

# **BASIC REFERENCE SOURCES**

**A Self-Study Manual**

*Third Edition*

**MARGARET T. TAYLOR  
and RONALD R. POWELL**

福建医学院  
图书馆藏书

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## LIST OF SOURCES

**Note:** The sources listed below include all of the titles mentioned in this manual. Titles are listed in the section in which they first appear. The starred titles are covered in detail in the manual. The other titles are noted more briefly, in a supplementary or comparative manner, usually with only a single question or a single reference in an answer.

Brief titles only are given. Following each title is a reference to its listing in Sheehy's Guide to Reference Books (Chicago, American Library Association, 9th ed., 1976; Supplements, 1980 and 1982), where more complete citations may be found. (A "1" before the Sheehy number refers to the first, 1980 supplement, and a "2" refers to the second, 1982 supplement.) If a title is not included in Sheehy, the full citation is given in this list. Also indicated, for the starred titles only, are the dates of the editions or issues used in preparing the manual and to which the answers are keyed. The symbol ■ is placed after the citations for those sources which are available in online, computer-accessed versions, as far as could be determined as of May 1984.

The student should have access to the starred titles, preferably in the editions noted. It is helpful but not necessary that he/she should have access to the supplementary titles. See Introduction for comments on adaptation of this list to specific course requirements.

### Section 1a: National bibliographic records, U.S., current

- \*Publishers' Trade List Annual (AA472) 1982
- \*Books in Print (AA473) 1982-83 ■  
Publishers, Distributors, and Wholesalers of the United States: A Directory (New York, Bowker, 5th ed., 1983) ■
- \*Subject Guide to Books in Print (AA474) 1982-83 ■  
Books in Print Supplement (see AA473) ■  
Forthcoming Books (AA475) ■  
Subject Guide to Forthcoming Books (AA476) ■  
Paperbound Books in Print (AA471)  
Children's Books in Print (AA466)  
Subject Guide to Children's Books in Print (AA467)  
Scientific and Technical Books and Serials in Print (EA38)  
Medical Books and Serials in Print (EK26)  
Business and Economics Books and Serials in Print (CH105, 1CH47)  
Religious Books and Serials in Print (2BB3)  
Large Type Books in Print (AA470, 1AA98, 2AA62)  
El-Hi Textbooks in Print (AA469)  
Law Information (New York, Bowker, 2nd ed., 1983)  
Associations' Publications in Print (New York, Bowker, annually) ■  
Alternatives in Print (New York, Neal-Schuman Publishers, 6th ed., 1979)

### Section 1b: National bibliographic records, U.S., current

- Publishers Weekly (AA477)
- \*Weekly Record (see AA477) 1983 issues
- \*American Book Publishing Record (BPR), monthly (AA463) 1983 issues
- \*American Book Publishing Record (BPR), cumulative, annual (AA464/465) 1982
- \*American Book Publishing Record Cumulative 1950-1977 (2AA58)
- \*American Book Publishing Record Cumulative 1876-1949 (2AA57)
- Reader's Adviser (AA339, 1AA68)



### Section 1c: National bibliographic records, U.S., current

- \*Cumulative Book Index (AA461, AA468) 1983 issues
- \*Vertical File Index (AA479) 1983 issues

### Section 2a: National bibliographic records, U.S., retrospective

- \*United States Catalog (AA460, see also AA461) 4th ed., 1928
- \*American Catalogue of Books (AA459) 1880-1911 or reprints
- \*Kelly: American Catalogue of Books (AA457) 1866-71 or reprints
- \*Roorbach: Bibliotheca Americana (AA456) 1852-61 or reprints

### Section 2b: National bibliographic records, U.S., retrospective

- \*Sabin: Dictionary of Books Relating to America (AA451) 1868-1936 or reprints
- Molnar: Author-Title Index to Sabin's Dictionary (1AA96)
- \*Evans: American Bibliography (AA445/446/447/449/450) 1903-59 or reprints
- Shipton and Mooney: National Index of American Imprints (AA448)
- \*Shaw and Shoemaker: American Bibliography (AA453) 1958-66
- \*Checklist of American Imprints (AA454/455, 2AA60) 1964+

### Section 3: Search strategy and review

### Section 4: National library catalog and union list

- Library of Congress/National Union Catalog "author lists" 1942-1957 (AA92/93/94)
- National Union Catalog 1952-1955 Imprints (see AA94/95)
- \*National Union Catalog "author lists" 1958[1956]-1982 (AA94/95)
- \*National Union Catalog Pre-1956 Imprints (Mansell) (AA96, 1AA22, 2AA9)
- National Union Catalog 1956-1967 (Rowman and Littlefield) (AA97)
- \*Subject Catalog (Library of Congress catalogs) (AA99, 2AA11)
- Monographic Series (Library of Congress catalogs) (1AA21)
- National Union Catalog Register of Additional Locations (AA98, 2AA10)
- National Union Catalog. Books (Washington, D.C., Library of Congress, 1983+; on microfiche)
- National Union Catalog. U.S. Books (Washington, D.C., Library of Congress, 1983+; on microfiche)
- Music, Books on Music, and Sound Recordings (Library of Congress catalogs) (BH54/55)
- National Union Catalog. Audiovisual Materials (Washington, D.C., Library of Congress, 1983+; on microfiche)
- Audiovisual Materials (Library of Congress catalogs) 1953-1982 (BG116/117, 2AA51)
- National Union Catalog. Cartographic Materials (Washington, D.C., Library of Congress, 1983+; on microfiche)
- National Union Catalog of Manuscript Collections (DB39)
- National Register of Microform Masters (AA123, 1AA32)
- Catalog of Copyright Entries (AA478, 2AA63)

