



New Mexico State Library

BASIC REFERENCE COLLECTION 2005

The purpose of this list is to assist public libraries in the acquisition of a “core” collection of reference books. This core collection includes a small number of reference sources that will meet a library’s basic needs. For a more complete list of reference titles, your library may be interested in: *Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers* edited by Martin Dillon, 2003. ISBN: 1-59158-055-2. This book is available at the State Library and through interlibrary loan.

If you have material recommendations that your library finds particularly useful, please share your ideas with us. We are especially interested in formats other than print. For suggestions and comments, contact Sandy White sandy.white@state.nm.us or 1-800-340-3890.

BE SURE TO ALWAYS BUY THE LATEST EDITION AVAILABLE FOR ALL MATERIALS.

ALMANACS

PURCHASE ONE OF THESE

- ▶ ***The New York Times Almanac 2005.*** 2004. Penguin USA. ISBN: 0143034278. \$11.95
 - Contains data and history about the United States including an analysis of population trends at the state and national levels, information about global terrorism, the Internet, the worldwide AIDS epidemic, and world population.

- ▶ ***The World Almanac and Book of Facts 2005.*** 2004. World Almanac Education. ISBN 0886879396. \$32.95. **pap.** ISBN: 0886879388. \$11.95.
 - Information includes noted personalities, education, space, sports, nations of the world, awards, and consumer information.
 - Current edition also available on InfoTrac.

- ▶ ***Time Almanac 2004: With Information Please.*** 2003. Little Brown & Co. ISBN 1931933855. \$31.95. **pap.** ISBN: 1931933782. \$11.99.
 - Highlights of this almanac include world statistics and countries, astronomy and space, calendar and holidays, health and nutrition, sports results, business, economy, personal finance, the Internet, web site guide, and e-mail addresses.

ATLASES

PURCHASE 1 WORLD ATLAS & 1 NEW MEXICO ATLAS

Although much geographic information can be found on the Internet, your library still needs to own a good world atlas, a road atlas and maps of local areas.

World Atlas:

- ▶ ***Atlas of the World. 12th ed.*** 2004. Oxford. ISBN 0195221478. \$80.

- ▶ ***The World Almanac World Atlas.*** 2003. Langenscheidt Publishers, Inc. ISBN: 0843719249. \$39.95

Road Atlas:

Basic Collection
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▶ **Rand McNally 2005 Road Atlas: United States, Canada, Mexico.** 2004. Rand McNally. ISBN 0528845454. \$15.95.

New Mexico Atlas:

▶ **New Mexico Atlas and Gazetteer.** 2000. DeLorme Mapping. ISBN 0899333176. \$19.95.

▶ **Benchmark New Mexico Road & Recreation Atlas.** 2002. Benchmark Maps. ISBN 0929591429. \$18.95.

CONSUMER INFORMATION

PURCHASE 1 OR BOOKMARK ON COMPUTERS

▶ **Edmunds.Com New Cars & Trucks Buyer's Guide.** 2005. St. Martin's Press. ISBN 0877596867. \$12.95.

- A version of Edmunds is available online at: <http://www.edmunds.com/>

▶ **Kelley Blue Book Used Car Guide: Consumer Edition.** Kelley Blue Book. 2004. ISBN 1883392489. \$9.95.

- Available online: <http://www.kbb.com>

▶ **NADA Used Car Guides.** Automotive Publications Inc. 1 year subscription \$60

- This publication is printed quarterly
- Available online at: <http://www.nada.com>

▶ **Consumer Reports Buying Guide 2005.** 2004. ISBN 0890439915. \$9.99.

- Consumer Reports Buying Guide is now available in full-text on Infotrac under the General Reference Database. To limit a search to *Consumer Reports Buying Guide*, go into the General Reference Database. In the "limit search" area click on "browse." In the browse section click on "C" on the left side of the screen. Scroll down to "Consumer Reports Buying Guide" and click on the check box next to the title. Scroll back to the top of that page and click on "Submit Selections." To view all of the *Consumer Report Buying Guide* titles leave the search field blank and click on "search." To narrow the search within the publication, enter key words in the "Subject guide search" box before clicking "search."

