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Catalogue 2023

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Membership is open to everyone working in libraries, information or knowledge management, data science and analytics or a related professional role. Every purchase of a Facet book helps to fund CILIP's advocacy, awareness and accreditation programmes for information professionals.

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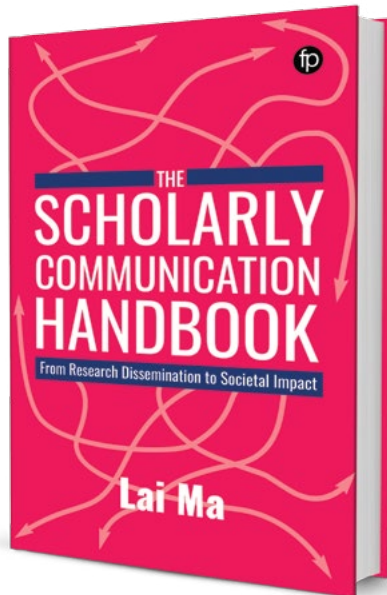Room 150, c/o British Library,
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The Scholarly Communication Handbook
From Research Dissemination to Societal Impact

LAI MA, *Director, Library and Information Studies, University College Dublin*

Scholarly communication covers a broad range of topics and issues, and advances in online platforms and tools for research support have led to unprecedented changes in publishing options, research assessments and research policies. As a result, researchers are facing a transformed scholarly communication landscape, making research dissemination and societal impact a complex topic.

Guided by the question, 'Where to publish?', The Scholarly Communication Handbook explores publication types, open access and licensing options, as well as appropriate uses of research metrics and the benefits and setbacks of peer review. It answers questions such as:

- what are the key considerations for exploring new publication venues and experimenting with new forms of publishing?
- why are research metrics and open research important topics in scholarly communication?
- how can scholarly communication librarians and researchers prepare for future changes in scholarly publishing?

The book will provide a comprehensive overview of the knowledge required for understanding and navigating the scholarly communication landscape. Critical issues about research integrity, bibliodiversity and sustainability are also addressed to provoke discussions and debates about the future of scholarly publishing and communication. Readers will be empowered not just to make informed decisions about where they publish, but also understand policy changes and advocacy work in relation to research and publication processes.

This will be an ideal book for researchers and students alike who are aspiring to or currently working in academic libraries and the teams who support them.

Narrative Expansions
Interpreting Decolonisation in Academic Libraries

Edited by JESS CRILLY, *Former Associate Director, Content & Discovery, Library Services at UAL and* **REGINA EVERITT,** *Director of Library, Archives and Learning Services at University of East London*

The demand to decolonise the curriculum has moved from a protest movement at the margins to the centre of many institutions, as reflected by its inclusion in policies and strategies and numerous initiatives in libraries and archives that have responded to the call, and are critically examining their own historic legacies and practices to support institutional and societal change.

Narrative Expansions: Interpreting Decolonisation in Academic Libraries explores the ways in which academic libraries are working to address the historic legacies of colonialism, in the context of decolonising the curriculum and the university. It acknowledges and explores the tensions and complexities around the use of the term decolonisation, how it relates to other social justice aims and approaches, including critical librarianship, and what makes this work specific to decolonisation.

The book is international in scope, and considers the contextual nature of decolonisation, with discussion of the impacts of settler colonialism, and post-colonial contexts with authors from Canada, the United States and Kenya, as well as universities in the UK.

Split into two sections, the book first addresses experiential contexts, discussing the environment in which the academic library is enmeshed: legacy knowledge systems, the neo-liberal university, the pervasive Whiteness of the higher education sector, the global publishing industry – how these structures are constitutive of coloniality and how they can be challenged. It then brings together theory and practice featuring case studies interpreting what it means to 'decolonise' in information literacy, collection management, inclusive spaces, LIS education, research methods and knowledge production through the lens of critical pedagogy, critical information literacy and Critical Race Theory (CRT). The book also addresses the impact and implications of the Whiteness of university library staffing.

The Social Future of Academic Libraries

New perspectives on communities, networks, and engagement

TIM SCHLAK, *Dean, University Library, Robert Morris University,* **SHEILA CORRALL,** *Professor, School of Computing and Information, University of Pittsburgh,* **PAUL BRACKE,** *Dean, Library Services, Gonzaga University*

The current focus in higher education institutions on student engagement, partnership formation, community development and social relations requires a significant mind-shift in academic libraries and librarians if they are to regain their place at the heart of the academic enterprise. Libraries need to move beyond incremental and peripheral development of services, spaces and structures to a more fundamental and radical rethinking of their core mission and service philosophy to realign their resources, processes and practices to contemporary demands.

The Social Future of Academic Libraries addresses this urgent need for libraries to shift their focus from managing collections and delivering services to building networks, cultivating relationships and developing communities. Case studies from forward-looking libraries illustrate how intellectual and social capital perspectives and social network theory can strengthen strategic development, collaborative relationships and professional leadership across all areas of library activity and ensure that the academic library remains relevant in the 21st century.

December 2022 | 360pp
Paperback | 9781783304714 | £59.95
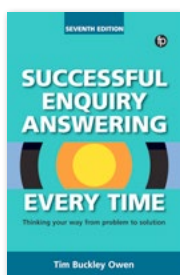Hardback | 9781783304721 | £120
eBook available

Successful Enquiry Answering Every Time, Seventh Edition

Thinking your way from problem to solution

TIM BUCKLEY OWEN, *Research and Information Skills Trainer*

'Owen is incredibly thorough in this exhaustive presentation of strategies and different outlets for research, which is what makes this text a strong pick for any information professional, but particularly for students developing their search strategies and those in academic, medical and special library fields.'
- *VOYA*

April 2017 | 192pp
Paperback | 9781783301935 | £54.95
Hardback | 9781783301942 | £109.95
eBook available

Practical Tips for Facilitating Research

MOIRA J BENT, *Chariman of the Board of Directors, InformAll*

'Benefitting from Bent's exhaustive research and robust content, this volume will be very useful for academic librarians, particularly subject and faculty liaisons and instruction librarians.'
- *Library Journal*

March 2016 | 288pp
Paperback | 9781783300174 | £54.95
Hardback | 9781783301096 | £109.95
eBook available

Exploring Research Data Management

ANDREW COX, *Senior Lecturer, University of Sheffield and* **EDDY VERBAAN,** *Head of Library Research Support, Sheffield Hallam University*

'...they have produced a complete course of instruction in research data management, and one that is especially and unreservedly recommended for librarian in-service training curriculums, as well as college and university Library Science collections in general, and Data Management supplemental studies reading lists in particular.'
- *MBR Bookwatch*

May 2018 | 208pp
Paperback | 9781783302789 | £64.95
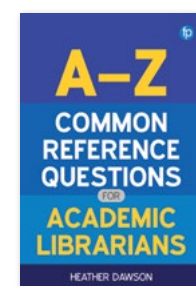Hardback | 9781783302796 | £129.95
eBook available

A-Z Common Reference Questions for Academic Librarians

HEATHER DAWSON, *Academic Support Librarian, LSE Library*

This book is a survival guide for frontline library staff to help them find appropriate information quickly, whether they are answering questions at a physical help desk or remotely by telephone, email or instant messaging service.

A broad cross-disciplinary A-Z of themes are covered helping library staff to address any query confidently and quickly. The book covers:

- blogging and social media
- text and data mining and data visualization
- assistive technology resources
- early career researchers
- impact measurement
- academic internet searching
- LGBT studies
- Middle East studies
- project management
- open access publishing
- research data management
- study skills
- systematic reviews

November 2019 | 384pp
Paperback | 9781783304110 | £59.95
Hardback | 9781783304127 | £119.95
eBook available

The Data Librarian's Handbook

ROBIN RICE, *Data Librarian and Head, Research Data Support, University of Edinburgh and* **JOHN SOUTHALL,** *Bodleian Data Librarian, University of Oxford*

'*The Data Librarian's Handbook* covers a large amount of interesting terrain in thoughtful and accessible ways. It is both essential for any information professional interested in data and their management, and is also indicative of the increasing – and increasingly varied – role that data and data management play in libraries and more broadly across academia.'

– *LSE Review of Books*
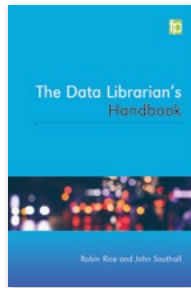
December 2016 | 192pp
Paperback | 9781783300471 | £59.95
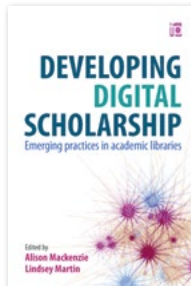Hardback | 9781783300983 | £119.95
eBook available

Developing Digital Scholarship

Emerging practices in academic libraries

Edited by ALISON MACKENZIE, *Dean of Learning Services and* **LINDSEY MARTIN,** *Assistant Head of Learning Services, both at Edge Hill University*

'...offers a lifeline to librarians struggling to develop a coherent response to the challenges posed by the profound changes in scholarship found in modern academia. Anyone seeking to understand why, how and where libraries enable and enrich modern digital scholarship will find it useful.'

