A Brief Library & Internet Glossary

abstract A brief overview of the content of an article which provides details about the article. An abstract might be written by the author of the article, as is the case with most professional journals, or might be contributed by professional indexers, as is the case with many articles included in research databases.

almanac Usually published annually, almanacs provide a miscellany of facts. Almost encyclopedic in coverage, they are particularly good sources for finding current statistics on nearly any topic. A couple of well-known almanacs are the Time Almanac (formerly *the Information Please Almanac*) and *Whitaker's Almanack*. Both of these sources are available in the UNF Library's Reference Collection.

annotated bibliography Simply put, an annotated bibliography is an alphabetically organized reference list of sources that have been reviewed for a particular topic that also includes brief evaluative descriptions of each of the sources. Note, the operative word in this discussion is "evaluative."

anonymous FTP A means for receiving files from a remote computer without having to have an account with the remote system. Many commercial enterprises maintain anonymous ftp sites for the convenience of their customers so that customers can download updated program files directly to their machines without having to request and receive diskettes through the mail.

APA   American Psychological Association

article Much shorter than a book, an article can be as short as a paragraph or two or as long as several dozen pages. Articles can address any topic that the author decides to explore and can reflect opinion, news, research, reviews, instruction, nearly any focus. Articles appear in newspapers, magazines, trade publication, journals, and even in books. Because of their relative brevity, articles typically are used to provide up-to-date information on a wide variety of topics.

atlas Although people usually think of atlases as being collections of maps and as being devoted solely to geography, atlases can also focus on specific subjects, such as history or art or literature. Unless a library has a separate atlas collection, atlases are typically kept in a library's Reference Collection. UNF Library keeps atlases in Reference if they will fit on the shelves without making special adjustments. Those that are very large are typically housed in a separate Map/Atlas Collection located on the second floor of the library behind the Government Documents Collection. Examples of specialized atlases include the *Linguistic Atlas of the Gulf States* and the *Rand McNally Bible Atlas*, both housed in the library's Reference Collection.

author The person who actually wrote an article or book. This may at times even be a corporation, an association, or a government body. For example, the United States Department of Labor is often credited as author of many government documents.

bibliographic citation A standard reference to an information source that provides basic information necessary for locating the information again. This typically includes author's name, title of the source, periodical title (if the source is an article in a periodical), publication date, publisher, etc. The information varies according to the type of source. The various style guides set standards for each type of source to be referenced.

bibliographic style A formal set of guidelines for preparing a bibliography. Some of the most commonly used styles at a university include APA, MLA, Turabian, and Chicago.

bibliography An alphabetically arranged listing of sources of information on a subject. A typical bibliography is arranged by author's last name or by title if an author is not given for a source. A

bibliography may include periodical articles, books, videotapes, government documents, almost any type of information source that provides subject information.

bibliography (book format) Bibliographies identify books, articles, and other resources available to researchers. Usually bibliographies focus on a particular subject area, like literature or sociology or psychology, and can be used to find classic studies in a field. Examples of bibliographies kept in UNF Library's Reference Collection are the *Cambridge Bibliography of English Literature* and *Social Science Reference Sources: a Practical Guide*. Bibliographies might also be housed in other library collections, depending on their focus. A search of the library's catalog will identify where in the library a particular bibliography is shelved.

biography Biographical works are very common components of any Reference Collection. Although full length biographies may be written on major figures in any field, not every important person will be profiled in his or her own full-length biography and the full-length biographies are typically not kept in a reference collection. The most comprehensive sources for biographical information are collections of biographies like Current Biography and Grove's Dictionary of Music and Musicians. These specialized sources provide concise biographical sketches for important figures and frequently provide references to additional biographical materials. An excellent index to hundreds of biographical sources can be found in the library's print Reference Collection and in its online collections. The *Biography and Genealogy Master Index* provides historical coverage of hundreds of standard biographical works, thus making it easy for a researcher to quickly identify which biographical source to use. The library also maintains, online, an excellent full-text database called the *Biography Resource Center*. If this were a print publication, it would likely be shelved in the library's Reference Collection.

book Books are typically fairly lengthy written works that explore various topics in much greater depth than in an article. Books that are based on research typically will reference other books and a multitude of articles covering various aspects of the topic.

book review A usually brief article that provides an evaluation and appreciation of a book. A review might assess the importance of a book's contributions to a particular field of study or might make recommendations to potential readers of the book. Reviews of fiction will usually comment on originality, style, and readability. While an important tool for helping a researcher assess the value of a book to his or her research topic, a book review, by itself, is usually not sufficient for use as a source in a research project.

