

# WHERE TO FIND WHAT:

A Handbook to  
Reference Service

*Revised and Updated by*  
JAMES M. HILLARD



# WHERE TO FIND WHAT:

A Handbook to  
Reference Service

*Revised and Updated by*  
JAMES M. HILLARD

The Scarecrow Press, Inc.  
Metuchen, N.J., & London  
1984

## INTRODUCTION

As a young librarian, I found Herbert S. Hirshberg's book A Subject Guide to Reference Books to be an invaluable work to help locate sources of desired information quickly. Traditionally, students in reference courses are taught about specific types of reference books and examine carefully a selected list of books of each type. While valuable, this method does create a problem for the neophyte who has had no background in matching the type of question to the books with which they are familiar. This sometimes results in a lack of confidence in one's ability when one cannot immediately think of a logical source to answer the needed inquiry. The Hirshberg book was an alphabetic subject guide to reference tools needed to answer the more commonly asked questions. In 1975, I wrote the first edition of this book not as a replacement of Hirshberg but rather as a supplement to it. Hirshberg limited his coverage to "reference" sources; I have not put such a limit on source material included but have listed those items, whether "reference" or not, that I felt were the best suited to answer the questions. Since the one big problem with using Hirshberg today is the fact that most items listed therein are either superseded or out-of-print, I have chosen to list only in-print items unless there is no book currently in print for that subject.

Although primarily intended as a ready-reference source for the harried librarian, I think the book will be helpful to any one who uses the library for serious study or for ready information.

### Plan and Arrangement

This book is intended as working assistance to the reference

librarian or to the general public seeking specific information. It is not intended and does not attempt to be a bibliography or buying guide. However, recognizing that any such book will perforce encourage the purchase of some specific items, full order information including ISBN is given. Prices are not included due to their current rapid fluctuation.

The 595 subject headings were chosen as being the ones by which the general public would most likely ask for information. No attempt has been made to adopt any existing list of subject headings, such as Sears or Library of Congress, for use in this book. The list was compiled after consultation and advice from reference librarians serving in small and medium-sized academic, public and school libraries in all parts of the country.

Since this is not intended as an evaluative tool or book review medium, there are only very brief annotations that tell how to use each book to find the desired information. In some cases where the method is obvious, no annotation is given.

### Selection of Titles

One of the most important facts I learned at the University of Illinois Library School was that questions asked need not and often cannot be answered by that collection of books we normally refer to as the "Reference Collection." This is the approach to this book. The books selected for inclusion were chosen by the compiler based on his experience. They represent not necessarily the "best" books in a specific field but rather the ones which will give an immediate answer to a specific question which can be used as a basis of future study if needed. Normally, the titles selected are those which are the most likely to be found in any good library. Certain essential reference books are included, however, which are too expensive for any but large libraries but are necessary for adequate coverage in their field. For example, such works as Biological Abstracts or the beautiful six volume set of Wildflowers of the United States will be too costly for most libraries but will generally be available at a nearby large public or academic library to which the patron can be directed.

### Acknowledgments

I am indebted to the many reference librarians from all parts

of the country who have written to me after using the first edition of this book, giving me suggestions of possible subject headings to be included as well as specific titles which they felt should have been listed. I am even grateful to the many book reviewers who generally gave less than enthusiastic reviews of the first edition. I have given heed to their comments and have tried to incorporate their suggestions into the compilation of this edition. I did, however, maintain my right to select only "in-print" items and to determine my own list of subject headings.

Once again though, I must acknowledge and give thanks to my secretary, Mrs. Catharine B. North, who interpreted my tortured scrawl, double-checked my information concerning author, publisher, date, and ISBN, and typed the final draft. She is also to be thanked for encouraging me to undertake this new edition and the moral support she gave throughout.

