in Idaho. This site is the result of the combined efforts of more than 20 local, state, and federal agencies in Idaho; it is maintained by the Idaho Small Business Development Center in Boise.

**INSIDE Idaho.** University of Idaho.
The Interactive Numeric & Spatial Information Data Engine (INSIDE Idaho) is the official clearinghouse for Idaho geospatial data, including images, maps and data with a geographic component. The state's land management agencies, the Departments of Lands, Water Resources, Environmental Quality, and Transportation, are the primary contributors to this site. It contains an atlas of printable maps, an interactive facility for creating maps, and links to other interactive mapping sites and data.

**Idaho Residents ~** [http://lili.org](http://lili.org)

**Reference Web Sites**
- Digital Public Library of American: [https://dp.la/](https://dp.la/)
- Library of Congress ~ [https://loc.gov/](https://loc.gov/)
- LibGuides ~ [https://community.libguides.com/community.php?m=i](https://community.libguides.com/community.php?m=i)

**The following sources were consulted in preparing this course:**