The Reference Collection holds both general and subject reference works. Whilst the former contains information about a variety of topics, the latter provides information that is specifically related to one particular discipline.
Reference works include:

- Almanacs
- Atlases
- Bibliographies
- Biographies
- Concordances
- Dictionaries
- Directories
- Encyclopaedias

- Gazetteers
- Guides to literature
- Handbooks
- Indexes
- Pharmacopoeias
- Quotations
- Thesauri
- Yearbooks

Important Notice
In order to ensure their availability reference works can only be consulted in the Reference Department. They are not available for lending.
Scope and Limitations

Reference works are intended to be consulted for specific bits of information, rather than to be fully read, for example you can:

• look up *dictionaries* to find out the meaning of words

• gain initial information about a topic by the use of *encyclopaedias*

• discover where to find articles written about a particular subject by the use of *indexes* and *bibliographies*

• find out about different drugs by the use of *pharmacopoeias*

• search about the life of particular persons in *biographical dictionaries*
Standing Orders

Other works held within the Reference Collection are standing orders (S/O). Such reference works are automatically forwarded to the Library whenever the latest issue or version is published.

Some examples include:

- Laws of Malta
- Constitutions of the countries of the world
- Local court cases decisions
- British Humanities Index
- Canon Law Abstracts
- Index Islamicus
- International Who’s Who
- Whitaker’s Almanack
E-Resources

Some reference works, especially indexing and abstracting services, are available in electronic format. The Library also subscribes to a substantial number of electronic journal packages and databases, offering thousands of full-text articles, which can be accessed at:

http://www.um.edu.mt/library/elibrary
Newspapers
The Reference Department displays the most recent local and foreign newspapers. These can only be consulted in the Reference Department.

Publishers’ catalogues
The Reference Department also holds publishers’ catalogues from which patrons can discover new publications concerning various disciplines.
Recent Accessions

New additions to the Library are kept on display on the recent accessions shelves. The books are kept for one week and may not be borrowed before they are placed on the open shelves. However, these publications may be reserved in advance by filling in a reservation card and inserting it in the requested book. Reservation cards are available on the recent accessions shelves.

Foreign University Prospectuses

Furthermore, those who are interested in continuing their studies overseas, can benefit from the availability of foreign university prospectuses.
IT Facilities

The Reference Department is equipped with IT Services workstations (accessible with username and password), Online Public Access Catalogues, and a printer. Furthermore, for those patrons who would prefer to use their personal laptop, both Wi-Fi and power outlets are available.

Photocopying

Black and white photocopies of material can be produced in the Library by utilising the photocopying card that can be purchased from the Circulation Desk or the Melitensia.
Services

It is the Reference Librarian’s pleasure and responsibility to meet all types of queries made by patrons. These include:

- directional
- teaching
- technical
- bibliographical

We also provide one to one instruction sessions about:

- the library in general
- the reference collection
- the OPAC
- the use of online resources

All queries can be addressed by telephone, e-mail, or by person
Inter-Library Loans and Overseas Photocopying Service

If you need to consult books or articles that do not form part of the University of Malta Library collection, you may apply for an inter-library loan and overseas photocopying service.

For further information about this service, please access this link:

http://www.um.edu.mt/library/services/ods
For further information you are welcome to contact us by calling on telephone number 2340 2050 or by e-mail reference.lib@um.edu.mt