

Standards Committee Alabama Library Association Suggestions for a basic reference collection

Each public library should have a collection of basic reference tools so that a majority of the reference requests received can be answered in-house. This list of titles, arranged by the Dewey Decimal Classification and then broad subjects has been compiled by the reference staff of the Alabama Public Library Service with the advice of reference librarians from the public libraries of Birmingham, Huntsville, and Mobile. The subject areas are displayed in bold print, e.g., “**Dictionary of Foreign Phrases.**” One or more examples of reference books are listed for each subject area.

Standard or classic titles that will remain in print or will be updated regularly have been selected. Every effort has been made to select reasonably priced items. This list is meant to be a guide; librarians may wish to select other titles. There are many excellent reference books that are not on this list.

The following titles are basic selection aids for reference resources. These titles were used to develop this list. APLS keeps current copies of these books for you to use when you are selecting titles for your own collection:

American Reference Books Annual. Bohdan S. Wynar, ed. Libraries Unlimited.

Guide to Reference Books. Robert Balay, ed. ALA.

Madame Audrey’s Guide to Mostly Cheap But Good Reference Books for Small and Rural Libraries. Audrey Lewis. ALA.

Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers. Bohdan. S. Wynar, ed. Libraries Unlimited.

Reference Sources for Small and Medium-Sized Libraries. ALA. Annual.

A current reference collection is a necessity. Annuals, almanacs, and yearbooks should be replaced each year. Science and medical books should be replaced every three to five years. If you need assistance in determining the most current editions, contact the APLS Reference Department.

The **Internet** is an integral part of reference service now. No recommended list can be complete without a list of suggested sites. The addresses were current at the time this document was compiled.

SUGGESTIONS FOR A BASIC REFERENCE COLLECTION

Asterick (*) books should be in each library, and asterick (*) web sites should be book marked on library computers. Each library should have one or more books on a subject that is marked with an asterick (*).

000s-Generalities

Books:

*A general adult encyclopedia not more than 5 years old, such as Britannica.

*A children's encyclopedia not more than 5 years old, such as World Book.

Guinness Book of Records. Sterling, annual.

Chase's Calendar, see the 500s

Famous First Facts: A Record of First Happenings, Discoveries and Inventions in American History. Joseph Kane. Wilson.

**The Whole Library Handbook 2: Current Data, Professional Advice, and Curiosa about Libraries and Library Services.* George M Eberhart. ALA.

***A current computer dictionary:**

The Dictionary of Multimedia: Terms and Acronyms. Alan Freedman. Beedle.

An internet research guide:

The Whole Internet User's Guide and Catalog. Ed Krol. O'Reilly & Associates.

The Alabama Foundation Directory. Birmingham Public Library.

Newspapers:

*The local newspaper

A newspaper from the largest major city in Alabama near the library

A handbook or dictionary of the paranormal:

Encyclopedia of the Unexplained: Magic, Occultism and Parapsychology. Richard Cavendish, Editor. Reprint, Penguin.

Harper's Encyclopedia of Mystical and Paranormal Experience Rosemary Ellen Guiley Harper.

Internet Sites

General Reference sites

Best Information on the Net <http://www.sau.edu/bestinfo/>

*Digital Librarian <http://servtech.com/~mvail/home.html>

Encarta <http://encarta.msn.com/EncartaHome.asp>

*The Internet Public Library <http://ipl.org/>

Michigan Electronic Library <http://mel.lib.mi.us/>

Stumpers-L <http://www.cuis.edu/~stumpers/>

The World-Wide Web Virtual Library: Subject Catalog
<http://www.vlib.org/AlphaVL.html>

***Internet Sites for Books and Book Reviews:**

Amazon <http://www.amazon.com> see also “Featured in the Media” for books on television shows

Barnes and Noble <http://www.barnesandnoble.com>

Books and Book Reviews on the Web

<http://members.home.net/albeej/pages/Books.html>

BookSpot <http://bookspot.com>

Out-of-Print Dealers:

Advanced Book Exchange <http://Abebooks.com/>

Alibris <http://www.alibris.com>

Bibliofile <http://www.bibliofile.org>

Bibliofind <http://www.bibliofind.com>

Library and Professional Sites:

*American Library Association www.ala.org

*Alabama Library Association <http://alala.home.mindspring.com>

National Library Service for the Blind & Physically Handicapped
<http://lcweb.loc.gov/nls/>

Copyright: Digital Millennium Copyright Act

<http://www.arl.org/info/frn/copy/dmca.html>

Library Journal: LJ Digital www.bookwire.com/ljdigital/

Library web pages: lib-web-cats

<http://library.vanderbilt.edu/breeding/libwebcats.html>

LibraryLand: Index to Resources for Librarians

<http://sunsite.berkeley.edu/LibraryLand/index3.html>

Libraryspot <http://libraryspot.com>

Online serials directory: PubList.com: Home Page

<http://www.publist.com>

The School of Library and Information Studies, The University of Alabama

<http://slis.us.edu>

WebCats: Library Catalogs on the World Wide Web

<http://www.lights.com/webcats/>

Computer/Internet Terms:

*Glossary of Internet Terms

<http://www0.delphi.com/navnet/index.html>

Webopedia Home Page <http://pcwebopedia.com/>

Grants

The Foundation Center <http://www.fdncenter.org/>

Nonprofit Resources Catalogue <http://www.clark.net/pub/pwalker/home.html>

NonProfit Gateway <http://www.nonprofit.gov/>

Newspapers:

Alabama Live <http://www.al.com>

New York Times <http://www.nytimes.com/>

Newspapers: 4100 Newspapers on the Net

<http://webwombat.com.au/intercom/newsprs/index.htm>

The Ultimate Collection of News Links <http://www.ppp.net/links/news/>

100s-Philosophy and Psychology

Books:

A philosophy dictionary or handbook:

The Cambridge Dictionary of Philosophy. Robert Audi, editor. Cambridge University Press.

A basic psychology dictionary or handbook:

The Penguin Dictionary of Psychology. Arthur S. Reber. Viking Penguin
Caring for the Mind: The Comprehensive Guide to Mental Health. Dianne Hales and Robert E. Hales. Bantam.