JAMES M. HILLARD  
Director of the Daniel Library  
The Citadel  
Charleston, S.C. 29409

# SUBJECT HEADINGS USED

ABBREVIATIONS AND ACRONYMS	AMPHIBIANS AND REPTILES
ABSTRACTS	ANECDOTES see also QUOTATIONS
ACADEMIC DEGREES	ANNIVERSARIES see HOLIDAYS; WEDDINGS
ACADEMIC REGALIA	ANIMALS--IDENTIFICATION see also MAMMALS
ACADEMIES see SERVICE ACADEMIES	ANTHEMS, NATIONAL
ACCOUNTING	ANTHROPOLOGY
ACOUSTICS	ANTIQUES
ACRONYMS see ABBREVIATIONS AND ACRONYMS	ANTONYMS see SYNONYMS AND ANTONYMS
ACTORS AND ACTRESSES	AQUARIUMS
ADDRESS, FORMS OF	ARCHEOLOGY
ADDRESSES	ARCHITECTURE
ADOPTION	ARMAMENT
ADVERTISING	ARMED FORCES see also DECORATIONS AND MEDALS
AGENTS see LITERARY AGENTS	ARMORED VEHICLES
AGING	ARMS AND ARMOR
AGRICULTURE	ARMY see ARMED FORCES
AIR CONDITIONING	ART AND ARTISTS
AIRCRAFT	ASSOCIATIONS
AIRLINES	ASTROLOGY
ALCOHOL	ASTRONOMY
ALLERGIES	ATHLETICS see SPORTS
ALLUSIONS see LITERARY ALLUSIONS	ATLASES see REFERENCE BOOKS
ALMANACS see REFERENCE BOOKS	ATMOSPHERE
ALPHABETS	ATOMIC POWER see NUCLEAR POWER
ALTITUDES	AUDIOVISUAL MATERIALS
AMERICAN GUIDE SERIES	
AMISH see MENNONITES	

x / Subject Headings

- AUDITING see ACCOUNTING  
AUTHORS  
AUTOGRAPHS  
AUTOMOBILE LAWS  
AUTOMOBILES  
AVIATION see also AIRCRAFT;  
AIRLINES  
AWARDS see also DECORATIONS  
AND MEDALS; LITERARY  
PRIZES AND AWARDS  
  
BABY-SITTING  
BALLADS see FOLK MUSIC  
BALLET  
BANKRUPTCY  
BANKS AND BANKING  
BARTENDING  
BASEBALL  
BASKETBALL  
BATTLES  
BATTLESHIPS see SHIPS  
BEAUTY  
BEAUTY PAGEANTS  
BEES AND BEEKEEPING  
BEST BOOKS  
BEST-SELLERS  
BIBLE  
BIOGRAPHIES  
BIOLOGY  
BIRDS  
BIRTH CERTIFICATES  
BLACKS see also FOLKLORE;  
NAMES, PERSONAL; CIVIL  
RIGHTS; SPORTS  
BOATS AND BOATING  
BONDS see INVESTMENTS  
BOOK PRICES  
BOOKS--BANNED  
BOOKS--COLLECTING  
BOOKS--PLOTS AND CHARACTERS  
BOOKS--REVIEWS  
  
BOTANY  
BOUNDARIES  
BOWLING  
BOXING  
BOY SCOUTS see SCOUTING  
BRAND NAMES  
BRANDS ON CATTLE see OLD  
WEST  
BRIDGE  
BRIDGES  
BUDDHISM  
BUDGET--GOVERNMENT see  
GOVERNMENT  
BUDGET--PERSONAL see PERSON-  
AL FINANCE  
BUTTERFLIES  
  
CALCULATORS  
CALENDARS  
CALORIES see FOOD  
CAMPING  
CARD GAMES  
CAREERS  
CARTOGRAPHY see MAPS  
CARVING OF MEATS  
CATS  
CATTLE  
CAVES  
CENSORSHIP see BOOKS--BANNED  
CENSUS  
CERAMICS  
CHAMPIONS IN SPORTS  
CHARACTERS IN LITERATURE see  
BOOKS--PLOTS AND CHARAC-  
TERS  
CHECKERS see also GAMES  
CHEMICAL ELEMENTS  
CHEMISTRY  
CHESS see also GAMES  
CHILDREN'S LITERATURE  
CHRISTIANITY see RELIGIONS

