

ALMANACS, YEARBOOKS AND HANDBOOKS

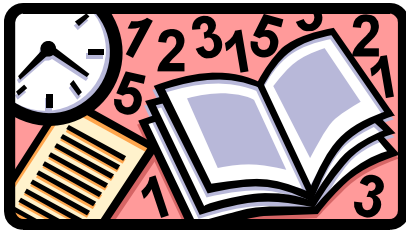
Study/Discussion Questions

1. Define almanac and give its purpose. **An almanac is an annual publication containing tabular information in a particular field or fields often arranged according to calendar.**
The primary purpose of an almanac is providing information about the calendar and weather useful in agriculture, timelines, astronomy and other useful tidbits.
2. What is a yearbook and how is it best used? **A book published annually containing information, statistics, etc. about the past year. Mastering the indexes is the key to using yearbooks.**
3. What is a handbook? **A handbook is a book of instruction or guidance, reference in a particular field, or a scholarly book on a specific subject.**
What is its purpose? **To guide people in day-to-day living.**
4. What is a ready reference question? **A ready reference question is considered to be one that can be answered quickly by consulting only one or two reference tools. Give an example. What is the area code for Concord, CA**
5. What is a directional question? **When a patron asks a question that is directional in nature. Give an example. Where is the bathroom?**

Practical Exercises

1. What is the significance of April 19 in Venezuela? **Military and business coup unseats Chavez from his seat. (Time Almanac, 2005)**
2. Where would you find a diagram for a formal dinner place setting? **EmilyPost.com everyday etiquette...table settings**
3. Where is the world's oldest surviving working clock? **Wurzburg, Germany (Famous First Facts)**
4. What is the hardest substance in the human body? **Tooth enamel (Google: Science & nature: Human Body)**
5. **Science & nature: Human Body)**
6. Who was Odin in Norse mythology? **Norse god who regulated the seasons/ father of Thor (Barleby.com. great books online)**
7. Who won the New York Drama Critic's Circle Award in 1954-55? **Cat on a Hot Tin Roof - Tenn. Williams (Information Please)**

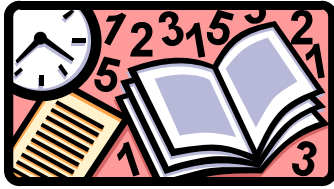
8. Who said, "The only way to get rid of temptation is to yield to it"? **Oscar Wilde (Barleby.com Great Books online)**
9. What player was picked first in the NBA draft in 1993 and by what team? **Chris Webber/ Orlando (Information please)**
10. When was the Warsaw Pact dissolved? **July 1, 1991 (Time, 2005)**
11. What is the correct way to address a letter to your representative in Congress? **The Honorable (Full Name), (Room #) (Name) House Office Building, United States House of Representatives, Washington, DC 20515, Dear Representative: (usgovinfo.about.com)**
12. What percentage of American households owned cats in 1993? **32% (yellowpages & city guide)**
13. What is the average sale price of a home in Schenectady, NY? **\$58,300 /2000 (yellowpages & city guide/ census/census)**
14. What is the median age of men living in Lexington, KY? **33 (Lexington KY census and demographic info)**



Almanacs and/or Yearbooks

Brunner, B. (Ed) (2004) Time almanac with information please: 2005. Neadham, MA: Pearson Education, Inc.

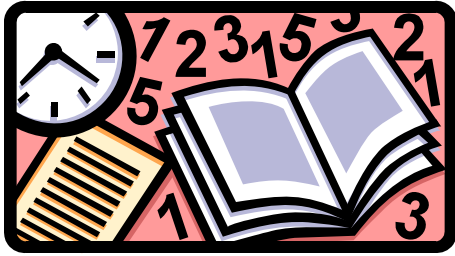
- Purpose:** To provide people an” authoritative, comprehensive, easy to use” fact-finding book covering the events of 2004.
- Authority:** Borgna Brunner, Editor in chief. Pearson Education, Inc. of Information Please and TIME.
- Scope:** A complete timeline in regards to politics, weather, the Olympics, wars and discoveries in science.
- Format:** Large paperback volume that uses indexes to find information
- Arrangement:** Indexes by sections, keyword then comprehensive. These indexes cross-reference the subjects
- Entries:** Vary in according to the information. Charts, maps, columns, listings and illustrations.
- Special Features:** Maps, photo gallery, A-Z Health update.
- Use:** Used by librarians, scholars, students and anyone else looking for facts.
- Critique:** Must use index in order to get around. Would prefer that the subject information was indexed alphabetically. Would like to see more information in regards to demographics. Very accurate, would like to know were they got the information.
Does the print have to be so small?



HANDBOOKS

Bader, M.H.((1998)10,000 Food facts, chef's secrets & household hints. Las Vegas, NV: Northstar Publishing

- Purpose:** To be the “ultimate household reference guide”.
- Authority:** Dr. Myles H. Bader “The Wizard of Food”
- Scope:** A quick reference guide in regards to nutrition, sanitation and terminology
- Format:** Large hardback book. Has table of contents and index. Good solid information.
- Arrangement:** Table of contents are arranged by subject. A food terminology glossary is towards the back as well as an index that cross-references with glossary and table of contents.
- Entries:** Most entries are brief (like a hint). Others contain charts, description background information and listings.
- Special Features:** Consumers beware and grocery store smarts.
- Use:** If you eat this is the book for you.
- Critique:** Slightly outdated in regards to some information (mercury in tuna, eating before taking antibiotics), there is a 2002 version out there that may have updated information. Good index. Easy to use. Would make a great ready- reference book on the quick. Lacking resource citations for further research.



Handbooks

Sutro, D., (1998) Jazz for dummies. New, NY: IDG Books worldwide.

- Purpose:** To provide comprehensive background into the world of jazz music.
- Authority:** Sutro, Dirk and International Data Group.
- Scope:** Covers the history of Jazz, instruments, musicians, types of jazz and resources.
- Format:** The recognizable Dummies series in yellow paperback that includes icons, illustrations, who's who and history.
- Arrangement:** Introduction to the subject, table of contents, appendixes and index.
- Entries:** Descriptive and easy to read. Usually includes dates and definitions of a category.
- Special Features:** Appendix A: "Starting a collection" and a large resources chapter. CD from the author about Jazz.
- Use:** Any of the Dummies series are useful in any library setting. This Jazz handbook is good for any up and coming musician, liberal arts student or jazz fan.
- Critique:** A great supplement reference book on a specific subject. This particular series has lots of music trivia information and instrument theory. Could use a glossary, but the index does a good job cross-referencing the information. I'm admittedly biased because I like the Dummies series, they are easy to thumb through, and the authors are always relevant and knowledgeable about their subjects and are usually well rounded. The information is relatively unbiased and they have lots of good resources. Unfortunately there are so many of these series it would be impossible to hold them only in a reference section. If they haven't considered it viable already, a complete Dummies subject index reference book should be considered.