Boolean logic Boolean logic is based on the work of British mathematician George Boole, whose work in algebra established the logical principles of set theory. In database searching, Boolean logic is used to connect search terms in a logical manner in order to get better results. The Boolean connectors are AND, OR, and NOT. AND is used to narrow a search by requiring that all terms entered are matched in the search results. OR is used to broaden a search by requiring that any of the terms entered match in the search results. OR is useful for finding synonyms in a single search. NOT is used to narrow results by eliminating search terms from the result. AND, OR, and NOT can be used in combination to more specifically describe a search.

Chicago This refers to the Chicago Manual of Style.

chronology A chronology documents events over a period of time, frequently in time-line fashion. If, for example, you are interested in researching scientific progress during the 19th century, a chronology of science will give you a year-by-year, and possibly day-by-day, overview of the major scientific events for the 19th and other centuries. Some chronologies, such as the *People's Chronology: a Year-by-Year Record of Human Events from Prehistory to the Present*, cover important events regardless of area. Others may focus on a specific subject, like the *Chronological Outline of American Literature*.

compiler The person who collected information to be included in a published work. For example, a collection of quotes from different authors would be considered a compilation. The selector and organizer would be considered the compiler.

corporate author When a book or article is prepared by an organization, by a company, or by a government body, the group that prepared the publication is referred to as a corporate author.

dictionary Most people think of Webster when they hear the word dictionary. But dictionaries of the English language or of foreign languages are not the only types of dictionaries available in a Reference Collection. For nearly any subject area, a specialized dictionary of terms is available. Some typical examples in UNF Library include the *Cambridge Dictionary of Astronomy* and the *Computer Glossary: the Complete Illustrated Dictionary*. Rather than just give definitions, many specialized dictionaries are actually mini-encyclopedias, providing concise reference articles on major and minor concepts within a field.

digest A digest is an organized collection of summaries of longer documents in an area. For example, court decisions are frequently made more accessible through the use of digests. A court digest will summarize the main points of the court decisions included and will provide access by key word or subject. One example of a case digest is the *Supreme Court Digest*, a compilation by subject of all decisions heard by the United States Supreme Court. Digests aren't limited just to court decisions. One of the most notable and frequently used digests kept in a library is the *Book Review Digest*, which provides year-by-year summaries of book reviews published in a variety of sources. The *Book Review Digest* is housed in UNF's Index/Abstract Collection located on the 3rd floor of the library. Many libraries will include their indexes and abstracts directly in the Reference Collection. The UNF Library does not.

directory Directories typically provide contact information for people and organizations, but may also provide additional background information as well. One of the most frequently used directories for information on the United States Government, the *Federal Regulatory Directory* provides information about federal agencies and their staff, including the scope of the agency's responsibilities and contact information for all key figures. The Reference Collection will have directories for many different disciplines and areas of interest.

discovery tool Simply put, a "discovery tool" is an electronic system used by libraries to tie together their many research systems into a single searchable system. Current discovery tools operate similar to Google, in that they pull information from all available sources, provide search capabilities, including searching full text, and then provide direct access to the full documents if they are available.

DNS Domain Name System. A system for assigning addresses to computers and people connected to the Internet. The name can be represented both with words and with numbers. Domain name servers "resolve" Internet names and assign numeric addresses so that one computer can find another over the Internet. Root domain names can indicate country of origin and/or type of website. For example, .com addresses indicate commercial websites, while an address like .co.uk indicates a commercial website in the United Kingdom. A listing of current "top level" domain names is available from the Internet Assigned Numbers Authority (IANA) website.