DICTIONARIES

GENERAL EDITION MAY NOT BE MORE THAN FIVE YEARS OLD PURCHASE AT LEAST ONE GENERAL

General:

▶ **Webster's Third New International Dictionary: Since 1847 the Ultimate Word Authority for Schools, Libraries, Courts, Homes, and Offices.** 2002. Merriam Webster. ISBN 0-87779-201-1. \$129.

▶ **The Random House Webster's Unabridged Dictionary.** 2003. Random House. ISBN 037572026X. \$64.95.

Also Consider:

Abridged:

▶ **American Heritage College Dictionary.** 4th ed. 2004. Houghton Mifflin. ISBN 0618453008. \$26.95.

Spanish Dictionaries:

▶ *The American Heritage Spanish Dictionary: Spanish-English/Ingles-Espanol*. 2001. Houghton Mifflin. ISBN 0618127704. \$21.

- The emphasis is on Latin American Spanish; other editions emphasize Iberian Spanish. Please add this to your collection, if possible.

▶ *Dictionary of New Mexico and Southern Colorado Spanish*. Rubin Cobos. Museum of New Mexico Press, 2003. ISBN 0-89013-453-7 \$19.95.

EDUCATION

PURCHASE AT LEAST ONE

Can be kept two years to three years before purchasing a new one.

▶ *Barron's Profiles of American Colleges 2005*. 2004. Barron's Education Series, Inc. ISBN 0-7641-7575-0. \$26.95.

- Brief descriptions of over 1650 colleges in the United States. Includes information on admissions, housing, campus environment, financial aid, tuition costs, average standardized test scores and a list of majors.

▶ *The Fiske Guide to Colleges 2005*. 2004. Sourcebooks. ISBN 1402202296. \$22.95.

- Approximately 300 essays on the United States' best colleges. Information provided by school administration.

▶ *The Best 357 Colleges, 2005*. 2004. Princeton Review. ISBN 0375764054. \$21.95.

- Based on a survey. Provides information about admissions, academics, and social life.

Any of these following books would be a good addition to a collection.

▶ *The Insider's Guide to Colleges, 2005*. 2004. St. Martins Press. ISBN 0312323840. \$17.99.

- Students' views of the academic and social culture of each college listed.

▶ *Peterson's Scholarship Almanac 2004*. 2004. Petersons. ISBN 0768915147. \$12.95

▶ *Financial Aid for Hispanic Americans, 2003-2005*. March 2003. Reference Services. ISBN 1-58841-070-6. \$40.

▶ *Financial Aids for Native Americans, 2003-2005*. March 2003. Reference Services. ISBN 1-58841-071-4. \$40.

ENCYCLOPEDIAS

LESS THAN 5 YEARS OLD

GENERAL:

▶ *World Book Encyclopedia*. Revised, 2004. World Book, Inc.

- For elementary grades through high school and for general reference.
- To order call: 1-866-866-5200 or go online to: <http://store.worldbook.com/wb/>

The following encyclopedias are recommended if budget allows:

Children

- ▶ ***The New Book of Knowledge***. 2005. Grolier. ISBN 0-7172-0539-8. \$699.
 - For children in 3rd through 8th grade.
 - Also available as an online paid subscription. For information call: 888-326-6546 or visit: <http://www.scholasticlibrary.com/> and click on Grolier, click on “Print Titles” and search for “New Book of Knowledge.”
- ▶ ***Lands and Peoples***. 2005. Grolier. ISBN 0-7172-8024-1. \$279.
 - For students 5th grade and up. Excellent resource for libraries serving as homework centers.
 - Also available as an online paid subscription. For information call: 888-326-6546 or visit: <http://www.scholasticlibrary.com/> and click on Grolier, click on “Print Titles” and search for “Lands and Peoples.”

