



An Introduction to Library and Information Work

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Description

This book introduces support staff, paraprofessionals and students to the workplace. Informing readers of the latest developments in the sector, the text provides them with a practical, educational underpinning to library and information work across the sectors. It introduces the structure and functions of the principal types of library and looks at the key areas of competence necessary for the efficient and informed practice of a wide range of tasks. Contents include: - management perspectives - information and communications technology - recruitment, supervision - digital libraries - electronic resources - user services - customer service - library cooperation - information skills
Readership: This is an essential self-development tool for all new entrants to the sector. It is ideal for paraprofessional training and as a continuing professional education reader for the non-professional.

Contents

1. The functions and structure of the principal types of library and information service within the UK 2. Recruitment, supervision, education and training 3. Library co-operation in the UK 4. The stock of libraries 5. Services to users 6. Information technology in the library - Alan Hornsey 7. The management perspective - Jane Gill 8. The international perspective.

Author

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