– *An Leabharlann*

October 2016 | 192pp
Paperback | 9781783301102 | £54.95
Hardback | 9781783301782 | £109.95
eBook available

Dynamic Research Support for Academic Libraries

Edited by STARR HOFFMAN, *Director of Planning and Assessment, University of Nevada, Las Vegas Libraries*

'... showcases how we can add long-term value for our users by focusing on going 'deeper' and delivering comprehensive specialist services which tap into a very real need. '

– *Libfocus*

March 2016 | 176pp
Paperback | 9781783300495 | £54.95
Hardback | 9781783301089 | £109.95
eBook available

The No-nonsense Guide to Research Support and Scholarly Communication

**CLAIRE SEWELL,** *Research Support Skills Coordinator, Cambridge University Library*

Outlining the reasons why library staff need to develop a knowledge of research support and guiding them through the key information on each topic, *The No-nonsense Guide to Research Support and Scholarly Communication* provides an ideal primer for those who seek to work in this area or those who have acquired these responsibilities as part of a wider role.

The practical nature of the book means readers can dip into it or read it from cover to cover as needed. It includes practical checklists of knowledge and skills, international case studies by practitioners from around the globe, end of chapter references, how-to sections, activities and links to freely available online training materials.

The book covers:

- scholarly communication, open research and the research lifecycle
- research data management
- open access
- disseminating research
- metrics and measuring impact including the Journal Impact Factor, H-Index and Altmetrics
- career paths in research support
- why and how library staff at all levels can get involved in the process of doing research and sharing their outputs.

January 2020 | 208pp
Paperback | 9781783303939 | £59.95
Hardback | 9781783303946 | £119.95
eBook available
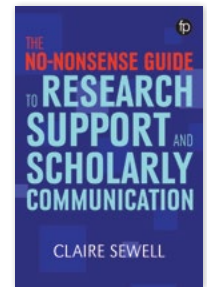
## The Academic Teaching Librarian's Handbook

CLAIRE MCGUINNESS, *Assistant Professor, School of Information and Communication Studies, University College Dublin*

The Academic Teaching Librarian's Handbook is a comprehensive resource for academic library professionals and LIS students looking to pursue a teaching role in their work and to develop this aspect of their professional lives in a holistic way throughout their careers. The book is built around the core ideas of reflective self-development and informed awareness of one's personal professional landscape. Through engaging with a series of exercises and reflective pauses in each chapter, readers are encouraged to reflect on their professional identity, self-image, self-efficacy and progress as they consider each of the different aspects of the teaching role.

This handbook will:

- provide a comprehensive resource on teaching, professional development and reflective practice for academic teaching librarians at all stages of their careers
- explore the current landscape of teaching librarianship in higher education, and highlight the important developments, issues and trends that are shaping current and future practice
- examine the roles and responsibilities of the academic teaching librarian in the digital era
- introduce the essential areas of development, skill and knowledge that will empower current and future professionals in the role
- provide practical tools to engage in personal development and career planning in this area.

January 2021 | 260pp
Paperback | 9781783304622 | £55
Hardback | 9781783304639 | £110
eBook available
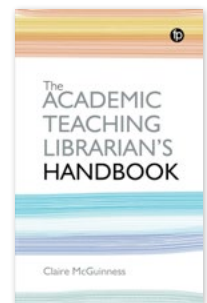
# Web Metrics for Library and Information Professionals
Second Edition

DAVID STUART, *Independent information professional and honorary research fellow at the University of Wolverhampton*

Library and information professionals increasingly need to create, manage, and monitor a wide range of online content, from a library's social media account and web sites to the new and traditional research outputs that funders expect to be made available openly online. It is important that they understand the new opportunities that web metrics provide for measuring the impact of an individual or an organisation's content. This book provides an up-to-date introduction to a wide range of web metrics, with practical examples of how they can be best put to use.

The book will begin with a wider discussion on the role of metrics, and how web metrics overlap with associated concepts with a longer library and information science history such as scientometrics and bibliometrics. It will explore the latest tools that are available, many of which have changed since the publication of the first edition, as well as how we can expect the field to change in the future with machine intelligence and artificial intelligence becoming more widely available.

This new edition has been extended and updated throughout to reflect the rapidly changing nature of the field. As well as updates to the user-friendly tools and resources, there is a greater emphasis on the programming libraries that are available, as library and information professionals are increasingly willing to start engaging with data that is available programmatically.

After reading the book the information professional will not only be better placed to adopt web metrics in their workplace, but also be critical of the misuse of web metrics.
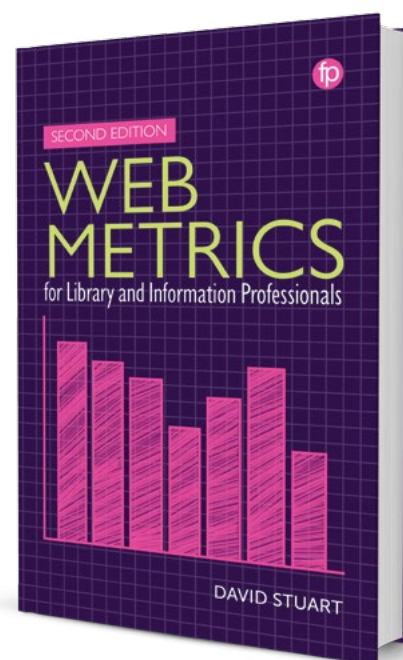
September 2023
Paperback | 9781783305667 | £55
Hardback | 9781783305674 | £110
eBook Available

Library Improvement through Data Analytics

LESLEY S J FARMER and **ALAN M SAFER,** *both Professors, California State University, Long Beach*

'**...a practical guide with clear and detailed steps for applying Six Sigma, an effective model for targeted library improvement analysis. Applying this technique to library processes and programs can improve performance and productivity, reduce expenses and increase satisfaction of users and staff. The compelling case studies will support library administrators in deploying these important tools to make the case successfully for their libraries.**'

- Susan Hildreth, UW iSchool
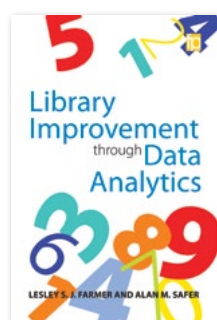
July 2016 | 192pp
Paperback | 9781783301614 | £59.95

Library Analytics and Metrics
Using data to drive decisions and services

Edited by BEN SHOWERS, *Digital Assurance and Standards, UK Department of Health*

'**... a great, varied and in-depth look at the current usage of analytics and metrics in the library sector and there are some valuable case studies captured that will hopefully help inform those undertaking their own data-driven projects or facing pressure to provide impact or usage evidence to their organisations.**'

– MmIT Journal
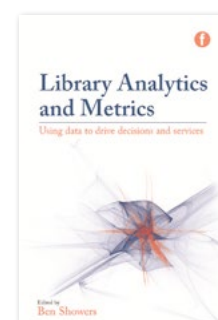
April 2015 | 224pp
Paperback | 9781856049658 | £59.95
Hardback | 9781783302925 | £119.95
eBook available

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Delivering Impact with Digital Resources

Planning your strategy in the attention economy

SIMON TANNER, *Professor of Digital Cultural Heritage and Pro Vice Dean (Research Impact & Innovation), King's College London*

Our digital presence has the power to change lives and life opportunities. We must understand digital values to consider how organizational presence within digital cultures can create change.

Impact assessment is the tool to foster understanding of how strategic decisions about digital resources may be fostering change within our communities. *Delivering Impact with Digital Resources* focuses on introducing both a mechanism and a way to thinking about strategies and evidence of benefits that extend to impact. Such that, the existence of a digital resource shows measurable outcomes that demonstrate a change in the life or life opportunities of the community. The book proposes an updated Balanced Value Impact Model (BVIM) to enable each memory organization to convincingly argue they are an efficient and effective operation, working in innovative modes with digital resources for the positive social and economic benefit of their communities.

Coverage includes:

- a guide to using the Balanced Value Impact Model and a wide range of data gathering and evidence based methods
- exploration of strategy in the context of digital ecosystems, an attention economy and cultural economics
- working with communities and stakeholders to deliver on promises implicit in digital resources/activities
- major case studies about Europeana, the Wellcome Trust and the National Gallery of Denmark, amongst others
- an exploration of the difference between the attitudes expressed by groups within digital cultures versus the actual behaviours they exhibit using impact exemplars from many sectors and geographies to show how they are explored and applied.

January 2020 | 280pp
Paperback | 9781856049320 | £69.95
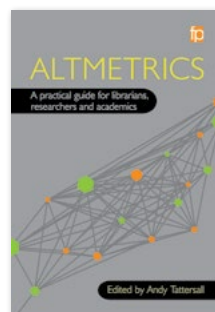Hardback | 9781783302512 | £139.95
eBook available

Altmetrics

A practical guide for librarians, researchers and academics

Edited by ANDY TATTERSALL, *Information Specialist, University of Sheffield*

'...one of very few textbooks revisiting the theory behind the growth of altmetrics, providing a comprehensive snapshot of what they look like today and demonstrating their value if applied in a meaningful manner...a worthwhile read'

- LSE Review of Books

June 2016 | 224pp
Paperback | 9781783300105 | £54.95
Hardback | 9781783301003 | £109.95
eBook available

Putting Library Assessment Data to Work

Edited by SELENA KILLICK, *Senior Library Manager (Quality & Insight), The Open University and* **FRANKIE WILSON,** *Head of Assessment, Bodleian Libraries*

This new book provides a practical guide for library administrators, managers and practitioners on how to make effective use of existing sources of information for assessment activities with the aim of improving academic library services.

Putting Library Assessment Data to Work brings together key library assessment methodologies detailing how they can be used to improve an academic library. The book takes common sources of data that academic libraries will already be collecting, and presents simple qualitative and quantitative techniques that can be used to evaluate and assess their services, both in detail and overall. The different assessment methods are presented from a practical perspective with a theoretical grounding, and include practical case studies to illustrate how the methodologies have successfully been applied.

