

# **REFERENCE COLLECTION POLICY STATEMENT ODUM LIBRARY VALDOSTA STATE UNIVERSITY**

The subject collection development policies address the selection levels of reference materials. The information provided in this section addresses general reference materials.

## **Atlas Cases**

Only very-large standard, authoritative and class required atlases will be shelved in the atlas cases.

*The Times Atlas of the World*  
*National Geographic Atlas of the World*  
*Rand McNally Commercial Atlas and Marketing Guide*  
*The World Atlas of Agriculture*

## **Other Atlases**

Only if an atlas is consistent with the subject needs of our reference collection will it be put into the collection. Subject appropriate classification will be applied.

## **Bibliographies**

National bibliographies are a library wide issue. OCLC and the National Union Catalog are presently available. Specialized bibliographies are generally located in the circulating collection. Bibliographies with extensive-coverage or wide-appeal will be located in the reference collection, along with guides to anthologies of often-requested materials (e.g. plays, short stories, criticism, et cetera). These materials should be classed by subject content, if possible.

## **Binding**

Any paperback material that is expected to have a useful life of more than one year should be bound.

## **College Catalogs**

College catalogs are collected on microfiche. The current and previous year will kept in the library. Older sets are sent to the Admissions Office.

**College Catalog Collection**, by Career Guidance Foundation (microfiche)

### **Corporate Annual Reports**

Students are best served by requesting company annual reports that they are interested in directly from the company and/or researching the company on the internet.

### **Duplicate Copies**

Duplicate copies should be added when anticipated demand will create excessive wear on the item.

***Occupational Outlook Handbook  
Peterson's Guide to Four-year Colleges***

### **Encyclopedias**

Five sets of encyclopedias will be housed in reference. They will be updated on a rotating basis, one each year. The older editions will be sent to the circulating stacks. Yearbooks for the last five years will be retained in the Reference Collection, older ones will be sent to the stacks.

***Academic American  
Encyclopedia Americana  
Britannica  
Collier's Encyclopedia  
World Book***

### **Other Encyclopedias**

Appropriate subject encyclopedias will be housed in the reference collection by subject class. Updates will be handled by the reference librarians. Foreign language encyclopedias are in the circulating collection.

### **English Language Dictionaries**

A wide variety of regular, etymological, slang, colloquial, and dialect dictionaries and thesauri are a part of the reference collection. Reference will retain one copy of older editions of unabridged dictionaries. Older editions of abridged dictionaries will be discarded. Each floor will house a stand containing one unabridged dictionary, one large print dictionary, five abridged dictionaries (updated periodically) and five thesauri. One unabridged dictionary will be housed at the Reference Desk.

## **Foreign Language Dictionaries**

Dictionaries of foreign languages will be collected if: (1.) The language is taught on this campus; (2.) It is a major language; and (3.) It is in heavy demand by foreign students. A number of recent editions will be maintained in the Reference Collection with older editions being sent to the circulating stacks.

- French
- Japanese
- Spanish
- German
- Russian

## **Indices and Abstracts**

A variety of general periodical, newspaper, and appropriate subject specific indices and abstracts will be maintained. The most useful will be located in the index area next to the Reference Collection. It is not necessary to maintain a subscription to a paper version, if a suitable electronic version is available.

## **Maps**

The Holtzendorf Collection is the only collection of maps in the Reference area.

## **Ready Reference**

The primary purpose of the ready reference collection is to assist the librarian in answering short-answer questions. All decisions about placing materials on ready reference must be balanced against the patron's right to free access. It has a secondary purpose to control access, but the Reserve Desk is preferred for this purpose.

## **Telephone Books**

Odum Library maintains a collection of current telephone books for the South Georgia and North Florida region and major U.S. cities.