ACQUISITIONS AND COLLECTION DEVELOPMENT

Fundamentals of Collection Development and Management
Peggy Johnson, University of Minnesota, USA

About a previous edition:
“The volume can definitely be of use to a wide variety of librarians in almost any type of institution, and should be considered essential reading for the collection development professional.”
- Internet Reference Service Quarterly

This is the third edition of the authoritative standard collection development and management textbook.
In this sweeping revision, expert instructor and librarian Peggy Johnson addresses the art of controlling and updating library collections, whether located locally or accessed remotely. Each chapter offers complete coverage of one aspect of collection development and management, including numerous suggestions for further reading and narrative case studies exploring the issues. Johnson thoroughly considers:

- Traditional management topics such as organization of the collection, weeding, staffing and policymaking
- Maintaining productive relationships with vendors and publishers, and other important purchasing and budgeting topics
- The effects of rapidly changing information delivery and access technologies, the evolving needs and expectations of library users and new roles for subject specialists.

Johnson offers a comprehensive tour of this essential discipline and situates the fundamental ideas of collection development and management in a historical and theoretical perspective, bringing this modern classic fully up to date. The book also includes sample collection development policy statements, contracts, licensing terms, selection aids and professional resources.

Readership: LIS students and librarians worldwide.

Collection Development in the Digital Age
Edited by Maggie Fieldhouse and Audrey Marshall

"...recommended to practitioners from all libraries. It can also serve as recommended reading for undergraduate students considering the spectrum of topics covered, the ease of writing style, and the excellent lists of references.”
- The Electronic Library

This topical edited collection is cross-sectoral and international in scope, drawing together the perspectives of practitioners and academics at the forefront of modern collection development. They explore how practitioners can take an active role influencing strategy in this new environment, draw on case studies that illustrate the key changes in context, and consider how collection development might evolve in the future.


Readership: LIS students and all practitioners involved in collection development and management in academic, school, public, commercial and other special library sectors.

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Acquisitions in the New Information Universe
Core competencies and ethical practices
Jesse Holden

"...a well written, strategic overview of all the components and relationships involved with library acquisitions”
- Australian Academic and Research Libraries

Building an Electronic Resource Collection
A practical guide
Stuart D Lee and Frances Boyle

Collection Management
International Yearbook of Library and Information Management 2000-2001
Edited by G E Gorman
CATALOGUING AND CLASSIFICATION

NEW

Practical Cataloguing
AACC, RDA and MARC 21
Anne Welsh, UCL, UK and Sue Batley, London Metropolitan University, UK

“Comprehensive, practical, clear, and written with a dash of humour – this is the textbook about AACR2 and RDA for which cataloguers have been waiting.”
- Karen Attar, Senate House Library

This essential new textbook provides cataloguers with the skills needed for transition to Resource Description and Access (RDA).

The book builds on John Bowman’s highly regarded Essential Cataloguing and gives an introduction to Functional Requirements for Bibliographic Records (FRBR), which provides the conceptual basis for RDA.

Written at a time of transition in international cataloguing, this book provides cataloguers and students with a background in general cataloguing principles, the current code (AACR2) and format (MARC 21) and the new standard (RDA). The contextual chapters provide library managers with an up-to-date overview of the development of RDA in order to equip them to make the transition.

The final chapter includes ten records displayed in AACR2 level 1, AACR2 level 2, RDA and MARC 21, making it easy to see the differences at a glance. There is also a fully explained worked example based on RDA.

Contents: Catalogues and cataloguing standards | The FRBRization of the catalogue | Bibliographic elements | Access points and headings | RDA: resource description and access | AACR and RDA | MARC 21 | Practical cataloguing: bringing it all together | The birth of RDA and the death of MARC? | Examples.

Readership: Cataloguers, library managers, LIS students, information professionals in all sectors, archivists.

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Catalogue 2.0
The future of the library catalogue
Edited by Sally Chambers, Göttingen Centre for Digital Humanities, Germany

Will there be a library catalogue in the future and, if so, what will it look like? In the last 25 years, the library catalogue has undergone an evolution, from card catalogues to OPACs, discovery systems and even linked data applications making library bibliographic data accessible on the web. At the same time, users’ expectations of what catalogues will be able to offer in the way of discovery have never been higher. This groundbreaking edited collection brings together some of the foremost cataloguing practitioners and thought leaders to provide an overview of the current state of the art of the library catalogue and look ahead to see what the library catalogue might become. Practical projects and cutting edge concepts are showcased in discussions of linked data and the Semantic Web, user expectations and needs, bibliographic control, the FRBRization of the catalogue, innovations in search and retrieval, next-generation discovery products and mobile catalogues.


Readership: Cataloguers and metadata specialists, library administrators and managers responsible for planning and strategy, systems librarians, user services managers, electronic resources librarians, and digital library project managers, students on cataloguing, information management and digital library courses.

Essential Library of Congress Subject Headings
Vanda Broughton

"I would recommend this book to both new cataloguers and lone librarians who find themselves cataloguing with no formal training. I would also recommend it to anyone who feels that they could do with a fresh and fun reminder of the basics of subject headings." - CILIP Cataloguing and Indexing Group Newsletter

This is the first compact guide to LCSH written from a UK viewpoint. There is a strong emphasis throughout on worked examples and practical exercises in the application of the scheme, and a full glossary of terms is supplied. No prior knowledge or experience of subject cataloguing is assumed.

Contents: Introduction | History and principles of LCSH | Subject heading lists and the problems of language | Format and display | The choice and form of headings | Content analysis | Assigning main headings | Structured headings | Topical subdivisions | Geographic subdivisions | Free-floating subdivisions | Complex headings | Chronological headings | Name headings | Literature and the arts | Headings for music | Classification Web | LCSH in the online world | Bibliography.

Readership: LIS students and practitioners.

Metadata for Digital Collections
A how-to-do-it manual
Stephen J Miller

"...a practical guide for practical people. Read this well illustrated book and all will become clear." - Managing Information

This practical, hands-on volume will make it easy for readers to acquire the knowledge and skills they need to design and create metadata for online collections of digitized resources. The book introduces readers to fundamental concepts and practices in a style accessible to beginners and LIS students, as well as experienced practitioners with little metadata training.


Readership: Information professionals responsible for organizing digital collections, LIS students and educators.

Also of interest
Information Architecture p26
Metadata for Information Management and Retrieval p26

ORDER TODAY +44 (0) 1235 827702 facet@bookpoint.co.uk
Describing Electronic, Digital and other Media using AACR2 and RDA

A how-to-do-it manual and CD-ROM for librarians

Mary Beth Weber and Fay A Austin

This book addresses RDA along with traditional examples of cataloguing like MARC, MODS, and Dublin Core. Streaming video, internet sites, dual-disc DVDs, blogs and listservs are just some of the rapidly emerging, and often complicated, new resources covered in this current, easy-to-follow manual. Separate chapters are dedicated to each non-print and e-resource format, and include corresponding examples to help demonstrate practical implementation of these critical new skills.

A companion CD-ROM contains fully-worked out examples, models and illustrations, and acts as an important visual guide to help reinforce key concepts. In addition, a companion website provides updates on changes in RDA and other cataloguing resources and practices; links to presentations, blog posts, etc; and a means to contact the authors with questions and feedback.

Readership: Cataloguers, LIS students and information professionals and support staff using integrated library systems, searching OCLC, and applying and interpreting Library of Congress Classification and Subject Headings.

RDA: RESOURCE, DESCRIPTION AND ACCESS

RDA: Element Set

The RDA: Element Set collects relevant information based on cataloguing workflow in one place, for ease of use, and offers the full text of selected RDA instructions and examples organized by FRBR and FRAD entity and then alphabetically by RDA element, including sub-elements, element definitions, and related RDA-defined vocabularies. RDA elements are the data elements described by RDA instructions and encoded in formats such as MARC, Dublin Core, and others. Online, the RDA: Element Set also offers links to current and evolving encoding standards documentation (currently MARC 21, with others planned over time) and to applicable national library policy statements (currently LCPS, with others planned over time).

Sold only as a set including Part 1: Attributes (1288 pages) and Part 2: Relationships (384 pages).

RDA and Serials Cataloguing

Ed Jones, National University, San Diego, USA


Easing cataloguers through the RDA transition by showing the continuity with past practice, serials cataloguing expert Jones frames the practice within the structure of the FRBR and FRAD conceptual models on which RDA is based. With serials’ special considerations in mind, he:

• Explains the familiarities and differences between AACR2 and RDA
• Demonstrates how serials cataloguers’ work fits in the cooperative context of OCLC, CONSER and NACO
• Presents examples of how RDA records can ultimately engage with the Semantic Web.

Readership: Specialist and occasional serials cataloguers.
**RDA: Strategies for Implementation**

*Magda El-Sherbini, Ohio State University, USA*

In this important book El-Sherbini tackles key questions about how the new cataloguing standard will be implemented by cataloguing professionals, offering an orientation in the conceptual background and the structure of RDA: Resource Description and Access from a practical and technical perspective, including a detailed comparison with AACR2. Firmly rooted in the concrete application of RDA, with numerous sample records, this book:

- Covers FRBR-driven tasks, FRBR-Group relationships, and principles of FRAD, including how FRAD impacts the RDA application
- Analyzes the roles of manifestations and items, such as pre-cataloguing decisions, preferred sources of information, and mandatory elements of description
- Discusses works and expressions for specific library materials, from methods of recording primary relationships to constructing the authorized access point and recording relationships
- Offers advice for using RDA Toolkit, with tips for efficient navigation in RDA Toolkit using workflows and searching techniques
- Digs deeply into a variety of technical issues, including RDA’s effect on OPAC displays, implementation of the new RDA fields that represent adding new elements, adjusting systems to accommodate the new MARC21 fields, integrating new records using RDA with older records, when to re-catalogue a set of manifestations, exporting an RDA-based bibliographic record from OCLC into the OPAC, choosing RDA elements to describe your library materials (core vs. full elements), upgrading OCLC records to RDA, and many more.

**Readership:** Cataloguers, LIS students, archivists and any information professional wanting to gain a better understanding of the new cataloguing standard.

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**Introducing RDA**

*A guide to the basics*

*Chris Oliver*

"...the best explanation I have yet seen on RDA as a whole. I would strongly recommend buying this book for your library, so that everyone can understand the new changes and standards that will influence how libraries and others will deal with the description and organization of information in the future."

- *Collection Building*

The book guides the reader through the key topics and questions providing a concise explanation of RDA, its implementation and its expected benefits for users and cataloguers.

**Contents:**

- What is RDA?
- RDA and the international context
- FRBR and FRAD in RDA
- Continuity with AACR2
- Where do we see changes?
- Implementing RDA
- Advantages, present and future.

**Readership:** Cataloguers, all library staff, information professionals, support staff and LIS students.

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**Maxwell’s Handbook for RDA**

*Robert L Maxwell, Brigham Young University, USA*

This book, written by expert Robert L Maxwell, author of the bestselling *Maxwell’s Guide to AACR2*, will explain the new RDA ruleset in familiar terms. Comprehensive in its coverage, the book will aid readers in understanding and becoming comfortable with the potentially forbidding new structure of RDA and contains appendices which discuss the treatment of specialised materials.

**Contents:**

- Introduction
- RDA and FRBR
- RDA and MARC
- Records for persons
- Records for families
- Records for corporate bodies
- Records for geographic entities
- Records for works and expressions
- Recording relationships
- Records for manifestations and items
- Appendices: Bibliographic records for books, pamphlets and printed sheets
- Bibliographic records for cartographic materials
- Bibliographic records for manuscripts
- Bibliographic records for music
- Bibliographic records for sound recordings
- Bibliographic records for motion pictures and videorecordings
- Bibliographic records for graphic materials
- Bibliographic records for electronic resources
- Bibliographic records for three-dimensional artefacts and reais
- Bibliographic records for microforms
- Bibliographic records for continuing resources.

**Readership:** Cataloguers, LIS students, archivists and any information professional wanting to gain a better understanding of the new cataloguing standard.

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**RDA and Cartographic Resources**

*Mary Lynette Larsgaard, UCSB, USA and Paige G Andrew, Pennsylvania State University, USA*

This is a one-stop resource for all cataloguers of cartographic materials looking to understand the differences between cataloguing using AACR2 and cataloguing using RDA.

As the cataloguing universe moves into the era of RDA: Resource Description and Access, specialist cataloguers need information on managing the materials in their areas of responsibility. In this manual, expert cataloguers Andrew and Larsgaard offer a summary and overview of how to catalogue cartographic resources using the new standard. Through abundant examples and sample records to illustrate the work, the authors:

- Take a close look at what will remain familiar from AACR2, and what is new and different in RDA
- Offer guidance for creating authorized geographic subject headings using Functional Requirements for Bibliographic Resources (FRBR) and Functional Requirements for Authority Data (FRAD)
- Present a detailed examination of geographic subject headings and subdivisions.

**Readership:** Practising map cataloguers and cataloguers new to cartographic resources.

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RDA Toolkit—the most effective resource for exploring and engaging with the new, unified cataloging standard.

RDA Toolkit benefits:
- Searchable and browseable RDA instructions
- User-created Workflows, Maps, and other tools
- Two views of RDA content—Table of Contents and RDA Element Set
- Full text of AACR2 with links to RDA

Subscribe
For information on how to subscribe to RDA Toolkit and what types of accounts you can set up, visit www.rdatatoolkit.org/subscribe.

Getting started and training opportunities
- Free 30-Day Trial: one-time, 30-day access to RDA Toolkit, available to everyone. www.rdatatoolkit.org/trial
- RDA Post-Event Access: a free, 30-day trial providing access to anyone attending an RDA training event www.rdatatoolkit.org/posteventaccess.
- Essentials Webinars: a bimonthly tour of RDA Toolkit, covering the variety of content and offering tips. www.rdatatoolkit.org/essentials

When will RDA be implemented?

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E-BOOKS AND ELECTRONIC RESOURCES

NEW

Building and Managing E-book Collections
A how-to-do-it manual for librarians
Edited by Richard Kaplan, Massachusetts College of Pharmacy and Health Sciences, USA

"...an absolute must-have for libraries seeking to expand their collections to suit the needs of the digital age, highly recommended." - Midwest Book Review

This how-to-do-it manual provides a best practice guide to developing policies and procedures for acquisition, purchase, collection development, cataloguing and retention of e-books.


Readership: Library and information professionals with an interest in e-books and their development. Library managers wishing to develop an e-book collection from scratch or for those responsible for maintaining an existing collection. Publishers, who need to be aware of the issues faced by libraries managing e-book collections. LIS students and those on publishing related courses.

FORTHCOMING IN 2013

Challenges in E-resource Management
A practitioners guide
Louise Cole, Kingston University, UK

A no-nonsense guide offering practitioners straight-forward solutions and support in managing electronic resources.

As the importance of e-resources to library collections grows, the skills needed to create, develop, grow and manage them have become increasingly valuable to modern information services and professionals. This practical step-by-step toolkit gives you a thorough grounding in all aspects of e-resource management including selection of content, developing workflows and knowledge bases, technologies, resource discovery, analysis and troubleshooting. Up-to-date coverage of key issues such as authentication, licensing and user behaviour is interwoven with cross-sectoral case studies highlighting key principles, enabling the reader to deal with all the potential problems and complexities of this rapidly evolving role.

Contents: Setting the scene of e-resource provision | E-resource selection – the e-book | E-resource selection – the e-journal | The e-resource management workflow | E-resource publishing models | Developing a knowledge base | Resolving the user and supporting researchers | Authentication issues | Copyright and licensing issues | Analysing the use of e-resources | Issues and troubleshooting.

Readership: Anyone managing e-resources in libraries, archives and museums, LIS students and academics.