The book includes coverage of:

- the theoretical framework for assessment, its purpose and the tools and techniques used
- institutional, national and international student surveys and how they can be used to improve library service
- the history and development of standardised library surveys (eg LibQUAL+®), how they have been used and their impact
- the benefits of in house library surveys and case studies of where they have been used
- qualitative feedback in the library
- taking a holistic approach to library assessment through advocacy and strategic planning.
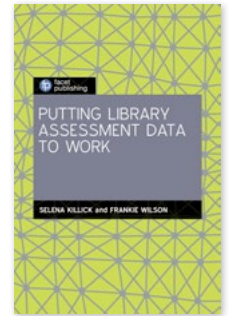
July 2019 | 192pp
Paperback | 9781783302208 | £64.95
Hardback | 9781783302215 | £129.95
eBook available

Being Evidence Based in Library and Information Practice

Edited by DENISE KOUFOGIANNAKIS, *Associate University Librarian, University of Alberta and* **ALISON BRETTLE,** *Professor in Health Information and Evidence Based Practice, University of Salford*

'Koufogiannakis and Brettle have written and edited one of the most essential books on librarianship in the last several years. They present a clear and strong case for why librarians of all settings need to integrate EBP into their workflow...The reader can gather some great ideas on starting to use EBLIP in their own practice. This book is highly recommended reading for all experience levels and types of librarianship.'

- Journal of Electronic Resources in Medical Libraries
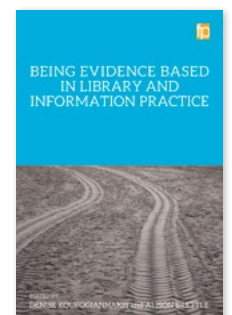
August 2016 | 224pp
Paperback | 9781783300716 | £59.95
Hardback | 9781783301195 | £119.95
eBook available

Metadata
Third Edition

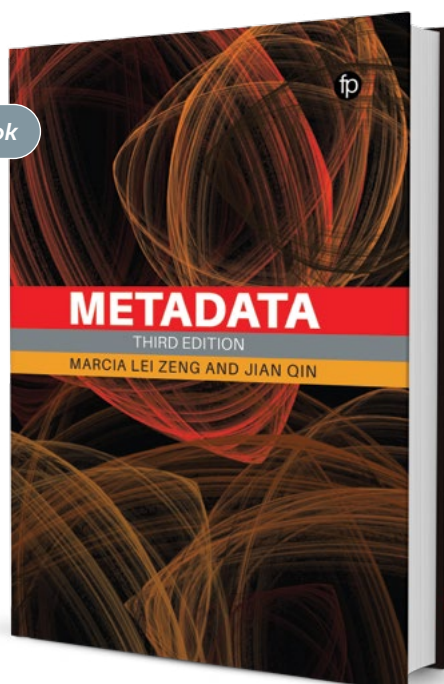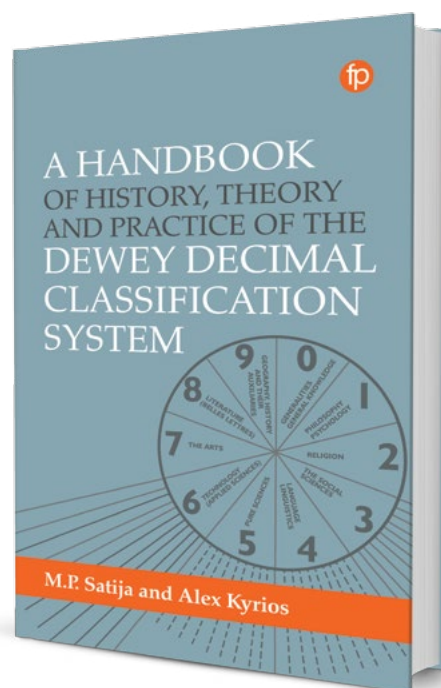**Textbook**

MARCIA LEI ZENG, *Professor of Information Science at Kent State University, and* **JIAN QIN,** *Professor at the School of Information Studies, Syracuse University.*

The third edition of this landmark textbook has been thoroughly updated to incorporate the many developments and changes in metadata and related domains. Authors Marcia Lei Zeng and Jian Qin provide a solid grounding in the variety and interrelationships among different metadata types, offering a comprehensive look at the metadata schemas that exist in the world of library and information science and beyond. Readers will gain knowledge and an understanding of key topics such as:

- metadata building blocks, from modeling to defining properties, from designing application profiles to implementing value vocabularies, and from specification generating to schema encoding, illustrated with new examples
- best practices for metadata as linked data, the new functionality brought by implementing the linked data principles, and the importance of knowledge organization systems
- resource metadata services, quality measurement, and interoperability approaches
- research data management concepts like the FAIR principles, metadata publishing on the web and the recommendations by the W3C in 2017, related Open Science metadata standards such as Data Catalog Vocabulary (DCAT) version 2, and metadata-enabled reproducibility and replicability of research data
- standards used in libraries, archives, museums, and other information institutions, plus existing metadata standards' new versions, such as the EAD 3, LIDO 1.1, MODS 3.7, DC Terms 2020 release coordinating its ISO 15396-2:2019, and Schema.org's update in responding to the pandemic
- newer, trending forces that are impacting the metadata domain, including entity management, semantic enrichment for the existing metadata, mashup culture such as enhanced Wikimedia contents, knowledge graphs and related processes, semantic annotations and analysis for unstructured data, and supporting digital humanities (DH) through smart data.

592pp | March 2022
Paperback | 9781783305889 | £69.95

A Handbook of History, Theory and Practice of the Dewey Decimal Classification System

M. P. SATIJA, *author of DDC textbooks of every edition since 1979,* *and* **ALEX KYRIOS,** *Senior Editor of the DDC at the OCLC*

The Dewey Decimal Classification (DDC), used in 200,000 libraries across 140 countries, has entered a new age, primarily maintained today as a continuously revised electronic system rather than an occasionally updated set of print volumes. Its editors have added newly emerging topics and made it an increasingly faceted, semantically rich, modern system. Simultaneously, the editorial process has become democratised and more responsive to global needs.

A Handbook of History, Theory and Practice of the Dewey Decimal Classification System is a comprehensive, practical guide to today's DDC. Coverage includes:

- a brief history of the system, its editors, and its development
- specialized examinations of specific parts of the classification
- extensive guidance on number building, with many examples
- a WebDewey-specific chapter, covering the system's benefits and features
- concise summaries of primary takeaways, a glossary, and extensive bibliography.

This book will be an indispensable guide to 21st-century DDC, an essential companion for DDC classifiers, and accessible for students and continuing learners as well.

February 2023 | 264pp
Paperback | 9781783306091 | £55
Hardback | 9781783306107 | £110
eBook Available

# The Future of Enriched, Linked, Open and Filtered Metadata

Making Sense of IFLA LRM, RDA, Linked Data and BIBFRAME

Getaneh Alemu, *Cataloguing and Metadata Librarian at Solent University*

The Future of Enriched, Linked, Open and Filtered Metadata is a comprehensive and accessible guide to creating accurate, consistent, complete, user-centred and quality metadata that supports the user tasks of finding, identifying, selecting, obtaining and exploring information resources. Based on the author's many years of academic research and work as a cataloguing and metadata librarian, it shows readers how they can configure, create, enhance and enrich their metadata for print and digital resources. The book applies examples using MARC21, RDA, FRBR, BIBFRAME, subject headings and name authorities. It also uses screenshots from cutting edge library management systems, discovery interfaces and metadata tools.

Coverage includes:

- definitions, discussions, and comparisons among MARC, FRBR, LRM, RDA, Linked Data and BIBFRAME standards and models
- discussion of the underlying principles and protocols of Linked Data vis-à-vis library metadata
- practical metadata configuration, creation, management, and cases employing cutting edge LMS, discovery interfaces, formats and tools
- discussion around why metadata needs to be enriched, linked, open and filtered to ensure the information resources described are discoverable and user friendly
- consideration of metadata as a growing and continuously enhancing, customer-focused and user-driven practice where the aim is to support users to find and retrieve relevant resources for their research and learning.
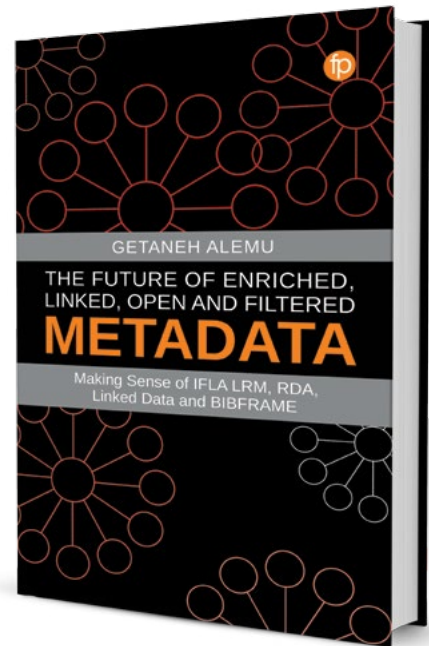
August 2022 | 222pp
Paperback | 9781783304929 | £55
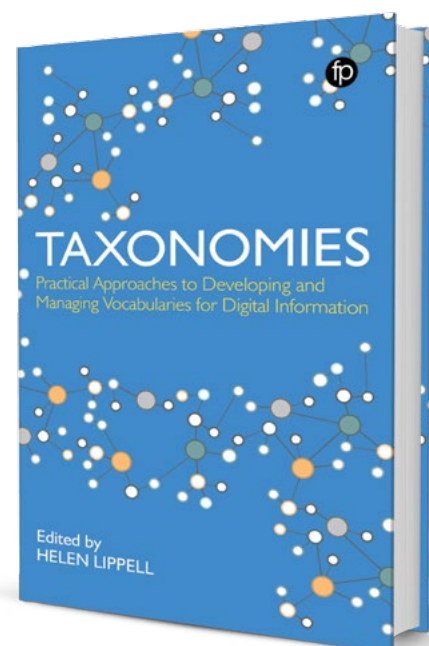Hardback | 9781783304936 | £110
eBook available

Taxonomies

Practical Approaches to Developing and Managing Vocabularies for Digital Information

HELEN LIPPELL, *a taxonomy consultant with clients including the BBC and the Metropolitan Police.*

As organisations across the globe commit to digital transformation, well-managed taxonomies are more critical than ever in supporting a wide range of business applications. Amidst growing industry uptake of controlled vocabularies, ontologies and knowledge graphs, taxonomists are at the forefront of helping organisations manage content and data of unprecedented breadth, depth and variety.