CHRISTMAS see also HOLIDAYS

CHRONOLOGY

CIRCUS

CITIES see also GOVERNMENT

CITIZENSHIP see NATURALIZA-  
TION; VOTING QUALIFICA-  
TIONS

CITY PLANNING

CIVIL RIGHTS

CIVIL SERVICE

CIVIL WAR see U.S. HISTORY--  
CIVIL WAR

CLERGYMEN see also INCOME  
TAX

CLIMATE

CLOCKS AND WATCHES see also  
ANTIQUES

CLUBS see ASSOCIATIONS; PAR-  
LIAMENTARY PROCEDURES

COAL

COATS OF ARMS see HERALDRY

COINS

COLLEGE COSTS

COLLEGES AND UNIVERSITIES

COLOR

COMMERCIAL PRODUCTS

COMMODITIES

COMMUNISM

COMPOSERS

COMPUTERS

CONDUCTORS

CONGRESS--U.S.

CONSERVATION

CONSTITUTIONS

CONSUMER INFORMATION

CONSUMER PRICE INDEX see  
PRICES

CONTESTS

COPYRIGHT

CORPORATIONS

CORRESPONDENCE COURSES

COSTUME

COUNTIES

COUNTRIES see GOVERNMENT

COUNTRY AND WESTERN MUSIC  
see MUSIC AND MUSICIANS

COURTS-MARTIAL

CRIME AND CRIMINALS

CROSSWORD PUZZLES

CURRENT EVENTS

CUSTOMS

DANCE

DATES see CHRONOLOGY

DEBATES AND DEBATING

DECLARATION OF INDEPENDENCE

DECORATIONS AND MEDALS

DEMONS

DENOMINATIONS see RELIGIONS

DENTISTRY

DEPRECIATION

DICE see also GAMES

DICTIONARIES see REFERENCE  
BOOKS

DIGESTS OF BOOKS see BOOKS--  
PLOTS AND CHARACTERS

DINOSAURS

DIPLOMATS

DIRECTORIES

DISASTERS

DISTANCES

DIVORCE

DO-IT-YOURSELF see HANDI-  
CRAFTS

DOCTORS see MEDICAL PROFES-  
SION

DOCUMENTS see also GOVERN-  
MENT PUBLICATIONS

DOGS

DRAMA

DRAMATISTS

DREAMS

DRESS see COSTUME

DRUG ABUSE



- EARTHQUAKES  
ECOLOGY see also BIOLOGY;  
BOTANY; PLANTS; etc.  
ECONOMICS  
EDUCATION  
ELECTIONS  
ELECTRICITY  
ELECTRONICS  
ENCYCLOPEDIAS see REF-  
ERENCE BOOKS  
ENERGY  
ENGINES  
ENGLISH LANGUAGE  
ENGRAVING AND ENGRAVERS  
ENTOMOLOGY see INSECTS  
EPIGRAMS see QUOTATIONS;  
ANECDOTES  
ETHNOLOGY  
ETIQUETTE  
ETYMOLOGY  
EVOLUTION  
EXAMINATIONS AND TESTS  
  
FACTS  
FAIRY TALES  
FELLOWSHIPS AND GRANTS  
FESTIVALS see also HOLIDAYS  
FICTIONAL CHARACTERS see  
BOOKS--PLOTS AND CHARAC-  
TERS  
FILMS see AUDIOVISUAL MA-  
TERIALS  
FIRE PROTECTION  
FIREARMS see also ARMAMENT  
FIRST AID  
FIRSTS see FACTS  
FISH see also TROPICAL FISH  
FISHING  
FLAGS  
FLOWERS  
FOLK MUSIC  
  