NEW

No Shelf Required 2
Use and management of electronic books
Edited by Sue Polanka, Wright State University, USA

"For any library manager, librarian, or library student wishing to stay well-informed on a healthy variety of e-book concerns, this book offers an excellent collection of straightforward, practical recommendations." - Library Management

In this sequel to her best-selling No Shelf Required, e-book expert Sue Polanka dives even deeper into the world of digital distribution. Contributors from across the e-book world offer their perspectives on what's happening now and what to expect in the coming months and years. All librarians will want to familiarize themselves with the wealth of advice in this volume on best practices for use and management of e-books.


Readership: Library and information professionals with an interest in e-books and their development. Library managers wishing to develop an e-book collection from scratch or for those responsible for maintaining an existing collection. Publishers, who need to be aware of the issues faced by libraries managing e-book collections. LIS students and those on publishing related courses.
Delivering Research Data Management Services
Fundamentals of good practice
Edited by Graham Pryor, Sarah Jones and Angus Whyte, all at the Digital Curation Centre, UK

This groundbreaking guide provides a step-by-step explanation of the components for an institutional research data management service and includes case studies from the UK, USA and Australia to draw out the lessons learnt from working services. The ‘top-down’ and ‘researcher-focused’ approaches are compared and contrasted, as are examples of national and institutional services. The book is an indispensable guide to the steps that need to be taken to move from passive data storage to active data curation.

Contents: Introduction | Why develop RDMS and the approaches to be considered | Who should/will be involved and their particular roles/functions in the process | The process of preparing for and developing RDMS, from scoping to sustainability | An explanation of the components of a typical developing RDMS structure and its key functions | Case study 1: the development of research data services at Johns Hopkins University | Case study 2: introducing research data management services at the University of Southampton | Case study 3: a focus on disciplines at Monash University | Case study 4: a national solution – the UK Data Service | Case study 5: the JISC Managing Research Data programme – emerging elements of essential institutional infrastructure | Sources of information and guidance.

Readership: Heads of libraries, library managers, information technology managers, research support office staff and research directors. It will also be of interest to researchers, funders and policy makers and LIS students.

Managing Research Data
Edited by Graham Pryor, the Digital Curation Centre, UK

“This is an excellent book for anyone, not just information professionals, looking to ‘introduce and familiarise’ themselves with a complex and challenging, yet increasingly important topic.” - Ariadne

This edited collection, bringing together leading figures in the field from the UK and around the world, provides an introduction to all the key data issues facing the HE and information management communities. Using the authors’ expertise and relevant international case studies, it defines what is required to achieve a culture of effective data management, offering practical advice on the skills required, legal and contractual obligations, strategies and management plans and the data management infrastructure of specialists and services.

Contents: Why manage research data? | Graham Pryor | The lifecycle of data management Sarah Higgins | Research data policies: principles, requirements and trends Sarah Jones | Sustainable research data Brian F Lavoie | Data management plans and planning Martin Donnelly | Roles and responsibilities – libraries, librarians and data Sheila Corral | Research data management: opportunities and challenges for HEIs Rob Procter, Peter Halfpenny and Alex Voss | The national data centres Ellen Collins | Contrasting national research data strategies: Australia and the USA Andrew Treloar, William Michener and G Sayeed Choudhury | Emerging infrastructure and services for research data management and curation in the UK and Europe Angus Whyte.

Readership: Librarians and information professionals working in the higher education sector, the research community, policy makers and university managers. Students taking courses in information management, archivists and national library services.

Digital Curation
A how-to-do-it manual
Ross Harvey

“Overall the author has masterfully brought together a great deal of knowledge around a very important topic for many archivists and information staff. Here is a sound intellectual framework and basis for digital curation, ideally beyond its original academic environment.” - Program


Readership: Librarians and information professionals working in the higher education sector, the research community, policy makers, university managers, LIS students, archivists and national library services.

Preserving our Heritage
Perspectives from antiquity to the digital age
Edited by Michele V Cloonan, Simmons College, USA

Drawing on historical texts, this all-encompassing, accessible volume provides a broad understanding of preservation for librarians, archivists, and museum specialists. By grounding key readings in context, Michele V Cloonan offers students and professionals an overview of longevity, reversibility, enduring value and authenticity of information preservation. In considering the history and context of preservation, she provides significant insight into conservation, historic preservation, moving images, and other cultural heritage institutions.

The text is divided into eight themes designed to provide specific readings in context with this broad subject:

- History and context: situating preservation
- Collections
- Digital preservation
- Scholarship
- Public policy
- Ethics and values
- Multicultural issues
- Sustainability.

Each section has historical works that form the basis of contemporary thinking and practices, readings from a variety of fields that are primarily concerned with the preservation of cultural heritage, and hard-to-find publications that shed new light on how to approach contemporary problems. Cloonan’s selections and her insightful commentary on each comprise a truly global view of preservation.

Readership: Researchers and students in archives, museums and libraries courses around the world.
Practical Digital Preservation
A how-to guide for organizations of any size
Adrian Brown, Parliamentary Archives, UK

This very practical guide, offering a comprehensive overview of best practice, is aimed at the non-specialist, assuming only a basic understanding of IT and offering guidance as to how to implement strategies with minimal time and resources.

Digital preservation has become a critical issue for institutions of all sizes but until recently has mostly been the preserve of national archives and libraries with the resources, time and specialist knowledge available to experiment. As the discipline matures and practical tools and information are increasingly available the barriers to entry are falling for smaller organizations which can realistically start to take active steps towards a preservation strategy. However, the sheer volume of technical information now available on the subject is becoming a significant obstacle and a straightforward guide is required to offer clear and practical solutions.

Each chapter covers the essential building blocks of digital preservation strategy and implementation, leading the reader through the process. International case studies from organizations such as English Heritage, Central Connecticut State University Library in the USA and the Wellcome Library in the UK illustrate how real organizations have approached the challenges of digital preservation.


Readership: Anyone involved in digital preservation, students studying library and information science, archives and records management courses and academics getting to grips with practical issues.

The Good Digital Preservation Guide
Edited by Neil Grindley, JISC, UK, William Kilbride, Digital Preservation Coalition, UK and Grant Young, Cambridge University, UK

Digital preservation is now widely acknowledged as an area that organizations must engage with. For those living in networked societies the world has been digital for some years and there is a growing awareness of the need to plan for digital sustainability rather than expect that important material will naturally endure. What remains unclear is: who should be responsible for all this work; how should we pay for it; and what should we try to preserve? These and a number of other related issues will be addressed in this book.

The guiding principle of this book is that good preservation practice begins with effective policy and so it examines broadly strategic themes rather than technical solutions. Put together by an international, cross-sectoral team of contributors, each authored chapter provides a snapshot of where we are now and what barriers need to be overcome. They also provide several in-depth case studies which delve into their own experience to illustrate the essential concepts.

Contents: Reappraising the digital archive | Preservation in context | What is at stake? | Roles and responsibilities | Building effective partnerships | Tools and processes | Training and professional development | Personal archiving | Legal and ethical aspects of preservation | Reflections on next steps.

Readership: Information managers, librarians and archivists worldwide. Others in the information and culture world such as museum curators, media professionals and web content providers, will also find it essential reading, as will LIS students.
Essential Law for Information Professionals
Paul Pedley

A brand new edition of this best-selling text offering up-to-date and easy-to-follow practical advice on the law as it affects information management and the fundamental principles underlying practice. Using individual cases to illustrate underlying principles and contextualize regulations it manages to cut through the legal jargon and provide exactly what’s needed in an easily digestible format. This gives you the tools to quickly assess legal hazards and identify solutions.

Contents: General law and background | Copyright | Legal deposit | Breach of confidence | Patents | Trade marks and design right | Contracts and licensing agreements | Privacy | Freedom of information | The Information Commissioner | Human rights | The re-use of public sector information | Professional liability | Cybercrime and computer misuse | Disability discrimination | Other legal issues relevant to librarians.

Readership: Anyone working in the information professions and LIS students.

The E-copyrigh Handbook
Paul Pedley

This handbook provides library and information professionals with practical guidance to minimize the risk of copyright infringement in the era of information sharing and online collaborative working.

The book considers how copyright applies to a wide range of electronic content types including APIs, e-books, blogs, wikis, RSS feeds, e-mails, streaming, podcasts, broadcasts, databases, social networking sites and GUIs. It also looks at activities such as the lending of electronic content and the mass digitization of content, and considers activities undertaken by internet users such as deep linking, filesharing, mashups, and scraping, and the copyright issues associated with those activities.

The text draws upon relevant legislation as well as numerous examples of legal disputes and court decisions from the UK, Europe, and the USA and is highly practical, packed throughout with tips, case summaries, sample wording and suggestions for further reading.

Contents: Introduction | Content types | Activities | The copyright exceptions | Licences | The Digital Economy Act 2010 | Enforcement | The Hargreaves Review.

Readership: Library and information professionals looking for guidance on how to avoid e-copyright infringements. Students of LIS, electronic publishing and computer science.

Information Ethics
Reflection and practice
David McMenemy, University of Strathclyde, UK

A practical, comprehensive guide to ethical issues in library and information work.

The book considers the over-arching ethical concepts impacting on all library and information professionals and will be of interest to both practitioners and students. Practical guidance to ethical dilemmas is provided through discussion of international real-world examples of actual ethical situations throughout the text. A resource guide and suggestions for further reading are provided and model policies that can be used by practitioners to support ethical practice are included as appendices.

Contents: Introduction: ethics and the library and information professional | Information ethics – figures and philosophies | Professional associations and professionalism | Freedom of access and expression | Understanding user needs | Protection of ideas and the cultural record | Information ethics and democracy | Managing technology | Conclusions | Further reading | Appendices: Model AUPs | Model stock development policies | Model diversity policies | Model mission statements.

Readership: LIS professionals, students and researchers.

Copyright
Interpreting the law for libraries, archives and information services
Graham P Cornish

The standard work in the field, this explains the provisions of the Copyright Act and supporting legislation in quick and easy question-and-answer form.

Contents: Definition and law | What is covered by copyright? | Rights and limitations | Literary, dramatic and musical works | Artistic works | Sound recordings and performers’ rights | Films | Television broadcasts | Databases | Licensing schemes and licences | Computer programs, websites and the electronic world | Other matters | Appendix 1: List of useful addresses | Appendix 2: Selected further sources of information | Appendix 3: Statutory declaration forms.

Readership: Anyone working in the information professions and LIS students.

Copyright Compliance
Practical steps to stay within the law
Paul Pedley

The non-legal professional’s guide
Alan Stead

Also of interest
Copyright and E-learning p38
Copyright for Archivists and Records Managers p22
The No-nonsense Guide to Legal Issues in Web 2.0 and Cloud Computing
Charles Oppenheim

"Here is a book that is up-to-date and accessible and I think it would be a valuable read for any non-lawyer with an interest or involvement in this area...The Guide's special strength is copyright and other IPRs, where the example case studies are well selected and genuinely enlightening." - Laurence Eastham

Applications like YouTube, Facebook, Flickr and Slideshare all raise legal problems for the information professional. Whether you're working with, managing or using Web 2.0 or cloud computing applications you will need to be able to assess and manage risk effectively. This no-nonsense practical working tool will make the relevant legal principles simple to understand for those with little or no experience and make common problems quick to solve when you're struggling with daily deadlines. Each chapter starts with an accessible introduction to the key areas of relevant law and the implications for Web 2.0 and cloud computing. Cross-sectoral case studies illustrate real world problems and exercises with easy-to-follow, pragmatic solutions allow you to quickly develop good practice.

Contents: Copyright | Other intellectual property rights and related rights | Data protection and privacy | Freedom of information | Defamation | Cloud computing | Liability | Useful sources.

Readership: Information professionals working in public, academic or special libraries, archives or museums, who are working with, using or managing Web 2.0 or cloud computing applications. LIS students and academics.

The No-nonsense Guide to Copyright in All Media
Alma Hales, Open University, UK and Bernadette Attwell, Copy-Right Consultants, UK

This pragmatic and no-nonsense practical working tool will make digital media copyright issues simple to understand and solve when you’re struggling with daily deadlines. Providing a happy medium between a ‘fingers-crossed’ approach and a ‘copyright police’ stance, both of which can stymie creativity and undermine your organization, this handbook explores the principles of copyright for those with little or no experience. It will help you to develop good practice in clearing and negotiating licences for use of third-party content in all types of media including video, images and music. With guidelines on the legal side of copyright, it recommends ways to implement a ‘risk management’ approach using examples and cases which highlight common problems and solutions.

Contents: Introduction | Intellectual property rights and digital resources | nuts and bolts of licensing | Licensing digital resources workflow | Dealing with orphan works and risk management | Creating and using open access resources | Managing rights and permissions | Negotiating licences | Developing a licensing strategy | Governance issues | Glossary and sample contractual clauses.

Readership: Information professionals using, creating or providing access to digitized materials in academic, public or special libraries, archives or museums. Academics, learning technologists and researchers working with digital content. LIS students and academics who want to get to grips with the law regarding digital resources.

Also of interest
The No-nonsense Guide to Archives and Recordkeeping p33
The No-nonsense Guide to Training in Libraries p16

EVALUATION AND MEASUREMENT

Evaluation Techniques for Information Services
Edited by Jillian R Griffiths, Manchester Metropolitan University, UK

This new collection of cutting-edge chapters by an international line-up explores the techniques available to researchers and practitioners evaluating information services and systems. Expert contributors outline the range of subjective and objective approaches from user studies to information retrieval metrics and recommend which methods are appropriate and relevant dependant on the information service, the users involved and the information that needs to be gathered.

This landmark title will provide invaluable guidance to information professionals in all areas seeking a sound theoretical framework through which to evaluate information services. Referencing state-of-the-art approaches and informed by real-world examples, this edited collection gives readers the tools to address questions of usability and system evaluation.

Readership: Practitioners, academics and researchers undertaking evaluation projects and wanting to apply theory to practice, and library and information science students.
Evaluating the Impact of Your Library
Sharon Markless, King’s College London, UK and David Streatfield, Information Management

About the previous edition:
“The strength of the book lies in its duality as both a tool and as an insightful analysis of the context, concepts and methodologies required to demonstrate the effectiveness of your library.”
- Ariadne

Assessing impact is increasingly critical to the survival of services: managers now require comprehensive information about effectiveness, especially in relation to users. Outlining a rigorously tested approach to library evaluation and offering practical tools and highly relevant examples, this book enables LIS managers to get to grips with the slippery concept of service impact and to address their own impact questions in their planning. The 2nd edition is fully updated to include international approaches to qualitative library evaluation, new international research, and current debates on the evolving nature of evaluation, as well as reflections on the importance of involving stakeholders and of evaluation to guide advocacy.

Contents: The demand for evidence • Getting to grips with impact • The research base of this work • Putting the impact into planning • Getting things clear: objectives • Success criteria and impact indicators: how you know you are making a difference? • This book provides the tools to unlock web metrics and provide information service managers and policy makers. LIS students and lecturers.

Readership: Library and information service managers and policy makers. LIS students and lecturers.

Evaluating and Measuring the Value, Use and Impact of Digital Collections
Edited by Lorna M Hughes

“Evaluating value and impact is the Holy Grail for all involved in the provision of information. How do we know that we are making a difference? This book attempts to answer the question in a series of independently written but structured chapters covering the range of issues across the libraries, museums and archives sectors.”
- Managing Information

Contents: Foreword Christine L Borgman • Introduction: the value, use and impact of digital collections Lorna M Hughes • PART 1: DIGITAL TRANSFORMATIONS IN LIBRARIES, MUSEUMS AND ARCHIVES • The digital library Andrew Prescott • The digital museum Claire Hudson • The digital archive Gillian Oliver • PART 2: UNDERSTANDING AND MEASURING THE USE, IMPACT AND VALUE OF DIGITAL COLLECTIONS • A strategic approach to the understanding and evaluation of impact Ben Showers • User needs in digitization Milena Dobreva, Andy O’Dwyer and Leo Konstantelos • Measuring impact and use: scholarly information-seeking behaviour Claire Ross, Melissa Terras and Vera Mlynckoova • The value and impact of digitized resources for learning, teaching, research and enjoyment Simon Tannier • PART 3: ENHANCING THE FUTURE IMPACT AND VALUE OF DIGITAL COLLECTIONS • ICT and methods in arts and humanities research Lorna M Hughes • Creating a research data infrastructure: policy and practicalities Ann Borda and Lyle Winton • Improving sustainability of publicly funded digital resources David Robey.