Taxonomies: Practical Approaches to Developing and Managing Vocabularies for Digital Information is a comprehensive guide to building, implementing and using taxonomies. Featuring contributions and case examples from some of the world's leading experts, the book supports professional development through practical advice and real-world case studies. Readers will learn best practice for the everyday realities of working with stakeholders, sponsors and systems to ensure that taxonomies remain useful and relevant. Addressing all the key stages of the process of building and implementing a taxonomy, including scoping, user testing and validation, and the creation of governance processes, the book is invaluable for the optimisation of systems for users and stakeholders alike.

April 2022 | 260pp
Paperback | 9781783304813 | £50
Hardback | 9781783304820 | £100
eBook available

Metadata for Digital Collections Second Edition

STEVEN JACK MILLER

Since it was first published, LIS students and professionals everywhere have relied on Miller's authoritative manual for clear instruction on the real-world practice of metadata design and creation. By following this book's guidance, with its inclusion of numerous practical examples that clarify common application issues and challenges, readers will:

- learn about the concept of metadata and its functions for digital collections, why it's essential to approach metadata specifically as data for machine processing, and how metadata can work in the rapidly developing Linked Data environment
- know how to create high-quality resource descriptions using widely shared metadata standards, vocabularies and elements commonly needed for digital collections
- understand the nuts and bolts of designing and documenting a metadata scheme and
- gain knowledge of vital metadata interoperability and quality issues, including how to identify and clean inconsistent, missing, and messy metadata using innovative tools such as OpenRefine.

Complete with an updated bibliography pointing readers to essential books, articles and web documents for deeper learning, this second edition will prove itself a must-have reference for practitioners and students alike.

October 2022 | 368pp
Paperback | 9781783306169 | £59.95
eBook available

Metadata in the Digital Library

Building an Integrated Strategy with XML

RICHARD GARTNER, *Digital Librarian at the Warburg Institute in the University of London, where he established and is responsible for the Institute's digital library.*

The range of metadata needed to run a digital library and preserve its collections in the long term is much more extensive and complicated than anything in its traditional counterpart. It includes the same 'descriptive' information which guides users to the resources they require but must supplement this with comprehensive 'administrative' metadata: this encompasses technical details of the files that make up its collections, the documentation of complex intellectual property rights and the extensive set needed to support its preservation in the long-term. To accommodate all of this requires the use of multiple metadata standards, all of which have to be brought together into a single integrated whole.

Metadata in the Digital Library is a complete guide to building a digital library metadata strategy from scratch, using established metadata standards bound together by the markup language XML. The book introduces the reader to the theory of metadata and shows how it can be applied in practice. It lays out the basic principles that should underlie any metadata strategy, including its relation to such fundamentals as the digital curation lifecycle, and demonstrates how they should be put into effect. It introduces the XML language and the key standards for each type of metadata, including Dublin Core and MODS for descriptive metadata and PREMIS for its administrative and preservation counterpart. Finally, the book shows how these can all be integrated using the packaging standard METS. Two case studies from the Warburg Institute in London show how the strategy can be implemented in a working environment.

November 2021 | 216pp
Paperback | 9781783304844 | £50
Hardback | 9781783304851 | £100
eBook available

Maxwell's Handbook for RDA, Second Edition

Explaining and illustrating RDA: resource description and access using MARC21

ROBERT L. MAXWELL *Senior Librarian, Harold B. Lee Library at Brigham Young University*
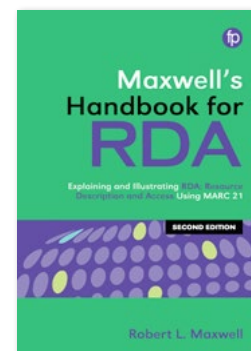
Designed to interpret and explain RDA: Resource Description and Access, this handbook illustrates and applies the cataloguing rules in the MARC21 environment for every type of information format.

In this newly updated 2nd edition, cataloguing expert Robert Maxwell brings his trademark practical commentary to bear on the unified cataloguing standard. From books to electronic materials to music and beyond, Maxwell:

- Explains the conceptual grounding of RDA, including FRBR and FRAD
- Addresses the nuances of how cataloguing will, and won't, change in the MARC21 environment
- Shows cataloguers how to create and work with authority records of persons, families, corporate bodies, geographic entities, works, and expressions
- Explores recording relationships, working with records of manifestations and items, and more
- Provides numerous sample records to illustrate RDA principles.

Comprehensive in its coverage, the book will aid readers in understanding and becoming comfortable with the sometimes complex structure of RDA and contains appendices that discuss the treatment of specialised materials.

April 2024 | 944pp
Paperback | 9781783304288

From Cataloguing to Metadata Creation

A Cultural and Methodological Introduction
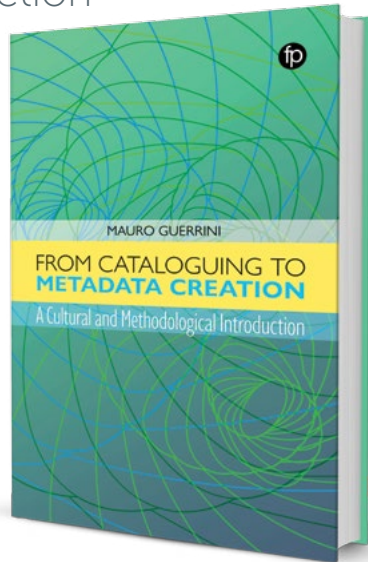
MAURO GUERRINI, *Professor, Library Science, Cataloguing, Metadata and Classification, University of Florence*

Cataloguing has always produced a catalogue, while the creation of metadata has produced the metadata of given resources. However, in this digital age, the two are more connected than ever. A catalogue is made up of metadata that can be searched, identified, structured and selected. This then means the metadata creation process is adopted as a part of cataloguing.

From Cataloguing to Metadata Creation is a cultural and methodological introduction to the evolution of cataloguing towards the metadata creation process in the digital era. It is a journey through the founding principles and the objectives of the 'information organisation' service that libraries offer. The book aims to outline the new library context, highlighting continuities and innovations compared to traditional cataloguing and intends to trace the path from traditional cataloguing to the new metadata creation process.

April 2023 | 152pp
Paperback | 9781783306282 | £40
Hardback | 9781783306299 | £80
eBook Available

Linked Data for Cultural Heritage

Edited by ED JONES, *Associate Director for Assessment and Technical Services, National University in San Diego and* **MICHELE SEIKEL,** *Professor of Digital Resources and Discovery Services, Oklahoma State University*

'Given that the overview of linked data presented here is generally accessible to those at all levels, I think that the volume achieves its objectives of being a resource for students and practitioners wishing to learn more about practical implementations and the workings of linked data models.'
- *Archives and Manuscripts*
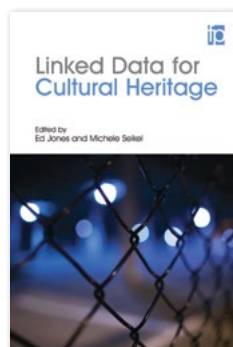
October 2016 | 160pp
Paperback | 9781783301621 | £59.95

Information Resource Description
Creating and managing metadata

PHILIP HIDER, *Head of the School of Information Studies and Professor of Library and Information Management, Charles Sturt University*

Series: Foundations of the Information Sciences

'This second edition of Philip Hider's book addresses one essential component: the organising of information resources through their description. Its focus on general principles expressed in different contexts, and its equal treatment of systems, sources and processes, makes it a valuable addition to the Foundations of the Information Sciences series.'
- *David Bawden, Professor of Information Science, City University London*

Key topics and updates to the first edition include:

- exploration of the systems and tools that are used to organize information resources
- new technology and the recent approaches brought to information resource description
- exploring how information resource description can best serve user needs
- metadata quality: standardization, interoperability and sharing
- discussion of the prospects of different approaches to information retrieval.