FOLKLORE see also FAIRY TALES  
FOODS  
FOOTBALL  
FOREIGN AFFAIRS  
FOREIGN WORDS AND PHRASES  
FORESTRY  
FORGERIES--LITERARY  
FORMS OF ADDRESS  
FORMULAS, CHEMICAL  
FORMULAS, MATHEMATICAL  
FOSSILS  
FOUNDATIONS see FELLOWSHIPS  
AND GRANTS  
FRATERNITIES AND SORORITIES  
FREE MATERIALS see also GOV-  
ERNMENT BENEFITS  
FROGS see also AMPHIBIANS AND  
REPTILES  
FURNITURE see also ANTIQUES  
  
GAMES  
GARDENING  
GASOHOL see GASOLINE  
GASOLINE  
GAZETTEERS see REFERENCE  
BOOKS  
GEMS  
GENEOLOGY see also HERALDRY  
GENETICS  
GEOGRAPHY  
GEOLOGY  
GIRL SCOUTS see SCOUTING  
GLASS  
GOLF  
GOVERNMENT see also CONGRESS;  
CONSTITUTIONS; ELECTIONS  
GOVERNMENT BENEFITS  
GOVERNMENT PUBLICATIONS see  
also PERIODICALS  
GOVERNORS--STATE  
GRAMMAR see ENGLISH LANGUAGE

- GRANTS IN AID see FELLOWSHIPS AND GRANTS; COLLEGES AND UNIVERSITIES
- GRASSES
- GUIDED MISSILES
- GUNS see ARMAMENT; FIRE-ARMS
- GYMNASTICS
- HALL OF FAME
- HALLMARKS
- HANDICRAFTS
- HANDWRITING ANALYSIS
- HARBORS AND PORTS
- HEATING
- HELICOPTERS
- HERALDRY
- HERBS
- HEREDITY see also GENETICS
- HIGHWAYS
- HIKING
- HISTORIANS
- HISTORY
- HOCKEY
- HOLIDAYS see also FESTIVALS
- HOME REPAIRS see also WOOD-WORKING
- HONORARY SOCIETIES see FRA-TERNITIES AND SORORITIES; ASSOCIATIONS
- HOROSCOPES see ASTROLOGY
- HORSE RACING see RACING
- HORSES
- HOSPITALS
- HOTELS AND MOTELS
- HOUSEPLANTS
- HOUSEHOLD HINTS see FORMU-LAS, CHEMICAL
- HUMOR see also ANECDOTES
- HUNTING see also FIREARMS
- HYMNS
- HYPNOTISM
- IDIOMS
- ILLITERACY
- INCOME TAX
- INDIANS
- INSECTS
- INSIGNIA see also ARMED FORCES; DECORATIONS AND MEDALS
- INSURANCE AND INSURANCE COM-PANIES
- INTEREST
- INTERNAL REVENUE see INCOME TAX
- INTERNATIONAL LANGUAGES see LANGUAGE, INTERNATIONAL
- INTERNATIONAL RELATIONS
- INTERNATIONAL STANDARD BOOK NUMBERS (ISBN)
- INTERNATIONAL STANDARD SERIAL NUMBERS (ISSN)
- INVENTIONS
- INVESTMENTS
- IRON
- IRRIGATION
- ISLAM see RELIGIONS
- JAZZ
- JEWELRY
- JEWISH PEOPLE
- JOKES see QUOTATIONS
- JOURNALISM
- JOURNALISTS
- JUDO AND JUJITSU see MARTIAL ARTS
- KINGS AND RULERS
- KNIVES
- KNOTS AND SPLICES
- KORAN see also RELIGIONS--ISLAM
- LABOR AND LABOR UNIONS
- LANGUAGE, ARTIFICIAL see LAN-GUAGE, INTERNATIONAL