(see also books on psychiatry in the 600's)

Internet Sites

Philosophy Resources on the Internet <http://www.epistemelinks.com>

Philosophy Research Base <http://www.erraticimpact.com/>

Encyclopedia of Psychology <http://www.psychology.org/>

200s-Religion

Books:

***Handbooks and guides to sects and denominations:**

Eerdmans' Handbook to the World's Religions. *William B. Eerdmans. Eerdmans.*

Handbook of Denominations in the United States. Frank S. Mead. Abingdon.

Encyclopedic Handbook of Cults in America. Gordon J. Melton. Garland.

The Oxford Dictionary of the Christian Church. E. A. Livingstone and F. L. Cross. Oxford

***A Bible and a concordance** (Make sure the version of the concordance and Bible are the same.)

New Strong's Exhaustive concordance of the Bible: With Main

Concordance, Appendix to the Main Concordance, Hebrew and Aramaic

Dictionary of the Old Testament, Greek Dictionary of the New Testament.

Nelson

Bible commentaries as needed:

Harper's Bible Commentary. Harper & Row.

Interpreter's One-Volume Commentary on the Bible: Introduction and

Commentary for Each Book of the Bible including the

Apocrypha... Abingdon Press.

New Bible Commentary. Donald Guthrie. Reprinted as *The Eerdmans'*

Bible Commentary. Eerdmans.

A Bible dictionary and/or Handbook:

HarperCollins Bible Dictionary. Paul J. Achtemeier. HarperCollins.

Oxford Companion to the Bible. Bruce M. Metzger and Michael D.

Coogans. Oxford.

Encyclopedia of the Jewish Religion. R. J. Zwi Werblowsky and Geoffrey Wigoder, editors. Adama.

Other guides as needed:

The Buddhist Handbook: a Complete Guide to Buddhists Schools, Teaching, Practice, and History. John Snelling. Inner Traditions.

The Concise Encyclopedia of Islam. April Glasse. Harper.

The New Ages Encyclopedia: a Guide to the Beliefs, Concepts, Terms,

People, and Organizations that Make Up the New Global Movement toward Spiritual Development, Health and Healing, Higher Consciousness, and Related Subjects. Gordon J. Melton. Gale.

Internet Sites

Bible Gateway <http://bible.gospelcom.net/bible>

Buddhist Resources <http://www.aril.org/Buddhist.html>

Finding God in Cyberspace

<http://users.ox.ac.uk/~mikef/durham/fgic/contents.htm>

*InterFaithNet <http://www.exotrope.com/cgi-bin/search/ifn/form.cgi>

Islamic Texts and Resources MetaPage <http://wings.buffalo.edu/student-life/sa/muslims/isl/isl.html>

Project Genesis: Torah on the Information Superhighway <http://torah.org/>

Virtual Religion Index <http://www.rci.rutgers.edu/~religion/vri/index.html>

300s-Social Sciences

Books:

Statistics:

**World Almanac*. St. Martins. Annual.

Statistical Abstract of the United States. Govt. Print. Off. Annual.

(Note: The Alabama Department of Economics and Community Affairs (ADECA) published the *Alabama County Data Book* and the *Alabama Municipal Data Book* in years past but may not publish these titles again. The information in these titles was taken from the census and that material is available elsewhere.)

Business/Economics:

The Alabama Industrial Directory. Alabama Development Office. (ADO usually gives copies of this to APLS for distribution to public libraries)

**The Economic Abstract of Alabama*. Center for Business and Economic Research. College of Commerce and Business Administration. The University of Alabama.

Hoover's Handbook of American Business. Patrick J. Spain and James R. Talbot, eds. Reference Press.

Occupational Outlook Handbook. U.S. Bureau of Labor Statistics. Gov. Print. Off. Biennial.

The Encyclopedia of Careers and Vocational Guidance. Hollie Cosgrove, editor. J.G.Ferguson. 4 vols.

Irwin Business and Investment Almanac. Irwin Professional. Annual.

**Robert's Rules of Order.* Various editions.

Government/Politics:

Alabama Government Manual. The Alabama Law Institute.

**Alabama Blue Book* (Capitol Press) or *Alabama Source Book* (Litho-Media)

Alabama's State and Local Government. David L. Martin. The University of Alabama Press.

Almanac of American Politics. Times Books. Biennial.

Safire's New Political Dictionary: the Definitive Guide to the Language of Politics. William Safire. Random.

Law:

Code of Alabama, 1975. Michie Co. (Kept up to date with pocket parts.)

Contact your local legislator to see if he can provide your library with a copy.

Black's Law Dictionary. Publisher's editorial staff, contributing authors: Joseph R. Noland and M. J. Connolly. West.

American Bar Association Family Legal Guide. Times Books.

Tax Guides:

*A current year income tax guide:

The Ernst & Young Tax Guide. Peter W. Bernstein, Editor. John Wiley.

J.K. Lasser's Your Income Tax. Simon & Shuster. Annual.

Reproducible Federal Tax Forms for Use in Libraries. IRS. Annual.

Publication 1132

Social Security, Medicare and pensions: the sourcebook for older Americans: the Sourcebook for Older Americans. Joseph L. Matthews. Nolo. (Formerly *The Sourcebook for Older Americans*)

Ethnic Groups:

**The African-American Almanac.* Gale.

Hispanic-American Almanac. Gale.

(Native Americans see 900's)

A guide to environmental issues:

The Encyclopedia of the Environment. Ruth A. Eblen and William R. Eblen, editors. Houghton Mifflin.

The Dictionary of Ecology and Environmental Science. Henry W. Art, et al., editors. Henry Holt.

Education

***College guides:**

Peterson's guide to four-year colleges. Peterson's Guides. Annual.

Barron's Profiles of American Colleges Barron's Educational Series.

The Insider's Guide to the Colleges. Yale Daily News Staff, editors. St. Martins.

Peterson's guide to two-year colleges. Peterson's Guides. Annual.

Peterson's Vocational and Technical Schools and Programs. Peterson's Guides. 2 vols. (Volume one covers schools east of the Mississippi)

***A scholarship book:**

Aids for Higher Education. Financial Brown and Benchmark.