### Section 5: Bibliographic sources for serials--current lists

- \*Ulrich's International Periodicals Directory (AE10) 21st ed., 1982 ■
- Ulrich's Quarterly (1AE4) ■
- \*Irregular Serials and Annuals (AE8) 8th ed., 1983 ■
- Sources of Serials (1AE3) ■
- \*Standard Periodical Directory (AE29) 8th ed., 1983-84
- \*Ayer Directory of Publications (AE24) 1983
- Editor and Publisher International Yearbook (AE25)
- Working Press of the Nation (AE30)
- \*International Directory of Little Magazines and Small Presses (AE5, 1AE2) 18th ed., 1982-83

## Section 6: Bibliographic sources for serials--union lists

- \*Union List of Serials (AE133) 3rd ed., 1965
- \*New Serial Titles (AE134) 1982 issues
- New Serial Titles Classed Subject Arrangement (AE135)
- \*New Serial Titles 1950-70, Subject Guide (1AE34) 1975
- \*Gregory: American Newspapers and a Union List (AF16) 1937 or reprints
- \*Brigham: History and Bibliography of American Newspapers (AF19) 1947 or reprints
- \*Newspapers in Microform (AF10, AF25/26, 2AF1, 2AF5)

## Section 7: Indexes to serials--indexing services

- \*Readers' Guide to Periodical Literature (AE169) 1983 issues
- Abridged Readers' Guide (AE170)
- \*Humanities Index (AE172) 1983 issues
- \*Social Sciences Index (AE173) 1983 issue
- Social Sciences and Humanities Index/International Index (AE171)
- Applied Science and Technology Index (EA80)
- General Science Index (1EA11)
- Education Index (CB83)
- Art Index (BE31)
- Library Literature (AB10)
- \*Public Affairs Information Service Bulletin (PAIS) (CA34, 1CA12, 2CA9) 1983 issues
- Alternative Press Index (AE177)
- Access (1AE43)
- New Periodicals Index (1AE49)
- Popular Periodical Index (1AE50)
- Index to Periodical Articles by and about Blacks (AE187, 1AE47)
- Magazine Index (2AE23) ■
- Index to Little Magazines (AE184)
- Index to Commonwealth Little Magazines (AE185)
- Information Science Abstracts (AB13) ■
- Library and Information Science Abstracts (AB11/12) ■
- \*Poole's Index to Periodical Literature (AE164/165/166) 1891-1908 or reprints
- \*Nineteenth Century Readers' Guide (AE168) 1944
- Annual Magazine Subject Index (AE180/181)
- Annual Literary Index (AE178)
- Annual Library Index (AE179)
- Catholic Periodical Index (AE182/183)
- Subject Index to Periodicals (AE174)
- British Humanities Index (AE175)
- \*New York Times Index (AF67/68, 1AF13/14) 1983 issues
- Christian Science Monitor, Subject Index (AF64)
- National Observer Index (AF65)
- Wall Street Journal, Index (AF70)
- Newspaper Index (Bell and Howell) (AF69, 1AF15/16/17/18)
- National Newspaper Index (2AF13) ■
- Index to the [London] Times (AF76/77, 1AF23, 2AF15)

## Section 8: Bibliographic sources for government publications

- \*Monthly Catalog of U.S. Government Publications (AG25, 1AG10, 2AG9) 1983 issues ■
- United States Government Manual (CJ72)
- Schmeckebier and Eastin: Government Publications and Their Use (AG13)
- Morehead: Introduction to United States Public Documents (1AG5)
- Boyd and Rips: United States Government Publications (AG9)
- Cumulative Subject Index to the Monthly Catalog (AG26)
- Publications Reference File (Washington, D.C., U.S. Government Printing Office)
- GPO Subject Bibliographies (2AG10)
- U.S. Government Books (Washington, D.C., U.S. Government Printing Office)
- New Books (Washington, D.C., U.S. Government Printing Office)
- \*Catalog of the Public Documents (Document Catalog) (AG24) 1896-1945
- \*Poore: Descriptive Catalogue of the Government Publications (AG20) 1885 or reprints

- \*Ames: Comprehensive Index to the Publications (AG21) 1995 or reprints
- Greely: Public Documents of the First Fourteen Congresses (AG19)
- Checklist of United States Public Documents (AG23)
- Numerical Lists and Schedule of Volumes (AG27)
- CIS U.S. Serial Set Index (1AG7)
- \*Index to U.S. Government Periodicals (1AE48) 1982 issues
- \*Congressional Information Service, Index to Publications (CIS Index) (CJ83/84, 1CJ56, 2CJ48) 1982 annual volumes
- \*Newsome: New Guide to Popular Government Publications (2AG5)
- Leidy: A Popular Guide to Government Publications (AG11, 1AG4)
- Jackson: Subject Guide to Major U.S. Government Publications (AG10)
- \*Monthly Checklist of State Publications (AG47) 1983 issues
- Parish: State Government Reference Publications (1AG14)