Readership: Academics, librarians, archivists, staff of cultural heritage organizations, funders and other key stakeholders with an interest in the development and long term sustainability of digital collections.

Web Metrics for Library and Information Professionals
David Stuart, King’s College London, UK

A practical guide to using web metrics to measure impact and demonstrate value.
This book is a clear guide for library and information professionals as to what web metrics are available and how to assess and use them to make informed decisions and demonstrate value. As individuals and organizations increasingly use the web to bypass traditional publishing avenues and formats, this book provides the tools to unlock web metrics and evaluate the impact of this content.

Contents: Introduction • Bibliometrics, web metrics and webometrics • Metrics for websites, blogs and other hosted content • Metrics for third-party web services: Twitter, Facebook and other social media • Web bibliometrics • Web metrics and the web of data • The future of web metrics and the library and information professional.

Readership: A wide range of library and information professionals including bibliometrists and reference librarians. It will be a valuable tool for anyone who wants to not only understand the impact of content, but demonstrate this impact to others within the organization and beyond.

Delivering Impact and Sustainability for Digital Content
Simon Tanner, King’s College London, UK

This practical guide gives you the tools to effectively measure the impact of digital content for library, museum, archive and media-based memory organizations.
Measuring the impact of digital content and how it affects the various benefiting communities will lead to improved evidence-based decision making and sustainability planning in organizations and by national policy makers and funders. Part Two provides the reader with a complete Balanced Impact Value Model (BIVM) for demonstrating that impact is delivered by digital resources. The model is presented in five clear stages supported by a comprehensive set of methods, tools and case studies/scenarios.

Contents: PART ONE: SUSTAINABILITY AND IMPACT • Introduction • The challenge of digital! The opportunity of sustainability and impact! What does impact really mean for you? • Sustainability in the Attention Economy • Knowing more and making the case, an evidence-based approach • Benefiting stakeholders • Using a balanced approach: introducing four perspectives • Considering modes of cultural value for impact • Moving beyond outputs and outcomes to impact for sustainability planning • PART TWO: THE BALANCED IMPACT VALUE MODEL • Balanced Value Impact Model (BIVM) Overview • BIVM Stage 1: Context • BIVM Stage 2: Design and planning • BIVM Stage 3: Implementation • BIVM Stage 4: Outcomes and results • BIVM Stage 5: Review and respond • Case studies • Appendix A: methods and data gathering techniques for impact assessment.

Readership: Information professionals, policy makers and funding bodies in libraries, museums, archives and media-based memory organizations.

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Better Library and Learning Spaces
Projects, trends and ideas
Edited by Les Watson
What are the most important things a 21st-century library should do with its space?
Each chapter in this cutting-edge text addresses this critical question, capturing the insights and practical ideas of leading international librarians, educators and designers to offer a ‘creative resource bank’ that will give readers inspiration to transform libraries and learning spaces. This is an innovative and practical toolkit introducing concepts, drawing together opinions and encouraging new ways of thinking about learning spaces in the future.


Readership: Those involved in designing and developing library and learning spaces, from library and university management to designers and architects. It’s also a useful guide for students taking courses in library and information science to get to grips with the importance of library design.

Management Basics for Information Professionals
G Edward Evans and Camila Allre, Colorado State University, USA
Completely revised and expanded to reflect the rapidly changing sphere of information services, this comprehensive introduction to the management of libraries builds the basic skills good library managers must exercise. The authors offer an authoritative approach on the fundamental concepts of management while recognizing the diverse needs of different operating environments.

Drawing from examples of successful leadership techniques from a variety of services - archives, information brokers, libraries, records management and more - this book demonstrates the most effective ways to plan, delegate, make decisions, communicate and lead a team. Equal emphasis is placed on personal, fiscal and technological issues, as well as a look at what the future may hold for incoming managers.

Contents: PART 1: MANAGERIAL ENVIRONMENT | PART 2: MANAGERIAL SKILL SETS | PART 3: MANAGING PEOPLE | PART 4: MANAGING THINGS | PART 5: MANAGING YOURSELF AND YOUR CAREER.

Readership: Library managers and librarians looking to step up into a management position.

December 2012
224pp | £49.95
Paperback: 978-1-85604-858-3

Collaboration in Libraries and Learning Environments
Edited by Maxine Melling. University of Gloucestershire, UK and Margaret Weaver, University of Cumbria, UK
The changing environment in higher education requires different approaches to be taken to the provision of support services. This may result in the development of outsourced shared services, the convergence of many different student-facing services or the development of more active collaborative networks. This collection of essays considers the changing context and broad principles affecting the ways in which we need to manage and provide services and offers case studies of changes that have already taken place.

This book recognises and uncovers the innovations that leaders and practitioners are implementing to transform and develop the provision of sustainable and creative support services. Such innovations are resulting in diverse models of delivery, including the development of outsourced shared services, the convergence of many different student-facing services and the development of more active collaborative networks and commercial partnerships. The essays are drawn from a broad spectrum of professionals working inside and outside library and information services as well as those responsible for leading multiply converged or joint service teams.

Contents: Introduction Maxine Melling and Margaret Weaver | The changing higher education context Rebecca Davies | Connecting with the student perspective Craig Gaskell | Working with professional associations Andrew West and Raegan Hiles | Culture, values and change: observations from three consortia in Canada Michael Ridley | Managing complex change collaboratively Margaret Weaver | Leadership skills for collaboration: future needs and challenges Sue Roberts and Rachel Esson | Knowing me…knowing you: the role of technology in enabling collaboration Graham Stone and Dave Pattern | Space: changing the boundaries Liz Jolly | Collaborative service provision through super-convergence Maxine Melling | Joint-use libraries and transformational change Ruth Kifer.

Readership: Library leaders and practitioners and LIS students.

November 2012
224pp | £49.95
Paperback: 978-1-85604-954-2

Better by Design
An introduction to planning and designing a new library building
Ayub Khan
This comprehensive introduction to the planning and design of library buildings is essential reading for students, staff and trainee librarians, and practitioners in the library and information sector.


Readership: Designers and developers of library buildings.

November 2012
184pp | £34.99
Paperback: 978-1-85604-657-2

Libraries Designed for Kids
Nolan Lushington
A unique and positive introduction to designing libraries for children.


Readership: Librarians, architects, designers and educators responsible for designing library spaces for children.

December 2012
224pp | £34.99
Paperback: 978-1-85604-650-3
Emergency Planning and Response for Libraries, Archives and Museums
Emma Dadson, Harwell Document Restoration Services, UK

“...a mentally stimulating treat. The book will enable you to understand and deal with the changing landscape of the information industry with a new confidence.”
- Information World Review

Author Emma Dadson draws on a decade of experience and award-winning training in this essential practical toolkit, enabling you to respond quickly and effectively to flood, fire and other emergencies. Expert advice is interwoven with cross-sectoral and international case studies drawn from high profile and smaller and medium-sized organizations offering a breadth of relevant experience and advice. Regardless of your time or cost constraints this text will outline exactly how to minimise risk, tackle real emergencies and ensure business continuity.

Contents: Introduction | Case studies | Roles and responsibilities | Incident control | Planning the recovery operation | Collection salvage | Supplementary information | Dealing with the building | Business continuity | Ensuring the plan’s efficacy | Conclusion.

Readership: Those working with collections in libraries, archives, museums and historic houses internationally. Records managers in companies, local authorities and healthcare agencies. LIS students.
MARKETING AND ADVOCACY

The Library Marketing Toolkit
Ned Potter, University of York, UK

"The Library Marketing Toolkit is packed full of useful, informative and above all practical information about the best ways of getting your message across, and it should be on the shelf of every librarian and information professional who needs to promote the idea of the library and its value in a modern day society."
- Phil Bradley, CILIP President

This Toolkit provides you with everything you need to successfully market any library.

As libraries continue to fight for their survival amid growing expectations, competition from online sources and wavering public perceptions, effective marketing is increasingly becoming a critical tool to ensure the continued support of users, stakeholders and society as a whole. This unique practical guide offers expert coverage of every element of library marketing and branding for all sectors including archives and academic, public and special libraries, providing innovative and easy-to-implement techniques and ideas.

The book is packed with case studies highlighting best practice and offering expert advice from thought-leaders including David Lee King and Alison Circle (US), Terry Kendrick and Rosemary Stamp (UK), Alison Wallbutton (New Zealand) and Rebecca Jones (Canada), plus institutions at the cutting-edge of library marketing including the British Library, New York Public Library, the National Archive, Cambridge University, JISC, the National Library of Singapore and the State Library of New South Wales.

The book is kept current through a companion website which also includes further tools and resources and new case studies.

Contents: Seven key concepts for marketing libraries | Strategic marketing | The library brand | Marketing and the library building | An introduction to online marketing | Marketing with social media | Marketing with new technologies | Marketing and people | Internal marketing | Library advocacy as marketing | Marketing special collections and archives | A final word on marketing libraries | Appendix: Glossary of Web 2.0 platforms and tools.

Readership: Anyone involved in promoting their library or information service, whether at an academic, public or special library or in archives or records management. LIS students who need to understand the practice of library marketing.

Marketing Concepts for Libraries and Information Services
Eileen Elliott de Sáez

This third edition of the best-selling textbook offers information professionals a comprehensive foundation and structure for effective strategic marketing and shows how they can use this to enable their library to grow, develop and find new perspectives.

The book introduces practitioners to a wide range of marketing concepts and techniques suitable for library and information services and shows how it is essential for a library to be truly market oriented in order to ensure its survival and future prosperity. The third edition is fully updated to encompass recent developments including social media, marketing 3.0, interactive marketing, values-driven marketing, holistic marketing and video marketing. The book also includes two completely new chapters on marketing environments and marketing culture. The book offers references and lists of further reading to act as a useful source of further information.

Contents: Introduction | What is marketing | Marketing culture | The mission for libraries and information services | Corporate identity and corporate image | Marketing environments in 21st century | Market segmentation | Marketing mix | Marketing communications | Public relations for libraries and information services | Market research | Marketing management | The marketing audit | The marketing plan | And finally | Bibliography.

Readership: Library managers and library and information professionals who want a comprehensive foundation and structure for effective strategic marketing and students of LIS.

Marketing Your Library’s Electronic Resources
A how-to-do-it manual
Marie R Kennedy, Loyola Marymount University, USA and Cheryl LaGuardia, Harvard University, USA

This essential guide to marketing libraries’ e-resources shows librarians how to make sure their customers understand what is available to them online and allow them to use their e-resources fully.

Marketing Your Library’s Electronic Resources provides practical guidance on creating marketing programmes to allow librarians to get the word out about their e-resources. The book explains how libraries cannot just rely on discovery systems to make their customer aware of their e-resources and that the value of marketing means that the library knows its patrons well enough to say, ‘Out of all of these available resources, it’s this one, this is the one you want.’

Readers will be shown how to develop, implement, and assess marketing plans, understand marketing terminology and and save time, effort and money while increasing the use of vital library resources and making customers happier and more successful. The book also contains sample marketing plans for examples of best practice.

Readership: Anyone involved in promoting their libraries’ electronic resources and LIS students who need to understand the practice of library marketing.
TRAINING AND DEVELOPMENT

The No-nonsense Guide to Training in Libraries
Barbara Allan, University of Westminster, UK

The No-nonsense Guide to Training in Libraries provides straightforward and practical guidance for library and information workers in all sectors who are involved in training users, colleagues or other groups.

Increasingly, library and information staff are being asked to do more and more with fewer resources. In order to make an impact with their customers, library staff must be well trained and up-to-date. Training is often delivered by library managers, development officers and trainers who are often on limited budgets with access to few resources. This accessible guide uses international case studies and examples of best practice from public, school, academic, special and government libraries to help library and information workers train successfully.

Contents: Introduction | The people side of training | Use of different technologies to support training practices | Different approaches to learning and teaching | Before you get started | Training design | Delivering training face-to-face and blended learning | Evaluation of training events and continuous improvement of training | 101 approaches to staff development in the workplace.

Readership: All library and information workers involved in training.

Also of interest
Screencasting for Libraries p23
Technology Training in Libraries p23

DIGITAL LIBRARIES

Digital Libraries
Karen Calhoun, University of Pittsburgh, USA

This is a landmark textbook on digital libraries for students of LIS throughout the world. Digital Libraries is an authoritative and in-depth treatment of the digital library arena that focuses on the functional and strategic, providing an unsurpassed overview of what’s happening now and what will happen in the future. It is unique in drawing together the author’s original applied research and experience serving digital libraries, a review and analysis of key readings and existing digital library literature and the results of recent interviews with key educators, researchers and implementers in the digital library arena to produce a book that is both thought-provoking and practical.

Contents: Introduction to digital libraries | Digital library users | Developing and managing services for digital library users | The collections of digital libraries | Organizing access to digital library collections | Metadata, standards, interoperability | Legal factors | Economic factors | Human factors.

Readership: LIS students, educators and researchers getting to grips with digital libraries. It’s also invaluable for library and information professionals getting started with digital projects, preparing training and workshops and those who want a primer for professional development.
User Studies for Digital Library Development
Edited by Milena Dobreva, University of Malta, Malta, Andy O'Dwyer, BBC, UK and Pierluigi Feliciati, University of Macerata, Italy

“This book is a timely one...The chapters are written by highly competent researchers and professionals known in the digital libraries and user studies world. The research world meets the professionals, the mature and authoritative researchers are represented side by side with young ones just starting their careers.”

- Information Research

Contents: Preface Tom Wilson | Introduction: user studies for digital library development Milena Dobreva, Andy O'Dwyer and Pierluigi Feliciati | PART 1: SETTING THE SCENE | Models that inform digital library design Elaine G Toms | User-centric studies Sudatta Chowdhury | Design issues and user needs Petar Mihtaylov | Users within the evaluation of digital libraries Giannis Tsakonas | PART 2: METHODS EXPLAINED AND ILLUSTRATED | Questionnaires, interviews and focus groups as means for user engagement with evaluation of digital libraries Jillian R Griffiths | Expert evaluation methods Claus-Peter Klas | Evidence of user behaviour: deep log analysis David Nicholas and David Clark | An eye-tracking approach to the evaluation of digital libraries Panos Balatsoukas | Personas Katja Guldbæk Rasmussen and Gitte Petersen | PART 3: USER STUDIES IN THE DIGITAL LIBRARY UNIVERSE: WHAT ELSE NEEDS TO BE CONSIDERED? | User-related issues in multilingual access to multimedia collections Paul Clough | Children and digital libraries Ian Ruthven, Monica Landoni and Andreas Lingnau | User engagement and social media Jeffery K Guin | Significant others: user studies and digital preservation Kathleen Menzies and Duncan Birrell | The shift to mobile devices Lina Petrkovska | Discovery resource for research and course design Zsuzsanna Varga | Support for users within an educational or e-learning context Nicola Osborne | PART 4: USER STUDIES ACROSS THE CULTURAL HERITAGE SECTOR | User studies in libraries Derek Law | User studies in archives Wendy M Duff | User studies in museums: holding the museum in the palm of your hand Susan Hazan | Digital art online: perspectives on user needs, access, documentation and retrieval Leo Konstantelos | User studies for digital libraries’ development: audiovisual collections Andy O’Dwyer | A business-model perspective on end-users and open metadata Harry Verwayen and Martijn Arnolus | PART 5: PUTTING IT ALL TOGETHER | And now ... to the brave real world Milena Dobreva, Andy O'Dwyer and Pierluigi Feliciati.