Textbook
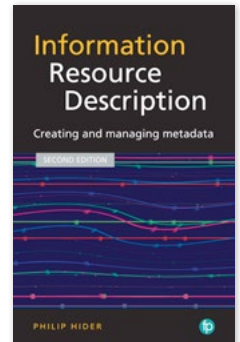
October 2018 | 288pp
Paperback | 9781783302239 | £59.95
Hardback | 9781783302246 | £119.95
eBook available

Metadata for Information Management and Retrieval, Second Edition
## Understanding metadata and its use

DAVID HAYNES, *Research Fellow, City, University of London*

'Exceptionally well organized and presented, Metadata for Information Management and Retrieval is a comprehensive and highly recommended instructional textbook and reference.'
- *Midwest Book Review*

Metadata for Information Management and Retrieval has been fully revised to bring it up to date with new technologies and standards. It builds on the concept of metadata through an exploration of its purposes and uses as well as considering the main aspects of metadata management.
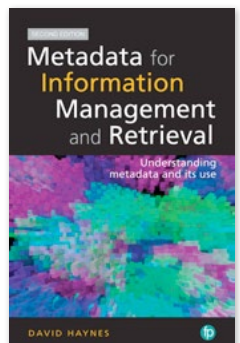
Coverage includes:

- defining, describing and expressing metadata
- data modelling
- metadata and information retrieval
- big data, linked data and social media
- research data collections and open data repositories
- metadata in information governance: compliance, risk and information security
- managing intellectual property rights
- the politics of metadata: ethics, power and money.

Textbook

January 2018 | 288pp
Paperback | 9781856048248 | £59.95
Hardback | 9781783301157 | £119.95
eBook available

RDA Glossary

JOINT STEERING COMMITTEE FOR THE DEVELOPMENT OF RDA

Subject: Cataloguing, Classifcation and Organising Information

The four-year RDA Toolkit Restructure and Redesign Project included a major expansion of the standard to align RDA: Resource Description and Access with the IFLA Library Reference Model, which is the conceptual basis of RDA. This expansion included the addition of several new entities and hundreds of new elements. The *RDA Glossary* features the complete terminology for RDA as it was constituted for the 15 December 2020 release to the *RDA Toolkit*.
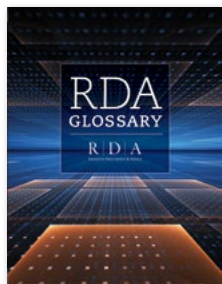
It includes:

- an alphabetical listing of all RDA entities, elements, vocabulary terms and other RDA-related terms
- a label and definition for all entries and, where needed, a scope note, inverses and cross-references
- two indexes: an RDA Elements Index, which organizes RDA elements by their domain entities to give users an idea of the structure of RDA, and an RDA Controlled Vocabularies Index, which is organized by element.

July 2021 | 280pp
Paperback | 9781783305742 | £50

Managing Metadata in Web-scale Discovery Systems

Edited by LOUISE F SPITERI, *Associate Professor/Academic Director (MIM), Dalhousie University*

'I recommend **Managing Metadata** to cataloguers and metadata specialists, systems librarians, and other staff who are moving to or are new possessors of web-scale discovery systems. When taken together with a deeper exploration of the resources named in the bibliographies, I feel this text also may offer food for thought to those librarians already well-ensconced in these systems.'
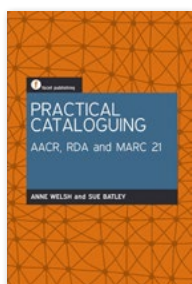
- *Technicalities*
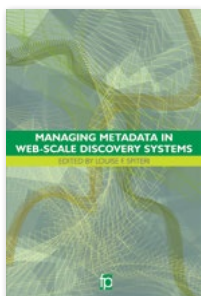
May 2016 | 188pp
Paperback | 9781783300693 | £59.95
Hardback | 9781783301164 | £119.95
eBook available

Practical Cataloguing

AACR, RDA and MARC21

ANNE WELSH, *Director, Beginning Cataloguing and Research Affiliate, University of Edinburgh, and* **SUE BATLEY,** *Senior Lecturer, London Metropolitan University*

March 2012 | 240pp
Paperback | 9781856046954 | £59.95

Coding with XML for Efficiencies in Cataloguing and Metadata

Practical applications of XSD, XSLT, and XQuery

TIMOTHY W COLE, *Professor of Library and Information Science, University of Illinois at Urbana-Champaign,* **MYUNG-JA (MJ) K HAN,** *Metadata Librarian/Associate Professor of Library Administration, University of Illinois at Urbana-Champaign and* **CHRISTINE SCHWARTZ,** *Metadata Librarian and XML Database Administrator, Princeton Theological Seminary*
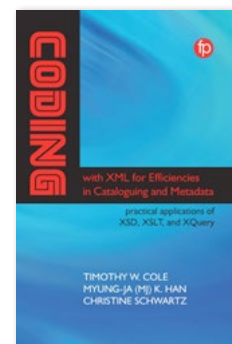
'This is a helpful tutorial-style book which is definitely useful for metadata/cataloguing librarians who are likely facing new types of implementations for their records but don't know enough XML to move forward with their projects. The book fills a knowledge gap in the field that definitely needed to be covered.'

- *Diane M. Rasmussen Pennington, Lecturer in Information Science, University of Strathclyde*

Even experienced cataloguers and copy cataloguers who know their way around the tags and strings of a MARC record need guidance when creating metadata for sharing bibliographic records or digital collections on the web. Likewise, coders or new librarians coming from iSchool or software backgrounds need examples of how to use XLML or XSLT scripting with library records. That's where this new handbook from the Association for Library Collections & Technical Services (ALCTS) comes in. Librarians working in their code editors will want this resource, with its 58 sample coding examples, at their side.

April 2018 | 208pp
Paperback | 9781783303694 | £54.95

RDA Essentials

THOMAS BRENNDORFER, *Librarian, Guelph Public Library*

' ... as an easy-to-use reference for cataloguers already getting to grips with RDA, this is an excellent resource and a worthwhile investment.'

- *Catalogue and Index*
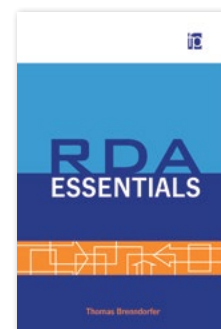
April 2016 | 256pp
Paperback | 9781783300563 | £69.95

RDA: Resource Description and Access

2015 Revision

This full-text print version of RDA offers a snapshot that serves as an offline access point to help solo and part-time cataloguers evaluate RDA, as well as to support training and classroom use in any size institution.

July 2015 | 1052pp
Paperback | 9781783300747 | £125

The Makerspace Librarian's Sourcebook

Edited by ELLYSSA KROSKI, *Director of Information Technology, New York Law Institute*

'…interesting, informative and fun.'
- LSE Review of Books

Containing cutting-edge guidance from a range of international experts, this collection is packed with practical tips and case studies for the field's most tech-savvy innovators.

This book:

- shows readers how to start their own makerspace from the ground up, covering strategic planning, funding sources, starter equipment lists, space design, and safety guidelines
- discusses the transformative teaching and learning opportunities that makerspaces offer, with tips on how to empower and encourage a diverse maker culture within the library
- delves into 11 of the essential technologies and tools most commonly found in makerspaces, ranging from 3D printers, Raspberry Pi, Arduino, and wearable electronics to CNC, Lego, drones, and circuitry kits
- includes an assortment of practical, ready to implement, project ideas.

March 2017 | 400pp
Paperback | 9781783302291 | £69.95

Social Tagging in a Linked Data Environment

A new approach to discovering information online

Edited by LOUISE F SPITERI, *Associate Professor/Academic Director (MIM), Dalhousie University and* **DIANE RASMUSSEN PENNINGTON,** *Lecturer in Information Science and MSc/PGDip ILS Course Director, University of Strathclyde*
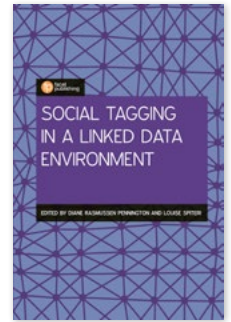
Social tagging, hashtags and geotags are used across a variety of platforms (Twitter, Facebook, Tumblr, WordPress, Instagram) in different countries and cultures. This new book, representing researchers and practitioners across different information professions, will explore how social tags can link content across a variety of environments.

Most studies of social tagging have tended to focus on applications like library catalogues, blogs, and social bookmarking sites. This book, in setting out a theoretical background and the use of a series of case studies, explores the role of hashtags as a form of linked data - without the complex implementation of RDF and other Semantic Web technologies.

November 2018 | 240pp
Paperback | 9781783303380 | £74.95
Hardback | 9781783303397 | £149.95
eBook available

CATALOGING WITH RDA TOOLKIT

RDA Toolkit is a subscription-based online platform that allows catalogers to access data elements, guidelines, and instructions for creating metadata in line with *RDA: Resource Description & Access*—the international standard for the creation of library and cultural heritage metadata.

The Toolkit is currently in use in over 60 countries across 6 continents and available in a multitude of world languages, with list pricing detailed at **RDATOOLKIT.ORG.**

Whether small or large, highly specialized or general interest, libraries subscribe to the Toolkit for assistance in making cataloging choices that serve the unique needs of their patrons.

Visit **RDATOOLKIT.ORG** to subscribe, or contact **RDATOOLKIT@ALA.ORG** for information about consortia discounts, special promotions and subscription benefits.

Questions about RDA Toolkit and related learning opportunities? E-mail RDATOOLKIT@ALA.ORG.

R|D|A TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Electronic Legal Deposit
## Shaping the library collections of the future

Edited by PAUL GOODING, *Senior Lecturer in Information Studies, University of Glasgow and*
MELISSA TERRAS, *Professor of Digital Cultural Heritage, University of Edinburgh*

Legal deposit libraries, the national and academic institutions who systematically preserve our written cultural record, have recently been mandated with expanding their collection practices to include digitised and born-digital materials. The regulations that govern electronic legal deposit often also prescribe how these materials can be accessed. Although a growing international activity, there has been little consideration of the impact of e-legal deposit on the 21st Century library, or on its present or future users.