College Blue Book. Vol. 5 *Scholarships, Fellowships, Grants, And Loans*. Macmillan.

A dictionary of folklore:

Funk and Wagnall's Standard Dictionary of Folklore, Mythology, and Legend. Funk and Wagnall.

Bullfinch's Mythology. Thomas Bullfinch. Various editions.

An etiquette book:

Emily Post's *Etiquette*. Elizabeth L. Post. HarperCollins.

Internet Sites

Statistics:

Information Please: On-line Dictionary <http://infoplease.com>

*U.S. Census Bureau <http://www.census.gov/> (go to select a state and click on Alabama)

Ethnic Groups (See also the 900's):

*AFRO-AMERICAN ALMANAC <http://toptags.com/aama>

Martin Luther King, Jr. <http://www.stanford.edu/group/King/>

Law and Government:

Alabama:

*Alabama Information Network <http://alaweb.asc.edu/index-main.asp>

*Alabama State Government Publications

<http://www.lib.auburn.edu/madd/statepubs/> (Excellent site)

ALIS (Code of Alabama) <http://www/legislature.state.al.us/>

Legal Forms, Alabama <http://uslegalforms.com/Alabama.htm>

*Alabama Department of Revenue <http://www.ador.state.al.us>

(for state tax forms)

United States:

ADA- Americans With Disabilities Home Page

<http://www.usdoj.gov/crt/ada/adahom1.htm>

*Catalog of Federal Domestic Assistance <http://www.gsa.gov/fdac/>

*Code of Federal Regulations

<http://www.access.gpo.gov/nara/cfr/index.html>

EEOC <http://www.eeoc.gov/>

*Federal Register http://www.access.gpo.gov/su_docs/aces/aces140.html

Frequently Used Sites Related to U.S. Federal Government Information

<http://www.library.vanderbilt.edu/central/staff/fdtf.html>

GovSpot-resources for Citizens and Government Employees

<http://www.govspot.com/>

Internal Revenue Service <http://irs.gov/> (For tax information)

United States Code <http://www.access.gpo.gov/congress/cong013.html>

State Tax Forms <http://www.taxadmin.org/fta/FORMS.html>

LawGuru-Legal Questions <http://lawguru.com/>

Crime:

Criminal Justice Links <http://www.criminology.fsu.edu/cj.html>

Crime in Alabama <http://agencies.state.al.us/acjis/pages/frconten.htm>

Disabilities:

National Information Center for Children and Youth with Disabilities

<http://nichcy.org/>

Recordings for the Blind & Dyslexic <http://www.rfbd.org/>

WebABLE! <http://webable.com/>

Business:

A.M. Best Worldwide Insurance Directory

<http://www.ambest.com/resource/insdir.html>

Companies Online <http://www.companiesonline.com/>

CompanyLink: Company Lookup

<http://www.companylink.com/companylookup.cfm>

NASDAQ <http://www.nasdaq.com/>

Stock Ticker Symbol Search

<http://www.secapl.com/secapl/quoteserver/search.html>

StockMaster <http://www.stockmaster.com/>

Thomas Register <http://www.thomasregister.com>

Education:

Education World <http://www.education-world.com/>

SERI-Special Education Resources on the Internet

<http://www.hood.edu/seri/>

Educational Testing Service Network <http://www.ets.org/>

*FastWeb: Free Scholarship and College Searches <http://www.fastweb.com/>

*FinAid! The Smart Student Guide to Financial Aid Tools

<http://www.finaid.org/>

Etiquette/Costumes/Holidays:

Ultimate Etiquette and Manners Resource Page

<http://www.mindspring.com/~thinds/jmh/etiquetteurls.htm>

Costumes <http://www.costumes.org>

The Worldwide Holiday and Festival Site

<http://www.HolidayFestival.com/Introduction.html>

Folklore:

Bullfinch's Mythology <http://www.bulfinch.org/>

Legends <http://www.legends.dm.net/>

Urban Legends & Folklore-Home Page <http://urbanlegends.miningco.com/>

Urban Legends Reference Pages <http://snopes.com/>

(WARNING: THE URBAN LEGENDS SITES CONTAIN SOME ADULT MATERIAL)

400s-Languages

Books:

***An unabridged dictionary:**

The Random House Unabridged Dictionary. 2d ed. Random House.
Webster's Third New International Dictionary of the English Language.
Merriam-Webster.

A sign language dictionary:

American Sign Language: a Comprehensive Dictionary. Martin L.A.
Sternberg. HarperCollins.
Random House Webster's American Sign Language Dictionary. Elaine
Costello. Random.

A reverse dictionary:

Bernstein's Reverse Dictionary. Theodore M. Bernstein. Yestermorrow Pr.

A thesaurus:

Roget's International Thesaurus. Revised by Robert L. Chapman.
HarperCollins.
Roget's II: The New Thesaurus. American Heritage Dictionary Editors.
Houghton Mifflin.

A dictionary of foreign phrases:

*The Harper Dictionary of Foreign Terms: Based on the Original Edition by
C. O. Sylvester Mawson*. HarperCollins.

A visual dictionary:

Macmillan Visual Dictionary. Macmillan General Reference.
*Macmillan Visual Dictionary: Edicion Espanol/Ingles, Spanish/English
Edition*. Macmillan General Reference.
Ultimate Visual Dictionary 2000. Dorling Kindersley.

A usage guide:

The Columbia Guide to American Usage Standard. Kenneth G. Wilson.
Columbia University Pr.
The New Fowler's Modern English Usage. R.W. Burchfield, editor.
Clarendon Press.

Foreign dictionaries as needed:

Collins-Robert French-English, English-French Dictionary. Beryl T. Atkins et al. Collins.

Cassell's German-English; English-German. Harold T. Betteridge, compiler. Macmillan.

Larousse Spanish-English, English-Spanish Dictionary. Ramon Garcia-Pelayoy Gross, Editor. Larousse.

The New World Spanish/English, English/Spanish Dictionary. Salvatore Ramondino, editor. Penguin.