xiv / Subject Headings

LANGUAGE, INTERNATIONAL

LAST WORDS

LAW see also COURTS-  
MARTIAL

LAW ENFORCEMENT see also  
POLICE

LEAVES see TREES

LEGISLATION

LIBRARIES AND LIBRARIANS

LINGUISTICS

LITERARY AGENTS

LITERARY ALLUSIONS

LITERARY CHARACTERS see  
BOOKS--PLOTS AND CHARAC-  
TERS

LITERARY PRIZES AND AWARDS

LITERATURE see also CHIL-  
DREN'S LITERATURE

LOCOMOTIVES see ENGINES--  
RAILROAD

LOTTERIES

MACHINE TOOLS see POWER  
TOOLS

MAGAZINES see PERIODICALS

MAGIC

MAMMALS

MANNERS AND CUSTOMS see  
also ETHNOLOGY

MANUFACTURERS

MAPS

MARINE CORPS see ARMED  
FORCES

MARKETING

MARRIAGE

MARTIAL ARTS

MATHEMATICS see also FOR-  
MULAS, MATHEMATICAL

MEDALS see DECORATIONS AND  
MEDALS

MEDICAL PROFESSION

MEDICARE AND MEDICAID

MEDICINE

MENNONITES

METALS

METEORITES

METEOROLOGY see also CLIMATE

METRIC SYSTEM

MICROFORMS

MILEAGES see DISTANCES

MILITARY FORCES see ARMED  
FORCES

MILITARY LEADERS see also  
ARMED FORCES--BIOGRAPHY

MINERALOGY

MINING see MINERALOGY;  
METALS

MISCELLANY see also FACTS  
MISSIONS

MOHAMMEDANISM see RELIGIONS--  
ISLAM

MONASTIC ORDERS

MONEY

MORTGAGE

MOSSES

MOTELS see HOTELS AND MOTELS

MOTHS

MOTION PICTURE DIRECTORS see  
ACTORS AND ACTRESSES

MOTION PICTURES see also AC-  
TORS AND ACTRESSES

MOTOR VEHICLE REGISTRATION

MOTTOES

MUSEUMS

MUSHROOMS

MUSIC AND MUSICIANS see also  
FOLK MUSIC; CONDUCTORS;  
COMPOSERS; DANCE; OPERA;  
SONGS

MUSICAL INSTRUMENTS

MYSTICISM

MYTHOLOGY

NAMES

NATIONAL ANTHEMS see AN-  
THEMS, NATIONAL

NATIONAL PARKS AND MONU-  
 MENTS  
 NATIONS see GOVERNMENT  
 NATURAL RESOURCES see also  
 CONSERVATION  
 NATURALIZATION  
 NATURE STUDY  
 NAVIGATION  
 NAVY see ARMED FORCES  
 NEGROES see BLACKS  
 NEUROLOGY  
 NEWSPAPERMEN see JOURNAL-  
 ISTS  
 NEWSPAPERS  
 NICKNAMES  
 NOBEL PRIZES  
 NOBILITY see HERALDRY  
 NUCLEAR POWER  
 NUMBERS  
 NUMISMATICS see COINS;  
 MONEY  
 NURSERY RHYMES  
 NUTRITION see also FOODS  
  
 OBITUARIES  
 OCCUPATIONS see CAREERS  
 OCEANS  
 OLD WEST  
 OPERA see also MUSIC AND  
 MUSICIANS  
 ORGANIZATIONS see ASSOCIA-  
 TIONS  
 OSCAR WINNERS see also MO-  
 TION PICTURES; AWARDS  
  
 PAINT AND PAINTING  
 PAINTERS see also ART AND  
 ARTISTS--BIOGRAPHY  
 PALEONTOLOGY see FOSSILS;  
 GEOLOGY  
 PALMISTRY  
 PAPER  
 PARKS, NATIONAL see NATION-

