

## THE BASICS: PAPERBACK REFERENCE BOOKS

Rural libraries need sound reference collections as much as urban libraries, but often lack the resources of their city counterparts. The Central Kansas Library System developed a selected list of paperback reference books for the 60 rural libraries it serves. The list is broken into \$100 segments, with five lists in all.

Rural Libraries received the following bibliography from James Swan, Administrator of the Central Kansas Library System in Great Bend.

### FIRST \$100 PURCHASE RECOMMENDATIONS

	ISBN	
<u>Amy Vanderbilt's Everyday Etiquette.</u>	0-553-23474-9	2.67
Amy Vanderbilt. Rev. ed. Bantam, 1981. illus. index.		
<u>Bell &amp; Cohn's Handbook of Grammar, Style and Usage.</u> James Bell. 3rd ed. Glencoe Press, 1978. index.	0-02-470640-X	10.00
<u>Buying and Selling United States Coins.</u> Ken Bresset. Western Publishing, 1978. Annual. illus. index.	0-307-09052-3	1.97
<u>Comparative Guide to American Colleges.</u> James Cass. 10th ed. Harper, 1981. index.	0-06-090896-3	9.95
<u>Consumer Reports Buying Guide.</u> Consumers Union, 1983. Annual.	0-385-18349-6	2.31
<u>The Dictionary of Biography.</u> Rev. ed. Littlefield, 1975. index.	0-8226-0281-4	1.51

<u>A Doctor's Guide to Nonprescription Drugs.</u> Morton Rubinstein. New American Library, 1977. index.	0-451-07769-5	1.99
<u>Familiar Quotations.</u> John Bartlett. Citadel, 1971.	0-8065-0250-9	3.68
<u>Guinness Book of World Records.</u> Norris McWhirter. Bantam, 1983. Annual. illus.	0-553-23111-1	2.67
<u>How to Find What You Want in the Library.</u> Charlotte Gordon. Barron's, 1979. illus. index.	0-8120-0696-8	4.67
<u>Law Dictionary.</u> Steven Gifis. Barron's, 1975.	0-8120-0543-0	2.61
<u>National Zip Code and Post Office Directory.</u> GPO. Annual (Publication 65).	GPO	8.00
<u>New American Roget's College Thesaurus in Dictionary Form.</u> Philip Morehead. Rev. ed. New American Library, 1978.	0-451-11805-7	1.99
<u>Occupational Outlook for College Graduates.</u> U.S. Bureau of Labor Statistics. GPO, 1980. illus.	029-001-02066-0	9.08
<u>Old Farmer's Almanack.</u> Robert Thomas. Yankee, 1983. Annual.	0-89909-006-0	1.26
<u>Penguin Medical Encyclopedia.</u> Peter Wingate. 2nd ed. Penguin, 1976. illus.	0-14-051-048-6	6.08
<u>Rand McNally Road Atlas: US, Canada, Mexico.</u> Rand McNally. Annual. illus. (col). maps. index.	0-528-89400-5	4.76
<u>Random House Dictionary.</u> Ballantine, 1980.	0-345-30566-3	2.25

<u>Robert's Rules of Order.</u> Henry Robert. 75th ed. Morrow, 1979. index.	0-688-05306-8	3.77
<u>Weather Almanac.</u> Frank Bair. 2nd ed. Avon, 1979. index.	0-380-43000-2	7.37
<u>Webster's New World Dictionary of American Language.</u> Warner, 1982.	0-446-31051-4	2.17
<u>What Color is Your Parachute?</u> Richard Bolles. Rev. ed. Ten Speed, 1983. illus. index.	0-89815-091-4	6.20
<u>World Almanac and Book of Facts.</u> Newspaper Enterprise Association. Annual. illus. index.	0-345-30746-1	<u>3.43</u>
	Total	\$100.39

#### SECOND \$100 PURCHASE RECOMMENDATIONS

<u>Books and the Teenage Reader: Guide for Teachers, Librarians.</u> Robert Carlsen. 2nd ed. Bantam, 1980.	0-553-13332-2	2.24
<u>Cassell's New Compact German-English Dictionary.</u> H.C. Sasse. Dell, 1981.	0-440-31100-4	2.87
<u>Complete Vegetable Gardener's Sourcebook.</u> Duane Newcomb. Avon, 1980. illus. index.	0-380-75318-9	6.57
<u>Concise Oxford Dictionary of Quotations.</u> Abridged ed. Oxford University Press, 1982.	0-19-281324-2	4.98
<u>Consumer's Dictionary of Food Additives.</u> Ruth Winter. Rev. ed. Crown, 1978.	0-517-53161-5	4.67
<u>Consumer Tactics Manual: How to Get Action on Complaints.</u> John Dorfman. Atheneum, 1980.	0-689-11115-0	2.87

