Chapter 1 : Role of the Library and Information Science Professionals

*Setting Up a New Library and Information Service (Chandos Information Professional Series) [Kirby Porter] on www.nxgvision.com *FREE* shipping on qualifying offers. This book is intended as a guide for those people who have been charged with establishing a library or information service in their organisation.*

Every day, many libraries and their collections are damaged by fire, flooding, high winds, power outages, and criminal behaviour. Every library needs a plan to protect its staff, sites and collections, including yours. Disaster Planning for Libraries provides a practical guide to developing a comprehensive plan for any library. Twelve chapters cover essential areas of plan development; these include an overview of the risks faced by libraries, disaster preparedness and responding to disasters, resuming operations after a disaster and assessing damage, declaring disaster and managing a crisis, cleaning up and management after a disaster and normalizing relations, staff training, testing disaster plans, and the in-house planning champion. Collaboration and cooperation has become the most frequently used method by which libraries can leverage scarce resources in order to meet an increasingly demanding user base. The book discusses how the Cooperative provides a 24 hour live chat reference service through the coordinated efforts of over 1, participating libraries in the US and the UK. CONTENTS Libraries and Risk; Disaster preparedness; Operational resumption, continuity, and recovery; Damage assessment and strategic alliances; Disaster declaration and crisis management; Clean-up, who, when and how; Post-disaster management of patrons; Normalization of operations; Staff orientation and training; Testing, auditing, updating disaster plans; The in-house planning champion; Pandemic management in libraries; Moisture control vendors and their services; Library security and loss control. The Preservation and Protection of Library Collections examines microbiological control for preservation of library and archival collections. A supporting tool for conservators, this title should be integrated into conservation and preservation policy. CONTENTS The nature of the library collections; Physical and chemicals factors - impact on microbiological issues; Biological factors; Methods of the microbiological control of the air; Methods of the microbiological control of the objects; Methods of disinfection of the objects; Methods of microbiological control and evaluation of the collections; Disaster response; Vocabulary; Appendices; Literature and references. Libraries and librarians have been defined by the book throughout modern history. What happens when society increasingly lets print go in favour of storing, retrieving and manipulating electronic information? What happens after the book? After the Book explores how the academic library of the 21st Century is first and foremost a provider of electronic information services. The book argues that librarians need to change what they know, how they work, and how they are perceived in order to succeed according to the terms of this new paradigm. The challenge of electronic resources; Diversions and half measures; The problem for libraries in the 21st Century: The need to accept a paradigm shift; Solving the problem. Part 1 Professional identity and preparation; Solving the problem. Part 2 Reorganizing libraries to serve users; Solving the problem. Do they challenge those around them to win influence and advantage? Authors offer first hand and clear examples to help librarians learn to use their influence effectively, for the betterment of their library and their career. The profession of librarianship offers the foundations for those who can lead and train others in these new skill sets, but it is a challenging time for the profession. Reinventing Librarianship argues that through a mix of reform and reinvention, librarians can take their profession forward to provide the needed value and differentiation over traditional knowledge access. The standards and intellectual freedom principles: Information literacy classes and faculty research support; Academic library 2. Privacy and intellectual freedom; Writing collection development policies; Establishing collection development priorities and allocating funds; Bridging academic units; Designing budgets; Committee work; Supervising and appraising staff; Relationships with state library associations; Relationships with vendors. Managerial development and career paths: Instructional culture; Leadership development; Grant writing and networking; Legal issues; The future of the academic library. The result is a quality collection that is clean, current, and

useful. The second edition includes expanded information on collection metrics, digital collections, and practical advice for managing collections efficiently when time and resources are tight. It also includes more real-life examples from practicing librarians in areas such as workflow analysis, collection budgets, and collection management techniques. Optimizing Academic Library Services in the Digital Milieu identifies best practices and strategies for using digital devices such as tablets, e-readers, and smartphones and copyrighted materials in academic libraries. Special consideration is given to e-books, iBooks, e-journals, and digital textbooks. This title describes how academic libraries can remain current, nimbly addressing user needs. Part 2 Practical approaches to e-content for librarians. Part 3 Emerging pedagogy and technology; Conclusion: Remaining nimble and adaptable to survive in the digital milieu. Libraries are moving away from a philosophy that is collection-centered to one focused on service. Technology is key to that change. The Patron-Driven Library explores the way technology has moved the focus from library collections to services, placing the reader at the center of library activities. The book reveals the way library users are changing, and how social networking, web delivery of information, and the uncertain landscape of e-print has energized librarians to adopt technology to meet a different model of the library while preserving core values. From the White House conferences and the golden age of libraries to challenges for libraries in the age of digital information; A culture of technology. Part 2 The rise of the librarian: A focus on readers; Information literacy and social networks; Collaborative collections; The librarian as advocate; Metrics for decisions; The extensible library; Digital collections; Data repositories, open source and the library; The new professional librarian; Whither the library? Chapters examine trends and anticipate the future, offering an authoritative overview which libraries can use as a template for immediate and successful implementation and integration into current library workflows, as well as for future planning. Excellence in the Stacks details the philosophies, practices and innovations of award-winning libraries over the last ten years. Using the Association of Research and College Libraries Excellence in Academic Libraries Award standards as guidelines for exploring librarianship, this book gathers the perspectives of all types of librarians at all levels of employment. A comparative analysis of US and Chinese academic libraries. The issues faced by Chinese libraries and librarians are those faced by library practitioners more globally, however China also has its own unique set of issues in the digital era, including developmental imbalance between East and West, urban and rural areas, and availability of skilled practitioners. Chinese Librarianship in the Digital Era is the first book on Chinese libraries responding to these issues, and more. Focusing on service; Library consortia in China: Cooperation, sharing, and reciprocity; Future prospects. The transformation of excellence; In unison with our communities and with each other: Striving for excellence in college librarianship; Looking outward: Partnerships and outreach at Hollins University; The A. Buehler Library at Elmhurst College: Handcrafted academic library services; Success through community: Spending Groundhog Day in the Kuhlthau model; Afterword: Academic library value and the college library. Transformational change may be seen as fundamentally different from other kinds of change. A part of this process is often deep level cultural change. At the individual level this may be traumatic, but at the strategic level, such change can prove essential. Planning, processes and people: Organisational resistance to change: Part 2 Transformational change: The University of Exeter experience; Leadership to transform our library: How Libraries Make Tough Choices in Difficult Times is a practical guide for library managers, offering techniques to analyze existing and potential services, implement best practices for maximizing existing resources, and utilize pressing financial scenarios in order to justify making difficult reallocation decisions. CONTENTS Considered and effective leadership; Preparing for analysis; A few important analysis techniques; Understanding and utilizing data and statistical reports; Environmental scans and the power of best practices; Key management skills that contribute to organizational leadership and direction. It shows how liaison librarians can extend their roles beyond the established one of information literacy teaching and showcases areas in which they can engage in collaborative ventures with academic and administrative staff. Designed to excite and inspire, New Directions for Academic Liaison Librarians demonstrates the potential of the liaison role and emphasises the need for flexibility, imagination and initiative