The Pocket Oxford Latin Dictionary. S.E. Woodhouse and James Morwood. Oxford

Internet Sites

Dictionaries/usage:

Dictionary <http://www.dictionary.com/dictionary/>

American Sign Language Dictionary <http://www.masterstech-home.com/ASLDict.html>

Guide to Grammar and Writing

<http://webster.commnet.edu/HP/pages/darling/original.htm>

Inkspot: Writing Resource <http://www.inkspot.com/>

*Merriam-Webster Online <http://www.m-w.com/home.htm>

Foreign Languages:

WWW Foreign Language Resources

<http://www.itp.berkeley.edu/~thorne/HumanResources.html>

A Web of On-Line Dictionaries

<http://www.facstaff.bucknell.edu/rbeard/diction.html>

Language Dictionaries and Translators

<http://rivendel.com/~ric/resources/dictionary.html>

*Travlang's Translating Dictionaries

<http://dictionaries.travlang.com/>

500s-Natural Science

Books

**The New York Public Library Science Desk Reference.* Patricia Barnes-Svarney. Macmillan.

A general science dictionary:

The McGraw-Hill Dictionary of Scientific and Technical Terms. Sybil P. Parker, editor. McGraw-Hill.

Science Fair Projects:

Janice VanCleave's Science Experiment Source Book

Janice VanCleave. John Wiley.

Science Experiments on File. Facts on File

More Science Experiments on File. Facts on File.

Chase's Calendar of Annual Events. Contemporary Books. Annual.

A dictionary of scientific biography:

The Cambridge Dictionary of Scientists. Ian Miller, Margaret Miller, David Miller, and John Miller. Cambridge University Press.

Larousse Dictionary of Scientists. Hazel Muir, editor. Larousse.

Handbooks or dictionaries on specific areas of the sciences:

Dictionary of Mathematics Terms. Douglas Downing. Barron's Educational Series.

The Facts on File Dictionary of Mathematics. Carol Gibson. Facts on File.

The Numbers You Need. Nigel Hopkins and John W. Mayne. Gale.

The Amateur Astronomer's Handbook. James Muirden. HaperCollins.

Astronomy. Kritten Lippincott. Eyewitness Science. Dorland Kindersley.

Facts on File Dictionary of Chemistry. John Daintith, editor. Facts on File.

A guide to the Elements. Albert Stwertka, Oxford, 1996.

John Farndon and Neil Ardley. Dorling Kindersley.

Dinosaur Society Dinosaur Encyclopedia. The Don Lessem and Donald F. Glut. Random.

Concise Dictionary of Biology: New Edition. Oxford University Pr.

NOTE: The Peterson Field Guide Series and the Audubon Field Guides are good and reasonably priced. You may need books on tree identification, insects, butterflies, reptiles, amphibians, venomous animals, shells, and mammals.

Internet sites

General Science sites:

SciCentral: Gateway to the Best Science and Engineering Online Resources

<http://scicentral.com>

SciSeek.com-Your Online Resource for Science and Nature
<http://www.sciseek.com/>

Science Fair Projects:

*Reference Desk <http://www.eurekaalert.org/resources/definitions.html>

*IPL Science Fair Project Resource Guide
<http://www.ipl.org/youth/projectguide/>

Scientific biography:

Biographies, The Scientists

<http://www.blupete.com/Literature/Biographies/Science/Scients.htm>

Women in Science <http://hyperion.advanced.org/20117/mainbio.html>

The Faces of Science: African Americans in the Sciences
<http://www.lib.lsu.edu/lib/chem/display/faces.html>

Mathematics:

History of Mathematics <http://www-groups.dcs.st-and.ac.uk/~history/index.html>

The Math Forum Home Page <http://forum.swarthmore.edu/>

Sites on Specific Scientific Topics:

The WWW Virtual Library: Astronomy and Astrophysics
<http://w.com/wwwvl/astronomy/>

The Nine Planets <http://www.seds.org/billa/tnp/>

The NASA Homepage <http://www.nasa.gov/>

PhysLINK com-Physics, Science, Engineering Reference
<http://www.physlink.com>

Chemistry Teaching Resources
<http://www.anachem.umu.se/eks/pointers.htm>

Earth Sciences: Paleontology
http://www.wcsu.ctstateu.edu/library/es_paleontology.html

Biology Legacy Site o'Sites <http://www.teleport.com/~amobb/biology/>

Plant Science Homepage <http://www.unl.edu/agnicpls/agnic.html>

Internet Resource Guide Zoology
<http://www.york.biosis.org/zrdocs/zoolinfo/zoolinfo.htm>

600s-(Applied Science and Technology)

Books:

Patents and Inventions:

General Information Concerning Patents: A Brief Introduction to Patent Matters. U.S. Dept. Of Commerce. U.S. Patent and Trademark Office. GPO, Annual

Ancient Inventions. Peter James and Nick Thorpe. Ballantine.

Patent it Yourself. Nolo Press.

Medicine:

***A medical dictionary:**

Merriam-Webster's Medical Desk Dictionary. Merriam-Webster.

Stedman's Medical Dictionary. Williams & Williams.

An anatomy atlas or handbook:

Atlas of the Human Body. HarperPerennial/HarperCollins.

***A family guide to health:**

The Columbia University College of Physicians and Surgeons Complete Home Medical Guide. Donald Tapley, et al, editors. Crown.

The Merck Manual of Medical Information: Home Edition. Merck.

***A professional medical guide:**

The Merck Manual of Diagnosis and Therapy. Merck.

Current Medical Diagnosis and Treatment. Appleton & Lange

***A guide to drugs:**

The Essential Guide to Prescription Drugs. HarperCollins.

The Complete Drug Reference. Consumer Reports Books.

Physicians Desk Reference. American Medical Association.

A Consumer's Dictionary of Medicine: Prescription, Over-the-Counter, Homeopathic, and Herbal Plus Medical Definitions. Ruth Winter. Crown.

A first aid book:

American Medical Association Handbook of First Aid and Emergency Care. AMA.

Mental Health:

The Encyclopedia of Mental Health. Ada P. Kahn and Jan Fawcett. Facts on File.

Technology:

An electronics dictionary:

The Illustrated Dictionary of Electronics. McGraw-Hill.