DOI Digital Object Identifier. A permanent link to an electronic copy of a journal article. The DOI system has been adopted by a wide range of journal publishers as a means of identifying the articles that they publish. A number of citation styles now require the DOI as a part of the article citation in a bibliography. Both APA and Turabian now require the inclusion of DOIs when they are available.

editor The person who selected and commented on materials to be included in a collected work or the person who worked with the author of a work in preparing it for publication. The editor may also make written contributions to the article or book, but typically plays more of an advisory role in the preparation.

email Electronic Mail. A system for sending and receiving messages on a single computer system or on an interconnection of computer systems, such as the Internet.

encyclopedia Nearly everyone has heard of the *Encyclopædia Britannica* and understands that it gathers together research length articles on nearly any subject that a person might want to explore. In addition to such comprehensive, general encyclopedias, researchers can likely find

specialized encyclopedias that focus on narrower fields of knowledge in a library's Reference Collection. For example, a researcher trying to find out more information on the "Underground Railroad" might find the African American Encyclopedia an invaluable starting point. A researcher looking into cultural influences on American popular music might find the *Encyclopedia of American Cultural & Intellectual History* a useful resource for identifying ideas and further resources.

Florida Documents Classification System The Florida Documents Classification System is based on the SuDocs system and is used to categorize publications of the State of Florida by issuing agency or department. It is also used to assign shelf numbers to printed documents.

FTP   File Transfer Protocol. An application that allows users to send and receive files between remote computers. FTP allows a user to save a file to disk, disconnect from the remote system, and then to view or execute the file on the local machine without continuing to maintain a telephone line connection to the remote machine.

gazetteer A gazetteer is a geographical dictionary that includes brief descriptive, geographical, historical, and/or statistical information on specific places. For example, the Columbia Gazetteer of North America provides brief description and location information for places throughout North America. Library Reference Collections typically have numerous gazetteers covering the entire world or regions of the world. Occasionally, a gazetteer may focus on a specific subject area, such as is the case with the reference work, *Susan B. Anthony Slept Here: a Guide to American Women's Landmarks*.

GIF   Graphical Interchange Format. One of several formats used to present images (pictures) over the Internet.

Gopher A text-based Internet protocol developed by the University of Minnesota in 1991. In its heyday, more than 5,000 gopher servers worldwide provided users with subject access to files available over the Internet. Currently, there might be a couple of hundred Gopher servers still in operation.

government document Any publication by a government agency or department is typically referred to as a government document. Some documents may be as brief as one page, while other may be multiple hundreds of pages long.

handbook Also frequently referred to as manuals, handbooks are typically practitioners' guides to specific fields. For example, a chemist or physicist will be familiar with the *CRC Handbook of Chemistry and Physics*, a standard reference for the chemical and physical sciences. An educator will likely be familiar with the *Fourth Handbook of Research on Teaching*. Handbooks will also be available in the library's general collection, but the Reference Collection is typically the home for the most recent editions of specialized handbooks for various fields of research.

homepage The start page for a website. The start page is normally named index.html, which enables web browsers to find the start page for any address typed into the URL location box. The home page at a minimum should provide information about the website, who operates and maintains the site, and links into the content available at the site. The University of North Florida's homepage is at http://www.unf.edu. The Thomas G. Carpenter Library's homepage is at http://www.unf.edu/library.

HTML   Hypertext Markup Language. A standard for presenting information on the World Wide Web. Documents formatted for html include codes that allow text to be displayed with various fonts, sizes, and attributes as well as instructions to load pictures, sounds, and motion pictures.

HTTP   Hypertext Transfer Protocol. A set of rules by which information is transmitted across the Internet. HTTP provides a transport system for your local computer to receive data from another computer.

hyperlink A link to additional information either within a web document or in other web documents. Hyperlinks are indicated by highlighting and/or underlining within a web page.

index   Indexes are usually thought of as guides to articles in periodicals and newspapers. While this is generally true, there are other types of indexes as well. For example, the UNF Library's

Reference Collection houses nearly 500 reference works that are described as indexes; only a portion of these are actually indexes to periodicals and newspapers. *Columbia Granger's Index to Poetry in Anthologies* is a prime example of an index that doesn't cover periodicals. The *Columbia Granger's* indexes books of poetry, thus making it easier for a researcher to track down a specific poem in a collection. This is just one example of the many types of indexes typically found in a library's Reference Collection.

information In human terms and in the broadest sense, information is anything that a person is capable of perceiving. This can include written communications, spoken communications, photographs, art, music, nearly anything that is perceivable.

Internet A world wide interconnection of computer systems that are able to communicate with each other using a common set of protocols. The standard for Internet communication is called TCP/IP. TCP/IP allows computers, regardless of operating systems (DOS, Windows, UNIX, etc.), to exchange data. The Internet had its foundations with ARPANET, an interconnection of computers worldwide that assisted the U.S. Department of Defense to maintain secure contacts worldwide in the event of national emergency.