This edited collection brings together international authorities to explore the social, institutional and user impacts of e-legal deposit. It uniquely provides a thorough overview of this worldwide issue at an important juncture in the history of library collections in our changing information landscape, drawing on evidence gathered from real-world case studies produced in collaboration with leading libraries, researchers and practitioners (Biblioteca Nacional de México, Bodleian Libraries, British Library, National Archives of Zimbabwe, National Library of Scotland, National Library of Sweden). Chapters consider the viewpoint of a variety of stakeholders, including library users, researchers, and publishers, and provide overviews of the complex digital preservation and access issues that surround e-legal deposit materials, such as web archives and interactive media.

The book addresses several issues:

- contemporary user behaviour with e-legal deposit collections
- the relationship between e-legal deposit, digital library services, and the digital divide
- ways in which legal deposit legislation shape our use of library collections
- the impact of digital scholarship on library services
- the future of legal deposit in a changing information landscape
- the long-term implications of how our digital collections are conceived, regulated and used.
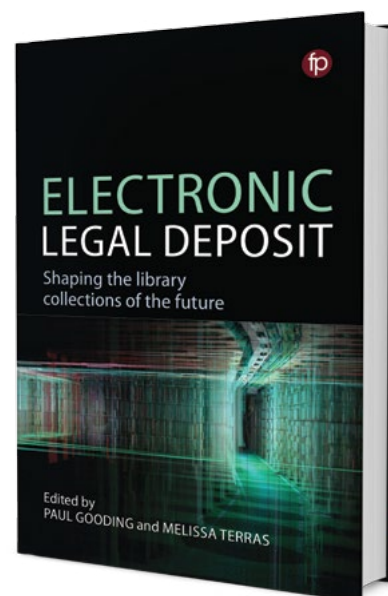
October 2020 | 256pp
Hardback | 9781783303779 | £55
eBook available

Fundamentals of Collection Development and Management, Fourth Edition

PEGGY JOHNSON, *Adjunct Professor, St. Catherine University*

'This fourth edition will…undoubtedly find its way to library training…Even for those who already work in libraries, there is still a lot of valuable information to be found in the individual chapters.'
- InformatieProfessional

For this new fourth edition, expert instructor and librarian Peggy Johnson has revised and fully updated this textbook to provide a timely and valuable new resource for LIS students and professionals.

Each chapter offers complete introductory coverage of one aspect of collection development and management, before including numerous suggestions for further reading and study. A range of practical case studies are included to illustrate and explore all of the issues discussed.

Content covered includes:

- traditional management topics including organization of the collection, analysis and demonstrating value, staffing, and policymaking
- cooperative collection development and management
- licenses, negotiation, contracts, maintaining productive relationships with vendors and publishers, and other important purchasing and budgeting topics
- changes in information delivery and access technologies and how they continue to reshape the discipline
- the evolving needs and expectations of library users,
- new roles for subject specialists
- marketing, liaison activities, and outreach.

March 2018 | 464pp
Paperback | 9781783302741 | £69.95

Fundamentals of Electronic Resources Management

ALANA VERMINSKI, *Collection Development Librarian, The University of Vermont and*
KELLY MARIE BLANCHAT, *Electronic Resources Support Librarian, Yale University Library*
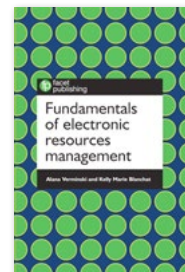
This hands-on guide provides both new and seasoned information professionals with a practical foundation for electronic resources management: how it came to be, where it is today and the essential tools needed to get the job done.

Electronic resources management is a dynamic and ever-changing area of librarianship. *Fundamentals of Electronic Resources Management* cuts through the complexity of the role and offers advice on methods, tools and workflows with emphasis on the interconnection between workflows and systems.

Content covered includes:

- the full range of purchasing options, from unbundling package subscriptions to pay per view
- evaluating both new content and current resources
- common clauses in licensing agreements and what they mean
- selecting and managing open access resources
- understanding methods of e-resources access authentication
- using a triage approach to troubleshoot electronic resources access issues
- the basic principles of usage statistics, and ways to use COUNTER reports when evaluating renewals
- tips for activating targets in a knowledge base
- marketing tools and techniques
- clear explanations of jargon, important terms, and acronyms.

March 2017 | 264pp
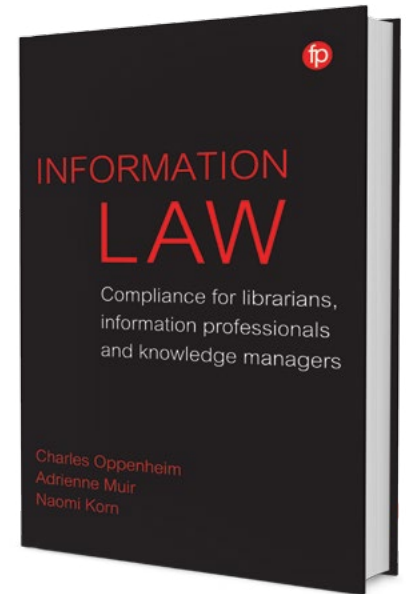Paperback | 9781783302307 | £54.95

Information Law
Compliance for librarians, information professionals and knowledge managers

CHARLES OPPENHEIM, *Senior Consultant, Naomi Korn Associates,* **ADRIENNE MUIR,** *Senior Consultant, Naomi Korn Associates,* **NAOMI KORN,** *Managing Director, Naomi Korn Associates*

Library, information and knowledge professionals are often at the front line of managing and monitoring their organisation's legal compliance and have roles and responsibilities in both complying with the law and taking advantage of its provisions. To do their jobs effectively, they need not only to understand the law, but also to develop the skills, confidence and organisational policy frameworks to apply the law's principles to their context of use. They need the knowledge and skills to help them decide what is acceptable and to develop appropriate risk aware approaches when things are not clear-cut.

Information Law: Compliance for librarians, information professionals and knowledge managers provides an overview of important information law issues along with tools and guidance to help readers establish a framework so that their organisation can both comply with its legal responsibilities and support a suitably risk aware environment which optimises access and use. Based on the authors' many years in professional practice and on their proven 'Compliance Methodology', it will help readers understand the legal issues that are central to the information they hold or that they wish to access.

June 2020 | 224pp
Paperback | 9781783303663 | £59.95
Hardback | 9781783303670 | £120
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in www.linkedin.com/company/facet-publishing

Copyright for Archivists and Records Managers, Fourth Edition

TIM PADFIELD, *Copyright Specialist*

Now in its sixth edition, *Copyright for Archivists and Records Managers* is an invaluable tool for practitioners who must keep up to date with the complexities of copyright legislation.

The latest edition includes:

- a revision of the commentaries on the nature of originality in literary, dramatic, musical and artistic works and of a substantial part of a copyright work
- an update of the explanation of how a work of overseas origin qualifies for copyright protection in the UK, to reflect changes to the legislation
- a revision of the commentaries on publication, issue of copies to the public and communication to the public
- more explanation of the exceptions for quotation, text and data mining, disability, rental and lending, education, broadcasts, access to digital material on the premises and the publication of older unpublished works
- updates to the charts for the duration of copyright where countries have amended their legislation.

October 2019 | 384pp
Paperback | 9781783304486 | £59.95
Hardback | 9781783304493 | £119.95
eBook available

## Foundations of Information Ethics

Textbook

Edited by JOHN T. F. BURGESS, *Assistant Professor, University of Alabama and* **EMILY J. M. KNOX,** *Assistant Professor, University of Illinois at Urbana-Champaign*

'This book will be a valuable addition to library shelves.'
— CHOICE

This textbook, written by an international line-up of ethics scholars and practitioners:

- thoroughly covers principles and concepts in information ethics, as well as the history of ethics in the information professions;
- examines human rights, information access, privacy, discourse, intellectual property, censorship, data and cybersecurity ethics, intercultural Information ethics, and global digital citizenship and responsibility;
- synthesizes the philosophical underpinnings of these key subjects with abundant primary source material to provide historical context along with timely and relevant case studies; and
- offers a special concluding chapter by Amelia Gibson that explores emerging issues in information ethics, including discussions ranging from the ethics of social media and social movements to AI decision making.
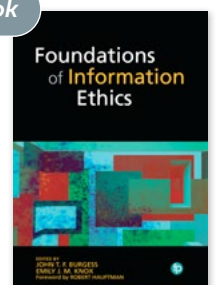
July 2019 | 176pp
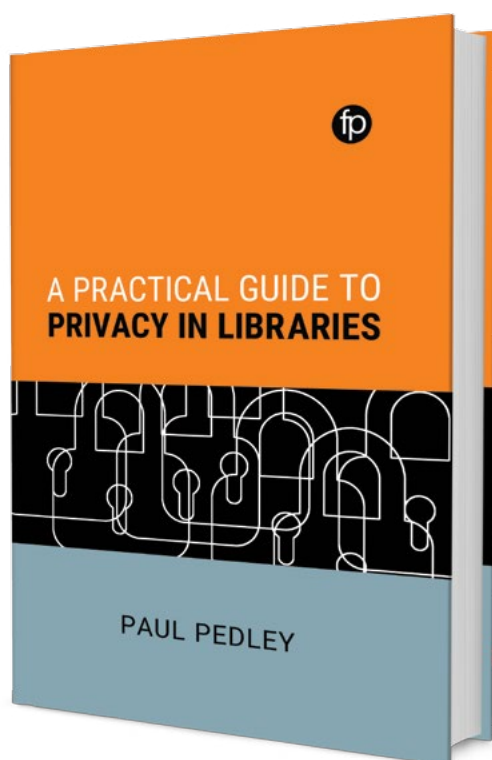Paperback | 9781783304271 | £54.95

A Practical Guide to Privacy in Libraries

PAUL PEDLEY *Independent trainer and expert in information law, copyright and licensing*

Privacy is a core value of librarianship and yet as a concept it is difficult to define and in practice, a challenge to uphold.