***Automobile Repair:**

Chilton's Auto Repair Manual. Chilton Book Co.

Chilton's Truck and Van Repair Manual. Chilton Book Co.

A gardening handbook:

American Garden Book. James and Louise Bush-Brown. Macmillan.

A guide to southern gardens:

The Southern Living Garden Book. Steve Bender. Oxmoor House

A houseplant handbook:

The Houseplant Encyclopedia. Maggie Stuckey. Berkely

Pets:

Complete Book of Pet Care. Peter Roach. Howell Books

A Consumer guide:

Consumer Reports Buying Guide issue (December issue of Consumer Reports) Editors of Consumer Reports. Consumers Union

A food dictionary:

The Cook's Dictionary and Culinary Reference: A Comprehensive, Definitive Guide to Cooking and Food. Jonathon Bartlett. Contemporary Books

A cook book with basic recipes:

The Joy of Cooking Irma S. Rombauer. Simon & Schuster.

Secretarial Handbook:

Merriam-Webster's Secretarial Handbook. Merriam-Webster.

A Business Dictionary:

Dictionary of Business and Management. Jerry M. Rosenberg. Wiley

Internet Sites

Patents and Inventions:

*Patent and Trademark Office <http://www.uspto.gov/>

How Stuff Works! <http://www.howstuffworks.com/>

Medicine:

Drkoop.com <http://www.drkoop.com/Hardin MD-Hardin Meta Directory of Internet Health Sources> <http://www.lib.uiowa.edu/hardin/md/index.html>

Internet Grateful Med <http://igm.nlm.nih.gov/>

Lycos: Health>Alternative <http://dir.lycos.com/Health/Alternative/>

*Merck <http://www.Merck.com>

*QuackWatch Home Page <http://www.quackwatch.com/>

*RxList-The Internet Drug Index <http://www.rxlist.com>

Tufts University Nutrition Navigator <http://navigator.tufts.edu/>

Psychiatry:

Clinical Psychology Resources http://www.psychologie.uni-bonn.de/kap/li_home.htm

Internet Mental Health Resources

<http://www.med.nyu.edu/Psych/src.psych.html>

Mental Health Net <http://mentalhelp.net/>

***Automobiles:**

Kelley Blue Book-Bluebook Car Prices <http://www.kbb.com/>

NADA <http://www.nadaguides.com/>

Consumer info:

Product Reviewnet <http://www.productreviewnet.com/splash.html>

Agriculture/horticulture:

Department of Soil Science-Dr. Soil Surfs

<http://www.agri.upm.edu.my/jst/drsoil.html>

The Garden Gate <http://garden-gate.prairienet.org/>

HGA Horticultural Dictionary

<http://www.garden.org/qanda/nga/definition.asp>

Pets:

AVMA Care for Pets <http://www.avma.org/care4pets/default.htm>

Practical Formulas:

Make Stuff-Formulas for lotions, potions, and remedies

<http://www.makestuff.com/formulas.html>

Food:

Refdesk.com-Food and Recipes <http://www.refdesk.com/food.html>

Veggies Unite! Recipe Directory <http://vegweb.com/food/>

Home Improvement:

Handyman USA-Expert Advice and help for do-it-yourselfers

<http://www.handymanusa.com/>

Old House Web <http://www.oldhouseweb.com>

Business:

U.S. Business Advisor: Serving Businesses on Their Terms

<http://www.business.gov>

AnyWho: Telephone Number, Email, Home Page <http://anywho.com/>

Business and Legal Forms <http://www.lectlaw.com/formb.htm>

700s-ARTS**Books:****Game:**

Rules of the Game: The Complete Illustrated Encyclopedia of all the Major Sports of the World. Diagram Group St. Martins.

New Complete Hoyle: The Authoritative Guide to The Official Rules of All Popular Games of Skill. Doubleday.

Art:**An art dictionary:**

The Oxford Dictionary of Art. Ian Chilvers and Harold Osburn, editors.

A narrative history of art:

History of Art. H.W. Jansen. Rev. and exp. By Anthony F. Jansen. Abrams.

A handbook or dictionary or architecture:

The Visual Dictionary of American Domestic Architecture. Rachel Carley. Henry Holt.

***Antiques and Collectibles:**

Kovel's Antiques/Collectibles. Ralph and Terry Kovel. Crown.
Maloney's Antiques and Collectibles Resource Directory. David J. Maloney, Jr. Antique Trader Books.

Music:

The New Oxford Companion to Music. 2 vols. Dennis Arnold, editor. Oxford.

Movies/Television/Theatre:

Leonard Maltin's Movie and Video Guide. Leonard Maltin. Plume, 1993-
Roger Ebert's Video Companion. Roger Ebert. Andrews & McMeel, 1994-
The Complete Directory to Prime Time Network and Cable TV Shows, 1946-present. Tim Brooks and Earl Marsh. Ballantine.
Cambridge Guide to American Theatre. Don B. Wilmeth and Tice L. Miller. Cambridge University Press.

Internet sites

Art:

Mother of all Art History Links

<http://www.umich.edu/~hartspc/histart/mother>

World Wide Arts Resources-The Definitive Arts and Culture...

<http://wwar.com/>

Architecture Web Resources

<http://library.nevada.edu/arch/rsrce/webrsrce/contents.html>

***Antiques:**

Antiques Roadshow <http://www.pbs.org/wgbh/pages/roadshow/home.html>

Christies <http://www.christies.com/home.html>

Kovels Home Page <http://www.kovel.com>

Maloney's Antiques & Collectibles Resource Directory

<http://www.maloneyonline.com/index.html>

Music:

The Classical Music Pages <http://w3.rz-berlin.mpg.de/cmp/classmus.html>

JAZZ Links of World http://www.pk.edu.pl/~pmj/jazzlinks/_main.html

Country.com-Country Music, Racing, Outdoors, TNN...