AL PARKS AND MONUMENTS  
 PARKS, STATE  
 PARLIAMENTARY PROCEDURES  
 PASSPORTS  
 PATENTS  
 PENOLOGY see PRISONS AND  
 PRISONERS  
 PENSIONS see RETIREMENT  
 PERIODICALS  
 PERSONAL FINANCE  
 PERSONAL NAMES see NAMES  
 PETROLEUM  
 PETS  
 PHARMACY  
 PHILANTHROPY  
 PHILATELY see STAMP COLLECT-  
 ING  
 PHILOLOGY see LINGUISTICS  
 PHILOSOPHY AND PHILOSOPHERS  
 PHOTOGRAPHY  
 PHYSICIANS see MEDICAL PROFES-  
 SION  
 PHYSICS see also TECHNICAL  
 TERMS  
 PIRATES  
 PLACE NAMES see GEOGRAPHY  
 PLANTS see also BOTANY  
 PLAYING CARDS  
 PLAYS--PLOTS  
 PLUMBING see HOME REPAIRS  
 POETRY see also LITERATURE  
 POLICE see also CRIME AND  
 CRIMINALS; LAW ENFORCEMENT  
 POLITICAL LEADERS  
 POLITICAL PARTIES  
 POLITICS  
 POLLUTION  
 POPES  
 POPULATION  
 PORTRAITS  
 PORTS see CITIES; HARBORS AND  
 PORTS

POSTAL SERVICES see also ZIP  
CODES

POWER TOOLS

PRECIOUS STONES see GEMS

PREPARATORY SCHOOLS see  
PRIVATE SCHOOLS

PRESIDENTS--U.S.

PRICES

PRINTERS' MARKS

PRISONS AND PRISONERS

PRIVATE SCHOOLS

PRIZES see LITERARY PRIZES  
AND AWARDS; NOBEL PRIZES;  
OSCAR WINNERS

PROBABILITY TABLES

PRONUNCIATION

PROOFREADING

PROVERBS

PSEUDONYMS see also NICK-  
NAMES

PSYCHIATRY

PSYCHOLOGY

PUBLIC ADMINISTRATION see  
GOVERNMENT

PUBLIC HEALTH

PUBLISHERS

PUNCTUATION

PUNS

PUPPETRY

QUOTATIONS

RACES see ANTHROPOLOGY

RACING

RADIO

RAILROADS see also ENGINES--  
RAILROAD

READING

RECORDS see SUPERLATIVES

REFERENCE BOOKS

RELIGIONS see also BIBLE;  
KORAN

REPTILES see AMPHIBIANS AND

REPTILES

RESTAURANTS

RETIREMENT

RHYMES

RIVERS

ROADS AND HIGHWAYS

ROCKETS see GUIDED MISSILES

ROCKS see also GEOLOGY; MIN-  
ERALOGY

RODEOS

ROYALTY see KINGS AND RULERS

SAINTS see also SIGNS AND SYMBOLS

SAYINGS see QUOTATIONS

SCHOLARSHIPS see COLLEGE  
COSTS; FELLOWSHIPS AND  
GRANTS

SCHOOLS

SCIENCE see also TECHNICAL  
TERMS

SCIENCE FICTION see BOOKS--  
PLOTS AND CHARACTERS

SCOUTING

SCULPTURE

SEALS, STATE

SEASHELLS see SHELLS

SERVICE ACADEMIES

SEWAGE DISPOSAL

SEX

SHAKESPEARE

SHELLS

SHIPS see also SUBMARINES

SHORT STORIES

SIGNALS

SIGNS AND SYMBOLS

SKIN DIVING

SLANG

SNAKES see also AMPHIBIANS AND  
REPTILES

SOCIAL SCIENCES

SOCIAL SECURITY

SOCIOLOGY see SOCIAL SCIENCES

SOLAR ENERGY see also  
ENERGY  
SOLITAIRE  
SONGS see also FOLK MUSIC  
SPACE EXPLORATION  
SPEECHES  
SPELLING  
SPIDERS  
SPIRITUALS see also FOLK  
MUSIC; SONGS  
SPORTS  
STAMP COLLECTING  
STATE GOVERNMENT see  
GOVERNMENT--STATE  
STATISTICS  
STEEL  
STOCKS AND BONDS see IN-  
VESTMENTS  
SUBMARINES  
SUMMER CAMPS  
SUPERLATIVES  
SUPERSTITIONS  
SUPREME COURT  
SWIMMING  
SYMBOLS see SIGNS AND  
SYMBOLS  
SYNONYMS AND ANTONYMS