#### Section 9: Bibliographic sources for dissertations and theses

- \*Dissertation Abstracts International (AH14/15, 1AH5) 1983 issues ■
- \*American Doctoral Dissertations (AH13) 1980-81 volume
- \*Comprehensive Dissertation Index (AH10) 1973+ ■
- Lum: Asians in America; A Bibliography.... (CC139, 1CC150)
- Reynolds: A Guide to Theses and Dissertations (1AH4)
- \*Master Abstracts (AH18) 1983 issues
- Black: Guide to Lists of Master's Theses (AH17)

#### Section 10: Bibliographic records for other countries--Great Britain, France, Germany

- \*British Books in Print (AA673) 1983
- British Paperbacks in Print (see AA674)
- Bookseller (AA671)
- Whitaker's Books of the Month and Books to Come (AA670)
- \*Whitaker's Cumulative Book List (AA668/669) 1982 ■
- \*British National Bibliography (AA667, 1AA125) 1983 issues
- English Catalogue of Books (AA666)
- Lowndes: Bibliographer's Manual of English Literature (AA639)
- Watt: Bibliotheca Britannica (AA640)
- \*Pollard and Redgrave: Short-Title Catalogue (AA647, 1AA123) 1st ed., 1926; 2nd ed., 1976-
- \*Wing: Short-Title Catalogue (AA660/661) 1st ed., 1945-51; 2nd ed., 1972-
- \*British Library, General Catalogue of Printed Books (AA100/101, 1AA23, 2AA12/13) 1959+
- Great Britain. Stationery Office. Catalogue of Government Publications (AE87/88/89)
- Répertoire des Livres de Langue Française Disponibles (AA618)
- Les Livres Disponibles (1AA118, see AA614)
- Bibliographie de la France (AA612/613, 1AA117)
- Livres-hebdo (2AA74)
- \*Les Livres de l'Année--Biblio (AA616/617) 1979
- Librairie Française, Catalogue Général (AA615)
- \*Biblio (AA611) 1969
- Quérard: La France Littéraire.... XVIII<sup>e</sup> et XIX<sup>e</sup> siècles (AA606)
- Quérard: La Littérature Française Contemporaine, 1827-49 (AA607)
- \*Catalogue Général de la Librairie Française (Lorenz) (AA609) 1867-1945 or reprints
- Vicaire: Manuel de l'Amateur de Livres du XIX<sup>e</sup> siècle (AA610)
- \*Bibliothèque Nationale, Catalogue Général ... Auteurs (AA105/106, AA596, 1AA24) 1900+
- Deutsche Bibliographie (AA632, 1AA121) 1983 issues
- \*Deutsche Bibliographie; Halbjahres-Verzeichnis (AA633) 1982
- \*Deutsche Bibliographie; Fuenfjahres-Verzeichnis (AA634) 1956-60
- Deutsche Nationalbibliographie (AA627, 1AA120)
- Jahresverzeichnis der Verlagsschriften (AA630, see AA629)
- Deutsches Bucherverzeichnis (AA631, 2AA77)
- \*Heinsius: Allgemeines Buecher-Lexikon (AA622)
- \*Kayser: Vollstaendiges Buecher-Lexikon (AA623) 1834-1911 or reprints
- \*Hinrichs: Fuenfjahres-Katalog (AA624)
- \*Gesamtverzeichnis des Deutschsprachigen Schrifttums (GV) (1AA119, 2AA79/80)
- Verzeichnis Lieferbarer Buecher (AA636)



## Section 11: Review of Part I

### Section 12: Dictionaries

- \*Webster's Third New International Dictionary (AD10) © 1961 or later  
6,000 Words (1AD16)
- \*Webster's New International Dictionary (2nd ed.) (AD9) © 1934 or later
- \*Funk and Wagnalls New Standard Dictionary (AD7) © 1964 or later
- \*Random House Dictionary (AD8) © 1966 or later  
Century Dictionary and Cyclopedia (AD5)
- \*Oxford English Dictionary (AD25/26/27, 1AD5) 1888-1933 or reprints
- \*Dictionary of American English (Craigie) (AD105) 1936-44
- American College Dictionary (AD11)
- American Heritage Dictionary, standard or new college ed. (2nd) (AD12)
- Doubleday Dictionary (1AD2)
- Funk and Wagnalls Standard College Dictionary (AD13)
- Random House College Dictionary (AD14, 1AD3)
- Scribner-Bantam English Dictionary (1AD4)
- Thorndike-Barnhart Comprehensive Desk Dictionary (AD15)
- Webster's [9th] New Collegiate Dictionary (AD16)
- Webster's New World Dictionary, 2nd college ed. (AD17)
- New Century Dictionary (AD6)
- Shorter Oxford English Dictionary (AD28)
- Cassell's English Dictionary (AD29)
- Concise Oxford Dictionary (AD30, 1AD6)
- Kister: Dictionary Buying Guide (1AD1)