<http://www.country.com/home.html>

Roughstock's History of Country Music www.roughstock.com/history/
The Mudcat Discussion Forum (blues and folk)
<http://www.mudcat.org/threads.cfm>
Billboard Online: Welcome <http://www.billboard-online.com/>

Songs/lyrics:

SongFile Home <http://www.songfile.com/>
Lyrics World <http://www.summer.com.br/~pfilho/>
Song Lyrics; Libretti
http://www.music.indiana.edu/music_resources/songlyr.html
Campfire Song Book <http://www.web.co.za/scouts/songs/>

Movies/Theater/Radio/TV:

The Internet Theatre Database <http://www.theatredb.com/>
Musicals.Net <http://musicals.net/>
The Internet Movie Database(IMDb). A database of more than 2,000 titles
<http://us.imdb.com/>
Movie Review Query Engine <http://www.mrqe.com/>
Radio Days <http://www.otr.com/>

Sports:

College Teams Nicknames <http://www.AFN.org/~recycler/sports.html#U>
Crimson Tide Athletics Official Web Site <http://roll.tide.ua.edu/>
Disabled Sports USA at a Glance <http://dsusa.org/glance.html>
ESPN.com <http://espn.go.com>
Great Sports <http://www.greatsports.com/main.asp>
The Official Site of Auburn Athletics <http://www.auburn.edu/athletics/>

800s-LITERATURE

Books

**Benet's Readers Encyclopedia: the Classic and Only Encyclopedia of World Literature in a Single Volume.* Harper Collins.
**A Handbook to Literature.* C. Hugh Holman and Willam Harmon.
Macmillan.
Merriam-Webster's Encyclopedia of Literature. Merriam-Webster.
Writer's Market. Kirsten Holm. F & W Publications.

Style manuals:

The Chicago Manual of Style. University of Chicago Pr.

As Needed:

Electronic Styles: a Handbook for Citing Electronic Information. Xia Li and Nancy B. Crane. Information Today.

A Manual for Writers of Term Papers, Theses, and Dissertations. Kate. L. Turabian. Revised and expanded by John Grossman and Alice Bennet. University of Chicago Pr.

MLA Handbook for Writers of Research Papers. Joseph Gibaldi. Modern Language Assn.

The Columbia Granger's Index to Poetry. Columbia University Press.

KEEP ALL EDITIONS

**Familiar Quotations: a Collection of Passages, Phrases, and Proverbs Traced To Their Sources in Ancient and Modern Literature*. Justin Kaplan. Little, Brown. (Bartlett's-keep all earlier editions)

Other Quotation books:

The Columbia Dictionary of Quotations. James M. Salem. Columbia University Press.

American Heritage Dictionary of American Quotes. Margaret Miner and Hugh Rawson, editors. Penguin Reference.

The New Quotable Woman: the Definitive Treasury of Notable Words by Women from Eve to the Present. Elaine Partnow, editor. Meridian. (Originally published by Facts on File)

Quotations in Black. Anita King, ed. Greenwood.

American Literature:

Lend Me your Ears: Great Speeches in History. William Safire. Norton.

**Oxford Companion to American Literature*. Phillip Leininger, editor. Oxford University Press.

The Norton Anthology of American Literature. Nina Baym, editor. 2 vols. Norton.

The Oxford Companion to African American Literature. William L. Andrews, Francis S. Foster and Trudier Harris, eds. Oxford University Pr.

Handbooks or guides to southern literature as needed:

Contemporary Poets, Dramatists, Essayists, and Novelists of the South: a Bio-bibliographical Sourcebook. Robert Bains and Joseph M Flora. Greenwood Press.

Encyclopedia of Southern Literature. Mary Ellen Snodgrass. ABC-Clio.

English Literature:

The Cambridge Guide to Literature in English. Ian Ousby, ed. Cambridge University Press.

The Oxford Companion to English Literature. Margaret Drabble, ed. Oxford University Press.

The Norton Anthology of English Literature. M.H. Abrams, general ed. 2 vols. Norton.

Shakespeare A to Z: the Essential Reference to his Plays, his Poems, his Life and Times, and More. Charles Boyce. Facts on File.

Shakespeare for Students. Mark W. Scott, ed. Gale.

Shakespeare for Students Book II. Catherine C. Dominic, ed.

Literary Criticism:

It is almost impossible for public libraries to have enough sources on literary criticism, and most of the multi-volume sets such as *Contemporary Literary Criticism* and *Nineteenth-Century Literary Criticism* are extremely expensive. Sources on the Internet and the Alabama Virtual Library should provide students with a wealth of information. To supplement these electronic resources libraries might want to consider the Salem Press sets Edited by Frank N. Magill. They are less expensive and are suitable for small libraries. The "Masterplots II" series (drama, short story, poetry, American Fiction, Afro-American literature, etc) are arranged by title of the literary work. A synopsis and explication are provided. The "Critical Surveys series" (long fiction, short fiction, poetry, etc.) are arranged by author and provides general criticism of the author's work using examples from specific titles.

A handbook or guide to children's literature:

Children's Books and their Creators. Annita Silvy, ed. Houghton.

Twentieth-Century Children's Writers. Laura Standley Berger, ed. St. James.

The Oxford Companion to Children's Literature. Humphrey Carpenter and Mari Prichard. Oxford University Press.

Internet Sites**Style Manuals:**

Karka's Guide to Citation Style Guides

<http://bailiwick.lib.uiowa.edu/journalism/cite.html>

Literary Terms:

Glossary of Literary Terms and Handbook of Rhetorical Devices
<http://www.uky.edu/ArtsSciences/Classics/Harris/rhetform.html>

Quotations:

The Quotation Page <http://www.starlingtech.com/quotes/>
LinkBank: Quotation Links
http://www.linkbank.net/get_links/default/quotes/8/

Concordances of Great Books <http://www.concordance.com/>

Poetry:

Poetry <http://eserver.org/poetry/>
Nanette's Guide to Poetry on the Internet
<http://www.sau.edu/library/poetry/poeindex.htm>
Sonnet Central <http://www.sonnets.org/>

Plays:

Inter-Play Title Page <http://www.portals.org/interplay>

American Literature:

American Studies Web: Literature and Hypertext
<http://www.georgetown.edu/crossroads/asw/lit.html>

English Literature:

*VoS English Literature: English Literature Page
<http://humanitas.ucsb.edu/shuttle/english.html>

Literary Criticism:

*IPL Online Literary Criticism Collection Main Page
<http://www.ipl.org/ref/litcrit/>
Literary Links <http://coombs.anu.edu.au/~andrea/andrea/LiteraryLinks.html>
Literary Resources on the Net <http://andromeda.rutgers.edu/~jlynch/Lit/>

Children's Literature:

CLWG:Children's Literature Web Guide
<http://www.acs.ucalgary.ca/~dkbrown/index.html>
Children's and Young Adult Literature Sites
<http://www.cofc.edu/~hunc/Kiddielinks.html>

Reading Online-Web Watch: Focus on Young Adult Literature

<http://www.readingonline.org/electronic/yalitww.html>

YALSA-Booklists <http://www.ala.org/yalsa/booklists/>

900s-History and Geography

Books:

A chronology or timeline:

Chronicle of the World. Dorling Kindersley.