Adult

- ▶ ***Encyclopedia Americana, 2005***. Grolier. ISBN 0-7172-0138-4. \$999.
 - Suitable for adults, and students from junior high through college. Scope is international with detailed information about the United States.
 - Also available as an online paid subscription. For information call: 888-326-6546 or visit: <http://www.scholasticlibrary.com/> and click on Grolier, click on “Print Titles” and search for “Encyclopedia Americana.”
- ▶ ***Encyclopædia Britannica Print Set Suite***. Britannica Educational Corporation. \$1,395.00. (Print version sold with CD-ROM and one-year online subscription).
 - Scholarly for advanced high schools students, college students, and adults.
 - To order call: 1-800-323-1229 or go online to: <http://www.britannica.com/>

The Columbia Encyclopedia is available on InfoTrac.

- Contains brief and basic information.

FEDERAL INFORMATION

PURCHASE OR BOOKMARK ON LIBRARY PUBLIC ACCESS COMPUTERS

May purchase every two or three years although the information changes yearly

- ▶ ***Statistical Abstract of the United States 2004: The National Data Book***. Claitors Pub. ISBN 0008763211. \$39.
 - Published biennially.
 - 2003 edition available online at: <http://www.census.gov/statab/www/>
 - Contains social, political, and economic data from governmental and private statistical publications.
- ▶ ***Occupational Outlook Handbook 2004-2005***. April 2004. McGraw Hill. ISBN 0071413758 \$18.95.
 - Also found online at: <http://www.bls.gov/oco/>
 - Arrangement by broad occupational fields. Indexing by occupational titles and industries.

▶ **United States Government Manual 2004-2005.** 2004. Claitors Publishing. ISBN 1579809707. \$54.

- Also found online at: <http://www.gpoaccess.gov/gmanual/index.html>
- Provides information on all agencies and selected organizations in which the United States participates.

HEALTH

PURCHASE AT LEAST ONE OR BOOKMARK ON COMPUTERS

▶ **Merck Manual of Medical Information: Home Edition.** Pocket Books. 2003. ISBN 0911910352. \$37.50.

- This version of the most widely used medical book in the world is designed for the layperson.
- Also available at: <http://www.merck.com/mmhe/index.html>

Any of these following books would be a good addition to a collection, but are not mandatory.

▶ **Physicians' Desk Reference 2004.** 58th ed. Thompson PDR, 2003. ISBN 1563634716. \$92.95.

- Comprehensive list of prescription drugs with extensive indexing.
- Drug descriptions and drug interactions are searchable at: <http://www.pdr.net/>

▶ **Complete Guide to Prescription and Nonprescription Drugs: 2005.** 2004. Berkley Publishing Group. ISBN 0399530274. \$17.95.

- Not as comprehensive as *The Physician's Desk Reference*, but more user friendly and considerably less expensive.

▶ **The Essential Guide to Prescription Drugs 2005: Everything You Need to Know for Safe Drug Use.** Rybocki, James J. 2004. Harper Collins. ISBN 0060728906. \$55.95. **pap.** ISBN 0060728914. \$20.95.

- Written for the layperson to supplement information provided by the doctor or pharmacist. Contains information on drug benefits, risks, dosage, side effects, and more.

PARLIAMENTARY

RECOMMENDED

▶ **Robert's Rules of Order.** 2000. Perseus Book Group. ISBN 073820384X. \$37.50. **pap.** ISBN 0738203076. \$17.50.

- Explains methods of organizing and conducting the business of societies, conventions, board meetings, and assemblies.

QUOTATIONS

PURCHASE AT LEAST ONE OR BOOKMARK ON COMPUTERS

▶ **Bartlett's Familiar Quotations: A Collection of Passages, Phrases, and Proverbs Traced to Their Sources in Ancient and Modern Literature.** 17th ed. 2002. Little, Brown, & Company. ISBN 0316084603. \$50.

- Online version available at: <http://www.bartleby.com/100/>
- Earlier editions should be retained as some quotations are deleted from each revision.

- ▶ ***Oxford Dictionary of Quotations***. 6th ed. Oxford University Press. 2004. ISBN 0-19-860720-2 \$50.
 - Includes quotations from proverbs, and nursery rhymes, and quotes from and about the sacred texts of world religions. Also includes special categories of quotations – borrowed titles, last works, film lines, misquotations, closing lines, film titles, and military sayings.