### Section 13: Supplementary language sources

- \*Fowler: Dictionary of Modern English Usage (AD58) 2nd ed., 1965; reprint ed., 1983
- \*Evans: Dictionary of Contemporary American Usage (AD56) 1957
- Nicholson: Dictionary of American English Usage (AD62)
- Horwill: Dictionary of Modern American Usage (AD61)
- \*Follett: Modern American Usage (AD57) 1966
- Morris and Morris: Harper Dictionary of Contemporary Usage (1AD14)
- \*Webster's New Dictionary of Synonyms (AD102) © 1978
- \*Roget's International Thesaurus (AD100) 4th ed., 1977 or (AD99) 1965
- \*Roget's II: The New Thesaurus (New York, Houghton Mifflin, 1980)
- Webster's Collegiate Thesaurus (1AD21)
- \*Wentworth and Flexner: Dictionary of American Slang (AD93, 1AD18) 2nd sup. ed., 1975
- \*Berrey and Van den Bark: American Thesaurus of Slang (AD87) 2nd ed., 1953
- \*Partridge: Dictionary of Slang and Unconventional English (AD91) 7th ed., 1970
- \*Mathews: Dictionary of Americanisms (AD106) 1951
- \*De Sola: Abbreviations Dictionary (AD34, 1AD7) 6th ed., 1981
- \*Acronyms, Initialisms, and Abbreviations Dictionary (AD36, 1AD8) 8th ed., 1983-84
- Bernstein's Reverse Dictionary (1AD19)
- \*NBC Handbook of Pronunciation (AD73) 3rd ed., 1964
- Kenyon and Knott: Pronouncing Dictionary of American English (AD76)
- \*Wood's Unabridged Rhyming Dictionary (AD84) 1943

### Section 14a: Encyclopedias

- \*Encyclopedia Americana (AC1) © 1983
- \*New Encyclopaedia Britannica, 15th ed. (AC3) © 1983
- \*Collier's Encyclopedia (AC5) © 1983
- \*Academic American Encyclopedia (2AC1) © 1980
- \*New Columbia Encyclopedia (AC6, 1AC2) 4th ed., 1975
- \*Lincoln Library (AC7) © 1982
- Random House Encyclopedia (1AC3)
- \*Compton's Pictured Encyclopedia (AC17) © 1983

- \*World Book Encyclopedia (AC20) © 1983
- \*Chambers's Encyclopaedia (AC4) © 1968
- Everyman's Encyclopedia (London, Dent, 1978)
- New Caxton Encyclopedia (London, Caxton, 1979)
- Subscription Books Bulletin Reviews (AA400)
- Reference and Subscription Books Reviews (AA401)
- \*Encyclopedia Buying Guide (1AC4) 3rd ed., 1981
- Britannica Junior (AC16)
- Merit Students Encyclopedia (AC19)

#### Section 14b: Foreign language encyclopedias

- \*Encyclopaedia Universalis, 1968- (AC34, 1AC8)
- \*La Grande Encyclopédie, 1971- (AC38, 1AC7)
- La Grande Encyclopédie, 1886-1902 (AC37)
- Larousse: Grande Dictionnaire Universel du XIX<sup>e</sup> siècle (AC39)
- \*Brockhaus Enzyklopaedie, 17th ed., 1966- (AC43, 1AC9)
- \*Meyers Enzyklopaedisches Lexikon, 9th ed., 1971- (AC47, 1AC10, 2AC4)
- Der Grosse Brockhaus (AC42)
- \*Enciclopedia Italiana di Scienze, Lettere ed Arti (AC57) 1929-37
- \*Enciclopedia Universal Ilustrada Europeo-Americana (Espasa) (AC82, 2AC11) 1907-73
- \*Bol'shaia Sovetskaiia Entsiklopediia, 3rd ed. (AC72, 1AC12, 2AC9) 1970-
- \*Great Soviet Encyclopedia (AC73, 1AC13, 2AC10) 1973-

#### Section 15: Yearbooks and almanacs

- \*Americana Annual (AC11) 1983
- \*Britannica Book of the Year (AC12) 1983
- \*Collier's Year Book (AC14) any recent edition
- \*World Book Year Book (see AC20) 1983
- Chambers's Encyclopaedia Yearbook (AC13a)
- \*Annual Register of World Events (DA50) 1982
- Appleton's Annual Cyclopaedia (AC10)
- \*Facts on File (DA51, 1DA16) 1982 and 1983 issues ■
- News Dictionary (Facts on File, annually)
- \*Keesing's Contemporary Archives (DA52) 1982 issues
- \*World Almanac (CG75) 1983
- \*Information Please Almanac (CG66) 1983
- Reader's Digest Almanac (CG67)
- People's Almanac (1CG15, 2CG17)
- Negro Almanac (1CC142)
- Women's Action Almanac: A Complete Resource Guide (2CC168)
- Whitaker's Almanac (CG130)
- Canadian Almanac and Directory (CG98)
- \*Statesman's Year-Book (CG45) 1982-83
- Europa Year Book (CJ62)
- Municipal Year Book (CJ118a, 1CJ76)
- Book of the States (CJ118)
- Britannica Yearbook of Science and the Future (EA43)
- Science Year; the World Book Science Annual (EA44)
- Yearbook of Agriculture (EL50)