in those who hold these posts. A medical librarian in Malawi; Liaison and bibliometric support: A Friends of the Library Group; Liaison and library buildings. The book provides guidelines, methods and techniques for managing intellectual capital in a library environment. Analysis is accompanied by examples and case studies for intellectual capital utilization in libraries. New knowledge and skills are a prerequisite for library management practitioners and researchers in order to fully realize intellectual capital. Summary and final thoughts for further research. Designing Effective Library Tutorials presents studies, practical suggestions and examples to assist librarians and faculty as they develop online instruction, tutorials and learning objects, for students from diverse learning styles. Geared for the practitioner working in online learning, the book provides a summary of the current literature covering the relevance of learning styles for students in the online environment, and presents best practices for designing effective online tools for diverse learners, including suggestions for assessment of online learning. Do we need to match up learning styles with presentation styles? Overview of learning style theories and learning style results from the Mestre study; The intersection of culture and learning styles; The need for learning object development; Current practice: Electronic Resource Management tackles the central issues with the concepts of the access and management of electronic resources. It highlights the different kinds of e-resources, from e-serials and e-books to databases and digital collections that continue to bring new developments to a field that requires different systems and skills than those needed for print resources. Staffing and workflow; Electronic resource management systems: Implementation and transformation; Discovery systems, layers and tools, and the role of the electronic resource librarian; Academic library consortia and the evolving role of electronic resources and technology; Conclusion: One of the main strengths of this book is its layout and easy to read style. The same old library? Strategic planning, organizational goals and technology: What and for whom? Finding the right fit; Technology and budgeting; Evaluation: Emerging technology trends in libraries. It reviews literature published on various aspects of library classification, including modern applications of classification such as internet resource discovery, automatic book classification, text categorization, modern manifestations of classification such as taxonomies, folksonomies and ontologies and interoperable systems enabling crosswalk. The book also features classification education and an exploration of relevant topics. CONTENTS Knowledge organisation and knowledge organisation systems; Classification and its uses; Construction of classification schemes; General classification schemes; Special classification schemes and classification of non-bibliographic entities; Automatic book classification, reclassification and non-classificatory approaches to knowledge organisation; Classification education; Modern knowledge organisation systems and interoperability; Text categorisation; Classification: Theories, research trends and personalities. Strategic Business Development for Information Centres and Libraries offers methods and tools for LIS departments to ensure value and benefits are delivered to the parent organization. It also offers information on the best practice from five topperforming international LIS units. Overall, this is a very interesting and informative text. In these difficult economic times, when collections are digitized rapidly, is there still a need for a separate unit within proximity to the department, school, or college with a subject-based or subjectspecific collection? Academic Branch Libraries in Changing Times gives a brief historical overview of the role of a branch academic library.

Chapter 2 : Chandos Publishing catalogue - [PDF Document]

Chandos Information Professional Series. Setting Up a New Library and Information Service practical experience of setting up many new information services.

Information Sources and Services To read the transcript of this video, go to Transcripts. Whether locating resources online or browsing the physical collection, library users are often overwhelmed by the shear amount of information available. While some library users possess the skills necessary to address their information needs, others require the assistance of a librarian. King Google and Queen Wikipedia The amount of information available in every discipline is immense. Many reference questions can be addressed with a quick Google search or trip to Wikipedia. However, Google is simply a search engine that will direct you to an information source. Seek out primary sources or quality secondary sources closest to the original source. Be sure to check at least three sources and compare your findings before making a decision. Explore Gobs of Google by Annette Lamb. In addition, it provides a summary of information. A Google Images search conducted by dragging an image file of the American Gothic into the search tool leads to The Art Institute of Chicago and millions of places on the web that contain digital reproductions of this painting. A Google News search for Grant Wood leads to a few useful articles along with some misses. A Google Scholar search may not yield many sources with a search for Grant Wood. A Google Advanced search allows you to make your search more precise. For instance, some useful search results come from adding another term to the search. Wikipedia Wikipedia may provide an excellent overview to a topic. However use the references and external links at the bottom of the page to check their accuracy. Read Wicked or Wonderful? Think about the pros and cons of using Wikipedia for locating information. Beyond individual articles, Wikipedia also provide other ways to access information including portals , wikibooks , and wikidiversity. Sometimes, none of the quick online sources will address the information need. Over the past several years, new rules make it much more difficult build fake pages or add false data. The page has gone through several evaluations by many of the Wikipedia history groups. They have very strict structural, content, and reference requirements. While not all pages go through this process, you can use the TALK section of any page to get a sense for how the page is being administered. Information Seekers In the Real-World Helping library users address their questions can be an exciting adventure. However, these quests are much more scavenger hunts. They call for a serious search of resources to gather evidence used in making decisions or drawing conclusions. The better you know your information seekers AND the resources, the more effectively you can answer their questions. Do the same search they probably did, so you can get a feel for what your information user has already found. Describe a library user and their library skills. Use Wikipedia to start the exploration of a topic like they would. Share what you found based that search. Now, ask some deeper questions not address in Wikipedia. Describe your questions or problems. These should be questions a researcher might realistically wish to explore. Compare the findings from at least five discipline specific resources. How does the type of question impact the type of source used? What search terms did you use? Which were more of less effectively? What interesting tidbits or memorable facts did you find? Information Sources Information sources present facts, data, perspectives, and other details about a subject in a usable format that can be applied to answer questions or make decisions. These communications can take many forms including textual, image, audio, and video sharing through paper or electronic formats. According to the Online Dictionary for Library and Information Science Reitz, , a source is "any document that provides information sought by a writer, researcher, library user, or person searching an online catalog or bibliographic database. Also refers to a document that provides information copied or reproduced in another document, for example, a quotation or excerpt. For instance, dictionaries, directories, almanacs, and encyclopedia each have a particular way of arranging information. They may also cross academic disciplines. Lack of resources is rarely in the problem in this digital age. Instead, users are often overwhelmed by the seemingly endless websites and database resources available. In

addition, they face the problem of separating accurate, authoritative information from the advertisements, opinions, and just plain junk sites. Digitization of content has revolutionized how librarians create, store, retrieve, and preserve information. Library collections are rapidly shifting from a print-based to a digital delivery system. Li LiLi , 12 notes that information technology has made the delivery of information quick and easy. Read at least one of the following articles. Levine-Clark, Michael July Libraries and the Academy, 14 3 , From stacks to the web: No longer are scholarly communications restricted to peer-reviewed subscription-based journals. Increasingly, these communications are being shared through open access repositories, websites, and other digital delivery systems. Public library use of free e-resources. Journal of Librarianship and Information Science , 45 2 , Information Services Information service involves addressing the information needs of users. In many cases, librarians are involved in a reference transaction as part of this information service. This process involves consulting with library users and recommending information sources to address an information need. While these services may take place in person, they may also involve virtual communication such as e-mail, chat, texting, video conferencing, or other technology-mediated interaction. In order to address information needs, a wide range of physical and virtual resources may be used. Matching Information Users with Information Matching library users with information has always at the center of library services. Books are for use. Every person his or her book. Every book its reader. Save the time of the reader. A library is a growing organism. Keep these ageless laws in mind as you connect library users with information sources. According to The Guide to Reference: In Research within the Disciplines, Keeran and Levine-Clark , vii stress that librarians need a deep understanding of research needs within the disciplines to be successful when working with content-area experts and professionals. The main branches include humanities, social science, and science. A discipline is an academic field that is sometimes, but not always connected with a profession. A discipline includes not only the knowledge associated with the area, but also the connected people, communities, projects, and research. A growing number of sub-disciplines have emerged that fall under traditional disciplines. From instance phonology is a sub-discipline of linguistics. Social psychology is a sub-discipline within psychology. In some cases, sub-disciplines are interdisciplinary crossing traditional branches of knowledge. For instance, bioethics, cyberethics, and business ethics all fall under the discipline of ethics but also fit under biology, computer science, and business. Beyond the Traditional Disciplines Some sub-disciplines are difficult to pigeonhole into a particular discipline. They may bridge several disciplines. While you may be concentrating on a particular discipline, keep in mind that many areas interact with multiple fields. This area contains aspects of philosophy, ethics, law, business, science, and others. Humane Society University provides a subject guide to information dealing with this topic. Notice that many different areas that come together. Also, notice that separate guides are provided for exploration in each area including business, culture, education, government, health, and law. Can you think of other topics that incorporate many different fields of study? Multidisciplinary approaches draw on multiple disciplines rather than creating a new, separate discipline. Health care is a prime example. Specialists in art therapy, music therapy, sociology and social work, medicine, and non-profit business among many others are all concerned with the area of health care. These people from different disciplines work together to address challenges. Trans-disciplinary approaches are used when researchers cross many disciplines to create a holistic view of a topic. These approaches seek to make as many connections as possible to help build a more cohesive understanding of a subject. Sustainability science is an example of a trans-disciplinary area. Cross-disciplinary approaches involve using one discipline to help explain or inform another area.

Chapter 3 : Chandos Publishing Catalogues by Woodhead Publishing - Issuu

Get this from a library! Setting up a new library and information service. [Kirby Porter] -- This book is intended as a guide for those people who have been charged with establishing a library or information service in their organisation.