Readership: Information professionals involved in supporting, developing or designing digital library services, researchers wanting to address the user dimension in their work, students of LIS and computer science who want to understand the importance of the user in information services.

Also of interest
Catalogue 2.0 p3
Digital Archives p32
Evaluating and Measuring the Value, Use and Impact of Digital Collections p12
Information Users and Usability in the Digital Age p39
Is Digital Different? P25
Metadata for Digital Collections p3

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Managing Digital Cultural Objects
Analysis, discovery and retrieval
Edited by Allen Foster and Pauline Rafferty, both at Aberystwyth University, UK

This book explores the analysis and interpretation, discovery and retrieval of a variety of non-textual documentation, including image, music and moving image. Bringing together chapters written by leading experts in the field, this book will provide an overview of the theoretical and academic aspects of digital cultural documentation and the state of the art. Case studies of digitization projects drawn from practitioners within libraries and information organizations will showcase both technical and more strategic issues relating to cultural heritage projects, digital asset management and sustainability. Key topics include:

- Semiotics of digital cultural objects: images, music and film
- Digital cultural object retrieval: semantic and emotional indexing
- Semantic Web, FRBR, intertextuality and cultural objects
- Photo retrieval on the web: Flickr, Facebook and other social networking sites
- Classical music retrieval on the web
- Indie music retrieval on the web: Spotify, social tagging, recommender sites
- Film retrieval on the web: YouTube, social tagging and sharing, IMDb, indexing, controlled vocabulary.

Readership: LIS professionals, researchers and students.

The Digital Asset Management Handbook
Mark Hedges, Centre for e-Research, Kings College London, UK

This practical handbook provides information professionals with everything they need to know to effectively manage digital content and information.

The book addresses digital asset management (DAM) from a practitioner’s point of view but also introduces readers to the theoretical background to the subject. It will thus equip readers with a range of essential strategic, technical and practical skills required to direct digital asset management activities within their area of business, while also providing them a well-rounded and critical understanding of the issues across domains.

The Digital Asset Management Handbook includes an evolving case study that serves to illustrate the topics and issues addressed in each chapter, as well as a sequence of practical exercises using freely available DAM software.

Contents: Introduction | Architecture and users | Digital content and assets | Metadata and knowledge organization | DAM systems for enterprise | Specifying a DAM system | Procuring a DAM system | Implementation of DAM system | Distributed DAM and interoperability | DAM for research.

Readership: Information professionals who work (or aim to work) in the digital content industries and managers of digital assets of various forms. Cultural and memory institutions, digital archives, and any areas of science, government and business organization where there is a need to curate digital assets. Students taking LIS graduate courses worldwide.

Digital Futures Series
Series Editors: Marilyn Deegan and Simon Tanner

Written by leading international experts in digital library development, each book in the Digital Futures series examines in detail some of the key strategic and practical issues facing libraries and other cultural institutions in the rapidly expanding world of digital information.

Digital Futures
Strategies for the information age
Marilyn Deegan and Simon Tanner

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Digital Preservation
Strategies for the information age
Edited by Marilyn Deegan and Simon Tanner

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Delivering Digital Services
A handbook for public libraries and learning centres
David McMenemy and Alan Poulter

Preserving Complex Digital Objects
Edited by Janet Delve and David Anderton, both at Portsmouth University, UK, and Milena Dobreva, University of Malta, Malta

This ground-breaking edited collection explores the challenges of preserving complex digital objects such as simulations, visualisations, digital art and video games. Drawing on the outputs of the JISC-funded Preservation of Complex Objects (POCOS) symposia, enhanced with specialist pathfinder solutions, this book will cover topics such as the legal and technical challenges of preservation, curation and authority, and digital archaeology. Written by international experts from a broad background of library, collecting institutions, information and computer science, and digital preservation backgrounds, this collection showcases the state of the art of the discipline and brings together stakeholder perspectives from across the preservation community.

Readership: Academics and students on digital preservation, digital humanities and information management courses, those working in preservation and collecting for memory institutions, computer scientists, artists, games and emulation communities, archaeologists and digital forensic scientists.

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INTRANET AND WEBSITE MANAGEMENT

The Intranet Management Handbook
Martin White

“This is a truly superb book...Martin crams a treasure trove of information into 233 pages. His writing style is concise and easy to digest. I have never found another book that covers intranets in this practical style and so I thoroughly recommend it.”
- Jed Cawthorne

This is the first book to offer practical advice on intranet management, based on the work of the author as an intranet consultant over the past fifteen years.

Contents: Foreword James Robertson I PART 1: FOUNDATIONS I Managing intranets: opportunities and challenges I Defining user requirements | Making a business case I Developing a content strategy I Enhancing collaboration | PART 2: TECHNOLOGY I Managing technology I Specifying and selecting software I Using Microsoft SharePoint for intranets | PART 3: OPERATIONAL PLANNING I Establishing the intranet team I Managing intranet projects I Evaluating risks I Conforming to compliance requirements I PART 4: GOVERNANCE AND STRATEGY I Creating the governance framework I Developing an intranet strategy I From intranets to information management.

Readership: Information professionals involved in the development of an intranet for their organization, managers with responsibility for internal communications, personal management, risk management, information management and information technology.

MOBILE TECHNOLOGY

Using Mobile Technology to Deliver Library Services
A handbook
Andrew Walsh, University of Huddersfield, UK

“This book is a great starting point for anyone interested in using mobile technologies to deliver library services but not sure where to start. It’s easy to read, the language used is jargon free, and the opportunities and challenges are fully explained.”
- Refer

This is an essential practical guide for all information professionals who want to get to grips with or improve their use of mobile services.

Packed with easy-to-implement ideas, practical examples and international case studies, this provides you with the ultimate toolkit, exploring ideas as simple as renewals and reminders to the more complex such as access to e-books and virtual worlds. Jargon-free coverage of the background and context to mobile delivery will enable you to fully understand the challenges and embrace the opportunities, getting to grips with critical issues such as what sort of services users really want.

Contents: What mobile services do students want? | Modelling mobile information literacy | The mobile librarian | Texting in libraries | Apps vs mobile websites | Linking physical and virtual worlds via mobile devices | Mobiles in teaching | E-books for mobiles | So what now?

Readership: Information professionals and museum staff who want to get to grips with or improve their use of mobile services, LIS students and academics.
M-Libraries 4
From margin to mainstream – mobile technologies transforming lives and libraries
Edited by Mohamed Ally, Athabasca University, Canada and Gill Needham, The Open University, UK
A brand new edition of the highly successful M-Libraries series, this draws together cutting-edge international contributions from the leading authorities in the field. Based on the proceedings of the Fourth International M-Libraries Conference held in Milton Keynes in 2012 it explores the variety of work that libraries are doing across the world to deliver resources to users via mobile and hand-held devices.
The main strands of discussion include:
• Imagination – looking at the future of m-libraries
• Transformation – focusing on the transformation of services, learners or institutions through the introduction of mobile technologies
• Inspiration – focusing on mobile innovation
• Implementation – case studies of successful implementation of mobile services
• Collaboration – a discussion of mobile strategy and ideas.
Readership: Information professionals in all sectors, policy makers, researchers, developers, publishers, suppliers and LIS students.

M-Libraries 3
Transforming libraries with mobile technology
Edited by Mohamed Ally, Athabasca University, Canada, and Gill Needham, The Open University, UK
"...a seminal contribution...an essential, core contribution to Library Science reference collections." - Midwest Book Review
Contents: Foreword Stephen Abram | Introduction Gill Needham | 1: Education for all with mobile technology: the role of libraries Mohamed Ally | 1.1: DEVELOPING MOBILE SERVICES | Preparing for the mobile world: experimenting with changing technologies and applications for library services Colin Bates and Rebecca Carruthers | Enhancing open access services with mobile technologies Jenny Rauhenheimer | Use of mobile phones in the delivery of consumer health information Vahideh Zarea Gavagni | Deploying an e-reader loan service at an online university Anna Zurliga Ruiz and Cristina Lopez Perez | Mobile service providers and library services in a multi-campus library Elia Volatabu Qica | Using mobile technology to deliver information in audio format: learning by listening Margie Wallin, Kate Kelly and Annika McGinley | Sound selection: podcasts prove positive Daniel McDonald and Roger Hawcroft | PART 2: PEOPLE AND SKILLS | Staff preparedness to implement mobile technologies in libraries Sarah-Jane Saravani and Gaby Haddow | Apps and attitudes: towards an understanding of the m-librarian’s professional make-up Kate Davis and Helen Partridge | There’s a librarian in my pocket: mobile information literacy at UTS Library Sophie McDonald | Exploring student engagement with mobile technologies Julie Carwright, Sally Cummings, Bernadette Royal, Michelle Turner and JoAnne Witt | It’s not just the same: mobile information literacy Andrew Walsh and Peter Godwin | The students have iPods: an opportunity to use iPods as a teaching tool in the library Iris Ambrose | PART 3: FOCUS ON TECHNOLOGY | Mobile services of the National Library of China Wei Dawei, Xie Qiang and Niu Xianyun | India’s mobile technology infrastructure to support m-services for education and libraries Seema Chandhok and Parveen Babbar | Use and user context of mobile computing: a rapid ethnographic study Jim Hahn | Meeting the needs of library users on the mobile web Hassan Sheikh and Karen Mills | Mobile dynamic display systems for library opening hours Keisuke Katamura | Device-independent and user-tailored delivery of mobile library service content D Meere, I Ganchev, M O’Droma, M O’Hodha and S Stojanov | Designing effective mobile web presence Sam Moffatt | Conclusion Mohamed Ally.
Readership: Information professionals in all sectors, policy makers, researchers, developers, publishers, suppliers and LIS students.

Access and Identity Management for Libraries
Controlling access to online information
Masha Garibyan, John Paschoud and Simon McLeish
Written by experts in the field, this practical book is the first to explain the principles behind access management, the available technologies and how they work. This includes an overview of federated access management technologies, such as Shibboleth, that have gained increasing international recognition in recent years.
This book provides detailed case studies describing how access management is being implemented at organizational and national levels in the UK, USA and Europe, and gives a practical guide to the resources available to help plan, implement and operate access management in libraries.
Contents: PART 1: THE THEORY | What is AM | E-library resources: public and not-so-public | Principles and definitions of AM | Current AIM technologies | Authentication technologies | Authorisation technologies based on physical location | Authorisation technologies based on user identity or affiliation with a library | FAM: origins, current and future developments | Proprietary AM and IM products | Internet access provided by libraries | Library stats | Business and community engagement | Business case for libraries | PART 2: PRACTICAL GUIDE.
Readership: All who need to understand the principles behind access management or implement a working system in their library.

Making the Most of RFID in Libraries
Martin Palmer
Read sample chapters and full table of contents www.facetpublishing.co.uk
This is a one-stop guide for implementing cloud computing in libraries. Cloud computing has caused a revolution in libraries and theoretically offered a simpler, cheaper, more collaborative way of working and providing user services. International thought leaders on library technology including unpick the promises and the reality of cloud computing in this cutting-edge guide to understanding and using these tools.

Contents: PART I: GENERAL CONCERNS | Perspectives on cloud computing in libraries Heather Lea Moulaison and Edward M Corrado | Understanding the cloud: An introduction to the cloud Rosalyn Metz | Cloud computing: Pros and cons H Frank Cervone | What cloud computing means for libraries Erik Mitchell | Head in the clouds? A librarian/vendor perspective on cloud computing Carl Grant | Cloud computing for LIS education Christinger R Tomer and Susan W Alman | PART II: TECHNOLOGIES | Library discovery services: From the ground to the cloud Marshall Breeding | Koha in the cloud Christopher R Nighswonger and Nicole C Engard | Leveraging OCLC cooperative library data in the cloud via web services Karen A Coombs | Building push-button repositories in the cloud with DSpace and Amazon Web Services John Davison | Untethering considerations: Selecting a cloud-based data access and file-sharing solution Heidi M Nickisch Duggan and Michelle Fisque | SharePoint strategies for establishing a powerful library intranet Jennifer Diffin and Dennis Nangle | PART III: CASE STUDIES | Integrating Google Forms into reference and instruction Robin Elizabeth Miller | Ning, fostering conversations in the cloud Leland R Deeds, Cindy Kissel-Ito, and Ann Thomas Knox | Not every cloud has a silver lining: using a cloud application may not always be the best solution Ann Whitney Gleason | Speak up! Using VoiceThread to encourage participation and collaboration in library instruction Jennifer Ditkoff and Kara Young.

Readership: Information professionals working in libraries, archives and museums who want to get to grips with cloud computing concepts and implement practical tools, LIS students and academicians.

Also of interest
The TECH SET p22

WEB 2.0 AND BEYOND

The Cybrarian’s Web
An A-Z guide to 101 free Web 2.0 tools and other resources
Cheryl Ann Pellett-Davis

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and use these applications, you can reach your users in locations that can be viewed on smartphones. In learning to build how to mobilize your library’s catalogue, and how to create a mobile applications that empower you to use technology without the constraints of a locally supported infrastructure, and more in-depth information and examples of how to plunge directly into suitable projects by taking advantage of free services offered by the top cloud services providers. Examples include using cloud-based supplemental storage, Google’s suite of apps, Amazon’s S3 and EC2 services to power your library website, and DuraCloud to host applications just for libraries. This complete handbook guides the reader through the process of planning, development and launch of their own mobile library applications. Learn how to develop an iPhone or Android application for your library, how to mobilize your library’s catalogue, and how to create a mobile website that can be viewed on smartphones. In learning to build and use these applications, you can reach your users in locations where they need you the most.

Cloud Computing for Libraries
The TECH SET #11
Marshall Breeding, Vanderbilt University, USA

“Provides the practical information and ‘real world’ advice required to take full advantage of what cloud computing can provide.” — Midwest Book Review

This book equips you with the information and practical advice needed to evaluate the many opportunities to take advantage of cloud computing. It features applications that empower you to use technology without the constraints of a locally supported infrastructure, and more in-depth information and examples of how to plunge directly into suitable projects by taking advantage of free services offered by the top cloud services providers. Examples include using cloud-based supplemental storage, Google’s suite of apps, Amazon’s S3 and EC2 services to power your library website, and DuraCloud to host an online library media collection.

Building Mobile Library Applications
The TECH SET #12
Jason A Clark, Montana State University, USA

Meet the growing demand for real-time mobile information by learning application design and development just for libraries. This complete handbook guides the reader through the process of planning, development and launch of their own mobile library applications. Learn how to develop an iPhone or Android application for your library, how to mobilize your library’s catalogue, and how to create a mobile website that can be viewed on smartphones. In learning to build and use these applications, you can reach your users in locations where they need you the most.

Location-Aware Services and QR Codes for Libraries
The TECH SET #13
Joe Murphy

This is the go-to resource for straightforward instruction on using Foursquare, Facebook Places, Gowalla, Bizzy, Google Wallet, augmented reality programmes, and QR codes in your library. The book guides you through each step in the implementation process, giving you the information you need to successfully use location-aware technologies in library environments. It covers how to create a Foursquare campaign and use it to enhance staff training, use Facebook Places to connect with patrons, create an augmented reality programme, create a QR code campaign, create a Gowalla marketing initiative and implement a mobile payment service with Google Wallet and Near Field communication.

Drupal in Libraries
The TECH SET #14
Ken Varnum, University of Michigan, USA

“Ken Varnum has done a remarkable job pulling together the basics of the Drupal cMs into a readable, short, yet thorough, book.” — Nina McHale, Arapahoe Library District

Drupal is a free and open-source content management system (CMS) that many libraries use to create well designed, easy-to-use and manage websites. Go step by step through the decisions and tasks needed to develop and launch a Drupal-powered site and learn the advantages of the open source approach. The book offers hints and suggestions to work with your IT department, colleagues and management as you develop your technical specifications. The implementation chapter guides you through installing Drupal, adding modules, developing your own themes (page layouts), and describes librarian-created modules that have been shared with the community and can be downloaded and installed on anyone’s site. You also get advice on marketing your site, best practices for project management and development, and measuring the success and impact of the site once it launches.