#### Section 16: Yearbook supplements: statistics

- \*Statistical Abstract of the United States (CG69) 1982/83
- \*Historical Statistics of the United States (CG71, 1CG18) 1975
- \*County and City Data Book (CG70, 1CG17) 10th ed., 1983
- State and Metropolitan Area Databook (2CG19)
- Statistical Abstract, India (CG141)
- \*Statistical Yearbook (of the United Nations) (CG48) 1979/80

- Demographic Yearbook (CG35, 1CG2)
- \*Statistics Sources (CG52, 1CG9, 2CG13) 7th ed., 1982
- Guide to U.S. Government Statistics (CG57)
- Bureau of the Census Catalog of Publications (CG59, 1CG12/12a, 2CG21)
- Directory of Federal Statistics for Local Areas; a Guide to Sources (CG77, 1CG21)
- Directory of Federal Statistics for States; a Guide to Sources (CG78)
- American Statistics Index (CG76, 1CG19)

#### Section 17: Handbooks and manuals

- \*Kane: Famous First Facts (New York, Wilson, 4th ed., 1981)
- \*Guinness Book of World Records (New York, Sterling, 21st ed., 1983)
- \*Benét: The Reader's Encyclopedia (BD32) 2nd ed., 1965
- \*Brewer's Dictionary of Phrase and Fable (BD67) 1981
- Walsh: Handy Book of Curious Information (BD73)
- Ackermann: Popular Fallacies (BD66)
- \*Bartlett: Familiar Quotations (BD98, 2BD22) 15th ed., 1980
- \*Stevenson: Home Book of Quotations (BD106) 10th ed., 1967
- \*Evans: Dictionary of Quotations (BD101) 1968
- \*Hatch: American Book of Days (2CF12) 3rd ed., 1978
- \*Gregory: Anniversaries and Holidays (1CF15, see CF49) 4th ed., 1983
- Chases' Calendar of Annual Events (Flint, Michigan, Apple Tree Press, annual)
- \*Steinberg: Historical Tables (DA47, 2DA7) 10th ed., 1979
- \*Langer: New-Illustrated Encyclopedia of World History (DA42, 1DA15) 6th ed., 1975
- \*Everyman's Dictionary of Dates (DA36) 6th ed., 1971
- New Emily Post's Etiquette (see CF60)
- McCaffree and Innis: Protocol: The Complete Handbook (1CF16)
- Menke's Encyclopedia of Sports (CB230, 1CB69)
- Robert's Rules of Order (CJ231)
- Scott's Standard Postage Stamp Catalogue (BF118)
- Occupational Outlook Handbook (CH498)
- How-to-Do-It Books: A Selected Guide (CB219)
- Nueckel: Selected Guide to Make-It, Fix-It, Do-It Yourself Books (CB221)

#### Section 18: Directories

- \*Encyclopedia of Associations (CA67) 17th ed., 1983 ■
- \*Foundation Directory (CA56/57, CB197, 1CA29, 2CA28) 8th ed., 1981 ■
- \*Research Centers Directory (CA68/69, BA180/181) 8th ed., 1983
- \*Yearbook of International Organizations (CK214) 1983/84
- \*Guide to American Directories (CH140, 1CH64, 2CH57) 11th ed., 1982
- Directory of Directories (2CH56)

#### Section 19: Biographical sources: universal

- \*Webster's Biographical Dictionary (AJ31) © 1980
- \*Chambers's Biographical Dictionary (AJ19) © 1968 or © 1969
- Lippincott's Biographical Dictionary (AJ29)
- \*New Century Cyclopedia of Names (AJ24) 1954
- Webster's Dictionary of Proper Names (BD93)
- \*International Who's Who (AJ35) 1983-84
- Who's Who in the World (AJ38)
- \*Current Biography (AJ34) 1982 issues
- New York Times Biographical Service (AJ37, 1AJ9)
- New York Times Obituaries Index (AJ25, 2AJ12)
- Annual Obituary (New York, St. Martin's Press, 1982)
- Pseudonyms and Nicknames Dictionary (2AA18)