Tablet from the Library of Ashurbanipal containing part of the Epic of Gilgamesh The first libraries consisted of archives of the earliest form of writing â€"the clay tablets in cuneiform script discovered in temple rooms in Sumer , [3] [4] some dating back to BC. There is also evidence of libraries at Nippur about BC and those at Nineveh about BC showing a library classification system. The tablets were stored in a variety of containers such as wooden boxes, woven baskets of reeds, or clay shelves. The colophons stated the series name, the title of the tablet, and any extra information the scribe needed to indicate. Eventually, the clay tablets were organized by subject and size. Unfortunately, due to limited to bookshelf space, once more tablets were added to the library, older ones were removed, which is why some tablets are missing from the excavated cities in Mesopotamia. This Great library was more than a place to hold books and records, it became a place of culture. The Alexandrian book collections steadily diminished as a result of natural causes, war, and wholesale theft by corrupt administrators. The library was built to store 12, scrolls and to serve as a monumental tomb for Celsus. Private or personal libraries made up of written books as opposed to the state or institutional records kept in archives appeared in classical Greece in the 5th century BC. The celebrated book collectors of Hellenistic Antiquity were listed in the late 2nd century in Deipnosophistae. All these libraries were Greek. The cultivated Hellenized diners in Deipnosophistae pass over the libraries of Rome in silence. By the time of Augustus, there were public libraries near the forums of Rome. The state archives were kept in a structure on the slope between the Roman Forum and the Capitoline Hill. Private libraries appeared during the late republic: Seneca inveighed against libraries fitted out for show by illiterate owners who scarcely read their titles in the course of a lifetime, but displayed the scrolls in bookcases armaria of citrus wood inlaid with ivory that ran right to the ceiling: Remains of the Library of Celsus at Ephesus In the West, the first public libraries were established under the Roman Empire as each succeeding emperor strove to open one or many which outshone that of his predecessor. Pollio was a lieutenant of Julius Caesar and one of his most ardent supporters. After his military victory in Illyria, Pollio felt he had enough fame and fortune to create what Julius Caesar had sought for a long time: It was the first to employ an architectural design that separated works into Greek and Latin. All subsequent Roman public libraries will have this design. During this construction, Augustus created two more public libraries. The first was the library of the Temple of Apollo on the Palatine, often called the Palatine library , and the second was the library of the Porticus of Octaviae. The Bibliotheca Pacis was built along the traditional model and had two large halls with rooms for Greek and Latin libraries containing the works of Galen and Lucius Aelius. Reading or copying was normally done in the room itself. The surviving records give only a few instances of lending features. Most of the large Roman baths were also cultural centres, built from the start with a library, a two-room arrangement with one room for Greek and one for Latin texts. Libraries were filled with parchment scrolls as at Library of Pergamum and on papyrus scrolls as at Alexandria: There were a few institutional or royal libraries which were open to an educated public such as the Serapeum collection of the Library of Alexandria , once the largest library in the ancient world , [16] but on the whole collections were private. In those rare cases where it was possible for a scholar to consult library books, there seems to have been no direct access to the stacks. In all recorded cases, the books were kept in a relatively small room where the staff went to get them for the readers, who had to consult them in an adjoining hall or covered walkway. Most of the works in catalogs were of a religious nature, such as volumes of the Bible or religious service books. In the early Middle Ages, Aristotle was more popular. Additionally, there was quite a bit of censoring within libraries of the time; many works that were "scientific and metaphysical" were not included in the majority of libraries during that time period. Cicero was also an especially popular author along with the histories of Sallust. One of the most popular was Ovid, mentioned by

approximately twenty French catalogues and nearly thirty German ones. Han Chinese scholar Liu Xiang established the first library classification system during the Han dynasty , [29] and the first book notation system. At this time, the library catalogue was written on scrolls of fine silk and stored in silk bags. Malatestiana Library of Cesena , the first European civic library [30] During the Late Antiquity and Middle Ages periods, there was no Rome of the kind that ruled the Mediterranean for centuries and spawned the culture that produced twenty-eight public libraries in the urbs Roma. Christianity was a new force in Europe and many of the faithful saw Hellenistic culture as pagan. As such, many classical Greek works, written on scrolls, were left to decay as only Christian texts were thought fit for preservation in a codex, the progenitor of the modern book. Thus a seventeenth-century edition of the Ignatian epistles, in Mar Saba, had copied onto its last pages, probably in the early eighteenth century, a passage allegedly from the letters of Clement of Alexandria". In Byzantium, much of this work devoted to preserving Hellenistic thought in codex form was performed in scriptoriums by monks. These libraries were devoted solely to the education of the monks and were seen as essential to their spiritual development. As a result, many of these Greek works were copied, and thus saved, in monastic scriptoriums. As a result, Byzantium revived Classical models of education and libraries. Constantine himself wanted such a library but his short rule denied him the ability to see his vision to fruition. His son Constantius II made this dream a reality and created an imperial library in a portico of the royal palace. Themistius set about a bold program to create an imperial public library that would be the centerpiece of the new intellectual capital of Constantinople. Themeistius hired calligraphers and craftsman to produce the actual codices. He also appointed educators and created a university-like school centered around the library. Despite this, he had a profound impact on the imperial library and sought both Christian and pagan books for its collections. The Library of the Patriarchate of Constantinople was founded most likely during the reign of Constantine the Great in the 4th century. While much is not known about the actual library itself, it is known that many of its contents were subject to destruction as religious in-fighting ultimately resulted in book burnings. Many of these were owned by church members and the aristocracy. Cassiodorus , minister to Theodoric, established a monastery at Vivarium in the toe of Italy modern Calabria with a library where he attempted to bring Greek learning to Latin readers and preserve texts both sacred and secular for future generations. As its unofficial librarian, Cassiodorus not only collected as many manuscripts as he could, he also wrote treatises aimed at instructing his monks in the proper uses of reading and methods for copying texts accurately. In the end, however, the library at Vivarium was dispersed and lost within a century. Early paper was called bagdatikos, meaning "from Baghdad", because it was introduced to the west mainly by this city. They were each endowed by Islamic sects with the purpose of representing their tenets as well as promoting the dissemination of secular knowledge. In Shiraz , Adhud al-Daula d. The buildings were topped with domes, and comprised an upper and a lower story with a total, according to the chief official, of rooms In each department , catalogues were placed on a shelf In this period, books were organized by subject. Within the subject, the materials were further organized by when the libraries gained the item, not by last name of the author or the title of the book. Also, Islamic libraries may be the first to have implemented a catalogue of owned materials. The content of a bookshelf was recorded on paper and attached to the end of shelf. Arab-Islamic people also were very favorable of public knowledge. Public libraries were very popular along with mosque, private, and academic libraries. Instead of being available to the elite of society, such as caliphs and princes, information was something that was offered to everyone. Some of the libraries were said to let patrons check out up to items. These buildings were also made for comfort of the readers and information seekers. It was said that the rooms had carpets for sitting and reading comfortably. Also, openings such as doors and windows were secured closed as to protect patrons against cold drafts. Others were victim of wars and religious strife in the Islamic world. However, a few examples of these medieval libraries, such as the libraries of Chinguetti in West Africa , remain intact and relatively unchanged. Another ancient library from this period which is still operational and expanding is the Central Library of Astan Quds Razavi in the Iranian city of Mashhad , which has been operating for more than six centuries. From there they eventually made their

way into other parts of Christian Europe. These copies joined works that had been preserved directly by Christian monks from Greek and Roman originals, as well as copies Western Christian monks made of Byzantine works. The resulting conglomerate libraries are the basis of every modern library today. Buddhist scriptures , educational materials, and histories were stored in libraries in pre-modern Southeast Asia. In Burma , a royal library called the Pitakataik was legendarily founded by King Anawrahta ; [61] in the 18th century, British envoy Michael Symes , on visiting this library, wrote that "it is not improbable that his Birman majesty may possess a more numerous library than any potentate, from the banks of the Danube to the borders of China". In Thailand, libraries called ho trai were built throughout the country, usually on stilts above a pond to prevent bugs from eating at the books. Like the Christian libraries, they mostly contained books which were made of paper , and took a codex or modern form instead of scrolls; they could be found in mosques, private homes, and universities, from Timbuktu to Afghanistan and modern day Pakistan. Modern Islamic libraries for the most part do not hold these antique books; many were lost, destroyed by Mongols , [65] or removed to European libraries and museums during the colonial period. Lending was a means by which books could be copied and spread. In , the council of Paris condemned those monasteries that still forbade loaning books, reminding them that lending is "one of the chief works of mercy. Shelves built above and between back-to-back lecterns were the beginning of bookpresses. The chain was attached at the fore-edge of a book rather than to its spine. Book presses came to be arranged in carrels perpendicular to the walls and therefore to the windows in order to maximize lighting, with low bookcases in front of the windows. This "stall system" i. In European libraries, bookcases were arranged parallel to and against the walls. Also, in Eastern Christianity monastery libraries kept important manuscripts. Reading room of the Laurentian Library From the 15th century in central and northern Italy, libraries of humanists and their enlightened patrons provided a nucleus around which an " academy " of scholars congregated in each Italian city of consequence. Malatesta Novello , lord of Cesena , founded the Malatestiana Library. The 16th and 17th centuries saw other privately endowed libraries assembled in Rome: However, they keep many valuable manuscripts of Greek, Latin, and Biblical works. Tianyi Chamber , founded in by Fan Qin during the Ming dynasty , is the oldest existing library in China.