The Timetables of History. Bernard Grun. Simon & Shuster.

Chronicle of the Twentieth Century. Clifton Daniel. International.

World History: Dictionary of Important People, Places, and Events from Ancient Times to the Present. Bruce Wetterau. Henry Holt.

Geography/Atlases:

Webster's New Geographical Dictionary. Meriam-Webster.

The Map Catalog: every Kind of Map and Chart on Earth and Even Some Above It. Joel Makower, ed. Vintage.

Atlases as needed (at least one world and one United States) and travel guides:

National Geographic Atlas of the World. National Geographic Society

**New International Atlas.* Rand McNally.

Rand McNally Goode's World Atlas. Edward B. Espenshade, ed. Rand

**McNally.Rand McNally Road Atlas Rand McNally.* Annual.*Macmillan*

Color Atlas of the States. Mark T. Mattson, ed. Macmillan

Mobile Travel Guides. 7 vols. Fodor's Travel. Annual.

California and the West

Great Lakes

Mid-Atlantic

Northeast Northwest and Great Plains

Southwest

South Central

Dictionary or handbook of explorers:

Explorers and Discoverers: From Alexander the Great to Sally Ride. 4 vols.

Peggy Saari and Daniel Baker. Gale.

Who was Who in World Exploration. Carl Waldman and Alan Wexter. Facts on File.

A guide to the states:

**Facts about the States*. Joseph Kane, Janet Podell and Steven Anzovin, eds. Wilson.

Worldmark Encyclopedia of the States. Gale.

Addresses:

V.I.P. Address Book 2000. Edited by James M. Wiggings. Associated Media Company Ltd.

One volume biographical dictionaries:

**Merriam-Webster's Biographical Dictionary*. Rev. Ed. Merriam-Webster.
Almanac of Famous People. Susan Stetler, ed. Gale.

Larousse Dictionary of Women. Melanie Parry, ed. Kingfisher Chambers.

American:

The Cambridge Dictionary of American Biography. John S. Bowman, ed. Cambridge University Pr.

Encyclopedia of American Biographies. John A. Garraty and Jerome L. Sternstein. HarperCollins.

The Biographical Dictionary of Black Americans. Rachel Kranz. Facts on File.

Dictionary of American Negro Biography. Rayford W. Logan and Michael R. Winston, eds. Norton.

(Note: *Notable American Women, 1607-1950: a Biographical Dictionary*. and *Notable American Women: the Modern Period*. Harvard University. Press are now out-of-print. Do not discard if you have.)

Notable Black American Men. Gale.

Notable Black American Women. Gale.

Facts about the Presidents. Joseph Kane. Wilson.

As needed and/or as funds are available, a multi-volume set:

Encyclopedia of World Biography. 17 vols. Gale. (Formerly *McGraw-Hill Encyclopedia of World Biography*)

Current Biography. Wilson. Annual.

Dictionary of American Biography and Supplements. Scribner.

Or the new

American National Biography. John A Garraty and Mark C. Carnes. Oxford.

A basic guide to genealogy and how to books as needed:

Ancestry's Red Book: American State, County, and Town Resources. Alice Eicholz. Ancestry.

**The Genealogist's Handbook: Modern Methods for Researching Family History.* Raymond S. Wright, III. ALA.

Researcher's Guide to American Genealogy. Val D. Greenwood. Genealogical Pub.

The Source: a Guidebook of American Genealogy. Arlene Eakle and Johni Cerny, eds. Ancestry.

State Names, Seals, Flags, and Symbols: a Historical Guide. Benjamin F. Shearer, and Barbara S. Shearer. Greenwood.

World History:

The Encyclopedia of World History: Ancient, Medieval and Modern, Chronologically Arranged. William Leonard Langer, ed. Houghton.

Encyclopedia of Jewish History: Events and Eras of the Jewish People. Joseph Alpher, ed. Facts on File.

American History:

Documents of American History. 2 vols. Henry Steele. Commagner and Milton Carter, eds. Prentiss-Hall.

Native Americans:

The Encyclopedia of Native American Biography: Six Hundred Life Stories of Important People. Donald. A. Ginde, ed. Holt.

Encyclopedia of North American Indians: Native American Culture, and Life from Paleo-Indians to the Present History,. Frederick F. Hoxie, ed. Houghton.

African Americans:

Black Women in America: a Historical Encyclopedia. 2 vols. Darlene Clark Hine, et al., eds. Carlson.

Encyclopedia of African-American Culture and History. 5 vols. Jack Salzman, David Lionel Smith, and Cornel West, eds. Macmillan

**Encyclopedia of Black America.* W. Augustus Low, ed. McGraw-hill.

Timelines of African-American History: Five Hundred Years of Black Achievement. Tom Cowan and Jack Maguire. Roundtable.

Hispanics:

Hispanic-American Almanac. Nicolas Kanellos, ed. Gale

American history handbooks or guides:

Encyclopedia of American History. Richard B. Morris and Jeffrey B. Morris. HarperCollins.

**Oxford Companion to American History*. Thomas Herbert Johnson, ed. Oxford Univ. Pr.

Encyclopedia of the American Revolution. Mark M. Boatner, III. Stackpole.

Historical Times Illustrated Encyclopedia of the Civil War. Patricia Faust, ed. HarperCollins.