## Section 20: Biographical sources: national and subject

- \*Who's Who in America (AJ57) 1982-83 ■
- \*Marquis Who's Who Publications: Index to All Books (1AJ4)
  - Who's Who Among Black Americans (1AJ27)
- \*Who Was Who in America (AJ51/52, 1AJ23) 1942+
- \*Who's Who (AJ178) 1983
- \*Who Was Who (AJ176) 1929+
- Who's Who in France (AJ152)
- \*Dictionary of National Biography (AJ165, AJ167) 1908+
- \*Concise Dictionary of National Biography (AJ166) 1953-61
- \*Dictionary of American Biography (AJ41, 1AJ16) 1928+ or reprints
  - Concise Dictionary of American Biography (AJ42, 1AJ17)
  - Appleton's Cyclopaedia of American Biography (AJ40)
- \*National Cyclopaedia of American Biography (AJ43/44, 1AJ20, 2AJ16) 1892+
  - Van Doren and McHenry: Webster's American Biographies (1AJ21)
  - Australian Dictionary of Biography (AJ79, 1AJ33)
- \*American Men and Women of Science (EA222, CA93, 1EA38, 1CA42) 15th ed., 1982 ■
- \*Directory of American Scholars (AJ63, 1AJ25, 2AJ15) 8th ed., 1982
  - Who's Who in American Art (BE111)
  - Dictionary of American Library Biography (1AB13)
  - Biographical Directory of Librarians in the United States and Canada (AB88)
  - Who's Who in Librarianship and Information Science (AB93)
  - Who's Who in Library and Information Services (Chicago, American Library Association, 1982)
- \*Biography Index (AJ4) 1979-83 issues
- \*Biography and Genealogy Master Index (Detroit, Gale Research, 2nd ed., 1980) ■
- Performing Arts Biography Master Index (Detroit, Gale Research, 2nd ed., 1981)
- Biography Almanac (Detroit, Gale Research, 1981)
- Bio-Base (Detroit, Gale Research, 2nd ed., 1981) ■

## Section 21: Geographical sources: gazetteers and guidebooks

Note: the first half of this section deals with the approach to geography as a subject area, and the use of Sheehy, Wright and Platt, and Brewer, plus other basic bibliographic sources from Part I of this manual, to locate bibliographies, dictionaries, encyclopedias, yearbooks, handbooks, directories, etc., in that subject area. Many geographical titles other than those listed below are mentioned in the answers as examples of these types of reference sources; the annotations in Sheehy, or in Wright and Platt or Brewer, are sufficient for use of this manual.

- \*Wright and Platt: Aids to Geographical Research (CL5) 2nd ed., 1947
- \*Brewer: The Literature of Geography (CL1, 2CL1) 1973
- \*Columbia Lippincott Gazetteer of the World (CL56) 1962
- \*Webster's New Geographical Dictionary (CL61) © 1980
  - United States Board on Geographical Names, publications (CL118/119)
  - Permanent Committee on Geographical Names for British Official Use, publications (CL115/116/117)
  - Stewart: American Place Names (CL126)
  - Sealock, Sealock and Powell: Bibliography of Place-Name Literature (see CL120)
  - Neal: Reference Guide for Travellers (CL267)
  - Nueckel: Selected Guide to Travel Books (1CL68)
  - Heise, Jon O. and Dennis O'Reilly: The Travel Book: Guide to the Travel Guides (New York, Bowker, 1981)
- \*California (American Guide Series) (see CL268) 1967
- Post, Joyce A. and Jeremiah B.: Travel in the United States: A Guide to Information Sources (Detroit, Gale Research, 1981)
- \*Hotel and Motel Red Book (CL270) 1983-84
- Official Guide of the Railways (CL272)

## Section 22: Atlases

- \*Rand McNally Cosmopolitan World Atlas (CL219, 2CL39) 1971, 1978, or 1981
- Rand McNally New International Atlas (2CL37)

- National Geographic Atlas of the World (CL211, 1CL54)  
 \*Hammond Medallion World Atlas (CL207, 2CL35) 1971, 1979, or 1982  
 \*Goode's World Atlas (CL204) 15th ed., 1978  
 \*Rand McNally Commercial Atlas and Marketing Guide (CL218a) 1983  
 \*Times Atlas of the World, Comprehensive Edition (CL201, 1CL53, 2CL40) 1983  
 \*Times Index-Gazetteer of the World (CL57) 1965 or 1966  
 Lock: Modern Maps and Atlases (CL186, see 1CL2)  
 Alexander: Guide to Atlases (CL165, 1CL45)  
 International Maps and Atlases in Print (1CL47)  
 Kister: Atlas Buying Guide (Phoenix, Arizona, Oryx Press, 1984)

## Section 23: Review of Part II

## PREFACE

The origin and development of this self-study manual has been recounted by Ira Harris in the Preface of the 1973 (first) edition. As stated there, it began in 1967 at the Graduate School of Library Studies, University of Hawaii, with the idea that expertise with bibliographic and information sources might be taught on a self-study, self-paced basis by leading students to the sources themselves instead of by the then more common approach of presentation and discussion of the sources in class.

Some preliminary units of a self-study approach were written and tested; the results were promising enough that, under a grant from the Grolier Foundation, units for an entire first semester basic reference course were subsequently written and tested. The testing, as discussed in the Harris Preface (1973), showed that the students who used the self-study approach did at least as well as those who were more conventionally taught, and student response was consistently enthusiastic. The entire sequence, as written by Margaret Taylor, was published by Scarecrow Press in a "preliminary" edition in 1971, and the manual has since been used in a variety of ways in library education programs. A revised edition, incorporating suggestions from users and up-dating the material, was published in 1973, as the "first" edition. A second edition came out in 1981, with Ronald Powell as co-author.