Chapter 4 : Buffalo and Erie County Public Library System |

The book contains many practical tips and hints from the author, based upon his 'hands-on', practical experience of setting up many new information services. Show less This book is intended as a guide for those people who have been charged with establishing a library or information service in their organisation.

In this paper we have done a comparative study of LIS professionals and managers of organizations and found more similarities than differences. This paper outlines and discusses the professional skills and necessary technological skills needed for library science professionals and managers. But what is library management that has not hitherto been taken for granted by senior librarians as their essential role as administrators of their libraries? No part of librarianship can be divorced from the concept of management - not even the more recondite aspects of professional activity such as palaeography or the bibliography of early printed books, for these, too, are concerned with the efficient control of such materials to make them readily accessible to readers. Every librarian â€" certainly every senior librarian - has always been ipso facto a manager, even if he has not descended, as he might well say, to thinking of his duties in such mundane terms. In recent years, however, attention has increasingly been given to the need to analyze the ways in which a librarian can more effectively carry out his role of making his resources available to his readers. This is not merely a question of the bibliographic control of the material itself, but also that of ensuring that the library staff are better equipped to ensure that this aim is achieved and that consequently readers are provided with the best possible service. In other words, the emphasis on management is now concerned particularly with methods of improving the efficiency of libraries. New factors have arisen which require a librarian to take cognizance of matters which are more demanding of administrative acumen than was previously the case. One primary factor is, of course, the introduction of computer-based procedures to facilitate practical bibliographical work and thereby improve the technical efficiency of a library. Another important factor is the recent evolution of industrial relations practices which require a librarian to become familiar with the legislation concerning staff relationships which dominates the contemporary scene to an extent not hitherto envisaged â€" though it is to be hoped that librarians never failed to recognize the need for satisfactory relationships with their staffs in the interest of making their libraries happy places in which to work and therefore effective in providing the human and physical environment in which their resources could be exploited. One must take account also of the adoption of new methodologies such as the introduction of feasibility studies to determine the best methods of achieving particular aims and of surveys designed to measure the success of individual programmes in fulfilling their purposes. Objectives of This Paper To show the role of the LIS professional as manager Have an in depth understanding of the technical, human, conceptual skills, and communication skills between LIS professional and manager. Appreciate the different uses of skills to suit your position in an organization, and Appreciate what skills could mean in building up an organization for manager and a LIS professional for library. Similarly at various levels you require different types of skills. Let us start by mentioning the skills required at the technical skill, human skill, conceptual skill, leading skills, planning level, organizing skills, controlling skills, decision-making skills. These skills refer to the personal ability put to use by the manager in specific position that he or she holds in the organizational hierarchy. As one moves up in the hierarchy of the managerial positions, the responsibility increases. The fundamental functions of a manager such as planning, organizing, leading, controlling and decision-making are the skills required to be mastered by the managers. In order to exercise these functions, one has also to keep in mind, the type of job, the size of organization, the skills and experiences of the people one works with and the time available at his or her disposal to do these management functions. Katz talks of three types of skills that are recognized by all managers. These are the technical, the human and the conceptual skills. The use of these skills differs for various levels of managers. Let us understand the skills first and then see how much each skill is used at various levels of managerial hierarchy and what importance each has in the career growth of a manager. Technical Skill It is the ability to

work with resources in a particular area of expertise. A surgeon must know how to do surgery. An accountant must know how to keep the accounts. Without the technical skill, one is not able to manage the work effectively. The first line supervisor in a manufacturing industry needs greater knowledge about the technical aspects of the job compared to the top boss. In a small manufacturing organization, even the top boss who owns the company needs to know a lot of technical skills. In an age of specialization, technical skill is perhaps the most familiar one, required of the greatest number of people. Katz pointed out that mostly the vocational and on-the-job training programmes are concerned with developing this specialized technical skill. In your desire to become an efficient administrator, particularly at the first level, this skill becomes indispensable to efficient operation. As a supervisor of a set of workers, you would like to ensure if your workers have sound grounding in the principle, structure and processes of their individual specialty along with actual practice and experience during which your workers are watched and helped by you as a superior. This appears to be the best way to develop the technical skill. A workshop superintendent knows how to ensure that his or her technician is well equipped with the technical skill required for the work. An office superintendent ensures that persons work with him or her are having adequate technical skill for typing, shorthand, preparing draft etc. Quite a lot of training programmes for equipping the people with technical skills are going on all over the country in industries, hospitals, banks and educational institutions. As you move up in the managerial hierarchy, perhaps this skill becomes relatively less important than the human and conceptual skills. In a relatively small organization, where you yourself are the owner and at the top management level, you need a lot of technical skill yourself. Every managerial level requires interaction with other people, whereas technical skill is primarily concerned with working with things processes or physical objects. The first level manager is involved on a regular basis with the personal problems and life events of many non-managers. It is therefore natural that he or she must be able to work through these personal situations and effectively lead subordinates. He or she has to perceive and reorganize the perception of his or her superiors, equals and subordinates and his or her own behavior subsequently. If you have a highly developed human skills and if you are aware of your own attitudes, assumptions, and beliefs about other individuals and groups, you are able to see their usefulness and limitations. Human skills can be developed without any formalized training for some. Many others are to be individually aided by their immediate superiors who themselves should possess the human skill in order to be able to impart that. With this change in attitude, there may also develop some active skill in dealing with human problems. You may probably improve your own human skill of rating people for their effectiveness as you become more experienced in this art. Conceptual Skill Conceptual skill means the ability to see the organization as a whole and it includes recognizing how the various functions of the organization depend on one another. It also makes the individual aware how changes in any one part of the organization affect all the others. It extends to visualizing the relationship of the individual business to the industry, the community and the political, social and economic forces of the nation as a whole. Thus the manager gains insight into improving the overall welfare of the total organization. As a manager you should have the ability to coordinate and integrate a variety of factors. You need to view situations and determine the inter-relatedness of various factors. The success of any decision depends on the conceptual skill of the people who make the decision and those who put it into action. For example, you are trying to introduce some change in the working policy in your manufacturing organization. It is very important to know the effect of such a change on production of goods, control, finance, research and people involved in these processes. Finally, it is equally important right down to the last executive who must implement the new policy. So at every level of the management, no matter which level you belong to, you have to recognize the overall relationships and significance of the change in order to be an effective manager. With this the chances of your success as a manager are greatly increased. Look at the organization as a whole and try to understand the inter-relationship of its parts while introducing a change in policy. Presentation Skills Management is the art of getting things done. A Presentation is a fast and potentially effective method of getting things done through other people. Presentations are used as a formal method for bringing people together to plan, monitor and review its