TARIFFS  
TAXES see also INCOME TAXES  
TEACHER CERTIFICATION  
TECHNICAL TERMS  
TELESCOPES see also ASTRON-  
OMY  
TELEVISION  
TENNIS  
TEXTILES  
THEATRE see also DRAMA  
THERMOMETERS  
TIDES see also NAVIGATION  
TIME see also NAVIGATION

TIMETABLES  
TOYS  
TRACK AND FIELD  
TRADEMARKS AND TRADE NAMES  
TRAVEL  
TREATIES  
TREES  
TROPICAL FISH  
TUNNELS  
UNIFORMS see also ARMED  
FORCES; DECORATIONS AND  
MEDALS  
UNITED NATIONS  
UNITED STATES  
UNITED STATES--HISTORY  
UNIVERSITIES see COLLEGES AND  
UNIVERSITIES  
VALENTINES  
VEGETABLES see GARDENING  
VENEREAL DISEASE  
VITAMINS see NUTRITION  
VOCATIONS see CAREERS  
VOODOO see SUPERSTITIONS  
VOTING QUALIFICATIONS  
WATCHES see CLOCKS AND  
WATCHES  
WATER see also NATURAL RE-  
SOURCES  
WATERGATE  
WEATHER see also METEOROLOGY  
WEDDINGS see ETIQUETTE; MAR-  
RIAGE; MANNERS AND CUSTOMS  
WEIGHTS AND MEASURES  
WELDING  
WILDFLOWERS see also FLOWERS  
WILLS  
WINES  
WOMEN see also CIVIL RIGHTS

xviii / Subject Headings

WOODWORKING

WRESTLING

WRITING

ZIP CODES

ZOOLOGY

ZOOS

## TABLE OF CONTENTS

Introduction and Acknowledgments	v
Subject Headings Used	ix
Where to Find What (arranged by subjects)	1

---

### Library of Congress Cataloging in Publication Data

Hillard, James M., 1920-  
Where to find what.

Includes bibliographical references.

1. Reference books--Bibliography. 2. Reference services (Libraries)--Handbooks, manuals, etc.  
3. Research--Handbooks, manuals, etc. I. Title.  
Z1035.1.H54 1984 011'.02 83-14272  
ISBN 0-8108-1645-8

---

Copyright © 1984 by James M. Hillard

Manufactured in the United States of America



## WHERE TO FIND WHAT

### ABBREVIATIONS AND ACRONYMS

The use of abbreviations and acronyms is continually on the increase and it is a common type of reference question in any library to identify a certain combination of letters. Indeed, the use of acronyms is so widespread that many of us do not realize that words like radar and snafu were originally words formed from the initial letters of a group of words. Abbreviations are also increasing and sometimes cause problems since often the same abbreviation will have several different and variant meanings. For example, PM normally means Post Meridian, i.e. afternoon, but it also can mean Postmaster or Provost Marshal. Therefore, one must know the context in which the abbreviation is used to be sure of its meaning.

Every good dictionary, encyclopedia, and almanac will have lists of abbreviations but for a more comprehensive coverage of the field, the following books are recommended.

Abbreviations Dictionary. New International Sixth Edition, by Ralph DeSola. Elsevier Science Publishing, 1981. (ISBN 0-444-00380-0)

This is the most comprehensive dictionary of abbreviations and acronyms and currently is the newest addition to the field. Due to the many fields covered by this edition, this publication can be recommended for any size library.

World Guide to Abbreviations, by Paul Spillner. 2nd ed. Verlag Dokumentation, 1970-73. 3 volumes. (ISBN 3-7940-1398-0)

This is an excellent source of information for abbreviations of associations and institutions worldwide but its very high price makes it a doubtful purchase for most small libraries.

### ABSTRACTS

Closely related to indexes and bibliographies, abstracts are both