Internet Sites:

*Alabama Dept. of Archives and History <http://www.archives.state.al.us>
THE BEST SITE FOR ALABAMA HISTORY AND GENEALOGY

Geography/Maps:

Atlapeia Online <http://www.atlapeia.com/>

Map Blaster <http://www.esc3.net/mnt/blast/>

Tiger Map Server Browser <http://tiger.census.gov/cgi-bin/mapbrowse-tbl>

*USGS Mapping Information: GNIS United States and Territories

<http://mapping.usgs.gov/www/gnis/gnisform.html>

Biography:

Best Information on the Net-Biographical

<http://vweb.sau.edu/bestinfo/Refdesk/Biograph/bioindex.htm>

Biographie.net <http://www.biographie.net/en/accueil.html>

Biography.com http://www.biography.com/bio_main.html

Lives, the Biography Resource <http://members.home.net/klanxner/lives/>

Multicultural Personalities on the Internet

<http://www.ithaca.edu/library/htmls/multi.html>

***Genealogy:**

Ancestry.com-Online Genealogy <http://www.ancestry.com/>

Cyndi's List of Genealogy Sites on the Internet

<http://www.cyndislist.com/>

Family Tree Maker's Genealogy Site <http://www.familytreemaker.com/>
RootsWeb <http://www.rootsweb.com/>
Flags of all Countries <http://www.wave.net/upg/immigration/flags.html>

History Sites:

The WWW-VL History Index <http://www.ukans.edu/history/VL/>
American and British History Resources on the Internet
<http://www.libraries.rutgers.edu/rulib/socsci/hist/amhist.html>
*CIA World Fact Book
<http://www.odci.gov/cia/publications/factbook/index.html>
Internet Resources for Students of Afro-American History
<http://www.libraries.rutgers.edu/rulib/socsci/hist/afrores.htm>
Hispano Contributions to the United States of America, and to the World
<http://www.neta.com/~1stbooks/>
50 States and Capitals <http://www.50states.com/>
National Register of Historic Places <http://www.cr.nps.gov/nr/nrhome.html>
The American Civil War Homepage <http://sunsite.utk.edu/civil-war/>
Documenting the American South
<http://metalab.unc.edu/docsouth/dasmain.html>

Anyone have suggestions for a cheap, basic laptop that i could look into purchasing. My laptop of 2 years is on its last leg and I am looking for a new computer. I am looking to spend well under \$1000. I honestly only use my computer for internet, music storage, and really nothing much more then occasionally typing a paper . Anyone have suggestions for a cheap, basic laptop that i could look into show more My laptop of 2 years is on its last leg and I am looking for a new computer. I am looking to spend well under \$1000. I honestly only use my computer for internet, music storage, and really nothing much more then occasionally typing a paper . Anyone have suggestions for a A lively and fun resource for teachers, this material provides a varied collection of challenging vocabulary quizzes and games. All activities are fast-paced and designed to stimulate and maintain learners' motivation. Each unit covers useful everyday topics, such as people, sports and games. * Suitable for Elementary to Advanced level students * Answer key, scoreboards and suggestions for room plans. barnes_annette_hines_jean_penguin_english_photo.. 4 ÐœÐ'.

Microsoft Access Visual Basic Reference. Microsoft Excel Visual Basic Reference. Microsoft FrontPage (Page Object Model) Visual Basic Reference. Microsoft FrontPage (Web Object Model) Visual Basic Reference. Microsoft Graph Visual Basic Reference. A collection of SpellingSuggestion objects that represent all the suggestions for a specified word or for the first word in the specified range. Using the SpellingSuggestions Collection. Use the GetSpellingSuggestions method to return the SpellingSuggestions collection. The SpellingSuggestions method, when applied to the Application object, must specify the word to be checked. When the GetSpellingSuggestions method is applied to a range, the first word in the range is checked. Collections API. Parameter Reference. Command Line Utilities. SolrCloud with Legacy Configuration Files. To be used as the basis for a suggestion, the field must be stored. You may want to use copyField rules to create a special 'suggest' field comprised of terms from other fields in documents. In any event, you very likely want a minimal amount of analysis on the field, so an additional option is to create a field type in your schema that only uses basic tokenizers or filters. One option for such a field type is shown here. This is a basic suggestion using a single dictionary and a single Solr core. Example query: <http://localhost:8983/solr/techproducts/suggest?suggest=true&suggest.build=true&suggest.dictionary=mySuggester&suggest.q=elec>.

Reference counting (refcounting) GC is one of the two primary GC mechanisms widely used. The basic workings of this GC is pretty simple and based on counting the number of reference to a memory block (or object) from other blocks. Each time memory is created or a reference to the object is assigned its refcount is bumped up. Each time a pointer is assigned away from it the refcount is reduced. When refcount of the block goes to 0, it means that no pointer references it and hence it is un-reachable and is garbage and can be reclaimed. For every pointer updation the affected objects' reference count has to be updated. E.g. for a pointer assignment of sort $l = r$ the following needs to be done. `void GC_UpdateRef(PVOID *l, PVOID r) { // used for assignment of l = r //`. The basic garbage collection algorithm is called "mark-and-sweep". The following "garbage collection" steps are regularly performed: The garbage collector takes roots and "marks" (remembers) them. Being referenced is not the same as being reachable (from a root): a pack of interlinked objects can become unreachable as a whole. Modern engines implement advanced algorithms of garbage collection. A general book "The Garbage Collection Handbook: The Art of Automatic Memory Management" (R. Jones et al) covers some of them. If you are familiar with low-level programming, the more detailed information about V8 garbage collector is in the article A tour of V8: Garbage Collection. V8 blog also publishes articles about changes in memory management from time to time. Academic journal article Reference & User Services Quarterly. Comparative Elections: Building a Basic Reference Collection. (the Alert Collector). By Zabel, Diane; Nalen, James E. Read preview. Academic journal article Reference & User Services Quarterly. Comparative Elections: Building a Basic Reference Collection. (the Alert Collector). By Zabel, Diane; Nalen, James E. Read preview. He is currently Social Sciences Librarian and Bibliographer at the University of Akron University Libraries, with collection management responsibilities for a range of social sciences, including political science. Prior to this, he worked in various professional positions at the Boston Public Library.