<u>Dictionary of Word Origins.</u> Joseph Shipley. Littlefield, 1982.	0-8226-0121-4	7.76
<u>Don't Use a Resume.</u> Richard Lathrop. Ten Speed, 1980. illus.	0-89815-027-2	1.82
<u>Dr. Greenfinger's Rx for Healthy, Vigorous Houseplants.</u> Andrew Bicknell. Crown, 1980. illus. (col.) index.	0-517-53822-9	4.04
<u>Drugs from A to Z: A Dictionary.</u> Richard Lingeman. 2nd ed. McGraw, 1974.	0-07-037912-2	5.57
<u>Dun &amp; Bradstreet's Guide to Your Investments.</u> Colburn Hardy, ed. 27th ed. Lipincott, 1982. illus. bibliog. index.	0-06-090928-5	8.07
<u>Grosset Secretarial Handbook.</u> John Clement, ed. Grosset, 1980. index.	0-448-12657-5	5.60
<u>Guide to American Literature and Backgrounds Since 1890.</u> Howard Jones. 4th ed. Harvard University Press, 1972. index.	0-674-36754-5	6.38
<u>How to Trace Your Family Tree: Easy Guide for Beginners.</u> American Genealogical Research Institute Staff. Doubleday, 1975. illus. bibliog.	0-385-09885-5	2.50
<u>Identify Your Stamps.</u> Ervin Felix. Western, 1978. illus. index.	0-307-06723-8	4.51
<u>Manual for Writers of Term Papers.</u> Kate Turabian. 4th ed. University of Chicago Press, 1973. index.	0-226-81621-4	2.91
<u>Official Congressional Directory.</u> U.S. Committee on Printing. GPO, 19 -. Biennial.	GPO	10.05
<u>The Pill Book.</u> Harold Silverman. 2nd ed. Bantam, 1982. illus. (col.) bibliog. index.	0-553-22527-8	2.61

<u>Statistical Abstract of the United States.</u> U.S. Bureau of Census. GPO, 19 -. Annual.	0081-4741	9.08
<u>World Almanac Book of Who.</u> Hana Lane, ed. Ballantine, 1980. index.	0-345-29177-8	<u>5.51</u>
	Total	\$100.61

THIRD \$100 PURCHASE RECOMMENDATIONS

<u>Audubon Society Field Guide to North American Rocks and Minerals.</u> Charles Chesterman. Knopf, 1978. illus. (part col.) bibliog. index.	0-394-50269-8	7.83
<u>Cassell's New Compact French-English Dictionary.</u> Dell, 1981.	0-440-31128-4	2.87
<u>Cassell's New Compact Spanish-English Dictionary.</u> Dell, 1982.	0-440-31129-2	2.31
<u>Complete Book of Questions and Answers Cat Owners Ask Their Vet.</u> Susan McDonough. Running Press, 1980. illus. index.	0-89471-073-7	5.57
<u>Computer Dictionary.</u> Charles Sippl. Howard W. Sams, 1982.	0-672-21652-3	9.97
<u>Criminal Law for the Layman: Guide for Citizen.</u> Fred Inbau. Chilton, 1978. index.	0-8019-6649-3	8.28
<u>Dictionary of Philosophy.</u> Peter Angeles. Harner, 1981. index.	0-06-463461-2	3.92
<u>Expert's Crossword Puzzle Dictionary.</u> Herbert Baus. Doubleday, 1973.	0-385-04788-6	4.57
<u>A Field Guide to the Birds.</u> Roger Peterson. Houghton, 1968. illus. index.	0-395-26619-X	9.62

<u>Glossary of Literary Terms.</u> M.H. Abrams. 4th ed. Holt, 1981. index.	0-03-054166-2	10.75
<u>Hammond Citation World Atlas: New Census Edition.</u> Hammond, 1982. illus. (part col.) maps. index.	0-8437-1255-4	13.11
<u>History Atlas of Our Country.</u> Hammond, 1980. illus. (col.) maps. index.	0-8437-7435-5	2.90
<u>Tracing Your Ancestry: Guide to Researching Family History.</u> Wilbur Helmbold. Oxmoor House, 1978. illus. index.	0-8487-0486-X	3.59
<u>TV Movies.</u> Leonard Maltin, ed. Signet, 1983.	0-451-11847-2	3.27
<u>Wallace-Homestead Price Guide to American Country Antiques.</u> 3rd ed. Wallace-Homestead Books, 1982. illus.	0-87069-406-5	<u>9.17</u>
	Total	\$97.73