As with the second edition, our main concern with this revision for the third edition has been to bring the material up to date, rather than to make structural or conceptual changes in the manual itself or in the types and titles of sources included. Information about the sources and the answers to the search questions have been up-dated to the editions (or issues in the case of on-going publications) available as of December 1983. A few titles published since 1980 seemed to be useful additions. In the main, however, we were guided by the principle that the manual should consist of a limited, selective list of titles which could be examined in some detail and which could be expanded as a result of the student's increasing ability to compare titles and to use resources such as *Sheehy's Guide to Reference Books*. The number of starred titles, those which are considered in the manual in detail, is the same as in the second, 1981 edition (166). Again, we increased our inclusion of supplementary titles in this edition (361 as compared with 332 in 1981).

A problem which we faced with this revision was how to handle the online, computer-accessed versions of reference/information sources. The nature of this manual has been that of a "hands-on" approach to reference sources rather than a descriptive text. While this approach is feasible for printed sources, the machine-accessed, constantly-changing nature of the online versions precludes their treatment in the same way. We concluded that the best that we could do at this stage to acknowledge the increasing availability and importance of these online versions was to note, in the List of Sources, those titles which, so far as we could determine in May 1984, were available online, and to comment upon them in the Introduction.

It would have been impossible for us to have accomplished the task of this revision without the help of other people and the resources of libraries. Our primary resources were the libraries of The University of Michigan in Ann Arbor; we also used the Ann Arbor Public Library, some of the school libraries of the Ann Arbor Public Schools, and the Center of Educational Resources of Eastern Michigan University in Ypsilanti.

Specifically, we would like to thank our research assistants, who carried much of the tedious but necessary burden of library checking, locating materials, etc.: Kathy Tezla, Barbara J. Wilson, Margaret M. Benson, Anne Baker Jones, and Patricia E. Sumner. We would also like to acknowledge the continuing suggestions and support from our students at the School of Library Science of The University of Michigan.

We believe that the self-study approach provided by this manual offers substantial benefits in the teaching of reference/information sources, whether used in library science education programs, or in continuing education and staff development. The manual leads students to direct contact with the sources themselves, and provides reinforcement and feedback at the point of contact. It allows students to proceed at their own pace. It can free class time for discussion of other aspects of reference services and communications skills. We hope that it will continue to be a useful resource for our colleagues.

Margaret T. Taylor  
Ronald R. Powell

June 1984



## INTRODUCTION

### Information for students using the manual

With this self-study manual, you will be guided through a careful examination of a list of specific reference sources. The manual consists of a long series of questions relating to the examination, use, and comparison of these sources. The question pages allow you enough room to jot down your answers as you proceed. The answers to these questions are given on separate pages following the questions, so that you may check your own answers to determine whether you are finding the correct information and using the sources correctly. The questions are designed so that the correct answer to a question often depends upon an understanding of the answers to preceding questions; therefore, you should check your answers frequently.

Since you have been given the answers, you may be tempted to go immediately from the question to the answer without trying to work out the answer for yourself. You could learn something from doing only this. The point of this type of exercise, however, is not to give you another textbook to read, or another annotated list of reference sources, but to provide a method by which you can seek out the information yourself. The questions and answers are set up to give you information about the sources (bibliographic details, arrangement, scope, etc.). More importantly, the questions are also set up to help you learn a technique of examination and evaluation of reference sources which you can use for some actual experience in search strategy, in using these sources in the most efficient way. Both of these skills are necessary for effective library research/reference work, and you can gain experience in these skills through working out the answers to the questions in this manual.

As part of this learning process, it will be necessary for you to refer to and use the actual reference sources in order to work out the answers to the questions; therefore you must plan to work with the self-study manual in a library where you have access to these sources. Preceding this introduction is a "List of Sources," giving all of the titles considered in the manual. You should have access to the starred titles. It is helpful but not essential to have access to the other titles. The answers in the manual are keyed to the editions noted in the source list. If possible, and particularly if you are inexperienced, you

should work with those editions. If it is necessary to work with other editions, you must expect some variations from the answers in the manual.

Also used extensively throughout this manual as resource guides are Guide to Reference Books, edited by Eugene Sheehy (Chicago, American Library Association, 1976, and Supplements, 1980 and 1982) and ALA Glossary of Library and Information Science (Chicago, American Library Association, 1983). You should have access to these titles as you do the questions.

The manual is set up to be worked in sequence; each section is dependent upon information established in preceding sections. You should start at the beginning and work through each section in order. If you omit sections or parts of sections, you must keep in mind that there may be references in following sections, particularly in the review questions and review sections, to the material you have omitted.

It is not necessary to work through the entire sequence at one time, of course. The questions have been divided into several sections, with an average estimated time of two to five hours each. You should try to work through as much of each section at one time as is possible.

One of the purposes of the self-study approach is to allow you to cover this material at your own pace. Previous experiences in libraries or with the material, plus differences in reading speed and ability to integrate details, all contribute to the time variation among students. This manual has been set up to accommodate, so far as possible, a variety of learning and background differences, and it therefore includes much elementary material as well as some repetition of material. If some of the sequence seems unnecessarily simplified or repetitive to you, you may want to make some adjustments in your use of the material to fit your own specific needs and background. You may find that you can skip over some of the questions quickly because the answers will seem obvious to you; you may find that you can work out some of the questions in your head rather than referring back to the sources; you may find that you do not need much help in determining bibliographic details, scope, arrangement, etc., and that the search and review type questions will be most helpful to you. A few suggestions have been made in the manual itself about skipping and reviewing; otherwise

it is up to you to judge to what extent you can modify it for your own purposes. Keep in mind the basic importance of actual use and handling of the sources.

