

# 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.

**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 Superseded editions are withdrawn.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.