ISBN International Standard Book Number. A standard number assigned to an individual book to help identify it.

ISSN International Standard Serial Number. A standard number assigned to a serial publication (magazine, journal, serially published monograph, etc.) to help identify it.

issue A single, regular publication of a journal, magazine, newspaper, newsletter, or trade publication. A magazine or journal that publishes monthly will have twelve issues in a year. News magazines like Time and Newsweek publish weekly and will have 52 issues in a year. Newspapers might publish daily or weekly. A daily will have 365 issues in a year. Issues are usually numbered, so a journal that publishes twelve issues in a year starting with January will number each issue sequentially (issue 1, January; issue 2, February; issue 3, March; etc.).

journal A regularly published collection of articles that focus on topics specific to a particular academic discipline or profession. Journals might be published monthly, bi-monthly, quarterly, semi-annually, or even annually. Probably the most common publication frequency is monthly and quarterly. Journal articles are typically of substantial length (often more than 10 pages) and usually reflect research, whether it be surveys of existing research or discussions of original research. Most journal articles will be prefaced with an abstract and will include extensive documentation within the article or at the end of the article. Most research begins with a survey of existing literature on a topic and proceeds with the development of new ideas or new research into a topic. Articles are usually written by experts in their fields, although journals might also publish letters from their readership commenting on articles that have been published in previous issues. Journals might also include opinion articles or editorials. Examples of journals include *Journal of the American Medical Association*, *American Sociological Review*, *Psychological Reports*, *Publications of the Modern Language Association*, *Educational Research Quarterly*, and *Evolutionary Biology*.

JPEG Joint Photographic Experts Group. A standard for presenting images over the Internet. The JPEG or JPG format supports varying levels of file compression which enables quicker transfer of images over a network.

LC Library of Congress

LC classification Library of Congress Classification

library Libraries are collections of books, magazines, journals, and other materials. They may provide open access to the public or may be restricted to specific groups of users. Modern libraries also function as information gateways, providing their users with access to electronic materials that would not otherwise be readily available.

literature review An important part of nearly any research project, a literature review consists of a survey of previously published or nonpublished materials that focus on a particular subject under investigation. For example, a researcher looking into whether there is a relationship

between musical aptitude and academic achievement in elementary age students would begin by looking for articles, books, and other materials that reflected previous research into this topic. The function of the review is to identify what is already known about the topic and to provide a knowledge foundation for the current study.

magazine A regularly published collection of articles that might focus on any topic in general or on topics of interest to a specific group, such as sports fans or music fans or home decorators. Magazines might be published weekly, monthly, semi-monthly or only several times a year. More commonly, magazines are published weekly or monthly. Articles in magazines are typically written for the general reading public and don't reflect in-depth research (an exception might be an investigative report written in a news magazine that involved weeks or months of research and interviews to complete). Most magazine articles do not list references and are written by the magazine's own staff writers. In general, magazine articles are easy to read, are fairly brief in length, and may include illustrations or photographs. Magazines also rely heavily on advertisements targeted to consumers as a source of revenue. Examples of magazines include *Time*, *Newsweek*, *Rolling Stone*, *Popular Mechanics*, *Car and Driver*, *Interview*, *Good Housekeeping*, *Elle*, *GQ*, and *Sports Illustrated*.

metadata Description of materials, physical or electronic, that provides further understanding of what the materials are. For example, a library's catalog includes metadata about books that are housed in the library's collection. Such metadata include information about the subjects covered in the books, the authors who wrote the books, the physical descriptions of the books, etc. The whole purpose of this type of description is to facilitate organizing and searching for the materials.

MIME Multipurpose Internet Mail Extensions. Files available over the Internet may be saved in many formats, including plain text, html, and gif. Web browsers use MIME type definitions to identify file formats

MLA Modern Language Association

monograph Any non-serial publication, but, more specifically, a book-length, thoroughly researched, single work that focusses on a specific subject in great detail. Books may frequently be referred to as monographs, but the term is more accurately attributed to scholarly books that have as their focus a single subject.