This ground breaking new book considers how privacy issues can arise in a library context and what library and information professionals can do to protect the privacy of their users. It features a wide range of practical examples of the issues that can arise in a library context, providing insights and practical steps which readers can follow to ensure they protect the privacy of their users. In-depth case studies and scenarios support the examples laid out in the book, while examples of data breaches which have occurred in a library setting, and the lessons we can learn from them are also included. The book also covers the main legislation governing data protection – GDPR – which will be particularly relevant to European librarians working in all types of libraries and International librarians offering services to EU citizens.

The book then provides a range of tools through which libraries can communicate how they handle the personal data of their users whilst ensuring that they are following best practice with their privacy policy statements, their privacy audits and data protection impact assessments. Privacy is not the same thing as data protection, and the book outlines the differences between these two concepts. Nevertheless, the book has been written with the requirements of data protection law very much in mind.

January 2020 | 222pp
Paperback | 9781783304684 | £59.95
Hardback | 9781783304691 | £119.95

# Essential Law for Information Professionals, Fourth Edition

Textbook

PAUL PEDLEY *Independent trainer and expert in information law, copyright and licensing*

Essential Law for Information Professionals, fourth edition, offers easy-to-follow practical guidance on the law as it affects information management and the principles underlying practice. Using individual cases to illustrate these core principles and contextualise regulations, it cuts through the legalese to provide exactly what's needed in an easily digestible format showing examples of how the law has worked in practice in specific legal cases.

Information law is a particularly fast moving area of law. In the eight years that have passed since the best-selling third edition was published, there have been many changes to the legislation and numerous legal cases which have further developed our understanding of the law. The fourth edition fully reflects those changes, which include:

- a new chapter on library law which covers the legal framework for libraries (concentrating on legislation and soft law relevant to libraries)
- implementation of the GDPR through the Data Protection Act 2018
- a major overhaul of the copyright exceptions, and the 2018 implementation of the Marrakesh Treaty
- the Re-Use of Public Sector Information Regulations 2015 and the implications of the 2018 proposals for a new re-use directive
- extension of the public lending right scheme to e-books
- CILIP's ethical framework.

October 2019 | 400pp
Paperback | 9781783304356 | £59.95
Hardback | 9781783304363 | £119.95
eBook available
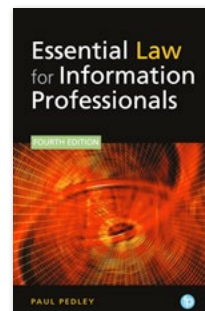
Copyright and E-learning, Second Edition

Textbook

A guide for practitioners
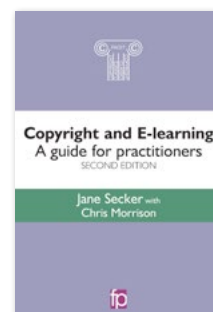
JANE SECKER, *Senior Lecturer in Educational Development, City, University of London with* **CHRIS MORRISON,** *Copyright and Licensing Compliance Officer, University Of Kent*

'...a useful overview of the most pertinent copyright issues in education.'
- LSE Review of Books

June 2016 | 192pp
Paperback | 9781783300600 | £59.95
Hardback | 9781783301133 | £119.95
eBook available

Foundations of Information Policy

PAUL T. JAEGER *Assistant Professor, University of Maryland and*
NATALIE GREENE TAYLOR, *Assistant Professor, University of South Florida With a foreword by* **ALAN INOUYE** *and an afterword by* **NANCY KRANICH**

This important new foundational textbook provides a much-needed introduction to the myriad information policy issues that impact information professionals, information institutions, and the users and communities served by those institutions. In this key textbook for LIS students and reference text for practitioners, noted scholars Jaeger and Taylor:

- draw from current, authoritative sources to familiarize readers with the history of information policy;
- discuss the broader societal issues shaped by policy, including access to infrastructure, digital literacy and inclusion, accessibility, and security;
- elucidate the specific laws, regulations, and policies that impact information, including net neutrality, filtering, privacy, openness, and much more;
- use case studies from a range of institutions to examine the issues, bolstered by discussion questions that encourage readers to delve more deeply;
- explore the intersections of information policy with human rights, civil rights, and professional ethics; and
- prepare readers to turn their growing understanding of information policy into action, through activism, advocacy, and education.
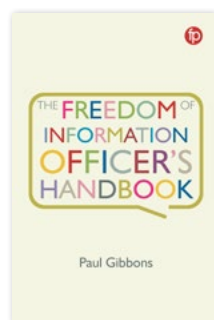
October 2019 | 272pp
Paperback | 9781783304516 | £54.95

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The Freedom of Information Officer's Handbook

PAUL GIBBONS, *freelance trainer specialising in FOI and data protection*

'Several years ago Paul Gibbons 'outed' himself as 'FOIMan' - until that point an anonymous commentator on Freedom of Information, and subject of much speculation as to his identity. Since then Paul has established himself as one of the leading experts in the field. I'm delighted he has now cemented this position with the first book which really meets the needs of and challenges facing FOI practitioners. Paul has an easy and approachable writing style, but a formidable knowledge and rigorous research lie behind that.'

- Jon Baines, Data Protection Advisor, Mischon de Reya LLP

January 2019 | 224pp
Paperback | 9781783303533 | £64.95
Hardback | 9781783303540 | £129.95
eBook available

Copyright, Revised Sixth Edition

Interpreting the law for libraries, archives and information services

GRAHAM P. CORNISH, *Independent Copyright Advisor and Trainer*

The book explains the provisions of the UK Copyright Act and supporting legislation in quick and easy question-and-answer form. This revised edition is fully updated to take into account of all the changes that have come into force since the 6th edition was published in 2015. All types of material that may attract copyright are considered.

The text is amplified by the use of practical examples to illustrate complex points and complemented by a detailed index that enables the enquirer to pinpoint topics and proposed action quickly and accurately. The appendices provide helpful lists of addresses and selected further sources of information.

October 2019 | 224pp
Paperback | 9781783304233 | £59.95
Hardback | 9781783304240 | £119.95
eBook available

Digital Curation, Second Edition

GILLIAN OLIVER, *Associate Professor, Monash University and* **ROSS HARVEY,** *Adjunct Professor at RMIT University and The University of South Australia*

In this revamped and expanded second edition, international authorities Gillian Oliver and Ross Harvey have broadened the scope of the book to address continuing developments in the strategies, technological approaches, and activities that are part of this rapidly changing field. Useful as both a teaching text and day-to-day working guide, this book outlines the essential concepts and techniques that are crucial to preserving the longevity of digital resources and covers topics including:

- the scope and incentives of digital curation, detailing Digital Curation Centre's (DCC) lifecycle model as well as the Data Curation Continuum
- key requirements for digital curation, from description and representation to planning and collaboration
- the value and utility of metadata
- the paradigm shift by institutions towards cloud computing and its impact on costs, storage, and other key aspects of digital curation
- the quality and security of data.
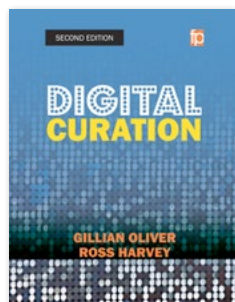
April 2016 | 256pp
Paperback | 9781783300976 | £59.95

Partners for Preservation

Advancing digital preservation through cross-community collaboration

Edited by JEANNE KRAMER-SMYTH, *Archivist, World Bank Group Archives*

This book features chapters from international contributors from diverse backgrounds and professions discussing their challenges with and victories over digital problems that share common issues with those facing digital preservationists.

Partners for Preservation advocates the need for archivists to recruit partners and learn lessons from across diverse professions to work more effectively within the digital landscape.

Includes discussion of:

- the internet of things
- digital architecture
- research data and collaboration
- open source programming
- privacy, memory and transparency
- inheritance of digital media.
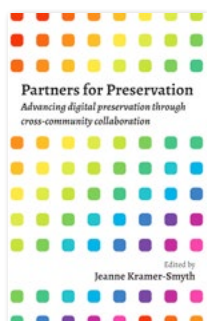
January 2019 | 224pp
Paperback | 9781783303472 | £69.95
Hardback | 9781783303489 | £139.95
eBook available

Digital Archives

Management, access and use

Edited by MILENA DOBREVA, *Senior Lecturer, UCL Qatar*

This book provides a set of inspirational and informative chapters from international experts to help 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.

October 2018 | 224pp
Paperback | 9781856049344 | £69.95
Hardback | 9781783301140 | £139.95
eBook available

The Complete Guide to Personal Digital Archiving

Edited by BRIANNA H. MARSHALL, *Director of Research Services, University of California, Riverside*

'The book made so many points that I found interesting, surprising or important... The contributors recommend specific tools, and describe the practicalities of setting up digitization labs. They are generous with sharing their own lesson plans and outlines for workshops. Each chapter includes an impressive range of 'Further Resources,' from podcasts to dissertations to LibGuides.

