

TODD WEHR MEMORIAL LIBRARY
Viterbo University
Collection Statement
Reference Collection

GENERAL PURPOSE

The Reference Collection supports academic programs with core and in-depth sources and has selective coverage for subjects not in the curriculum but of current interest. It is a collection of print and electronic resources designed to provide subject overviews and quick access to facts rather than continuous reading. When possible, the library supports faculty research and course development through acquisitions and electronic accessibility. The Library encourages use of the collection and electronic services through course-related instruction, orientations, reference services, workshops, and one-on-one interviews. In-library use is strongly encouraged.

SUBJECT AND LANGUAGE MODIFIERS

Language—English is the major language of the collection with the exception of bilingual dictionaries.

Geographical Areas--global

Subjects—eclectic and multidisciplinary reflecting the emphasis specified by departmental collections

Chronological Periods—all periods

COLLECTION LEVELS

These levels vary by discipline from basic to research levels. Reference databases are most likely to be at the research levels for selected graduate programs.

DESCRIPTIONS OF MATERIALS COLLECTED

*Criteria*¹ for selection include support of Viterbo's academic programs, comprehensiveness, intended audience, arrangement for ease of use, cost, and inclusion of indexing and cross references, table of contents, and bibliography. Electronic criteria look at ownership, licensing, updating, and access.

Formats Collected

- Almanacs and yearbooks – current editions, others in circulating collection
- Annual reviews – electronic database if available
- Bibliographies –not collected
- Biography- comprehensive, including multicultural, national, international, professional – retrospective and current
- Concordances – Shakespeare, Bible, major subjects
- Dictionaries –
 - ✚ Language – Oxford Reference Online
 - ✚ Languages taught or spoken in community and sister cities: Hmong, Spanish, French, Latin, German, Japanese, Chinese, and Italian
 - ✚ English – multiple copies for desk use, latest unabridged
 - ✚ Subject
 - ✚ Thesaurii, etymologies, usage guides
- Directories on a limited basis

- Encyclopedias
 - General Web, World Book, Britannica, Hispanic language
 - Subject specialized...
- Handbooks – current editions for subject fields in curriculum
- Legal materials are limited. Many current legal materials are located online.
- Style manuals – used on campus: Dietetic, APA, MLA, Turabian, Chicago, AMA
- Atlases and gazetteers—those not available through online maps
- Statistical works – Print: Statistical Abstract of the United States; otherwise, not generally collected if available on government web sites
- Career materials
- Not collected are corporate annual reports, ephemera, non-local telephone books, print index and abstracts for broad subject areas

Electronic Databases and References--Databases are selected to support the curriculum and benefit the widest number of users at a reasonable cost. Purchasing are through WILS, or the best deal, and have a separate budget code. Reference platforms include *Gale Virtual Reference Library*, *Salem Press*, and *Oxford Reference*. Databases include *Cochrane Library*, *DynaMed*, *Cabells Directories*, *Oxford English Dictionary*, *Oxford Art Online*, *Oxford Music Online*, *Oxford Reference*, *Naxos*, *RefWorks*, *RCLWeb*, and *UlrichsWeb*

Continuations -- Standing orders for multi-volume titles and monographic series become an on-going financial commitment to the library budget. The same selection tools and guidelines for single monographs apply. Continuations will be reviewed periodically to decide which items need to be continued and which are no longer critical to the curriculum or freely available online. Continuations have a separate budget code.

COLLECTION REVIEW AND RETENTION

Materials are reviewed regularly and outdated publications are removed to the general collection or withdrawn. Internal use statistics will be kept. Retention will depend on the subject. An inventory will be conducted as needed. Items no longer needed in reference will be shifted to the general collection or withdrawn. Consultation with appropriate departments will be undertaken as necessary.

Review Sources include *Computers in Libraries*, *Choice*, core lists for subjects collected, *Booklist*, *RCLWeb (Resources for College Libraries)*

Criteria for withdrawal--Does not support academic programs, information is not current or is not the latest edition, the same information can be found on an authoritative web page, not considered core source, multiple copies exist, a better, more recent title on the same subject exists in the collection, condition is poor,

¹ Good reference works should include:	Good reference works should exclude:
<ul style="list-style-type: none"> ➤ Clear, readable maps and photographs ➤ Beautiful photographs and illustrations that enrich the text ➤ Wide gutters, making photocopying easy ➤ Sturdy bindings, strong construction ➤ Readable, engaging text ➤ Rich scholarship ➤ Pleasing layout ➤ Excellent indexing, with indented subheadings ➤ Clearly stated selection criteria and purpose 	<ul style="list-style-type: none"> ➤ Fuzzy and poorly reproduced photographs ➤ Indexing with run-on page numbers next to entries ➤ Narrow gutters, making photocopying nearly impossible ➤ Redundancy ➤ Too many or too few volumes for the number of pages ➤ Incomplete or nonstandard citations ➤ Tiny typeface

<ul style="list-style-type: none"> ➤ Authoritative, well-documented information ➤ Good cross-references ➤ Broad audience appeal ➤ Currency ➤ Affiliation and background of contributors 	<ul style="list-style-type: none"> ➤ Too much or too little white space ➤ Weak construction or binding ➤ Inconsistent length of entries ➤ Unreferenced illustrations or photographs ➤ Dated statistics <p>Source: American Libraries, May2003, Vol. 34 Issue 5, p44, 4p</p>
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For selection guidelines for print and electronic formats, see the RUSA web page publication on reviewing resources <http://www.ala.org/ala/rusa/protocols/referenceguide/ElementsforReviews.pdf>
Elements for Basic Reviews: A Guide for Writers and Readers of Reviews of Works in All Mediums and Genres . Developed April 2005 by the ALA/RUSA, CODES Materials Reviewing Committee.