Strategic Planning for Social Media in Libraries
The TECH SET #15
Sarah Steiner, Georgia State University, USA

“For the last few years, I’ve noted a shift toward incorporating social media into the mission and strategic plan of libraries. This title serves as a clear, logical roadmap for getting that done.” — Michael Stephens, San Jose University

This practical guide provides a scalable, step-by-step plan for creating and maintaining a successful library social media strategic plan. You’ll find detailed tips and advice on strategizing for social media services in a way that guides employee decision-making, maximizes efficiency, creates positive patron outcomes, protects against legal repercussions, and builds opportunities for flexibility, change, and new social media platform testing. You get all the key elements to build your strategic plan, including how to segment your audience, select a target audience, use focus groups and poll patrons, conduct a SWOT analysis to provide internal strength and support to your plan, and create a mission and vision plan for using social media.
Next-Gen Library Redesign
The TECH SET #16
Michael Lascarides, New York Public Library, USA

While technology has changed what we do and how we do it, the library’s mission to provide users with the information they need has not changed. This concise guide will help you choose and implement the techniques and best practices used by today’s forward-thinking libraries to create the best possible patron experiences. You’ll learn website clean-up strategies, how to incorporate social media into your site, how to create and offer interactive and collaborative subject guides, promote your librarians with public profiles and use crowdsourcing to create a collection with user input. And, to make it easier, you’ll find easy-to-understand explanations for technology buzzwords and acronyms.

Screencasting for Libraries
The TECH SET #17
Greg Notess, Montana State University, USA

“Greg Notess has done an excellent job of covering the subject, starting with the history and basics of screencasting, moving to theory and best practices, and then spending the bulk of the book walking the reader step-by-step through several increasingly complex examples of how to record and produce a screen cast.”
- Paul R Pival, University of Calgary

User Experience (UX) Design for Libraries
The TECH SET #18
Aaron Schmidt and Amanda Etches

User experience (UX) characterizes how a person feels about using a product, system or service. UX design incorporates the practical aspects of utility, ease of use and efficiency to make your web design and functionality decisions with patrons in mind. This results in a better design, a more intuitive interface, and a more enjoyable experience. This book shows you how to get there by providing hands-on steps and best practices for UX design principles, practices, and tools to engage with patrons online and build the best web presence for your library. You’ll find out how to conduct a usability test, perform a card sort, make decisions on how to build the architecture of your site, create personas as a cornerstone of your website planning process, create a content strategy, and perform an experience-based evaluation of your site.

IM and SMS Reference Services for Libraries
The TECH SET #19
Amanda Bielskas and Kathleen M Dreyer, both at Columbia University, USA

“Libraries that have considered incorporating IM or text services, but have not yet done so, would do especially well to consult this book.”
- Alexa Pearce, New York University

Users want real-time answers to their reference questions wherever and whenever they are. Increasingly, that means SMS and IM services. Providing those is easier than you might think! This manual offers information on the technological aspects of providing such a service, as well as how to create a training programme for librarians and how to build an internship programme to expand the service. The authors walk you through choosing the right software, including setting up a Google Voice account instead of buying a mobile phone for your text messaging reference service. It also covers how to assess the needs of your library, get staff buy-in to implement a new programme and change the culture at your library, as well as organize and implement a staff training programme.

Semantic Web Technologies and Social Searching for Librarians
The TECH SET #20
Robin Fay, University of Georgia, USA and Michael Sauers, Nebraska Library Commission, USA

There are trillions of bytes of information within the web, all of it driven by behind-the-scenes data. Vast quantities of information make it hard to find what’s really important. Here’s a practical guide to the future of web-based technology, especially search. It provides the knowledge and skills necessary to implement semantic web technology. You’ll learn how to start and track trends using social media, find hidden content online, and search for reusable online content, crucial skills for those looking to be better searchers. The authors explain how to explore data and statistics through WolframAlpha, create searchable metadata in Flickr, and give meaning to data and information on the web with Google’s Rich Snippets. Let Robin Fay and Michael Sauers show you how to use tools that will awe your users with your new searching skills.
Interactive Information Seeking, Behaviour and Retrieval
Edited by Ian Ruthven and Diane Kelly

“This book is a must if one is a student or researcher new to information science and, in particular, to information retrieval interaction and multimedia research.”
- *JASIST*

This key textbook is the first to integrate information behaviour, information seeking and information retrieval into a single account of how we find information and the systems that help us find information. The book explains how the design of interactive search systems are influenced by studies and theory from Library and Information Science and demonstrates how studies of human information behaviour lead to the next generation of interactive search systems.


Readership: Senior undergraduates and masters level students of all LIS courses, LIS professionals who need to better appreciate how IR systems are designed, implemented and evaluated.

Facilitating Access to the Web of Data
A guide for librarians
David Stuart

“...a must-read for any library or information professional (or anyone working in the delivery, structuring and organization of information via the web)...I highly recommend it!”
- Chris Mavergames

This is a wide-ranging introduction to the emerging web of data and the Semantic Web, exploring technologies including APIs, microformats and linked data. Its topical coverage and practical examples draw from the international LIS community to explore how information professionals can harness the power of this new phenomenon to inform strategy and become facilitators of access to data.

Contents: Open data I A Semantic Web: one that’s meaningful to computers I Data silos I The Semantic Web: the RDF vision I Assembled semantics I The library and the web of data I The future of the librarian and the web of data.

Readership: Library and information professionals, LIS students and researchers. It will also be of value to information architects, web developers and all those interested in making sure that people have access to the information they need.

Innovations in Information Retrieval
Perspectives for theory and practice
Edited by Allen Foster and Pauline Rafferty

“...a welcome addition to the existing literature in the field of information retrieval. This is a very stimulating and thought provoking book which reads easily. Furthermore, it is a book that scholars, researchers or practitioners interested in information retrieval should not be without.”
- The Electronic Library

This book introduces and contextualizes developments in the information retrieval (IR) field and looks at supporting research in IR, the debates, theories and issues. Contributed by an international team of experts, each authored chapter provides a snapshot of changes in the field, as well as the importance of developing innovation, creativity and thinking in IR practice and research.


Readership: LIS professionals, researchers and students, and for all those interested in the future of information retrieval.

3RD EDITION
Introduction to Modern Information Retrieval
G G Chowdhury

“Students and their teachers who need a practical, wide-ranging introductory survey of information retrieval will find it in this book.”
- Program

Contents: Basic concepts of information retrieval systems I Database technology I Bibliographic formats I Cataloguing and metadata I Subject analysis and representation I Automatic indexing and file organization I Vocabulary control I Abstracts and abstracting I Searching and retrieval I Users of information retrieval I User-centred models of information retrieval I User interfaces I Evaluation of information retrieval systems I Evaluation experiments I Online and CD-ROM information retrieval I Multimedia information retrieval I Hypertext and markup languages I Web information retrieval I Natural language processing and information retrieval I Natural language processing applications in information retrieval I Citation analysis and information retrieval I Information retrieval in digital libraries I Trends in information retrieval.

Readership: LIS students and practitioners.

Also of interest
Metadata for Information Management and Retrieval p26
Text Mining p29

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KNOWLEDGE AND INFORMATION MANAGEMENT

FORTHCOMING IN 2013

Is Digital Different?
How information creation, capture, preservation and discovery are being transformed
Edited by Michael Moss, HATII, University of Glasgow, UK and Barbara Endicott-Popovsky, University of Aberystwyth, UK

A landmark edited collection bringing together global experts on the impact of new technology on information services.

Covering a range of key topics around discovery and preservation, this book explores the role of information professionals in a rapidly changing digital landscape that is challenging the very existence of the traditional library. Focusing on the issues surrounding the transition from an analogue to a digital environment, contributors examine whether analogue practices and procedure are still valid and if they shape or distort those in the digital. The digital environment has the potential to transform scholarship and break down barriers between academia and the wider community through social networks and crowd sourcing, and this thought-provoking collection draws out both the inherent challenges and the opportunities.

Contents: What is the same and what is different? Michael Moss | Why digitize stuff? John Unsworth | The user perspective: how research is being transformed Andrea Johnson | Crowd sourcing: Alexandra Eveleigh | Rights and the Commons: navigating the boundary between the private and public domains Gavan McCarthy and Helen Morgan | The web and finding stuff: search engines Dave Nicholas and Ian Rowlands | RDF, the semantic web and 2.0 Norman Grey | Security: managing the risk: Barbara Endicott-Popovsky | Is digital really different? Assessing digital preservation practices Ross Harvey | Archiving digitized originals and websites Tim Gollins.

Readership: LIS students, academics, archivists and researchers globally.

FORTHCOMING IN 2013

Information Governance and Security
Reducing risk, promoting policy
Alan Maclellan, Robert Gordon University, UK

This comprehensive textbook discusses the legal, organisational and ethical aspects of information governance and information security and their relevance to all aspects of information work.

From the researcher who is responsible for ethical practices in the gathering, analysis, and storage of data, to the reference librarian who must deliver unbiased information; from the records manager who must respond to information requests, to the administrator handling personnel files, this book with equip practitioners and students alike to implement good information governance practice in real-world situations.

Contents: Introduction: information as an asset | Intellectual property and copyright | Records management | Cybercrime | Ethics | Policy.

Readership: LIS students taking information management and information governance courses, information professionals with an advisory or gatekeeping role in information governance within an organization.

Knowledge Management
An introduction
Kevin C Desouza and Scott Paquette

“The book can be recommended to any student of library/information science or of information management. Indeed for any interested person with a library/information perspective, it would be a reliable introduction to a subject that retains its importance.” – Journal of Documentation

Written by experienced Knowledge Management (KM) project leaders and teachers, this new textbook has been designed to introduce this growing, multi-disciplinary subject to students in an engaging and effective manner. The book balances the theory and practice of KM and considers the issues organizations encounter in the global marketplace. This book is the first to integrate social media and networking into KM practice.

Each chapter provides a broad overview, graphics that help readers visualize key points, and several vignettes documenting case scenarios that will help the reader digest concepts.


Readership: Lecturers and teachers who have been forced to design courses around knowledge management business texts and anyone who needs to better understand knowledge to apply it in his or her organization.

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Readership

Most organizational information is now created and carried as communications (email, instant messaging, Facebook etc). These communications may be inside an organization’s networks or externally on hosted social networks. This book confronts the difficult reality of the divided information world we now need to work with and manage. It investigates why this is the case and then puts relevant management structures and solutions in place.

Key topics include:

- email
- underpinning knowledge
- information architecture
- access and security
- classification and search
- retention
- digital preservation.

Readership: Records managers, archivists, information managers, ICT professionals, trainers and business managers working within organizations of all sizes. It will also be of use to the research community.
Introduction to Information Science

David Bawden and Lyn Robinson, both at City University London, UK

"I believe this book is the best introduction to information science available at present. It tackles both the philosophical basis and the most important branches, and it is based on solid knowledge about the contemporary literature of the field. If students have the knowledge provided by this introduction, this would be a fine basis on which to go further with specific problems."

- Birger Hjørland, Royal School of Library and Information Science

This landmark textbook takes a whole subject approach to Information Science as a discipline. Introduced by leading international scholars and offering a global perspective on the discipline, this is designed to be the standard text for students of information science offering a fascinating field and a pragmatic enterprise.

Contents:

- What is information science? Disciplines and professions
- History of information: the story of documents
- Philosophies and paradigms of information science
- Basic concepts of information science
- Domain analysis
- Information organization
- Information technologies: creation, dissemination and retrieval
- Informetrics
- Information behaviour
- Communicating information; changing contexts
- Information society
- Information management and policy
- Digital literacy
- Information science research: what and how?

Readership:

Students of information science, information and knowledge management, librarianship, archives and records management worldwide. Students of other information-related disciplines such as museum studies, publishing, and information systems. Practitioners in all of these disciplines.

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This peer-reviewed monograph series supports the vision of the iSchools and creates authoritative sources of information for research and scholarly activities in Information Science. Each book in the series addresses a specific aspect or emerging topic of information studies and provides a state-of-the-art review of research in the chosen field and address the issues, challenges and progress of research and practice.

The series is overseen by an editorial board and each title is written or edited by recognized experts in the field and peer-reviewed.

**Design and Architecture of Digital Information Systems and Services**

*Editors t.b.c.*

A comprehensive review of different technologies and approaches underlying different information systems and services.

The book is organised around the following major themes:

- Design and architecture
- Interoperability
- Indexing and access

Each chapter in the book provides a review of the specific area and is cross-referenced with other chapters of the book to provide a comprehensive view of the topic.

**Readership:** Academics, researchers, students and practitioners of information science.

December 2013

360pp | £95.00

Hardback:

978-1-85604-936-8

**Cultural Heritage Information Access and Management**

Edited by Ian Ruthven, University of Strathclyde, UK and G G Chowdhury, University of Technology, Sydney, Australia

A comprehensive account of research in digital cultural heritage.

Recent developments in the ICT, web and mobile technologies have significantly boosted research and development activities aimed at the creation and management of digital cultural heritage resources. Managing digital cultural heritage involves a number of challenges ranging from the digitization of cultural heritage objects and artefacts to various knowledge organization challenges that include metadata, indexing and retrieval, and various user and social challenges such as information seeking and retrieval in the context of cultural heritage, digital divide and social inclusion, social and legal policy issues, and moreover long term access and sustainability issues.

Beginning with an overview of different information management issues and challenges associated with cultural heritage information, this book provides an account of research in digital cultural heritage focusing particularly on the knowledge organization, access, users and usability issues digital cultural heritage information systems and services.

**Contents:** Introduction: Cultural Heritage: information management issues and challenges | Cultural heritage information objects and artefacts | Cultural heritage information of specific nature | Metadata, indexing and retrieval of cultural heritage information | Cultural heritage information: usages | Cultural heritage information services: usability and evaluation | Managing User-generated content in cultural heritage | Cultural heritage and Social Networks | Emerging Technologies | Text Mining, Visualisation and Semantic Access to cultural heritage information | Cultural heritage information: legal and policy issues | Economic and social Sustainability Issues | Trends in Cultural heritage information management.

**Readership:** Academics, researchers, students and practitioners of information science.

November 2013

360pp | £95.00

Hardback:

978-1-85604-930-6
Information Policies and Strategies
Ian Cornelius

"... a useful and readable book on the pressing problem of information policy and the whole raft of issues and difficulties surrounding that subject today... A useful book on a theme of great importance."
- New Library World

Readership: LIS students, researchers and policy makers and all LIS practitioners wishing to widen their awareness of the important issues surrounding information policy.

Digital Consumers
Reshaping the information professions
Edited by David Nicholas and Ian Rowlands


Readership: Those involved in setting policy and direction for information institutions, digital library managers and developers, researchers and students on LIS and digital information courses.

The Wired World
An introduction to the theory and practice of the information society
James Dearley and John Feather

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A comprehensive and easy-to-use version of the best-selling Know it All, Find It Fast developed specifically for professional librarians working in academic libraries, this will help you to tackle the questions most commonly asked by students, academics and researchers. A broad cross-disciplinary A-Z of themes including topics such as literature searching, plagiarism and using online resources are covered helping you to address any query confidently and quickly. Each topic is split into four sections to guide your response:

- Typical questions listing the common enquiries you’ll encounter
- Considerations exploring the issues and challenges that might arise
- Where to look listing annotated resources in print and online
- Tips and pitfalls outlining useful suggestions and common problems.

Readership: Anyone working with students, academics and researchers in an academic library.

