

## **Reference Collection Policy**

The **John C. Hart Memorial Library** maintains a reference collection to serve the information needs of our library users. It is the library's goal to collect reference sources that provide a comprehensive overview of topics across many disciplines. The collection includes general reference, the humanities, social sciences, physical sciences, technology, history and area studies. Special attention is paid to areas of study where previous experience indicates a demand. In addition to more comprehensive reference sources, the library collects reference volumes that are used to answer specific questions. These include fact books, dictionaries, handbooks, atlases, statistical compilations, price guides and directories and phonebooks. The reference collection is also used as a depository for information of local interest produced by area municipalities, businesses and community organizations.

### **Print Reference Sources**

Print reference sources are housed in the library's reference area. Much of this material does not circulate. The library maintains two photocopy machines to help expedite use of this material. Selected reference books have been designated for three day circulation. These items are not part of comprehensive, multivolume sets. Circulating reference materials contain information that is available in other print or online reference sources. Often we have newer information sources which may not organize information in the same way. The older titles, which are retained for their supplemental information, are not considered part of our core reference collection and librarians have determined that patrons are better served by short term loans. These items circulate for three days and have a \$2.00 per day overdue charge.

The print reference collection is supplemented by an extensive circulating nonfiction collection which crosses many disciplines and by the library's periodical collection.

*approved 4/21/10*