STATE INFORMATION

REQUIRED - ORDER THE LATEST EDITION BIANNUALLY AND RETAIN OLD COPIES

- ▶ ***New Mexico Bluebook 2003/2004***.
 - Books are free of charge for New Mexico libraries and can be ordered from the New Mexico Secretary of State by calling 1-800-477-3632 or writing to: Office of the Secretary of State, *Attn: Irene Maldonado*, 325 Don Gaspar, Suite 300, Santa Fe, NM 87503. Remember to state you are a library when you request a copy.
 - An abridged version is available online at:
<http://web.state.nm.us/BLUEBOOK/BLUEHOME.HTM>

STYLE MANUALS

PURCHASE AT LEAST ONE

- ▶ ***MLA Handbook for Writers of Research Papers***. 6th ed. Modern Language Association of America, 2003. ISBN 0873529863 \$25.
 - Contains rules for abbreviations, footnotes and bibliographies as well as how to write a term paper, use the library, and compile research.
- ▶ ***A Manual for Writers of Term Papers, Theses & Dissertations***, 1996. 6th Ed. University of Chicago Press. ISBN 0-226-81627-3 \$12.95.
 - A guide for students preparing formal research papers.

SOUTHWEST TITLES

RECOMMENDED

The State Library has a complete list of Southwest title recommendations available at:
<http://www.stlib.state.nm.us/libraryservices/develop/SWTitle.pdf>

▶ ***Handbook of North American Indians: Southwest, Volume 9***. Alfonso Ortiz, editor. 1979. Smithsonian Institute. ISBN: 047000003610. \$49.

▶ ***Handbook of North American Indians: Southwest, Volume 10***. Ed. Alfonso Ortiz. 1983. Smithsonian Institute. ISBN: 047000003903. \$52.

▶ ***Hispanic American Almanac: A Reference Work on Hispanics in the United States***. Sonia Benson & Nicolas Kanellos, editors. 2002. Gale Group. ISBN: 0787625183. \$135.

▶ ***The Native North American Almanac: A Reference Work on Native North Americans in the United States and Canada***. Duane Champagne, editor. 2001. ISBN: 0787616559. \$135.

▶ ***New Encyclopedia of the American West***. Howard R. Lamar, editor. 1998. Yale University Press. ISBN: 0300070888. \$60.

▶ *New Mexico: An Interpretive History*. Marc Simmons. 1988. University of New Mexico Press. ISBN: 0826311105. \$10.95.

▶ *Reference Encyclopedia of the American Indian*. Barry T. Klein. 2004. Todd Publications. ISBN: 0915344777. \$150.

▶ *Tiller's Guide to Indian Country: Economic Profiles of American Indian Reservations*. Veronica E. Velarde Tiller, editor. 1996. BowArrow Publishing Company. ISBN: 1885931018. \$41.97.

- Available at: http://www.tillerresearch.com/tillers_guide.html

TECHNOLOGY

RECOMMENDED

▶ *Find it Online – fourth Edition: The Complete Guide to Online Research*. Alan M. Schlein. Facts on Demand Press. 2004. ISBN 1889150452. \$21.95.

- Includes tips and search strategies from 20 information industry experts
- A coaching tool that shows readers how to do comprehensive and reliable research in hundreds of disciplines

▶ *The Rough Guide to the Internet*. Angus J. Kennedy. Rough Guides. 2004. ISBN 0003481843. \$11.99.

- The entries condense useful information in a non-technical, non-threatening format for beginners.

PROFESSIONAL LIBRARY JOURNALS

ALL TITLES AVAILABLE ON INFOTRAC

The following titles are available full-text on Gale's InfoTrac Professional Collection database. If you need help accessing these titles call: 1-800-340-3890 for further assistance.

American Libraries

Booklist

Computers in Libraries

Information Technology and Libraries

Libraries and Culture

Library Journal

Library Media Connection

Library Quarterly

Library Technology Reports

Library Trends