progress. First; it puts you on display. Your staff needs to see evidence of decisive planning and leadership so that they are confident in your position as their manager. They need to be motivated and inspired to undertaking the tasks which you are presenting. Project leaders from other sections need to be persuaded of the merits of your project and to provide any necessary support. Senior management should be impressed by your skill and ability so that they provide the resources so that you and your team can get the job done. Second; it allows you to ask questions and to initiate discussion. It may not be suitable within the presentation formats of your company to hold a discussion during the presentation itself but it does allow you to raise the issues, present the problems and at least to establish who amongst the audience could provide valuable input to your decision making. Finally, presentations can be fun. They are your chance to speak your mind, to strut your stuff and to tell the people what the world is really like. While you hold the stage, the audience is bound by good manners to sit still and watch the performance. Communication Skills As a manager concerned with getting things done your view of words should be pragmatic rather than philosophical. Thus, words mean not what the dictionary says they do but rather what the speaker intended. Suppose your manager gives to you an instruction which contains an ambiguity which neither of you notice and which results in you producing entirely the wrong product. Thus, a "dry" country lacks either water or alcohol; "suspenders" keep up either stockings or trousers pants ; a "funny" meeting is either humorous or disconcerting; a "couple" is either a few or exactly two. If you recognize that there is a potential misunderstanding, you must stop the conversation and ask for the valid interpretation. As with all effective communication, you should decide in advance on the purpose of the conversation and the plan for achieving it. There is no alternative to this. Some people are proficient at "thinking on their feet" - but this is generally because they already have clear understanding of the context and their own goals. Time Management Skills Time management is one of those skills no one teaches you in school but you have to learn. The time management is very effective for supervisory positions. Supervisory positions can be very stressful and overwhelming when specific deadlines need to be met. Leaders need to be able to handle tasks and assignments in a timely manner. Time is similar to finances and both need to be budgeted wisely. Leading Skills Leading people requires that the leader must understand the values, personality, perception and attitudes of the people. As an individual you act differently from another individual because of your values, personality, perception and attitudes. This is a very important factor to be understood in relation to the other person who may be your superior or subordinate. Let us carry out the following activity in order to understand each of these factors. For example, given below are certain work values. You may like to rank the three important values you would like to pursue at work. The ranking should be done in order of importance you attach to them. It is also a conglomeration of the forces within the individual. Our personality is determined by our physical constitution, beliefs and values in our culture and the situations which have unique influences on us. Hearing, seeing or smelling or feeling or tasting a stimulus come before we process and interpret it. In picking up a stimulus, processing and interpreting it, often the reality and perception are distorted.

Chapter 5 : Information Technology Infrastructure Library (ITIL) Guide

Aimed at the busy academic librarian, and information professional, books in this series explore contemporary theory and practice in Library and Information Science. We aim to publish high-quality titles that are practical, accessible, and relevant to a global readership.

This book focuses on practical implementation of instant messaging IM as one tool for delivering virtual reference service. Neal-Schuman Library Technology Companion: A Basic Guide for Library Staff. Introduces and explains technological advances, with Part 3 touching on virtual reference. Starting and Running a Virtual Reference Service. American Library Association, Virtual reference entails real-life decisions, services, budgets, constraints, and opportunities. This book includes an overview of many questions that need to be answered when providing real-time, online reference service. Virtual Reference on a Budget: Discusses virtual reference VR services offered by numerous libraries. Instant messenger IM services receive the most attention in this book; proprietary chat and E-mail reference are also covered. Social Software in Libraries: Building Collaboration, Communication, and Community Online. Explores social software and how these technologies can be applied in libraries. This nuts-and-bolts guide offers information necessary to implement the most popular and effective social software technologies: Hirko, Buff, and Mary Bucher Ross. Provides guidance for developing a program that will help librarians develop confidence and finesse at the virtual desk. The software-neutral guide means the training works on any platform. Introduction to Reference Work in the Digital Age. Janes attempts to identify user needs and choose the best reference approaches for seeing that those needs are met.. Virtual Reference Best Practices: Tailoring Services to Your Library. How do you figure out what to do? Kern outlines the tools and decision-making processes that will help you and your library evaluate, tailor, and launch virtual reference services that are a perfect fit for your community and your library. The Virtual Reference Handbook: This handbook helps reference librarians develop the communication skills and resources they need to work effectively in the virtual reference environment. The handbook shows how to adapt traditional face-to-face reference interview skills to the virtual interviewâ€"and how to interpret and use new cues chat slang, IM shorthand, emoticons, etc. Chandos information professional series. This book outlines and evaluates the current status of the digital reference service in libraries worldwide. The book is based on an international collaborative project between two groups from German and Chinese institutions, during which digital reference services provided by nearly libraries all over the world were evaluated. The book also examines the reasons for the resulting differences; it also contains more generic proposals and perspectives on digital reference services. David, and Philip Nast. From Competencies to Assessment. Virtual reference desk series. Virtual reference has gone from an idea to a regular library service in an astonishingly fast seven years. Chapter authors discuss the building of consortia, motivational and coaching techniques for staff, instant messaging options, creation of subject-specific taxonomies, interpersonal communications improvement, methods of assessment, and more. A special section of the book introduces the all-new core competencies and standards of the Digital Reference Education Initiative an IMLS-funded project to compile training tools from digital reference educators and practitioners. Each chapter is based on a cutting-edge conference presentation and features both practical guidance and the latest thinking about virtual reference work in libraries. Library Solutions Press, A resource to aid in the decision whether to launch a reference service into cyberspace, and provides hints on selecting appropriate software. Also provided is a checklist of skills for virtual reference, tips on basic chat etiquette, and advice on adjusting library policies in light of a new service. Finally, there are suggestions for publicizing and marketing a virtual reference service. Meola, Marc, and Sam Stormont. Although there is discussion and analysis of several virtual reference software packages, this is not a technical manual. Rather, the focus is on process, from understanding what live virtual reference is to implementing the service, including planning, staffing, training, marketing, and evaluation. Designed as a guide for individuals thinking about setting up virtual reference services, this book

offers practical advice and information, with an emphasis on academic libraries. The Desk and Beyond: Next Generation Reference Services. Association of College and Research Libraries, Provides an exploration of the present and possible future applications of eleven reference delivery methods. In order to reflect the growing role of the digital environment while still respecting the importance of in-person interaction, a balance of physical and virtual methods has been maintained. This collection is intended to provide inspiration for potential reference services at your library; each chapter provides an introduction to an innovative service concept and an annotated list of sources for additional research. Digital versus Non-Digital Reference: Ask a Librarian Online and Offline. Haworth Information Press, An analysis of commercial virtual reference and tutorial services and how they compare to traditional library services. Academic librarians and other information specialists share their experiences. Internet Reference Services Quarterly. Exploration of administrative issues through the lens of the Kano Model and discussion of balancing customer service with the limited resources available to academic libraries introducing a new service. Are Reference Desks Dying Out? This article examines how librarians are struggling to redefine, and in some cases eliminate, the venerable institution of reference desk services and it explores the new ways in which reference questions get answered at university libraries. Clapp, Janet, and AngelaPfeil. This article focuses on virtual reference librarianship and the public library user, exploring the advantages of virtual reference in a public library setting as well as describing virtual reference service and virtual users. Heise , Jennifer, and Stacey Kimmel. Briefly sketches the origins of online chat, summarizes the contributions, and discusses common themes that have emerged from the contributor viewpoints. The Virtual Evaluation Toolkit. The purpose of this manual is to provide libraries with practical tools and methods for evaluation, recommendations for implementation, and examples of ways that libraries have improved services through analysis of these and similar instruments. Available online at http: Shachaf, Pnina , and Sarah M. This article gives an overview of the local services developed by three Ohio library systems and the merger into one program. Current operations are reviewed and an evaluation of the service provided. Ciccone, Karen, and Amy VanScoy. Managing an Established Virtual Reference Service. Granfield, Diane, and Mark Robertson. The article explores the way in which library users prefer to obtain reference assistance by focusing on reference use at academic libraries at Ryerson University and York University in Toronto, Ontario. Particular focus is given to reference desk usage and to virtual reference VR. Jane, Catherine, and Dawn McMillan. Deciding whether to offer a real-time virtual reference service. This paper describes the service at the University of Canterbury NZ , our reasons for offering it, the process of implementation and preliminary results. It then outlines and discusses in detail some of the issues that have arisen out of the service with comments and recommendations from our experience. A chronology offers a detailed examination of the challenges, compromises, and successes in developing software to support a new virtual reference service. Issues covered include technical troubleshooting, testing, training, marketing, and integration with existing digital services.