You will probably find that your progress will seem slower at the beginning, until you become familiar with the method and the material. Also keep in mind the possibility that the slower you are in working your way through the manual, the more you may be in need of--and therefore the more you may benefit from--this detailed, repetitive, reinforced type of guidance.

If you are working through this manual on your own, rather than as a course assignment under the direction of an instructor, you may find it helpful to do some preliminary reading on library reference services and information sources, such as are found in Introduction to Reference Work (vols. 1-2) by William A. Katz (New York, McGraw Hill, 4th ed., 1982) and/or Fundamental Reference Sources by Frances N. Cheney and Wiley J. Williams (Chicago, American Library Association, 2nd ed., 1980). Both Katz and Cheney include references to further reading, and both list other bibliographies of reference materials, similar to Sheehy, which you will find useful to explore to extend your knowledge of available sources beyond the scope of this manual.

An ever-increasing number of these printed sources are becoming available in online, computer-accessed versions. Use of the online versions of these sources is discussed in the various texts and readings on reference sources/services as noted above. Those sources in this manual which were determined to be available in online versions as of May 1984 have been designated with a ■ in the main list of sources preceding this Introduction.

### Information for instructors

This self-study manual is designed to be self-explanatory and self-contained when used in conjunction with the sources to be examined and with such aids as Sheehy's Guide to Reference Books and the ALA Glossary. Therefore it is possible for the manual to be used without any additional textbook assignments or classroom sessions, and is itself sufficient for purposes of teaching students (library school or otherwise) about the availability, examination, and use of basic reference materials. It is expected, however, that its use in a library school reference course would be as a teaching resource or tool to cover certain aspects of the course and to be used with other resources such as readings, lectures, discussions, projects, written assignments, case studies, etc. The manual does not attempt to cover such areas as reference services, the reference interview/encounter, selection and acquisition of reference sources, compiling bib-

liographies, etc. It is hoped that the use of the manual, through the self-study approach, can free more class time to cover these areas, as well as present the instructor and students with more options in handling the presentation and scheduling of course material.

The specific titles covered in this manual are not meant to suggest a definitive list. Some of the titles were obvious choices; others were included because they lent themselves well to this type of treatment, because they were useful in pointing out an arrangement common to several other sources, because they appeared to be generally available, etc. Such a specific list of titles will always be at some variance with course requirements. The nature of the programmed self-study approach requires that the student follow the program with a minimum of deviations, but some flexibility is possible and some suggestions are given here for adapting the manual to course requirements.

Preceding this Introduction is a List of Sources which includes all of the titles touched upon in the manual. The starred titles are covered in detail; the remainder are noted more briefly, in a supplementary or comparative manner, usually with only a single question or a single reference in the answer. It is not necessary for the student to examine these unstarred titles for purposes of the sequence of the manual; and any or all of them could be omitted.

On the other hand, additional supplementary titles can also be presented, either in a class session, or by encouraging the students to examine such titles on their own, using the technique developed in the self-study manual.

Some entire sections could be omitted if necessary. Sections 8 (government publications), 9 (dissertations), 10 (foreign bibliographic sources), 14b (foreign encyclopedias), and possibly 4 (national library catalog and union list) could be dropped with the least disruption of the sequence itself. In lieu of completely omitting a section, the students could be told to read the manual instead of working it for a particular section. Since the manual is set up on a self-study basis, the student could return later, after the course or while on the job, to work through any omitted sections.

If sections or titles are omitted, the student and instructor should keep in mind that there may be references to the omitted material in following sections, particularly in the review questions and review sections.

The answers in the manual are keyed to editions of sources as noted in the List of Sources. Preferably, students should have those editions to work with. If it is necessary for them to work with other editions, they should be warned of possible variations from the answers given in the manual. It is especially important that students have access to the correct editions in the early sections of

the manual; as they progress, they should gain enough knowledge to make judgments on variations in the editions.

As discussed in the Preface, there are no exercises in this manual in the use of online, computer-accessed versions of these sources. Those which have been determined to be available online, as of May 1984, have been noted with a ■ in the List of Sources. Students should be made aware of the increasing availability and importance of such online versions through other aspects of the course in which this manual is used.

Since this manual was written so that it could be used by a completely inexperienced library school student, or by a student working alone, it must necessarily include a lot of material which may seem elementary or redundant to some library school students (such as: definition of terms, determination of titles and editions, etc.). It may be necessary for the instructor to emphasize this point in class and to encourage the more experienced students to use the material selectively. It may also be necessary to suggest that students ask for help if they feel they are working too slowly or if they need clarification on any aspects of the manual.

A few suggestions are given in the manual on compiling charts for review purposes. Otherwise, note-taking on the sources may be encouraged or discouraged by the individual instructor as desired. The manual does include some repetition/reinforcement/review material but not enough to provide instant recall on all details for most students.

This edition of the manual has been prepared with pages perforated so they may be easily removed, and with pre-punched holes so the pages may be put into a notebook, to provide students with some flexibility in their use of the manual.



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