Know it All, Find It Fast for Academic Libraries
Heather Dawson

“This is a fantastic practical handbook for any academic library to have at the ready when those tricky questions come in at the front desk. It would also be very useful for someone new to working on the front desk of a busy academic library or working with a new subject area” - SCONUL Focus
ARCHIVES AND RECORDS MANAGEMENT

Principles and Practice in Records Management and Archives Series
Series Editor: Geoffrey Yeo, UCL, UK

This series provides a body of core texts relating to the twin fields. Each volume in the series offers a detailed and professionally written overview of one or more topics within these fields. The series addresses digital records and archives as well as paper, principles and strategies and practical and operational matters. It reflects up-to-date views on established professional issues and explores new areas of current concern.

WALDO GIFFORD LEHLAND AWARD WINNER 2011

Archives
Principles and practices
Laura A Millar

“...an excellent guide to archives management for all those who work in and with archives – it will also serve as an indispensable student textbook.” - Business Archives

This authoritative handbook, written by an archival professional with over 25 years’ experience, addresses the contextual, strategic and operational issues associated with archives. The text covers everything the archivist needs to know: establishing principles, policies and procedures; managing day-to-day operations; caring for different types of archival materials; enhancing outreach and public access; and ensuring the growth and sustainability of the institution and its services.


Readership: Archivists, librarians, curators and enthusiasts, trained and untrained, in museums, local studies centres and voluntary societies in need of good clear advice.

Preserving Archives
Helen Forde and Jonathan Rhys-Lewis, UCL, UK

A fully updated edition of this seminal work on archival preservation.

Access to archival material – the documentary heritage of people all over the world that gives them their identity and ensures their rights – is dependent on the survival of fragile materials: paper, parchment, photographic materials, audiovisual materials and, most recently, magnetic and optical formats. The primary importance of such survival is widely acknowledged but sometimes overlooked in a rush to provide ever better means of access. But without the basic material, no services can be offered. Preservation is the heart of archival activity.


Readership: Archivists, librarians, curators and enthusiasts, trained and untrained, in museums, local studies centres and voluntary societies in need of good clear advice.

Managing Records in Global Financial Markets
Ensuring compliance and mitigating risk
Edited by Lynn Coleman, Victoria L Lemieux, Rod Stone and Geoffrey Yeo

“...the editors deliver a resource that provides reliable and trustworthy navigation through the diverse challenges of global banking and financial services and the rigour of specific national rules.” - Jeffrey Ritter, Founder, The Ritter Academy


Readership: Records managers, archivists and information professionals who manage records in the financial sector. Compliance professionals, data protection officers, governance professionals, regulators and risk managers, senior managers and directors, chief operating officers and IT specialists.

Community Archives
The shaping of memory
Edited by Jeannette A Bastian and Ben Alexander

ORDER TODAY +44 (0) 1235 827702 facet@bookpoint.co.uk
Digital Archives
Management, use and access
Edited by Milena Dobrev, University of Malta, Malta and Gabriella Ivacs, Central European University, Hungary

This landmark edited collection offers a wide-ranging overview of how rapid technological changes and the push for providing wide access to digitized cultural heritage holdings are changing the landscape of archives.

This book provides a set of inspirational and informative chapters from international experts, which will help the readers understand the drivers for change in archives and their implications. Reassessment of the role of archives in the digital environment will serve to develop critical approaches to current trends in the broader heritage sector, including cultural industries experimenting with sustainable business models for cultural production, digitization of analogue cultural heritage, and the related IPR issues surrounding the re-use of digital objects and data for research, education, advocacy and art. Contributors also present state-of-the-art solutions in building digital archives on networked infrastructure, trusted digital repositories to ensure long-term access, and tools to serve emerging needs in digital humanities.

Contents: Preface Joie Springer | Introduction Gabriella Ivacs and Milena Dobrev | The needs of the archive domain Istvan Rev | The reference framework Seamus Ross | The legal issues Joseph Cannataci | The information policy context Carla Basili | Current best data management and audit practices Joy Davidson | Open standards and open content TBA | Global Copyright Reform Vera Franz | Access restrictions and prioritization for access Gillian Oliver | Accommodating donor restrictions in the analogue and digital archives Charles Farrugia | Work with private archives: the case of MSP Toni Sant | Open Digitisation Project and new revenue models Javier Ruiz | Rights management and social history collections: HOPE project Kathryn Mâlé | Digital archives in research and teaching (MoW Studies Programme) Lothar Jordan | How all this works together: the archivist dilemmas Gabriella Ivacs and Milena Dobrev

Readership: Digital archivists and practitioners involved in the design and support of digital archives, professionals and researchers involved in projects working with digital archival materials, students in library, information and archive studies.

ARCHIVES AND RECORDKEEPING

Archives and Recordkeeping
Theory into practice
Patricia Whatley and Caroline Brown, both at University of Dundee, UK

A groundbreaking text that simplifies and demystifies archives and recordkeeping theory and its role in modern day practice. This practical guide summarises key archival literature and current ideas in an accessible and approachable style. Chapters contributed by expert international authors examine key topics in the light of both archive and records management theory, covering core concepts, literature readings and theory, and practical impact.

Its great strength is in articulating the core principles and issues that shape the discipline but also the impact and relevance they have for the 21st century professional. It outlines and explores what practitioners do as well as why they do it and how critical this underlying rationale is to their success using an accessible approach.

Contents: Introduction Caroline Brown and Patricia Whatley | The concept of the record and the archive Caroline Williams | Appraisal Anne J Gilliland | Arrangement and description/processing Jennifer Meehan | Users and community Tom Nesmith | Memory/identity Eirk Ketelaars | Philosophy Rachel Hardiman

Readership: Students and educators in archives and recordkeeping, practitioners who want to better understand and inform their day-to-day work. It is also a useful guide across related disciplines in the humanities such as history, philosophy and literary studies.

Recordkeeping, Compliance and the Law
Alan Bell, University of Dundee, UK and Susan Graham, University of Edinburgh, UK

The essential guide to information legislation and compliance for practitioners and students of recordkeeping.

Taking a concept-requirement-implication approach this effortlessly navigates the reader through the practicalities of working in an information compliance culture and the impact this has on recordkeeping systems. It includes relevant case studies that highlight the key principles and issues. The authors are both practitioners who have designed processes, procedures and systems for information compliance for several organizations. They have also taught this subject at Masters level, allowing them to synthesise a deep understanding of theory and practice. This unique perspective allows them to pinpoint the critical issues, challenges and solutions without confusing the narrative with technical jargon and legislative detail.

Contents: Introduction | SECTION 1: INFORMATION COMPLIANCE REQUESTS | The life cycle of a Freedom of Information (or Environmental Information) request | The life cycle of a Subject Access Request under the Data Protection Act | SECTION 2: CREATING AND MAINTAINING A COMPLIANCE CULTURE | Cultural analysis and alignment | People, practitioners, commissioners and compliance | Risk and reputation | Request management | To co-vary or not to co-vary? | The development of information compliance policies and procedures | Recordkeeping and compliance | SECTION 3: ORGANIZATIONAL OBLIGATIONS | Pro-active publication | Collecting and using personal data | Data, personal data, sensitive personal data and the data protection principles (and what all that means) | Notification

Readership: Recordkeeping practitioners, records managers and students.

Records Management and Information Culture
Tackling the people problem
Gillian Oliver, Victoria University of Wellington, New Zealand and Fiorella Foscari, University of Toronto, Canada

This highly practical guide explores how an understanding of your organization’s information culture is the basis for the development and promotion of sound recordkeeping practices. It provides an innovative framework for analysing and assessing information culture and using this knowledge to change people’s ingrained behaviours and improve compliance with recordkeeping standards. This framework addresses the widely recognised problem of improving organization-wide compliance with a records management programme by tackling the different aspects that make up the organization’s information culture.

Discussion of topics at each level of the framework includes clear and practical guidelines for assessment, followed by suggestions for next steps: appropriate actions and strategies to influence behavioural change.

Contents: Introduction: Recordkeeping informatics and the Information Culture Framework | Information culture: What is it? | Organizational values | Information preferences | Geographical and cultural differences | Information-related competencies | Environmental requirements relating to records | Information architecture and governance | Trust in organizational systems | Assessment plan and conclusion

Readership: Archivists, records managers and information technology specialists and LIS students taking archives and records management modules.
Records and Information Management for the 21st Century
P Franks

This book provides a comprehensive, strategic approach to the creation, management, and disposition of information and records in organizations and is the first to analyse the impact that cloud computing and emerging technologies such as social networks and microblogging has on records management programmes.

The emergence of Web 2.0 and social media has fundamentally changed the way information is created, exchanged, and stored. Information is a valuable asset to be employed by the organization to help meet its goals, but it can also pose a risk to the organization if not effectively managed. The increasingly complex regulatory and legal environment, along with the growing volume and changing nature of records and information created through emerging technologies, has brought records and information management to the attention of executives who are ultimately responsible for the success or failure of their organizations. This book provides readers with either an introduction to or a review of records management principles and practices, but with a consideration of the impact on those principles and practices made by records created through the use of emerging technologies and stored in the clouds.

Readership: Students of archives and records management, experienced archives and records professionals who want a new perspective on their chosen field, supervisory and managers with the responsibility for records and information management and upper-level managers, executives, and other decision makers who are responsible for effectively managing their organization’s information assets.

The Future of Archives and Recordkeeping
A reader
Edited by Jennie Hill

“This book could benefit any professional in records and information management, knowledge or library management, history or research. It provides an intense and thought-provoking mix of theory, practice, and philosophy.”
- Information Management

Contributed to by leaders in the field, this reader offers a clearly organized approach to developments in archives and recordkeeping and addresses the challenges they face in the 21st century.

Contents: Introduction and context | recordkeeping | records Management | Archivists and students of archive administration.

The No-nonsense Guide to Archives and Recordkeeping
Margaret Crockett and Janet Foster

This is a how-to-do-it guide to all aspects of archives and records management from creation of records through to making them accessible as archives. Based on the internationally renowned training days run by the authors this deals with all materials including born-digital and digitized, photographs and audio-visual. Using checklists, practical exercises, sample documentation, case studies and helpful diagrams the authors ensure a very accessible and pragmatic approach allowing anyone to get to grips with the basics quickly.

Contents: Introduction and context | Recordkeeping | Records Management | Information Management

Readership: Practitioners involved in the management of archives and records, especially if they are just starting out or without formal training, including archives and records assistants, librarians, information managers and IT professionals responsible for archives and records managers and staff.

Copyright for Archivists and Records Managers
Tim Padfield, National Archives, UK

About a previous edition: “The author is to be congratulated on producing a work, which is user-friendly, readable and often enlightening in unexpected ways.”
- Journal of Librarianship and Information Science

What is copyright? Who owns it and for how long? What rights does it confer? What are the limitations and exceptions? This comprehensive manual uniquely outlines copyright law in the UK with special reference to materials relevant to archive and records collections such as maps, legal records, records of local authorities and records of churches and faiths, most notably unpublished works. It also offers advice on rights in the electronic environment and the problems associated with rights clearance, and covers related areas such as moral rights and rights in databases. Fully updated to take into account the latest developments in copyright law, this is an essential tool for archivists and records managers to keep up to date with the complexities of copyright legislation.

Contents: What is copyright? | Copyright protection | Ownership | Publication, exhibition and performance | Use | Copyright in the electronic environment | Special cases | Other intellectual property rights | Appendix | Bibliography | Authorities.

Readership: Archivists, records managers, LIS professionals in libraries, museums and galleries, students, researchers and genealogists.

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Creating a Complete Programme for Electronic Records Retention
Carol E B Choksy, Indiana University, USA

Covering everything from planning to implementation to policy refreshment, this is the essential, step-by-step guide for anyone struggling to implement a programme for scheduling electronically stored information (ESI).

Creating a Complete Programme for Electronic Records Retention is the first book to provide a one-stop resource that covers planning, development, implementation, and maintenance across a variety of organizational contexts.

The guide addresses the practicalities of creating and using schedules as well as the broader duties of managing the expectations and performance of employees. It discusses ways to cultivate the skills needed to undertake such tasks and stresses the importance of the scheduling programme, which is often overlooked. Creating a Complete Programme for Electronic Records Retention also provides practical advice on everything from funding to workshops to compliance. In addition to pointing out what should be done, the text also offers readers an overview of potential obstacles, providing helpful illustrations of mistakes made in the past.

Throughout, author Carol E B Choksy draws on her extensive experience with electronically stored information and retention schedules to impart valuable field experience and lessons-learned. Her book’s step-by-step format will enable readers to follow a logical progression as they embark on an ESI scheduling project, making a vast and complex process clear and actionable.

Readership: Archivists, records managers and anyone responsible for developing programmes for scheduling retention or disposition of electronic information.

Archiving Websites
A practical guide for information management professionals
Adrian Brown

Leading and Managing Archives and Records Programs
Strategies for success
Edited by Bruce Dearstynye

Managing Electronic Records
Edited by Julie McLeod and Catherine Hare

Managing Records
A handbook of principles and practice
Elizabeth Shepherd and Geoffrey Yeo

Managing the Crowd
Rethinking records management for the Web 2.0 world
Steve Bailey
Know it All, Find it Fast for Youth Librarians and Teachers
Christinea Donnelly

“...this book provides a sound background to all aspects of library provision for 6-18 year olds. It is designed to support the strategic planning and delivery of library services and programmes at a local authority library service level or in schools. The international case studies, scenarios and vignettes provide a snapshot of where we are now and consider how things are evolving. The book outlines a vision for children’s library services in the next decade and carves out a strategy for engaging with the challenges and opportunities for children’s librarians and policy makers in the Google environment. In addition to the two editors, chapters are contributed by a range of internationally known practitioners and academics, offering a wide perspective. Case studies at the end of each section complement themes and practices from previous chapters while rooting the discussion in a specific context.


Readership: Senior library practitioners, children’s librarians and school librarians, subject co-ordinators, and managers in schools promoting the new curriculum and extended school services in both primary and secondary. Postgraduate students on CILIP accredited library and information management courses.
HEALTH LIBRARIANSHIP

Changing Roles and Contexts for Health Library and Information Professionals
Edited by Alison Brettle and Christine Urquhart

"Recommended reading if you’re wondering where we’re going as a profession, the text is a valuable contribution to the professional literature." - Consumer Connection, Medical Library Association

This timely edited collection examines the evolving role of health professionals and explores the role they play in the context of where they work. It aims to encourage and inspire health information professionals worldwide to take on new opportunities and ensure their continued development and recognition as valuable assets in the changing health care environment.

Contents: Overview: Alison Brettle and Christine Urquhart | PART 1: CONTEXT | The changing context of health for library and information professionals Christine Urquhart and Suzanne Bakker | The health context Christine Urquhart | Health library and information professionals in Europe Suzanne Bakker | Changes in information generation and use Christine Urquhart, Jenny Turner, Louise Goswami, Neil Ford and Sue Lacey Bryant | Changes in information generation and use: the effects on NHS library staff roles Jenny Turner and Louise Goswami | Taking advantage of change: how health library and information professionals are shaping the higher education experience Neil Ford | Information generation and use: a primary care perspective Sue Lacey Bryant | Changes in information generation and use: reflections on the effects of academic and NHS information services Christine Urquhart | Changing technology to meet clinicians’ information needs Nicholas R Hardiker, Joanna Dundon and Jessie McGowan | Clinician’s information needs Nicholas R Hardiker | The influences of governance, consumers and evidence based practice Gareth Lawrence, Alison Yeoman, Alison Brettle and Prudence Dalrymple | What does information management for clinical governance involve? Gareth Lawrence | Consumer health information Alison Yeoman | Evidence based practice and what it means for health library and information professionals Alison Brettle | Not as easy as it seems: what health professionals can tell us about applying evidence in practice Prudence Dalrymple | PART 2: ROLES | Skills, competencies and knowledge Christine Urquhart | The librarian as information provider and educator Pat Spoor and Debra Thornton | Higher education overview Pat Spoor | NHS overview Debra Thornton | The librarian who analyses information and manages knowledge Christine Urquhart | The librarian within research and evidence based practice Alison Brettle | The librarian as decision maker Jackie Cheeseborough | Conclusion Christine Urquhart and Alison Brettle.

