

Reference Collection

Purpose

Valdosta State University (VSU) Reference Collection materials support the information and research referral needs of the VSU community, including undergraduate students, graduate students, faculty, staff, and community members. Materials selected for the reference collection provide bibliographic and reference support to the academic mission of the University. The reference collection provides immediate resources for short-answer questions; therefore, the materials may not be borrowed for use outside of the library.

Collection Development

To ensure the relevance and currency of the Reference Collection, collection development is imperative and includes:

- Developing an up-to-date acquisition policy
- Assessing the needs of users and potential users, such as collection evaluation
- Identifying and purchasing collection needs, both online and print
- Providing collection maintenance, i.e. shelf reading, shifting, and de-acquisitioning

Reference Collection Policies

Definition

The reference collection includes materials such as dictionaries, manuals, handbooks, encyclopedias, directories, indexes, bibliographies, yearbooks, concordances, statistical compilations, and atlases.

Location

The print reference collection is located on the second floor of Odum Library in the Reference area. The collection is non-circulating with open access.

Languages

The majority of the materials are in English, except as necessary for particular subjects. Foreign language dictionaries, for example, will be collected, but foreign language subject encyclopedias will not, unless they happen to be outstanding resources in a particular field.

Geographic Area

International, national, and regional materials are featured in the collection. Priority is given to the Southeastern states, particularly Georgia and Florida, for reference materials emphasizing geographical areas in the United States.

Currency

Older standard reference works of historic and scholarly interest are selectively retained. Superseded editions are withdrawn. Items of potential historic value are transferred to the stacks or Archives for continued access.

Arrangement

Reference collection materials are arranged according to the Library of Congress (LC) classification system.

Re-classification Procedure

Requests to have titles moved from the reference collection to the stacks, or vice versa, and requests to have material re-classed within the reference collection must be approved and referred to cataloging by the Reference & Lending Services Coordinator.

Reference Review of New Materials

Reference librarians review potential reference titles placed on designated shelves in the cataloging unit. The selected titles will be cataloged for the reference collection.

Acquisitions/cataloging will set aside books for reference to review following these guidelines:

- Anything ordered from Reference Choice Cards.
- Anything that appears to be a reference book: handbooks, encyclopedias, etc.
- Bibliographies on more than one author will be considered for the reference collection.
 - Bibliographies on one author will be processed for the stacks.

Format

Reference collection materials are collected in print or electronic format. The decision is based on availability, cost, licensing considerations, and anticipated use.

Duplicate Copies

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

Policies for Specific Types of Reference Materials**Atlas Cases**

Only oversized atlases will be shelved in the atlas cases.

Bibliographies

Bibliographies with extensive coverage or wide appeal may be selected for the reference collection. All bibliographies should be cataloged for their discipline.

Anthologies

Guides to anthologies of often-requested materials (e.g. plays, short stories, criticism, etc.) may be selected for the reference collection.

Encyclopedias

The most current versions of subject encyclopedias will be in the reference collection. Updates will be handled by the reference librarians.

English Language Dictionaries

The reference collection contains a wide variety of dictionaries and thesauri.

Foreign Language Dictionaries

Dictionaries of foreign languages will be collected as need to support class and student needs. For example, French, Japanese, Spanish, German, Russian, Arabic, and Korean.

Indices and Abstracts

The majority of periodical, newspaper, and appropriate subject specific indices and abstracts are available as electronic databases. A few print indices and abstracts will be maintained.

Loose-Leaf Services

Loose-leaf are serial publications that are updated, supplemented, cumulated, and indexed by replacement pages inserted in binders. The loose-leaf service materials include but are not limited to legal, business, and scientific updates.

Directories

Directories will be selectively collected. Older editions are discarded.