MPEG Motion Pictures Expert Group. One of several standards for presenting motion pictures over the Internet.

newsletter A regularly published collection of brief news articles of interest to members of a particular community. Professional associations might issue newsletters to keep their membership up to date. Businesses and schools might issue newsletters to keep their constituents up to date. Nearly any type of organization or society might have its own newsletter. Articles in newsletters are typically very brief and the entire newsletter itself might be only a couple or half a dozen pages in length. These are usually internal publications that have interest mainly to people who participate in the activities of the issuing body. They are frequently used to inform members of an organization of upcoming events. Examples of newsletters include 401(k) Advisor, *Adult Day Services Letter*, *Black History News & Notes*, *Credit Card Weekly*, *Education Business Weekly*, *Music Critics Association Newsletter*, and *Student Aid News*.

newspaper A regularly published collection of fairly brief articles that provide updates on current events and interests. Newspapers are generally published daily, weekly, and bi-weekly, although they may have less regular publication schedules. Most major newspapers publish daily, with expanded coverage on the weekends. Newspapers can be national or international in focus or might be targeted strictly to a particular community or locality. Newspaper articles are written largely by newspaper staff and editors and often do not provide authors' names. Many of the articles appearing in national, international, and regional papers are written by various wire service writers and are nationally or internationally syndicated. Examples of wire services are Reuters and the Associated Press. Newspapers rely on advertising for a part of their income and might also include photographs and even full color illustrations of photos. A common feature of

most newspapers is its editorial page, where the editors express opinions on timely topics and invite their readers to submit their opinions. Examples of newspapers include *New York Times*, *Times of London*, *Florida Times-Union*, *Tampa Tribune*, *Denver Post*, *Guardian*, and *USA Today*.

OPAC   Online Public Access Catalog

peer reviewed/refereed journal   Most academic/scholarly journals use subject experts or "peers" to review articles being considered for publication. Reviewers will carefully examine articles to ensure that they meet journal criteria for subject matter and style. The process ensures that articles are appropriate to a particular journal and that they are of the highest quality.

periodical   A regularly published collection of articles, reviews, stories and other types of short works by a variety of authors. Periodicals are usually very regular in frequency (weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually) and follow a designated publication schedule. Magazines and journals are probably the most recognized types of periodicals.

pictorial work   Certain subjects can be explained better if they are illustrated. Pictorial works use photographs, drawings, or other types of illustration to help develop clearer understandings of various topics. Some examples of typical pictorial works in the UNF Library's Reference Collection are the *Cambridge Illustrated Glossary of Botanical Terms*, the *Visual Food Encyclopedia*, and the *World Atlas of Birds*. Many specialized encyclopedias and dictionaries will include illustrative materials, but those that are profusely illustrated may be described as "pictorial works" in the catalog.

PNG   Portable Network Graphic. An open standard for presenting images over the Internet that supports lossless file compression. More information on the PNG format is available online.

publishing information   Includes place of publication, name of the publishing company, and year of publication.

search engine   Software that facilitates searching Internet documents. Well-known Internet search engines include Google, Yahoo, and Microsoft's Live Search. Search engines vary widely in their coverage of the Internet. So-called metacrawlers can be used to return top listings from numerous search engines at one time. One of the better known metacrawlers is Dogpile. A more structured means of finding information on the Internet is to use a Web directory like Yahoo Directory or Google Directory. Directories of Internet content take an approach similar to traditional catalogs and indexes in that they are based on predefined subjects and provide access to materials that, in many cases, have been reviewed.

serial   A publication that is issued in parts and that is planned as an ongoing, continuous publication. Serials include periodicals, annuals, and other regularly issued publications, and may include monographs that are issued in numbers.

statistical work   Reference Collections are particularly strong in their offerings of statistical works. Researchers looking for data on nearly any subject can likely find ample statistical data in a library's Reference Collection. Sources like Key Indicators of County Growth and *Sourcebook of Zip Code Demographics* are excellent sources for demographic information. Books like Global Report on Crime and Justice provide current figures related to criminal justice, while books like *Americans at Play: Demographics of Outdoor Recreation & Travel* provide data on how Americans spend their leisure time. Regardless of subject, a library's Reference Collection should have a source that provides statistical data specific to the subject.

subject classification   A schema used to categorize collected materials -- books, articles, videos, etc. -- into detailed subject categories. The purpose of a classification system is to make materials discoverable by subject and to provide organization to collections of materials.