Readership: Health information workers, other health professionals and LIS students.

Using Web 2.0 for Health Information
Edited by Paula Younger and Peter Morgan

"...a valuable resource for information studies students and their tutors as well as health information managers/professionals planning the development of their service" - New Library World

This book draws together international case studies and blends practical insights, theory and reflective approaches to offer a cohesive overview of how Web 2.0 is already changing health and medical information work.


Readership: Health librarians, librarians new to Web 2.0 and anyone who would like to gain an insight into this innovative and cost-effective method of delivering and sharing information.

Understanding Healthcare Information
Lyn Robinson
Series: Foundations of the Information Sciences

"...an authoritative and useful overview of the health information environment and an essential guide for those working in, or new to, health information." - CILIP Health Libraries Group Newsletter

Contents: The healthcare information domain | History of healthcare and its information environment | Producers and users of healthcare information | Healthcare information organization | Healthcare information sources, services and retrieval | Healthcare Information and knowledge management.

Readership: LIS students, health information professionals and anyone working in the field of library and information science wishing to understand healthcare information, especially public librarians, who are increasingly called on to advise on health resources, as well as anyone interested in ‘healthcare literacy’.

Exploiting Knowledge in Health Services
Edited by Graham Walton and Andrew Booth

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Rethinking Information Literacy
A practical framework for supporting learning
Edited by Jane Secker, LSE, UK and Emma Coonan, University of Cambridge, UK

Based on groundbreaking research, undertaken by the authors as part of the prestigious Arcadia Programme at Cambridge University, this book presents a new and dynamic information literacy curriculum developed for the 21st century information professional. The authors adopt a broad definition of information literacy that encompasses social as well as academic environments and situates IL as a fundamental attribute of the discerning scholar and informed citizen. It seeks to address in a modular, flexible and holistic way the diverse information needs of students entering higher education over the next five years.

The book is organised around the ten 'strands' of the new curriculum, which cover the whole landscape of information literacy development required to succeed as an undergraduate in higher education. Interweaving the authors' research and the reflections of internationally-recognised experts from the library, education and information literacy sectors, it illustrates how and why this new curriculum will work in practice. Detailed appendices present the curriculum, lesson plans and tools for institutional audit, giving readers all the elements they need successfully implement it in their institutions.

Contents:
Introduction | Strand One: Transition from school to higher education | Sarah Pavey | Strand Two: Becoming an independent learner | Geoff Walton and Jamie Cleland | Strand Three: Developing academic literacies | Moira Benf | Strand Four: Mapping and evaluating the information landscape | Clare McCluskey | Strand Five: Resource discovery in your discipline | Isla Kuhn | Strand Six: Managing information | Elizabeth Tilley | Strand Seven: The ethical dimension of information | Lyn Parker | Strand Eight: Presenting and communicating knowledge | Andy Priestner | Strand Nine: Synthesising information and creating new knowledge | Emma Coonan | Strand Ten: The social dimension of information | Helen Webster

Afterword: "Ownership is a flawed concept" | Katy Wrathall | Conclusion | Appendix 1: A New Curriculum for Information Literacy (ANCIL), the curriculum | Appendix 2: ANCIL Lesson Plan | Appendix 3: ANCIL Institutional Audit: worksheet | Appendix 4: ANCIL Institutional Audit: interview questions

Readership: Any librarian involved in teaching information literacy and LIS students, researchers and academics.

Expert Internet Searching
Phil Bradley

Since the last edition (titled The Advanced Internet Searcher’s Handbook) was published internet search has changed dramatically. This new edition, rewritten from scratch, addresses these changes and enables the reader to grapple with the complexities and challenges of the modern online environment. New chapters include ‘The Google experience’ and ‘Social search engines’, while some old favourites such as ‘50 hints and tips for better searching’ are updated.

Contents:
Introduction: How the internet and search is changing | An introduction to search engine types | The Google experience | Free-text alternatives to Google | Directory and category-based search engines | Similarity search engines | Social media search engines | Visual search engines | Finding people | News-based resources | Multi and meta search engines | Specialist and academic search | Search-based utilities | The search process | 50 hints and tips for better searching | Further resources

Readership: Anyone searching the internet for information and those teaching others how to search the internet efficiently.

Teaching Information Skills
Theory and practice
Jo Webb, De Montfort University, UK and Chris Powis, Northampton University, UK

This fully updated edition of the bestselling textbook shows librarians how to empower their library users and teach information skills.

Informed by best teaching practice and contemporary learning theories, the text covers both the theory and practice of library instruction. Each chapter has two parts: a section explaining the principles of learning and teaching, followed by a section analysing successful learning and teaching activities, rooted in personal experience. The book draws best practice examples and brand new case studies from a broad range of sectors and organizations. Each of the main chapters is based around one of the key elements of successful learning and teaching, specifically applied to the LIS context. New and expanded topics for this edition include discussion of distance learning and technology-enabled learning, and when and how to buy-in commercial services to support your teaching.

Contents: Introduction | Learners and learning styles | Motivating learners | Auditing: finding out what you learners need | Planning a learning experience | Delivery: tools, techniques and approaches | Assessment | Feedback and evaluation | Building a teaching team | Conclusions and the future

Readership: Library and information professionals in all contexts who have to instruct others – either students or colleagues – as part of their job and students of LIS.

A Guide to Teaching Information Literacy
101 practical tips
Helen Blanchett, Chris Powis and Jo Webb

...an essential book for those new to teaching information literacy, and a useful addition to the collection of experienced practitioners. It is certainly one to which I will return in the future.

- Journal of Information Literacy

This book is a much-needed sourcebook to support library staff in the delivery of information literacy teaching, by providing practical guidance on tried and tested ideas and techniques for sessions. Full of hints and tips grounded in learning theory, it is a practical reference tool designed to be dipped into as needed when planning teaching and training. Where applicable the activities are mapped to models of information literacy, with guidance on adapting ideas for different levels and contexts.

Advice is given on activities in the following areas:
- designing sessions
- preparing sessions
- delivering sessions
- different types of sessions
- teaching by topic
- creating teaching / support materials
- assessing learning
- evaluating teaching sessions
- e-learning.

Readership: Any librarian involved in teaching information literacy, whether they are new to teaching or experienced but in search of fresh ideas.
This new book picks up where the best-selling Information Literacy Meets Library 2.0 left off. In the last three years the information environment has changed dramatically, becoming increasingly dominated by the social and the mobile. This new book asks where we are now, what is the same and what has changed, and, most crucially, how do we as information professionals respond to the new information literacy and become a central part of the revolution itself?

The book is divided into three distinct sections. Part 1 explores the most recent trends in technology, consumption and literacy, while Part 2 is a resource bank of international case studies that demonstrate the key trends and their effect on information literacy and offer innovative ideas to put into practice. Part 3 assesses the impact of these changes on librarians and what skills and knowledge they must acquire to evolve alongside their users.

Contents:

Part I: Recent Developments in Information Literacy and Library 2.0: a retrospective
Peter Godwin

Part II: How will the Invisible Web Make Students Better?
Arnot, Andrew

Part III: Tools to Mine the Invisible Web
Birkwood, Kate

Part IV: Future of the Invisible Web
Leach, Helen

Readership: Librarians, teachers, LIS lecturers and students.
Transforming Information Literacy Instruction Using Learner-Centered Teaching

Joan R Kaplowitz

“This book is a must-have for anyone who teaches information literacy in any sector for any amount of time.”
- Managing Information

This indispensable new book has everything you need to help you incorporate learner-centered teaching (LCT) into information literacy instruction (ILI), combining important grounding in the discipline with usable instructions and tips. Collaboration, participation, and responsibility are emphasized. You get first-hand information on the transition to learner-centered teaching through author Joan Kaplowitz’s own experience, as well as real-life examples from instructors in the field who support the learner-centered teaching model.

Contents: Foreword Lynn D Lampert | PART I: FINDING OUT ABOUT LEARNER-CENTERED TEACHING | What is Learner-Centered Teaching? | How will you know Learner-Centered Teaching when you see it? | Where did Learner-Centered Teaching come from? | PART II: PLANNING FOR LEARNER-CENTERED TEACHING | What will learners do? | Learner-Centered Teaching methods assessment | How will learning be measured? | Learner-Centered | PART III: APPLYING LEARNER-CENTERED TEACHING IN PRACTICE | Creating the face-to-face Learner-Centered experience | Creating the online Learner-Centered experience | Creating the blended Learner-Centered experience - a case study in transformation | Learner-Centered Teaching in action - vignettes from the field | PART IV: SUMMING IT ALL UP! | Where do we go from here?

Readership: Librarians and teachers involved in teaching information literacy.

Information Users and Usability in the Digital Age

G G Chowdhury and Sudatta Chowdhury

“The comprehensive coverage of the book, both in topics and citations to key publications, and simplicity in the presentation and visualisation of the issues makes the book a great source for information science researchers, practitioners, students and lecturers who want an overall view of usability and user studies or who want to build/expand knowledge in the field of design and evaluation of digital information systems and services.”
- Online Information Review

This important new text is the first to give a holistic overview of all of the necessary issues relating to information users and the usability of information services in the digital world, including user-centred design, and the characteristics and behaviour of information users.

This book helps readers understand why information users and the usability of information services are important and equips them to play a proper role in designing user-centred information systems and services and to properly exploit information services for the maximum benefit of users. It covers all of the major issues, the current situation and what the various research studies from around the world show.

Contents: Introduction | Information needs and user studies | Human information behaviour studies and models | Usability study basics | Usability study participants | Usability data analysis | Web usability | The usability of digital libraries | Digital divide, digital natives and usability | Issues and trends in usability research.

Readership: Researchers and practitioners interested in the design and evaluation of digital information systems and services. Students on library, information, and digital library courses.

Teaching Information Literacy Online

Edited by Thomas P Mackey and Trudi E Jacobsen

Mackay and Jacobson have assembled a veritable bible on how to do it right by providing eight original models of IL best practices and successful online implementations
- Library Journal

Contents: Foreword Terry Anderson | PART I: BLENDED AND HYBRID LEARNING | Shakespeare is not a one-shot deal: an open wiki model for the humanities John Venecik and Katheryn Giglio | Reusable learning objects: developing online information literacy instruction through collaborative design Matthew C Sylvain, Kari Mofford, Elizabeth Leh, and Jeannette E Riley | Framing multiliteracies: a blended and holistic approach to digital technology education Andrew Whitworth, Ian Fishwick, and Steve McInroe | Finding your fate: the evolution of a librarian–faculty collaboration to bring history online Kristina DuRocher and Lisa Nicholas | PART II: OPEN AND ONLINE LEARNING | Supported open learning: developing an integrated information literacy strategy online Clarissa Gosling and Ingrid Nix | Information-literate avatars: resource-based learning in Second Life Jenna Kammer and Tracey Thompson | Information literacy by design: recalibrating graduate professional asynchronous online programs David Lavoie, Andrew Rosen, and Shikha Sharma | Working outside the org chart: a faculty–librarian partnership to design an online graduate course Susan M Frey and Rebecca L Fiedler.

Readership: Professionals working in libraries and teaching and learning centres in formal education and in corporate training contexts. Teachers, professors, academics and trainers looking for help and insight into ways to use networked tools to enhance their teaching.

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Information Literacy Through Inquiry
Edited by Sheila Corrall, University of Pittsburgh, USA and Pamela McKinney, University of Sheffield, UK

This book analyses and evaluates the work done at the University of Sheffield to promote and develop information literacy across the institution, relating and comparing this work to developments elsewhere. The Sheffield team is uniquely placed to share this experience, having received substantial government funding for a sustained programme of educational development, with information literacy one of the main areas of focus.

Different stakeholder perspectives are represented by the range of expert contributors, and the student viewpoint is especially highlighted. Case studies and evaluation are made full use of to illustrate these. The book is divided into three main parts representing the strategic, pedagogical and developmental approaches.

Contents: Setting the scene | Institutional information literacy strategies and frameworks | Institutional catalysts for change and enactment | Embedding information literacy in courses | Mentoring for information | The information literacy network | The scholarship of information literacy.

Readership: A broad range of library and information professionals and other stakeholders involved in promoting information literacy in higher and further education, from institutional senior management to the newest entrants; these include subject/liaison librarians; academic and research staff in departments of information and library studies and schools of education; educational developers, instructional designers and other learning support staff; and students of library and information science.

Information Needs Analysis
Principles and practice in information organizations
Daniel G Dorner, G E Gorman and Philip J Calvert, all at Victoria University of Wellington, New Zealand

Analysing and assessing the information needs of clients is key to the provision of effective service and appropriate collections in both face-to-face and virtual library services. The importance of information needs analysis is widely recognized by information professionals, but currently there is little substantive, detailed work in the professional literature devoted to this important topic.

This new book is designed to fill that gap, by supporting practitioners in developing an information needs analysis strategy, and offering the necessary professional skills and techniques to do so. It will offer guidance to team leaders and senior managers in all areas of library work, especially those involved in collection management, service provision and web development, and is equally applicable to the needs of academic, public, government, commercial and other more specialized library and information services. The text adopts a hands-on, jargon-free approach, and includes relevant examples, case studies, reader activities and sources of further reading. Key areas covered include:

- what is information needs analysis?
- how is needs analysis conducted?
- what are the varieties of needs analysis?
- how are analyses evaluated and reported?

Readership: Any information professional wanting to provide an information service that truly fulfils their users’ needs, and students of LIS.

Also of interest
Introduction to Information Behaviour p27
User Experience (UX) Design for Libraries p23
User Studies for Digital Library Development p17

MEDIA LIBRARIANSHIP

A Handbook for Media Librarians
Edited by Katharine Schopflin

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Organizing Exhibitions
A handbook for libraries, archives and museums
Freda Matassa

This ground-breaking book is the first to provide librarians, archivists and museum staff with practical guidelines for creating and organizing successful exhibitions.

Drawing on international museum practice but applicable to any exhibition or display, the book sets out a timeline from the initial idea to the final legacy. Backed up by advice and guidance and with a list of resources for those who need in-depth information such as international laws and standards applying to museum loans, it has up-to-date information on new developments such as flexibility in environmental conditions and sustainability and lists the top-ten tips for exhibition success and the ten biggest mistakes.

Written by an international expert and designed for the first-time exhibition organizer as well as the professional and a key work for cultural management students, this book will become the standard for exhibition success.

Contents:
PART 1: EXHIBITION TIMELINE | Introduction | Idea and concept | Planning and budget | Organization | Transport | Installation | Openings | Maintenance and programmes | Closure and return | Touring exhibitions | Legacy


Readership: Librarians, archivists, museum staff, students of museum studies, curators, archivists, librarians and cultural heritage website professionals, and anyone who needs practical guidance on organizing exhibitions of any size.

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Museum Collections Management
A handbook
Freda Matassa

"...an excellent up-to-date resource for collection managers and other people working and aspiring to work in the cultural heritage sector. It is a book that every museum should have in the office."
- Managing Information

This landmark publication is the first to draw together all aspects of museum collections management in one handbook. It is designed for anyone with responsibility for a cultural collection and covers everything a collections manager needs to know. It describes professional practice in managing cultural objects and works of art, whatever the size and nature of the collection.

Essential information is included on the legal aspects of collections, as well as current ethical issues such as due diligence and immunity from seizure. Up-to-date concerns such as sustainability, crossing borders and financial constraints are addressed throughout.

The book describes all collections management procedures such as loans, acquisitions, inventory and movement in a simple step-by-step process and includes examples of real forms, policies and documents drawn from major museums, which will act as a guide for any transaction.

