

Library Instruction 2
For Lessons 7-10
Notebook on Reserve

Lesson E
Encyclopedias, Yearbooks, & Almanacs

This lesson has 10 pages.
Please check to be sure the complete lesson is in the notebook.
If it is not, contact the instructor.

When you have finished the lesson, please be sure all pages are back in the notebook. Thanks.

You may photocopy any part of the lesson.

If you do not wish to copy any of it, write your answers on another paper and hand them in.

LIBRARY INSTRUCTION 2

LESSON E: ENCYCLOPEDIAS, YEARBOOKS AND ALMANACS

INFORMATION

The word encyclopedia is derived from a Greek phrase enkuklio paideia which means literally “education within the circle” -- those elements of learning which constitute a complete education.

Originally encyclopedias, or cyclopedias, were collections of writing by famous authors and were intended to be complete libraries so that there was no need to own any other books. However, with the beginning of the scientific approach to learning in the seventeenth century, they gradually developed into their present day forms.

Today we have two types of encyclopedias. General encyclopedias have extensive information in all branches of knowledge. It is true that some articles are brief almost to the point of being definitions similar to those found in a dictionary, but most go into some detail. Special encyclopedias treat subjects in a specific field of knowledge, such as in the Encyclopedia of the Social Sciences.

In most encyclopedias subjects are arranged alphabetically and an index is found in the last volume. The New Encyclopaedia Britannica uses a different arrangement. There is a twelve-volume “Micropaedia” section, which contains brief articles. The “Macropaedia” section is 17 volumes, and topics are covered in depth. The “Propaedia” is a single volume, which includes an “Outline of Knowledge” and a guide to the set. Information about the authors of articles can also be found in this volume (see “Initials of Contributors and Consultants”). There is also a two-volume index. Over the years, Encyclopaedia Britannica has been the most well known of the general encyclopedias.

Many special encyclopedias are available. These special encyclopedias can be a single volume or several volumes in a set. The information about a topic can range from a short summary or overview to a long, detailed analysis. Other lessons in this course introduce special encyclopedias, too.

When using any encyclopedia for the first time, it is important to read the preface or instructions. This can be found at the beginning of the book or in the first volume of a set. This is time well spent because it results in the most efficient and productive use of reference books.

When selecting an encyclopedia, consider the following: how up-to-date is the information; were the articles written by experts in the field; are there useful graphics (i.e., illustrations, photographs, maps, etc.); is the encyclopedia easy to use. Also consider how thoroughly the subject is covered. If bibliographies are included, are they current and do they seem to list important works about the subject?

Yearbooks can bring encyclopedias up to date. These encyclopedia yearbooks or annuals may also contain illustrations, information on events of the past year, obituaries, biographies, statistics, and may have lengthy feature articles on special subjects of current interest. They are valuable as a chronology of the events of a given year.

In addition, there are many specialized yearbooks; these cover a wide range of special subject matter. They are revised and updated to provide an annual survey of developments in a particular field. For example, do a **title search** in Hartnell's online catalog "Sourcebook of Criminal Justice Statistics" and read all the screens for this book.

Almanacs are similar to yearbooks; however, they also include basic information, statistics and miscellaneous facts about a wide range of subject matter, such as meteorology, sports, politics, entertainment, geography, economic conditions, etc.

Both yearbooks and almanacs are valuable for recent information. It should be noted that the information is about events of the year preceding the publication date (the year on the spine of the book). A 1998 yearbook will contain information about the events of 1997.

** To find whether the library has an encyclopedia in a given subject area, look in the online catalog under the subject. However, you need to use the subdivision **DICTIONARIES**, e.g. do a **subject heading search** in Hartnell's online catalog for "**Art – Dictionaries**" to find an article about art; or the subdivision **ENCYCLOPEDIAS**, e.g. "**Afro-American Women – encyclopedias**" to find an article about noted Afro-American women.

The distinction between a dictionary and an encyclopedia in specialized reference books is fuzzy. Sometimes, what we librarians consider an “encyclopedia” is called a “dictionary” by publishers.

To locate an encyclopedia in a foreign language, do a **subject heading search in Hartnell’s online catalog for “**encyclopedias and dictionaries**”. Look at the list of subject headings to see if we have encyclopedias in Spanish and German. You can also **limit** your search to Spanish language.

To locate general almanacs, do a **subject search in the online catalog for “**almanacs, american**”.

Now read the questions for Lesson E.

Print the questions and write the answers OR

Write the answers on an ordinary sheet of paper.

Please write your name and the name of this lesson on your paper if you do not hand in a photocopy.

Hand in your answers as soon as you have finished.

Leave all pages of this lesson in good condition in this notebook.

Thanks!

Assignment

A. Yearbooks

1. You are looking for information about world events of 1996. In which year of the Britannica Book of the Year (REF AE 5 .E364) would you check?
2. Find the above volume on the reference shelves. What country won the men's World Championship for the sport of curling in 1996?
3. What happened on August 16, 1996?