SuDocs   Superintendent of Documents Classification System. This system is used to organize publications of the United States Government into categories based upon issuing department or agency. Libraries use the SuDocs system to assign call numbers to documents and place them on shelves.

TCP/IP   Transmission Control Protocol/Internet Protocol. This set of protocols manages connections between computer systems. Data is sent over TCP/IP in packets, small chunks of data that are

keyed to other packets that are needed to complete the transmission of a file. Every document that you view or every file that you receive over the Internet is sent piecemeal via phone using the TCP/IP protocols.

telnet An application that allows a user to connect to a remote computer and use it as though the user's computer was a terminal connected directly to it. This includes allowing the user to run programs based on the remote machine. For example, authorized users can connect to the UNF Web server (osprey.unf.edu) using secure telnet.

TIFF Tagged Image File Format. A commonly used digital picture format. TIFF or TIF files include not only the digital image but information about the image saved into a single file and can take advantage of various means for compressing files to reduce sizes. Compression is lossless, so the original image information is retained.

tn3270 Telnet 3270 is a form of telnet that makes your computer look like a terminal connected to an IBM mainframe computer. TN3270 was frequently used as a means for connecting to text-based library catalogs.

trade journal A regularly published collection of articles that address topics of interest to members of a particular profession, such as law enforcement or advertising or banking. Articles tend to be brief and often report on developments and news within a field and might summarize current research being done in a particular area. Trade journals might also include editorials, letters to the editor, photo essays, and advertisements that target members of the profession. While trade journal articles might include references, the reference lists tend to be brief and don't reflect thorough reviews of the literature. Articles are usually written with the particular profession in mind, but are generally pretty accessible so that a person wishing to learn more about the profession would still be able to understand the articles. Examples of trade journals include *Police Chief*, *Education Digest*, *Energy Weekly News*, *Aviation Week and Space Technology*, *Engineering News Record*, *Design News*, and *Traffic World*.

Turabian This refers to Kate Turabian's Manual for Writers of Term Papers, Theses, and Dissertations.

URL Uniform Resource Locator. The URL identifies to a Web browser the address and type of Internet resource to which your computer is connecting. Types of resources include HTML servers, gopher servers, veronica servers, and ftp servers, each of which has its own set of protocols.

volume Most journals and many magazines, newsletters, newspapers, and trade publications assign volume numbers to a year's worth or half a year's worth of issues. For example, a journal that publishes four times a year (quarterly) might assign each yearly collection of four issues a volume number to help identify which issues of the journal were published during a particular year. Publications that publish more frequently than monthly might also assign volume numbers, but they might change volume numbers mid-year, so that there might be two volumes in any one publishing year.

VRML Virtual Reality Modeling Language. Still under development, VRML is currently used for three dimensional image representation on the WEB.

web browser A computer program, like Mozilla Firefox, Microsoft Internet Explorer, and Opera, that can connect to a web server and retrieve information on demand. The purpose of the browser is not only to allow connection to a website but to correctly "render" pages that it finds. Pages might consist mainly of text, but could very easily include special formatting and all kinds of images and multimedia content. The browser interprets the page layout and allows for viewing the content.

web crawler A computerized "robot" that connects to responding computer systems, follows links to documents, and compiles an index of those links and the information available via the links. Most full-fledged search engines make use of web crawler technology to build their indexes of Internet content.

web server A computer system that provides access to information over the World Wide Web. Web browsers are able to display content located on Web servers world-wide.

World Wide Web (WWW) An interconnection of computer information systems available via the Internet. The Web supports the graphical user interface (GUI) that is so familiar to Macintosh and Windows users. Additionally, the Web can also support sound, pictures, and motion pictures.

yearbook Yearbooks can provide statistical data as well as topical articles updating information in a variety of areas. The most commonly thought of yearbooks are encyclopedia yearbooks. These yearly publications are used to update the information contained in a set of encyclopedias in between revisions. An encyclopedia may not be revised on a yearly basis, so the yearbooks provide the means for keeping the articles up to date without publishing a whole new edition. Yearbooks may also be issued to update knowledge in a particular field. Examples of yearbooks in the the UNF Library's Reference Collection include the *Broadway Yearbook*, which provides a recap of the year's theatrical events, and the *Europa World Yearbook*, which annually updates information on every country of the world.

Reading by Jim Alderman. Updated March 2014.