FOURTH \$100 PURCHASE RECOMMENDATIONS

<u>Book Bait: Adult Books Popular with Young People.</u> Elinor Walker, comp. ALA, 1979. index.	0-8389-0279-0	5.21
<u>Bulfinch's Mythology.</u> Thomas Bulfinch. Abridged ed. Dell, 1959. index.	0-440-30845-3	3.77
<u>Chilton's More Miles Per Gallon Guide.</u> Chilton, 1980. illus. index.	0-8019-6908-5	10.17
<u>Dictionary of Art and Artists.</u> Peter Murray. 4th ed. Penguin, 1976.	0-14-051014-1	5.08
<u>Dictionary of Biology.</u> Edwin Steen. Barnes, 1971.	0-06-463321-7	5.57

<u>Dictionary of Modern History 1789-1945.</u> A.W. Palmer. Penguin, 1975.	0-14-051026-5	6.08
<u>Encyclopedia of Sociology.</u> Gayle Johnson, ed. New & updated. Dushkin, 1974. illus. bibliog.	0-87967-329-X	9.16
<u>Field Guide to Medicinal Wild Plants.</u> Bradford Angier. Stackpole, 1978. illus. (col.) index.	0-8117-2076-4	8.55
<u>Harvard Brief Dictionary of Music.</u> Willi Apel. Pocket, 1969. illus. plates, music.	0-671-43475-6	2.61
<u>Myths and Legends of all Nations.</u> Herbert Robinson. Littlefield, 1975. index.	0-8226-0319-5	5.87
<u>Penguin Dictionary of Geology.</u> D.G.A. Whitten. Penguin, 1976.	0-14-051049-4	6.08
<u>Peter's Quotations: Ideas for Our Time.</u> Laurence Peter. Bantam, 1979. index.	0-553-22643-6	2.58
<u>Pocket Dictionary of American Slang.</u> Pocket Books, 1968.	0-671-43227-3	2.69
<u>Poisonous Plants of the United States.</u> Walter Muenscher. Rev. ed. Macmillan, 1975. illus. index.	0-02-080870-4	4.42
<u>Rand McNally Campground and Trailer Park Guide.</u> Rand McNally, 1983. Annual. illus. maps.	0-528-84274-9	10.07
<u>Road Atlas of Europe.</u> Rand McNally, 1983. illus. maps. index.	0-528-89490-0	3.97
<u>Where Do I Go From Here with My Life?</u> John Crystal. Ten Speed, 1976. illus. appendix.	0-89815-084-1	7.42
	Total	\$99.30

FIFTH \$100 PURCHASE RECOMMENDATIONS

<u>Atlas of World Population History.</u> Colin McEvedy. Penguin, 1978. illus. maps. bibliog. index.	0-14-051076-1	5.08
<u>Handbook to Literature.</u> C. Hugh Holman. 4th ed. Bobbs, 1981.	0-672-61441-3	9.61
<u>Harper's Topical Concordance.</u> Charles Joy. Harper, 1976.	0-06-064229-7	12.77
<u>New College Encyclopedia of Music.</u> J.A. Westrup. Rev. ed. Norton, 1960. illus.	0-393-00074-5	10.07
<u>Stagecraft for Nonprofessionals.</u> F.A. Buerki. 3rd ed. University of Wisconsin Press, 1972. illus. index.	0-299-06234-1	7.25
<u>Story Programs: Source Book of</u> <u>Materials.</u> Carolyn Peterson. Scarecrow, 1980. illus. bibliog. index.	0-8108-1317-3	13.65
<u>Oxford Regional Economic Atlas: US</u> <u>and Canada.</u> 2nd ed. Oxford University Press, 1982. illus. bibliog.	0-19-894308-3	12.17
<u>Penguin Atlas of Ancient History.</u> Colin McEvedy. Penguin, 1982. maps. index.	0-14-070832-4	6.08
<u>Periodicals for School Media</u> <u>Programs.</u> Selma Richardson. ALA, 1978. index.	0-8389-0243-X	10.11
<u>Quotable Woman: Encyclopedia of</u> <u>Useful Quotations, Indexed by Subject</u> <u>and Author, 1800 On.</u> Elaine Partnow, comp. Pinnacle Books, 1980.	0-523-40874-9	<u>2.58</u>
	Total	\$89.37



<u>Facts and Figures on Government Finances.</u> Tax Foundation, 1981. Biennial. index.	GPO	15.50
<u>Yearbook of American and Canadian Churches.</u> Abingdon, 1982. Annual. illus. index.	0-687-46637-7	16.37