

Appendix C – Core Reference Tools

In previous editions of the *Ontario Public Library Guidelines*, a list of eleven basic print reference resources that every public library in Ontario should have was provided in Appendix C. Over time, it has become apparent that there are a number of reference tools for which an electronic version is the best choice. For this edition of the *Guidelines*, the list has been updated to include possible substitute titles or resources in electronic form. These titles are examples, not necessarily recommendations, and were current as of April, 2007.

Please note that, in the ‘Ready Reference’ section of Joint OLS-N/SOLS Clearinghouse at <http://www.library.on.ca/links/clearinghouse/readyref/index.htm>, there are links to most of the electronic resources listed in this appendix. In the table, the direct web link to the resource is posted. Another avenue is the resources that are now available for every public library through the Knowledge Ontario initiative, for example, databases from Thomson-Gale and EBSCO. More information on that initiative is posted at <http://knowledgeontario.ca/>.

Required resource	Print (examples)	Electronic (examples of possible resources)
1. General encyclopedia, useful to a wide range of ages, published in the last five years.	<i>World Book</i> <i>Britannica</i>	Parts available free, main parts are available by subscription through COOL (Consortium of Ontario Libraries) http://www.library.on.ca/resourcesharing/coolcpa/whatiscool.htm World Book – www.worldbook.com Britannica – www.britannica.com Free online resources (examples): The Columbia Encyclopedia http://www.bartleby.com/65/ The Wikipedia http://en.wikipedia.org/wiki/Main_Page Encyclopedias from Refdesk.com http://refdesk.com/topency.html
2. Canadian encyclopedia	No recent print	Historica Foundation maintains a Canadian encyclopedia at http://www.thecanadianencyclopedia.com/
3. English dictionary	<i>Random House</i> or <i>Canadian Oxford</i>	www.onelook.com (indexes 931 dictionaries) www.dictionary.com
4. English-French/French-English dictionary	Larousse or Collins	<i>Le grand dictionnaire terminologique</i> is a bilingual Canadian dictionary, available at http://www.granddictionnaire.com/btml/fra/r_motclef/index1024_1.asp
5. General almanac published in the last two years	<i>World Almanac & Book of Facts</i> or <i>InfoPlease Almanac</i>	<i>InfoPlease Almanac</i> is available at http://www.infoplease.com/almanacs.html The <i>CIA Factbook</i> is at https://www.cia.gov/cia/publications/factbook/index.html
6. Canadian almanac published in the last two years	<i>Canadian Almanac and Directory</i>	The <i>Canadian Almanac and Directory</i> is available online by subscription from Grey House Publishing Canada. More information on the online or print volumes is available at http://www.greyhouse.ca/almanac.htm

Required resource	Print (examples)	Electronic (examples of possible resources)
7. Current Ontario government directory	No longer available in print	INFO-GO is an online directory of government staff which is posted at http://www.infogo.gov.on.ca/infogo/mainPage.do
8. General world atlas published in the last three years	<i>New Concise World Atlas</i> (Oxford University Press, 2007)	From <i>National Geographic</i> : http://plasma.nationalgeographic.com/mapmachine/index.html From the Government of Canada: http://atlas.gc.ca/site/english/index.html From <i>Canadian Geographic</i> : http://www.canadiangeographic.ca/
9. Current telephone and postal code directories (the local telephone directory, as well as the directory for nearby larger town(s) or city(s) visited frequently by residents of community)		Bell Canada has a free resource with reverse look-up, yellow pages, and access to maps at www.canada411.ca Published under the trademark Infobel, Kapitool provides access to telephone listings from around the world posted at http://www.infobel.com/teldir/ Canada Post provides an on-line postal code search feature at http://www.canadapost.ca/segment-e.asp
10. Thesaurus	<i>Roget's</i>	Possible online choices are <i>Roget's Thesauri</i> , posted at http://www.bartleby.com/thesauri/ , and Dictionary.com which is a multi-source dictionary search service produced by Lexico Publishing and posted at www.Dictionary.com .
11. Book of quotations	<i>Bartlett's Quotations</i>	Possible online choices are the quotations service of Yahoo, posted at http://ca.dir.yahoo.com/reference/quotations/ , and the quotations services of Bartleby, posted at http://www.bartleby.com/quotations