



Setting Up a Library and Information Service from Scratch

Sheila Pantry, Peter Griffiths

List price £59.95

Product Details

Format: Paperback

ISBN: 9781856045582

Published: 1st Sep 2005

Publisher: Facet Publishing

Dimensions: 232mm x 156mm x 11mmmm

Description

This book is intended as a guide to help those who need to set up a library or information service in their organization, irrespective of subject background or type of organization. It will help both those who have qualifications but no experience in setting up such a centre and those who have had no training at all. The authors have had many years experience setting up information services in different subject backgrounds for a wide range of organizations both in the UK and in many countries. This book will hold your hand as you tackle the many steps to take as you create a successful information service - irrespective of size. Topics covered include: • the reasons for establishing a library • what information is needed, how quickly and in what quantities (information audit approach) • meeting the information needs of special users • premises and furniture • equipment and Internet access • technical requirements • staffing • managing budgets and finance • managing people - staff and management • networking and locating sources of information Readership: The book also has a full list of appendices of sample documents from newsletter and press releases to lists of basic reference books and periodicals.

Contents

1. Back to basics 2. The first steps 3. Establishing the library and information service 4. Staffing 5. Information networks 6. Services to be provided by the library and information service 7. Support for the library and information service 8. Promoting the library and information service 9. Training, seminars and meetings.

Author

Sheila Pantry OBE BA FCLIP manages an independent information services consultancy and electronic publishing business, including websites. She has had a long and varied career in information management in a range of industry sectors, and also in

government as Head of Information Services for the Health and Safety Executive. She specializes in worldwide occupational health and safety information and is an experienced trainer, writer, editor and lecturer.

Peter Griffiths BA FCLIP MCLIP is Head of Information Services Unit at the Home Office, where he is Head of Profession for librarians and information scientists. His responsibilities extend not only to library and information services in the Home Office but also to an internal reference service, knowledge management, and information support to the research community. He is an experienced trainer, writer and lecturer.