Chapter 6 : National Centre for Science Information - Wikipedia

Chandos Publishing, based in Oxford, UK, has launched a new list of books for librarians and information professionals. The books are written by leading authors from Europe and the USA. In addition to drawing on a number of academic librarians, corporate and government information professionals have contributed to the list as well.

At the core of the Service Lifecycle is Service Strategy. Service Strategy provides guidance on how to view service management not only as an organizational capability but as a strategic asset. Guidance is provided on the principles underpinning the practice of service management which are useful for developing service management policies, guidelines and processes across the ITIL Service Lifecycle. Topics covered in Service Strategy include the development of service markets, characteristics of internal and external provider types, service assets, the service portfolio and implementation of strategy through the Service Lifecycle. Organizations already practicing ITIL use Service Strategy to guide a strategic review of their ITIL-based service management capabilities and to improve the alignment between those capabilities and their business strategies. This ITIL volume encourages readers to stop and think about why something is to be done before thinking of how. Service Design For services to provide true value to the business, they must be designed with the business objectives in mind. Service Design is the stage in the lifecycle that turns Service Strategy into the blueprint for delivering the business objectives. Service Design provides guidance for the design and development of services and service management practices. It covers design principles and methods for converting strategic objectives into portfolios of services and service assets. The scope of Service Design is not limited to new services. It includes the changes and improvements necessary to increase or maintain value to customers over the lifecycle of services, the continuity of services, achievement of service levels, and conformance to standards and regulations. It guides organizations on how to develop design capabilities for service management. Service Transition Service Transition provides guidance for the development and improvement of capabilities for transitioning new and changed services into live service operation. This publication provides guidance on how the requirements of Service Strategy encoded in Service Design are effectively realized in Service Operation while controlling the risks of failure and disruption. The publication combines practices in Change, Configuration, Asset, Release and Deployment, Programme and Risk Management and places them in the practical context of service management. It provides guidance on managing the complexity related to changes to services and service management processes; preventing undesired consequences while allowing for innovation. Guidance is provided on transferring the control of services between customers and service providers. Service Transition introduces the Service Knowledge Management System, which builds upon the current data and information within Configuration, Capacity, Known Error, Definitive Media and Assets systems and broadens the use of service information into knowledge capability for decision and management of services. Service Operation Service Operation embodies practices in the management of the day-to-day operation of services. It includes guidance on achieving effectiveness and efficiency in the delivery and support of services to ensure value for the customer and the service provider. Strategic objectives are ultimately realized through Service Operation, therefore making it a critical capability. Guidance is provided on how to maintain stability in service operations, allowing for changes in design, scale, scope and service levels. Organizations are provided with detailed process guidelines, methods and tools for use in two major control perspectives: Managers and practitioners are provided with knowledge allowing them to make better decisions in areas such as managing the availability of services, controlling demand, optimizing capacity utilization, scheduling of operations and fixing problems. Guidance is provided on supporting operations through new models and architectures such as shared services, web services and mobile commerce. This book discusses some of the newer industry practices to manage virtual and service-oriented architectures. Continual Service Improvement Continual Service Improvement provides instrumental guidance in creating and maintaining value for customers through better

design, transition and operation of services. It combines principles, practices and methods from quality management ,change management and capability improvement. Organizations learn to realize incremental and large-scale improvements in service quality, operational efficiency and business continuity. Guidance is provided for linking improvement efforts and outcomes with service strategy, design and transition. Summary ITIL implementation is not a quick fix, nor is it easy. It takes a lot of thought, commitment and hard work to successfully change the way an IT organization does business. There will be things that you do today that you will not do afterwards and vice-versa. Most people will continue to do what they do today, but they will become more productive as a result of using more efficient, repeatable processes. Remember that ITIL is a framework, so it is designed for creativity to be built around the base set of best practices. One need not employ them all, just those that make sense and fit into the way the organization wants to do business in the future. Some processes may be abandoned when post-implementation reviews show limited value, and others may be implemented as gaps are uncovered and solutions found. Implementing ITIL will improve service delivery by improving and building business partnerships as a result of changing to an enterprise business focus. Processes and procedures will be streamlined to ensure consistent, efficient services are delivered to the customer. IT will use cost-effective, easy-to-use tools to automate processes, directing staff energies to focus on problem areas and performance improvement opportunities. Meaningful and measurable metrics will reveal IT service performance. The bottom line is that ITIL improves functions throughout the enterprise. Customers will be delighted with the improved quality of IT services through execution of consistent, repeatable processes. IT staff will welcome the improved organizational efficiency through use of ITIL processes and well-defined and roles and responsibilities. Finance will value the lower unit costs achieved by leveraging efficiencies to improve productivity of IT staff and infrastructure resources. And management will appreciate finally having meaningful and measurable metrics that gauge IT service performance in business terms.

Chapter 7 : Chandos Publishing catalogue by Woodhead Publishing - Issuu

Conclusion. Setting up a new library and information service en This book is intended as a guide for those people who have been charged with establishing a library or information service in their organisation. It is a practical guide to the steps that need to be taken, the people that will need to be dealt with and the.

Electronic and information resources 40 South Korea 77 Internet and web issues for librarians 47 Vietnam 77 Digital and digital rights management 50 Archives, cataloguing and classification 52 Title index 78 Information architecture and knowledge management 56 Author index 81 Order form 84 NEW denotes titles published from January onwards. For further information on our titles please telephone, fax, e-mail, or visit our website: Every day, many libraries and their collections are damaged by fire, flooding, high winds, power outages, and criminal behaviour. Every library needs a plan to protect its staff, sites and collections, including yours. Disaster Planning for Libraries provides a practical guide to developing a comprehensive plan for any library. Twelve chapters cover essential areas of plan development; these include an overview of the risks faced by libraries, disaster preparedness and responding to disasters, resuming operations after a disaster and assessing damage, declaring disaster and managing a crisis, cleaning up and management after a disaster and normalizing relations, staff training, testing disaster plans, and the in-house planning champion. CONTENTS Libraries and Risk; Disaster preparedness; Operational resumption, continuity, and recovery; Damage assessment and strategic alliances; Disaster declaration and crisis management; Clean-up, who, when and how; Post-disaster management of patrons; Normalization of operations; Staff orientation and training; Testing, auditing, updating disaster plans; The in-house planning champion; Pandemic management in libraries; Moisture control vendors and their services; Library security and loss control. The book discusses how the Cooperative provides a 24 hour live chat reference service through the coordinated efforts of over 1, participating libraries in the US and the UK. Libraries are moving away from a philosophy that is collection-centered to one focused on service. Technology is key to that change. The Patron-Driven Library explores the way technology has moved the focus from library collections to services, placing the reader at the center of library activities. The book reveals the way library users are changing, and how social networking, web delivery of information, and the uncertain landscape of e-print has energized librarians to adopt technology to meet a different model of the library while preserving core values. Following an introduction, the first part begins with the historical milieu, and moves on to current challenges for financing and acquiring materials, and an exploration of why the millennial generation is transformational. The second part examines how changes in library practice can create a culture for imagining library services in an age of information overflow. The final chapter asks: Part 1 Connections from the past to the present. Part 2 Rise of the librarian. The standards and intellectual freedom principles: Information literacy classes and faculty research support; Academic library 2. Privacy and intellectual freedom; Writing collection development policies; Establishing collection development priorities and allocating funds; Bridging academic units; Designing budgets; Committee work; Supervising and appraising staff; Relationships with state library associations; Relationships with vendors. Managerial development and career paths: Instructional culture; Leadership development; Grant writing and networking; Legal issues; The future of the academic library. Optimizing Academic Library Services in the Digital Milieu identifies best practices and strategies for using digital devices such as tablets, e-readers, and smartphones and copyrighted materials in academic libraries. Special consideration is given to e-books, iBooks, e-journals, and digital textbooks. This title describes how academic libraries can remain current, nimbly addressing user needs. An introduction gives an overview of technology in academic libraries, including the foundations of copyright law and user behavior in relation to digital content. Three parts then cover: Finally, the book concludes by telling libraries how to remain agile and adaptable as they navigate the digital milieu. Academic libraries undergo episodes of strategic change. Transformational change may be seen as fundamentally different from other kinds of change. Deep level cultural change is often part of the process.