B. Almanacs

1. List two general American almanacs that can be found on the reference shelves at Hartnell College Library.
2. Use the latest editions of these reference books. In either of these volumes, where would you find a detailed index?
3. In both books look up First Aid. Write a brief paragraph (several sentences) comparing and contrasting the articles you have found. For example, you might note any facts that one almanac has, but the other does not. You may mention how the information is presented, if there are charts or tables, or if it is clear and easy to read, etc. Use the back of this page for answering this question.

(Lesson E Assignment)

Name_____

4. Use the Internet to look up an online version of the Information Please Almanac. Click on the location toolbar near the top of the page. Type in **http://www.infoplease.com/**
Type the words First Aid in the “search for” box. Click **Go!** Click on First Aid (One Almanac Article).

a. Now make the same comparisons you made in #3. What does the online version have or not have that the print versions offered?

b. What do you think about the ease of using an online version compared to the print version?

C. Special Encyclopedias

1. Give the title and complete call number for one specialized encyclopedia in each of the following subjects.

a. Sports

Title:

Call number:

b. Frontier and Pioneer Life - America

Title:

Call number:

c. Slavery

Title:

Call number:

(Lesson E Assignment)

Name_____

2. Give the title and complete call number for an encyclopedia written in the Spanish language.

Title:

Call number:

3. Use an encyclopedia in the field of LAW -- UNITED STATES to answer the following questions.

a. Look up *Miranda v. Arizona*. What did the Miranda decision do?

b. Who was the Miranda Warning named after?

c. Give the title and complete call number for the subject encyclopedia you used in the field of LAW -- UNITED STATES.

Title:

Call number:

4. Using the online catalog, look up the New Grove Dictionary of Music and Musicians.

a. What is the call number?

b. How many volumes make up this multi-volume music encyclopedia?

c. Find these volumes on the Reference shelves. Look up “bagpipe”. What are five countries where the bagpipe is a traditional folk instrument?

d. Is there a bibliography at the end of the article?

(Lesson E Assignment)

Name _____

D. General Encyclopedias

1. Using the Micropaedia section of the 1998 edition of the New Encyclopaedia Britannica (REF AE 5 .E363 1998), look up the word “clone”.

- a. Is this article signed -- is the author’s name or initials listed at the end of the article?
- b. Is there a bibliography at the end of the article?

2. Look up the word “clone” in the index of the 1997 edition of the Encyclopedia Americana (REF AE 5 .E333 1997). There are several citations given. Find the first one listed in volume 7.

- a. Is this article signed -- is the author’s name listed at the end of the article?
- b. Is there a bibliography at the end of the article?

c. Are these two encyclopedia articles about the word “clone” similar?

4. Look up “ice and ice formations” in the Macropaedia section of the 1998 edition of the New Encyclopaedia Britannica.

- a. What are the beginning and ending page numbers of this article?

Article begins on page _____ and ends on page _____.

5. Using the article outline on the first page of the article, locate the section dealing with “icebergs and pack ice”. Find this section. Within the article there is a briefer article entitled “Icebergs”.

- a. Is there discussion in this article about the “size of icebergs”?
- b. Is this article signed?

(Lesson E Assignment)

Name _____

- c. If so, what initials are given?

d. Look up these initials in the Propaedia and list this author or editor's name and who he is.

6. Look up "Titanic" in the Micropaedia section of the New Encyclopaedia Britannica (REF AE 5 .E363 1998), and in the World Book Encyclopedia (REF AE 5 .W55).

a. Describe any photographs, illustrations, diagrams, etc., found. Are they clear, current, in color, appropriate, etc.?

b. How many survivors did the *Carpathia* pick up?

c. Which articles are signed?

d. Which articles provide bibliographies or "additional resources"?

e. What difference does the date of the encyclopedia make in the accuracy of the articles? (HINT: Give the latitude and longitude of the wreck's location.)

7. Look up the subject INTELLIGENCE in Encyclopedia Americana (REF AE 5 .E333 1997) and in the New Encyclopedia Britannica, Macropaedia (REF AE 5 .E363 1998). Compare the articles in the areas listed below:

a. Are photographs, illustrations, charts, diagrams, etc., included along with the article?

b. Do these graphics supplement the text? Any other comments?

(Lesson E Assignment)

Name _____

c. Which article is more comprehensive?

d. Which article did YOU find easiest to read and understand? Why?

- e. Is there a bibliography provided at the end of each article?
- f. Which encyclopedia would YOU use if you needed general background information about intelligence? Why?
8. Use the Internet to look up an online encyclopedia. Go to the Hartnell College Library web page and click on Encyclopaedia Britannica Online. Type **intelligence** in the “Search” box. Click on the third listing in your search results list. Try out the links. Compare this article to articles found in print encyclopedias. Which article is most helpful and why?

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