

<b>Responsibility:</b>	Liaison Librarian responsible for Reference	<b>Approval:</b>	Head of Collections
<b>Approval date:</b>	July 1, 2014	<b>Issue date:</b>	July 1, 2014
<b>Next review:</b>	June 2015		

## Purpose

1. To provide quick, unlimited, 24/7 access to reference materials, on and off-campus (electronic).
2. To quickly locate items frequently used in providing service at the Help Desk (print)
3. To provide convenient access to materials which are frequently included in course assignments.

## Scope

1. Resources should provide information of a general and introductory nature or be an accurate pointer to additional information/resources, rather than providing in-depth, research information.
2. Resources should have high authority, high accuracy, high currency, and high objectivity.
3. Resources should be interdisciplinary in nature (when relevant).
4. Only the most recent edition will be available - previous editions to be moved to stacks or weeded (print)
5. The print collection will have a moving wall of 5yrs (when relevant).
6. The e-Collection should be available through an aggregator search platform & offer unlimited access (when available). Eg. GVRL, Oxford Reference.

## Categories *(with examples)*

- Style Guides/ Writing Resources  
*Chicago Manual of Style, Fit to Print*
- Language Dictionaries  
*Oxford English Dictionary, Oxford-Duden German Dictionary*
- Almanacs & Factbooks  
*Whitaker's Almanack, Almanac of Business and Industrial Financial Ratios*
- Indices  
*Columbia Granger's Index to Poetry, Play Index*
- Statistical Information/Demographics  
*Europa World Year Book, Canada InfoDesk*
- Tests  
*Measures for Clinical Practice*
- Directories  
*Vernon's City Directories, Scott's Directories*
- Subject Dictionaries  
*Dictionary of Canadian Law, The New Palgrave Dictionary of Economics*
- Subject Specific resources heavily used for courses  
*Encyclopedia of the Renaissance, Diagnostic and Statistical Manual of Mental Disorders : DSM-5, Stanford Encyclopedia of Philosophy*