At the individual level this may be traumatic, but at the strategic level, such change can prove essential. The title is divided into five chapters, covering: Part 2 Practical approaches to e-content for librarians. Part 3 Emerging pedagogy and technology; Conclusion: Remaining nimble and adaptable to survive in the digital milieu. The book begins by asking the fundamental questions of why, what, and how, moving on to look at how to manage expectations and report to both administration and faculty. The book then focuses on: Service quality improvement analyses; identifying underlying issues; reviewing resources; identifying best practice; managing feedback and expectations; and looking at decision making skills and implications. It will inform the profession and highlight the themes and strategies these liberal-arts colleges share, and where they differ. Using the Association of Research and College Libraries Excellence in Academic Libraries Award standards as guidelines for exploring librarianship, this book gathers the perspectives of all types of librarians at all levels of employment. Chinese Librarianship in the Digital Era is the first book on Chinese libraries responding to these issues and more. The first part of the book places discussion in historical context, before moving on to the digital environment of the Chinese library. The book then considers the issue of digital copyright in China, and debates the core values of the Chinese library. The next three chapters cover public and academic libraries, and library consortia. Finally, the book gives a view of the future prospects for libraries in China. Silhouette of public services in Chinese society; The academic library: Focusing on service; Library consortia in China: Cooperation, sharing and reciprocity; Future prospects. Chapters examine trends and anticipate the future, offering an authoritative overview which libraries can use as a template for immediate and successful implementation and integration into current library workflows, as well as for future planning. Historical development and the current situation in the U. Overview and history of the Government Printing Office, the Federal Depository Library Program, and international organizations; Acquisition and processing workflows and public services; Preservation and authentication; Trends and anticipated futures; Section 3 Outreach: Definition and structure of outreach programs; Target outreach populations; Participants in academic library outreach; Marketing and networking; Why outreach is essential to the future of academic libraries. Designing Effective Library Tutorials presents studies, practical suggestions and examples to assist librarians and faculty as they develop online instruction, tutorials, and learning objects for students from diverse learning styles. Geared for the practitioner working in online learning, the book provides a summary of the current literature covering the relevance of learning styles for students in the online environment, and presents best practices for designing effective online tools for diverse learners, including suggestions for assessment of online learning. Research on learning style preferences in the online environment emphasizes the need to provide a variety of methods that include text, aural, visual, and kinesthetic modalities. Do we need to match up learning styles with presentation style? Overview of learning style theories and learning style results from the Mestre Study; the intersection of culture and learning styles; The need for learning object development; Present practice: Categories and features of library tutorials; Effective design of learning objects; Pedagogical considerations for instructional tutorials; Interactivity options for tutorials; Assessment of learning objects; Usability studies: The value and process; Marketing learning objects for broad visibility; Resources. It shows how liaison librarians can extend their roles beyond the established one of information literacy teaching and showcases areas in which they can engage in collaborative ventures with academic and administrative staff. Designed to excite and inspire, New Directions for Academic Liaison Librarians demonstrates the potential of the liaison role and emphasises the need for flexibility, imagination and initiative in those who hold these posts. A medical librarian in Malawi; Liaison and bibliometric support: A Friends of the Library Group; Liaison and library buildings. Electronic Resource Management tackles the central issues with the concepts of the access and management of electronic resources. It highlights the different kinds of e-resources, from e-serials and e-books to databases and digital collections that continue to bring new developments to a field that requires different systems and skills than those needed for print resources. Staffing and workflow; Electronic resource management systems: Implementation and transformation; Discovery systems, layers and tools, and the role of the electronic resources librarian; Academic library

consortia and the evolving role of electronic resources and technology; Conclusion: E-books and the future of technical services. Technology is an essential resource for attaining both organizational and patron goals, and planning needs to emphasize the alignment between the clearly defined goals of each. For this alignment to occur on a consistent basis goals must be designed, or engineered, in a systematic fashion where technology fulfils the need to deliver the desired outcomes in an efficient, cost-effective manner. The concept of usability engineering is also examined, where the technology is planned, designed, and implemented in such a way as to maximize utility and ease-of-use for users and employees. Readers of this book will understand both the why and the how of library technology, planning, and implementation articulated in simple, easy-to-understand fashion. The same old library? Strategic planning, organizational goals and technology: What and for whom? Finding the right fit; Technology and budgeting; Evaluation: Emerging technology trends in libraries. The presence of intellectual capital in libraries is largely intangible; however, in the economy of knowledge we must constantly make informed decisions regarding non-tangible, non-monetary, invisible resources in order to better understand their possible usages, structure, production and value. Intellectual capital has become the buzzword of knowledge-based economies, and is the ultimate source of competitive advantage. This book provides guidelines, methods and techniques for managing intellectual capital in a library environment. Analysis is accompanied by examples and case studies for intellectual capital utilization in libraries. Summary and final thoughts for further research. Strategic Business Development for Information Centres and Libraries offers methods and tools for LIS departments to ensure value and benefits are delivered to the parent organization. It also offers information on the best practice from five topperforming international LIS units. It reviews literature published on various aspects of library classification, including modern applications of classification such as internet resource discovery, automatic book classification, text categorization, modern manifestations of classification such as taxonomies, folksonomies and ontologies and interoperable systems enabling crosswalk. The book also features classification education and an exploration of relevant topics. CONTENTS Knowledge organisation and knowledge organisation systems; Classification and its uses; Construction of classification schemes; General classification schemes; Special classification schemes and classification of nonbibliographic entities; Automatic book classification, reclassification and non-classificatory approaches to knowledge organisation; Classification education; Modern knowledge organisation systems and interoperability; Text categorisation; Classification: Theories, research trends and personalities. Are academic branch libraries going to be extinct in the near future? In these difficult economic times, when collections are digitized rapidly, is there still a need for a separate unit within proximity to the department, school, or college with a subject-based or subjectspecific collection? Academic Branch Libraries in Changing Times gives a brief historical overview of the role of a branch academic library. Over the past 15 years, a number of institutions have pursued merging library and technology services into a single information support organization. Convergence of Libraries and Technology Organizations provides useful and practical guidance on converged information organizations as an effective response to change in the information profession. Arriving at the delta; Assessing possibilities for convergence: Reading the river; Professional culture and politics: Conflict at the helm; Staffing for convergence: Crew selection; Specialization versus generalization: Crew assignments; Organizational design in converged organizations:

Chapter 8 : Virtual Reference: A Selected Annotated Bibliography | Tools, Publications & Resources

Chandos Information Professional Series Setting Up a New Library and Information Service demonstrates to information professionals in all.

Our ambitious publishing plans for the future will continue to bring you a range of pragmatic, informative books, professional texts and research monographs. Our books are available worldwide, either direct, via our website, or through booksellers and an international network of agents and representatives. To place an order please use the order form provided at the rear of the catalogue or visit our website at www. Please contact Dr Glyn Jones, Publisher gjones chandospublishing. Stay informed If you would like to receive regular updates and new title alerts by e-mail please sign up to our e-mail newsletter at www. Chandos Publishing Online is a new electronic resource of library and information science, knowledge management and business information trends, comprising over e-books, in Library and Information Science, Business Management, Internet, Web and Social Media, and Asian Studies. Designed and created after extensive research the site offers extensive features and functionality and is the only platform to offer the complete Chandos Publishing catalogue in one place. For more information e-mail info chandospublishingonline. The colours and image might be different to the final published version. All prices are correct at time of going to press but are subject to alteration without notice. For further information on our titles please telephone, fax, e-mail, or visit our website: Strategic Human Resources Planning for Academic Libraries explores the impact of human resources practices in an academic library setting and how the human resources function is an important and strategic part of the library as an organization. The book looks at different positions, and those human resources practices used to drive a healthy and flexible organization to meet the changing needs of students, faculty and the academic environment. This book addresses leadership issues and how library leaders must utilize human resources as a tool to achieve positive results in the development of service, research, and program initiatives to properly support and gain acceptance within the academic community. HR best practices that apply to libraries; Influence of comparison of other professional disciplines; Role that HR can play in strategic planning; Organizational structures in academic libraries: Roles, responsibilities and competencies at multiple levels; HR tools that support organizational needs; Hiring practices for a new normal; Emerging trends in academic libraries: Changes in staffing expectations; Professional development to keep up with trends; How competencies are impacted by changes; How to plan for the future; The role of library leadership: Embracing new staffing models; Leading staff through repurposes and priority adjustments; Using HR for strategic positioning. Every day, many libraries and their collections are damaged by fire, flooding, high winds, power outages, and criminal behaviour. Every library needs a plan to protect its staff, sites and collections, including yours. Disaster Planning for Libraries provides a practical guide to developing a comprehensive plan for any library. Twelve chapters cover essential areas of plan development; these include an overview of the risks faced by libraries, disaster preparedness and responding to disasters, resuming operations after a disaster and assessing damage, declaring disaster and managing a crisis, cleaning up and management after a disaster and normalizing relations, staff training, testing disaster plans, and the in-house planning champion. CONTENTS Libraries and Risk; Disaster preparedness; Operational resumption, continuity, and recovery; Damage assessment and strategic alliances; Disaster declaration and crisis management; Clean-up, who, when and how; Post-disaster management of patrons; Normalization of operations; Staff orientation and training; Testing, auditing, updating disaster plans; The in-house planning champion; Pandemic management in libraries; Moisture control vendors and their services; Library security and loss control. The Preservation and Protection of Library Collections examines microbiological control for preservation of library and archival collections. A supporting tool for conservators, this title should be integrated into conservation and preservation policy. CONTENTS The nature of the library collections; Physical and chemicals factors - impact on microbiological issues; Biological factors; Methods of the microbiological control of the air; Methods of