Chock-full of practical information, advice, good practice and suggestions for further reading the book is clear and easy to use with all procedures based on international museum practice.


Readership: Museum professionals, curators and museum studies students.

Managing and Growing a Cultural Heritage Web Presence
A strategic guide
Mike Ellis

"This is an important addition to the body of digital heritage literature and a strong indication not just of how far we have come in our practice but of how mature today discussion of this subject is."
- Ross Parry, University of Leicester

This book provides a complete guide for anyone looking to build or maintain a cultural heritage web presence. Peppered with data and case studies on current practice from large and small cultural heritage institutions, this book advises the reader on the best strategic approach, as well as providing insight into how key institutions manage their websites, and hints and tips on best practice. A companion website provides template downloads and other up-to-date information including links and white papers.

Contents: Evaluating what you have now | Building a strategic approach | Content | Marketing | Policies and guidelines | Traffic and metrics | The social web (Web 2.0) | The website project process | Away from the browser | Bringing it all together.

Readership: Curators, archivists, librarians and cultural heritage website managers.

Also of interest
Emergency Planning and Response for Libraries, Archives and Museums p14

ORDER TODAY +44 (0) 1235 827702 facet@bookpoint.co.uk
This practical toolkit will be your guide towards career success and fulfilment as you make your way in the information sector. Each chapter captures the expert advice of rising stars in the profession and across sectors, interweaving case studies that illustrate how to thrive in the information sector, take control of your professional development and get to grips with every area of information work.

Contents: Project management | Teaching, training and communicating | Meeting your users’ needs and measuring success | Marketing your service and engaging stakeholders | Using technologies | Getting and staying online | Generating funding and doing more with less | Managing money, budgets and negotiating | Information ethics and copyright | Upskilling and professional development | Networking and promoting yourself | Professional involvement and career development.

Readership: New professionals across the information disciplines and LIS students.
Reflecting on the Future of Academic and Public Libraries
Edited by Peter Hernon, Simmons College, USA and Joseph R. Matthews

Academic and public libraries are much different today than they were even 15 years ago. And with even bigger changes on the horizon, what lies in store? In this systematic attempt to speak to academic and public librarians about the future of library services, Hernon and Matthews invite a raft of contributors to step back and envision the type of future library that will generate excitement and enthusiasm among users and stakeholders. Anyone interested in the future of libraries, especially library managers, will be engaged and stimulated as the contributors:

- Examine the current state of the library, summarizing existing literature on the topic to sketch in historical background
- Project into the future, using SWOT analysis, environmental scans, and other techniques to posit how library infrastructure (such as staff, collections, technology, and facilities) can adapt in the decades ahead
- Construct potential scenarios that library leaders can use to forge paths for their own institutions.

The collection of knowledge and practical wisdom in this book will help academic and public librarians find ways to honour their missions while planning for the broader institutional changes already underway.

Readership: Library managers, academic and public librarians, LIS students and academics and anyone interested in the future of libraries.

The Future of Scholarly Communication
Edited by Deborah Shorley, Imperial College London, UK and Michael Jubb, Research Information Network, UK

Global thought-leaders define the future of research communication.

Governments and societies globally agree that a vibrant and productive research community underpins a successful knowledge economy but the context, mechanisms and channels of research communication are in flux. As the pace of change quickens there needs to be analysis of new trends and drivers, their implications and a future framework. The editors draw together the informed commentary of internationally-renowned experts from all sectors and backgrounds to define the future of research communication.

Split into two sections examining changing research behaviour and the roles and responsibilities of other key actors including researchers, funders, universities, research institutes, publishers, libraries and users, this volume manages to pinpoint all the key agents of change.

Contents: PART 1: CHANGING RESEARCHER BEHAVIOUR | changing ways of sharing research in chemistry Henry Rzepe1 | Supporting qualitative research in the humanities and social sciences: using the Mass Observation Archive Fiona Courage and Jane Harvel | Creative communication in a ‘publish or perish’ culture: can postdocs lead the way? Katie Anders and Liz Elvidge | Cybertaxonomy Vincent Smith | Coping with the data deluge John Wood | Social media and scholarly communications: the more they change, the more they stay the same? Ellen Collins | The changing role of the publisher in the scholarly communications process Richard Bennett | Researchers and scholarly communications: an evolving interdependency David Prosser | PART 2: OTHER PLAYERS: ROLES AND RESPONSIBILITIES | The changing role of the journal editor Mike McGrath | The view of the research funder Robert Kiley | Changing institutional research strategies Ian Carter | The role of the research library Mark L Brown | The library users’ view Roger Schonfeld.

Readership: Researchers, librarians, publishers, funders, academics and HE institutions.

Scholarly Publishing in an Electronic Era
International Yearbook of Library and Information Management 2004-2005
Edited by G E Gorman

Also of interest
Building and Managing E-book Collection p7
Digital Information p29
E-books in Libraries p7
Information 2.0 p26
No Shelf Required 2 p7
Reader Development in Practice p35

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Reference and Information Services
An introduction
Kay Ann Cassell, Rutgers University, USA and Uma Hiremath, Ames Free Library, USA

December 2012
384pp | £49.95
Paperback: 978-1-85604-839-2

About a previous edition:
"...a useful resource for more experienced reference librarians who want to update their skills, re-engage with their collections and refresh their approach to the reference process."
Library Review

This fully updated edition of the landmark textbook by Cassell and Hiremath is designed to complement every introductory library reference course and is the perfect text for students and librarians looking to expand their personal reference knowledge. Chapters on fundamental concepts, major reference sources and special topics in reference provide the basics you want with the fresh insight you need on new issues in reference services and technology, including website development and maintenance, RSS feeds, social networking, and delivering reference services across multiple platforms. The companion website features new readings for each chapter and information about changes in reference tools described in these pages, as well as important new ones. As we enter a changing climate for all information services professionals, this book provides the tools you need to manage the ebb and flow of changing reference services in the 21st century.

Readership: LIS students, new professionals and reference librarians.

Fundamentals of Managing Reference Collections
Carol A Singer, Bowling Green State University, USA

2012
160pp | £49.95
Paperback: 978-1-85604-831-6

Fundamentals of Managing Reference Collections offers insight and best practice for designing, organizing and maintaining both tangible and virtual reference collections, no matter the size, and shows why managing without a plan is a recipe for clutter and confusion. In this very practical guide, reference librarians will learn:

• The importance of collection development policies, and how to effectively involve others in the decision-making process
• New strategies for selecting reference materials, both print and electronic
• Strategies for collection maintenance, including the all-important issue of weeding
• How to increase discovery and access
• How to manage acquisitions, budgets and licenses.

This important new book will help librarians make better reference decisions, aligned to customer needs and expectations, especially significant with today’s limited budgets.

Contents: Reference collection fundamentals | Reference collection development policies | Staffing models for reference collection management | Selecting reference materials | Acquisitions, budgets, and licenses | Collection maintenance | Weeding the reference collection | Reference collection development and consortia | Discovery and access

Readership: Reference collections managers and reference librarians.

Guidelines for Reference and Information Services in Public Libraries

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64pp | £39.95
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Successful Enquiry Answering Every Time
Tim Buckley Owen

2012
176pp | £39.95
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About a previous edition:
"Tim Owen has done a cracking job...This really is a most excellent text. The style is lively without being patronising. This title should be required reading for LIS students."
Managing Information

This best-selling "one-stop" practical guide is designed to help all information professionals become self-sufficient in answering enquiries. The book guides the reader step-by-step through all stages of research, from finding out what the enquirer really wants to providing a polished, value-added answer. There’s an emphasis throughout on how to make the best use of limited resources – and a final chapter offers practical advice on how to set up an enquiry service from scratch or revive a rundown one.

This fully updated sixth edition features a brand new chapter on remote enquiry handling by email, SMS and instant messaging. It has cutting-edge coverage of developments in mobile media, social networking, microblogging and E-books. The new ‘Starter Sources’ section provides an essential and up-to-date list of quality-checked reference sources, on the web and in print.

Readership: Information professionals and those working on enquiry desks in academic, public, school and special libraries, anyone who has to answer enquiries from users in any environment and anyone working in a contact centre.

Know it All, Find it Fast
An A-Z source guide for the enquiry desk
Bob Duckett, Peter Walker and Christine Donnelly

2008
496pp | £54.95
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The Virtual Reference Handbook
Interview and information delivery techniques for the chat and e-mail environments
Diane K Kovacs

2007
152pp | £54.95
Paperback: 978-1-85604-626-8

Virtual Reference Service
From competencies to assessment
Edited by R David Lankes, Scott Nicholson, Marie L Radford, Joanne Silverstein, Lynn Westbrook and Phillip Nast

2008
224pp | £54.95
Paperback: 978-1-85604-638-1

Also of interest
Know it All, Find it Fast for Academic Libraries p30
Know It All, Find It Fast for Youth Librarians and Teachers p35
The long-awaited 2nd edition of this best-selling research methods textbook is fully updated and includes brand new coverage of online research methods and techniques, mixed methodology and qualitative analysis. This edition includes two new contributed chapters: Professor Julie McLeod, Sue Childs and Elizabeth Lomas focus on research data management, applying evidence from the recent JISC funded ‘DATUM’ project; Dr Andrew Shenton examines strategies for analysing existing documents.

The first to focus entirely on the needs of the information and communications community, this textbook guides the would-be researcher through the variety of possibilities open to them under the heading ‘research’ and provides students with the confidence to embark on their dissertations. The focus here is on the ‘doing’ and although the philosophy and theory of research is explored to provide context, this is essentially a practical exploration of the whole research process with each chapter fully supported by examples and exercises tried and tested over a whole teaching career.

Contents: Introduction | PART 1: STARTING THE RESEARCH PROCESS | Major research paradigms | Reviewing literature | Defining the research | Online research methods and techniques, mixed methodology and qualitative analysis. | PART 2: RESEARCH METHODS | Case studies | Interviews | Questionnaires | Observations | Focus groups | Emotions | Grounded theory | Method or analysis? | PART 3: DATA COLLECTION TECHNIQUES | Interviews | Questionnaires | Observations | Focus groups | Analysis of existing documents.

Readership: Students of information and communications studies and archives and records management, and practitioners beginning a piece of research.
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SPECIAL COLLECTIONS LIBRARIANSHIP

The Special Collections Handbook
Alison Cullingford

"This excellent Handbook should become a standard reference source for any information professional working in this field."
- Managing Information

This comprehensive and no-nonsense guide to working with special collections and rare books is an essential day-to-day companion.

Working with special collections can vary dramatically from preserving a single rare book to managing and digitizing vast mixed-media archives yet the role of the information professional is always critical in taping into the potential of these collections, protecting their legacy and bringing them to the attention of the wider public. Whether you are working alone or in a team of 20 this handbook can guide you through the essential skills and processes and highlight common problems, solutions and best practice. International case studies in each chapter drawn from a variety of sectors offer an insight into how real people have dealt with challenges in practice. A companion website keeps the content of the book up to date and includes links to further resources.

Contents: The care of special collections | Emergency planning for special collections | Understanding objects in special collections | Acquiring and developing special collections | Cataloguing, description and metadata in special collections | Legal and ethical issues in special collections | User services in special collections | Marketing and communications in special collections | Widening access to special collections | Influencing and raising funds for special collections | Special collections futures.

Readership: Anyone working with special collections or rare books in libraries, archives, museums, galleries and other heritage organizations. Academics and LIS students.

Also of interest

Emergency Planning and Response for Libraries, Archives and Museums p14
The Handbook of Art and Design Librarianship p34
The Library Marketing Toolkit p15
Organizing Exhibitions p41

REFERENCE WORKS

FORTHCOMING IN 2013

CILIP: the Chartered Institute of Library and Information Professionals Yearbook 2013
Compiled by Kathryn Beecroft

CILIP: the Chartered Institute of Library and Information Professionals represents the largest professional body of librarians and information professionals in the UK. Its mission is to provide the membership organization needed by the library and information profession in the twenty-first century. Designed to complement the CILIP website, the Yearbook puts vital data on the key organization for information professionals at your fingertips.

An invaluable source of contacts for all librarians and information professionals, this is the essential guide to the organization that aims to position the profession at the heart of the information society.


Readership: CILIP members, librarians, information professionals and anyone needing a comprehensive guide to CILIP.

FORTHCOMING IN 2013

35TH EDITION

Libraries and Information Services in the UK and Republic of Ireland 2013-2014

About a previous edition: "The pre-eminent source for general information and contact details on UK and Irish libraries, deserving a place in any serious reference collection."
- Reference Reviews

This annually updated directory lists over 2,200 libraries in the United Kingdom, the Channel Islands, the Isle of Man and the Republic of Ireland, with contact names, addresses, telephone and fax numbers, email addresses, and URLs where appropriate. The listing is broken down into the following main categories, all fully indexed alphabetically:

- public library authorities, with entries for headquarters libraries plus the main administrative, divisional, area and regional libraries
- universities and institutes of higher education and other degree-awarding institutions, with entries for major departmental and site/campus libraries
- selected government, national and special libraries, together with schools and departments of information and library studies.

Readership: Librarians, information professionals, publishers and booksellers.
The New Walford Guide to Reference Resources

The New Walford (TNW) is the most substantial work of its kind in the English language. TNW provides a pathway through the huge quantity of information now accessible via the web.

If you are approaching a subject for the first time, TNW will get you on your way, guiding you to the best starting points for your query. For the information professional, TNW’s new way of categorizing resources reflects the fundamental changes that have taken place in the scientific, business, political and social information landscapes.

This guide is valuable for professionals worldwide who need to suggest resources to people who are relatively unfamiliar with the nuances of a topic and who are asking ‘where should I...’

VOLUME 1

The New Walford
Guide to reference resources
Science, Technology and Medicine
Editor-in-Chief: Ray Lester

“Overall, this is an exceptional resource and should be included in the reference collection of any library.” - Collection Building

Compiled by subject specialists from internationally renowned organizations, Volume 1 covers 12 broad subject groupings:

- Mathematics
- Physics and Astronomy
- Earth Sciences
- Chemistry
- Biological Sciences
- Agriculture, Forestry, Fisheries and Food
- Pre-Clinical Sciences
- Clinical Medicine
- Health
- Natural Resources and Energy
- Engineering
- Information and Communication Technology.

VOLUME 2

The New Walford
Guide to reference resources
Social Sciences
Editor-in-Chief: Ray Lester

“It is logically planned with a clear definition of its audience and what it is trying to do for them. It is also carefully organized and well indexed. Altogether, it deserves the tag on its front cover: belongs on every reference desk” - Reference Reviews

Compiled by subject specialists from internationally renowned organizations, Volume 2 covers 15 broad subject groupings:

- Social Sciences (generic)
- Psychology
- Sociology
- Social Work and Social Welfare
- Politics
- Government
- Law
- Finance, Accountancy and Taxation
- Industries and Utilities
- Business and Management
- Education and Learning
- Sport
- Media and Communications
- Information and Library Sciences
- Tools for Information Professionals.

FORTHCOMING IN 2014

VOLUME 3

The New Walford
Guide to reference resources
The Arts: Visual Arts, Music, Language and Literature
Editor-in-Chief: Ray Lester

The New Walford Volume 3: The Arts (TNW 3: The Arts) identifies the best web and print sources for initiating research into the visual arts, architecture, music, language, literature, film and drama. International in scope, the book is compiled using the knowledge of subject specialists from leading libraries in the field.

TNW 3: The Arts provides an intuitive structure for organizing its content. Under broad subject areas content is further divided by language or country, period, form and theme, and within these categories by material type including introductions, histories and chronologies, bibliographies, encyclopaedias, libraries and archives, portals and databases and current awareness. Each entry is succinctly annotated to highlight key features. Designed for ease of browsing, TNW 3: The Arts makes it easy to get an overview of the key reference resources available, evaluate their usefulness and to identify the best starting point for research.

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