the microbiological control of the objects; Methods of disinfection of the objects; Methods of microbiological control and evaluation of the collections; Disaster response; Vocabulary; Appendices; Literature and references. The book discusses how the Cooperative provides a 24 hour live chat reference service through the coordinated efforts of over 1, participating libraries in the US and the UK. What happens when society increasingly lets print go in favour of storing, retrieving and manipulating electronic information? What happens after the book? After the Book explores how the academic library of the 21st Century is first and foremost a provider of electronic information services. The book argues that librarians need to change what they know, how they work, and how they are perceived in order to succeed according to the terms of this new paradigm. The challenge of electronic resources; Diversions and half measures; The problem for libraries in the 21st Century: The need to accept a paradigm shift; Solving the problem. Part 1 Professional identity and preparation; Solving the problem. Part 2 Reorganizing libraries to serve users; Solving the problem. Do they challenge those around them to win influence and advantage? Authors offer first hand and clear examples to help librarians learn to use their influence effectively, for the betterment of their library and their career. The profession of librarianship offers the foundations for those who can lead and train others in these new skill sets, but it is a challenging time for the profession. Reinventing Librarianship argues that through a mix of reform and reinvention, librarians can take their profession forward to provide the needed value and differentiation over traditional knowledge access. The standards and intellectual freedom principles: Information literacy classes and faculty research support; Academic library 2. Privacy and intellectual freedom; Writing collection development policies; Establishing collection development priorities and allocating funds; Bridging academic units; Designing budgets; Committee work; Supervising and appraising staff; Relationships with state library associations; Relationships with vendors. Managerial development and career paths: Instructional culture; Leadership development; Grant writing and networking; Legal issues; The future of the academic library. The result is a quality collection that is clean, current, and useful. The second edition includes expanded information on collection metrics, digital collections, and practical advice for managing collections efficiently when time and resources are tight. It also includes more real-life examples from practicing librarians in areas such as workflow analysis, collection budgets, and collection management techniques. Optimizing Academic Library Services in the Digital Milieu identifies best practices and strategies for using digital devices such as tablets, e-readers, and smartphones and copyrighted materials in academic libraries. Special consideration is given to e-books, iBooks, e-journals, and digital textbooks. This title describes how academic libraries can remain current, nimbly addressing user needs. Part 2 Practical approaches to e-content for librarians. Part 3 Emerging pedagogy and technology; Conclusion: Remaining nimble and adaptable to survive in the digital milieu. Libraries are moving away from a philosophy that is collection-centered to one focused on service. Technology is key to that change. The Patron-Driven Library explores the way technology has moved the focus from library collections to services, placing the reader at the center of library activities. The book reveals the way library users are changing, and how social networking, web delivery of information, and the uncertain landscape of e-print has energized librarians to adopt technology to meet a different model of the library while preserving core values. From the White House conferences and the golden age of libraries to challenges for libraries in the age of digital information; A culture of technology. Part 2 The rise of the librarian: A focus on readers; Information literacy and social networks; Collaborative collections; The librarian as advocate; Metrics for decisions; The extensible library; Digital collections; Data repositories, open source and the library; The new professional librarian; Whither the library? Chapters examine trends and anticipate the future, offering an authoritative overview which libraries can use as a template for immediate and successful implementation and integration into current library workflows, as well as for future planning. A comparative analysis of US and Chinese academic libraries. The issues faced by Chinese libraries and librarians are those faced by library practitioners more globally, however China also has its own unique set of issues in the digital era, including developmental imbalance between East and West, urban and rural areas, and availability of skilled practitioners. Chinese Librarianship in the Digital

Era is the first book on Chinese libraries responding to these issues, and more. Focusing on service; Library consortia in China: Cooperation, sharing, and reciprocity; Future prospects. Using the Association of Research and College Libraries Excellence in Academic Libraries Award standards as guidelines for exploring librarianship, this book gathers the perspectives of all types of librarians at all levels of employment. The transformation of excellence; In unison with our communities and with each other: Striving for excellence in college librarianship; Looking outward: Partnerships and outreach at Hollins University; The A. Buehler Library at Elmhurst College: Handcrafted academic library services; Success through community: Spending Groundhog Day in the Kuhlthau model; Afterword: Academic library value and the college library. How Libraries Make Tough Choices in Difficult Times is a practical guide for library managers, offering techniques to analyze existing and potential services, implement best practices for maximizing existing resources, and utilize pressing financial scenarios in order to justify making difficult reallocation decisions. CONTENTS Considered and effective leadership; Preparing for analysis; A few important analysis techniques; Understanding and utilizing data and statistical reports; Environmental scans and the power of best practices; Key management skills that contribute to organizational leadership and direction. Transformational change may be seen as fundamentally different from other kinds of change. A part of this process is often deep level cultural change. At the individual level this may be traumatic, but at the strategic level, such change can prove essential. Planning, processes and people: Organisational resistance to change: Part 2 Transformational change: The University of Exeter experience; Leadership to transform our library: It shows how liaison librarians can extend their roles beyond the established one of information literacy teaching and showcases areas in which they can engage in collaborative ventures with academic and administrative staff. Designed to excite and inspire, New Directions for Academic Liaison Librarians demonstrates the potential of the liaison role and emphasises the need for flexibility, imagination and initiative in those who hold these posts. A medical librarian in Malawi; Liaison and bibliometric support: A Friends of the Library Group; Liaison and library buildings. The book provides guidelines, methods and techniques for managing intellectual capital in a library environment. Analysis is accompanied by examples and case studies for intellectual capital utilization in libraries. New knowledge and skills are a prerequisite for library management practitioners and researchers in order to fully realize intellectual capital. Summary and final thoughts for further research. Designing Effective Library Tutorials presents studies, practical suggestions and examples to assist librarians and faculty as they develop online instruction, tutorials and learning objects, for students from diverse learning styles. Geared for the practitioner working in online learning, the book provides a summary of the current literature covering the relevance of learning styles for students in the online environment, and presents best practices for designing effective online tools for diverse learners, including suggestions for assessment of online learning. Do we need to match up learning styles with presentation styles? Overview of learning style theories and learning style results from the Mestre study; The intersection of culture and learning styles; The need for learning object development; Current practice: Electronic Resource Management tackles the central issues with the concepts of the access and management of electronic resources. It highlights the different kinds of e-resources, from e-serials and e-books to databases and digital collections that continue to bring new developments to a field that requires different systems and skills than those needed for print resources. Staffing and workflow; Electronic resource management systems: Implementation and transformation; Discovery systems, layers and tools, and the role of the electronic resource librarian; Academic library consortia and the evolving role of electronic resources and technology; Conclusion:

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