- *Archive Robin*

December 2017 | 304pp
Paperback | 9781783302666 | £59.95

The No-nonsense Guide to Born Digital Content

HEATHER RYAN, *Director of Special Collections and Archives and* **WALKER SAMPSON,** *Digital Archivist, both at University of Colorado Boulder*

'Take this book as the starting point of a journey into our community of practice and realise that you are not alone. Even if it really is just you working on digital preservation as a lone arranger at a small organization the rest of us are out here working away at the same problems.'

- *Trevor Owens, Library of Congress*
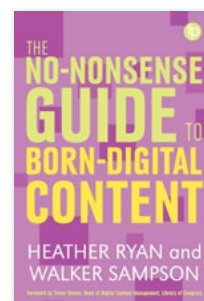
April 2018 | 240pp
Paperback | 9781783301959 | £59.95
Hardback | 9781783301966 | £119.95
eBook available

Data Driven Decisions

A Practical Toolkit for Librarians and Information Professionals

AMY STUBBING

Data Driven Decisions: A Practical Toolkit for Library and Information Professionals is a simple, jargon-free guide to using data for decision making in library services. The book walks readers step-by-step through each stage of implementing, reviewing and embedding data driven decisions in their organisation, providing accessible visualisations, top tips, and downloadable tools to support readers on their data journey. Staring with the absolute basics of using data, the author creates a framework for building skills and knowledge slowly until the reader is comfortable with even complex uses of data.
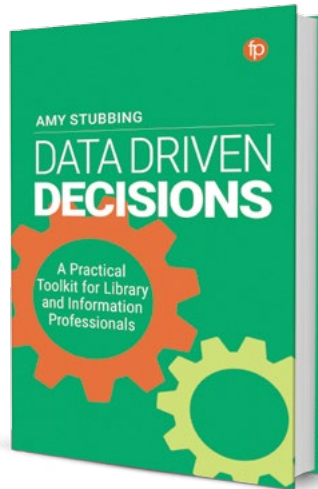
The book begins with an exploration of the foundations of data driven decisions in libraries including a look at the impact of the current financial climate on resources, theoretical foundations of data collection and analysis, and how this book can be used in practice. The next section takes readers through the data driven decisions model, providing the guide for understanding and manual for implementation of the model. Finally, the book provides further perspectives and reading surrounding analysis and implementation of data driven decisions. This section aims to give supplementary and focused information on different areas of data driven decisions which can be included in processes once the reader understands the foundation of the book from earlier chapters.

April 2022 | 180pp
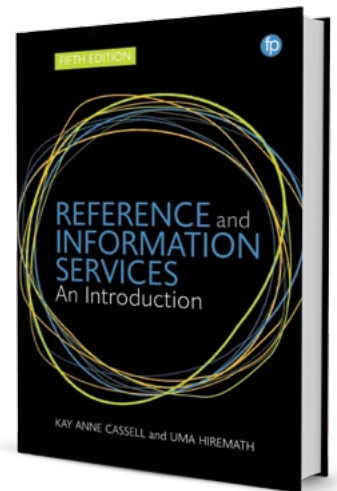Paperback | 9781783304783 | £50
Hardback | 9781783304790 | £100
eBook available

Reference and Information Services

Textbook

An Introduction

KAY ANN CASSELL, *Adjunct Professor, Department of Library and Information Science, Rutgers University, and* **UMA HIREMATH,** *former Executive Director, Ames Free Library*

From the ongoing flood of misinformation to the swift changes occasioned by the pandemic, a myriad of factors is spurring our profession to rethink reference services. Guided by a national advisory board of educators and experts, this thoroughly updated text presents chapters covering fundamental concepts, major reference sources, and special topics while also offering fresh insights on timely issues, including

- a basic template for the skills required and expectations demanded of the reference librarian;
- the pandemic's effect on reference services and how the ingenuity employed by libraries in providing remote and virtual reference is here to stay;
- a new chapter dedicated to health information, with a special focus on health equity and information sources;
- selecting and evaluating reference materials, with strategies for keeping up to date;
- a heightened emphasis on techniques for evaluating sources for misinformation and ways to give library users the tools to discern facts vs. "fake facts";
- reference as programming, readers' advisory services, developmentally appropriate material for children and young adults, and information literacy;
- evidence-based guidance on handling microaggressions in reference interactions, featuring discussions of cultural humility and competence alongside recommended resources on implicit bias;
- managing, assessing, and improving reference services; and
- the future of information and reference services, encapsulating existing models, materials, and services to project possible evolutions in the dynamic world of reference.

March 2023 | 536pp
Paperback | 9781783306329 | £65

Information for Sustainable Development

Technology, People and Society

GOBINDA CHOWDHURY, *Professor of Information Science, Department of Computer and Information Sciences, University of Strathclyde, and* **SUDATTA CHOWDHURY,** *Research Associate, Department of Computer and Information Sciences, University of Stratheclyde*
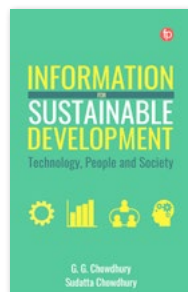
This book will be essential for students, researchers and practitioners in information science or sustainable development looking to develop knowledge on how integrated systems of data and information, technologies, people and society are required to achieve SDGs at a national and global levels.

January 2024
Paperback | 9781783306664 | £60
Hardback | 9781783306671 | £120
eBook Available

Introduction to Information Behaviour

NIGEL FORD, *Professor of Information Science, Sheffield University*

Textbook

'Ford has written a truly organic work in contrast to other similar books that are essentially listings. Ford deliberately simplifies the confusing, chaotic picture of information behavior concepts and research for his intended audience.... such an ably useful and sophisticated rendering of a complex research field was extremely interesting.'

- Charles Cole, Journal of the Association for Information Science and Technology
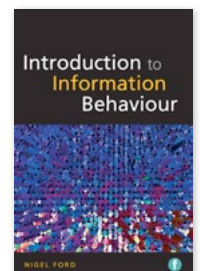
August 2015 | 224pp
Paperback | 9781856048507 | £54.95
Hardback | 9781783302871 | £109.95
eBook available

Introduction to Information Science

Second Edition

Textbook

DAVID BAWDEN, *Professor of Information Science at City, University of London, and* **LYN ROBINSON,** *Head of CityLIS at City, University of London.*

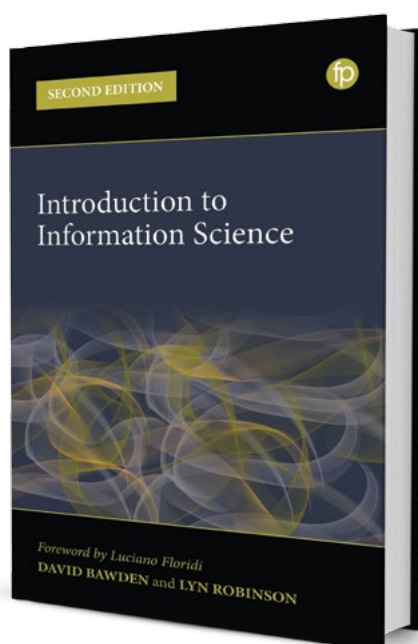The second edition of this definitive text gives a comprehensive overview of all aspects of the subject, bringing it up-to-date with analysis of the changes in the information environment, now largely digital, and their implication for the discipline and professions. Its approach is rooted in the philosophical, theoretical, and conceptual foundations of the subject and in particular in Floridi's ideas of the fourth revolution, hyperhistory, and onlife. The theory-practice relationship is strongly emphasised throughout, and the extensive literature coverage makes this a valuable sourcebook. This second edition is extensively revised, with largely new text, illustrations, and resources, and offers a global perspective.

The main topics covered include:

- foundations: philosophies, theories, concepts, ethics, and historical perspectives
- organising, retrieving, and analysing information and data
- information behaviour, domain analysis, and digital literacies
- digital technologies, information systems, and information management
- information research methods and informetrics
- changing modes of information communication, and information society
- the nature and future of the information disciplines and professions.

This book will be a standard text for students of library and information disciplines, including information science, librarianship, information and knowledge management, archives and records management, and digital humanities. It will also serve as an introduction for those beginning research in these areas, and as a resource for thoughtful and reflective practitioners.

February 2022 | 416pp
Paperback | 9781783304950 | £55
eBook available

Practical Data Science for Information Professionals

DAVID STUART, *Independent information professional and an honorary research fellow at the University of Wolverhampton*

Practical Data Science for Information Professionals provides an accessible introduction to a potentially complex field, providing readers with an overview of data science and a framework for its application. It provides detailed examples and analysis on real data sets to explore the basics of the subject in three principle areas: clustering and social network analysis; predictions and forecasts, and text analysis and mining.

As well as highlighting a wealth of user-friendly data science tools, the book also includes some example code in two of the most popular programming languages, Python and R, to demonstrate the ease with which the information professional can move beyond the graphical user interface and achieve significant analysis with just a few lines of code.

The book includes coverage of:

- the growing importance of data science
- the role of the information professional in data science
- some of the most important tools and methods that information professionals can use.

Bringing together the growing importance of data science and the increasing role of information professionals in the management and use of data, *Practical Data Science for Information Professionals* will provide a practical introduction to the topic specifically designed for the information community.

July 2020 | 208pp
Paperback | 9781783303441 | £50
Hardback | 9781783303458 | £100
eBook available

Information Systems

Process and practice

Edited by CHRISTINE URQUHART, FATEN HAMAD, *Assistant Professor, University of Jordan,* **DINA TBAISHAT,** *Assistant Professor, University of Jordan and* **ALISON YEOMAN,** *Senior Learning Development Advisor, Bath Spa University*
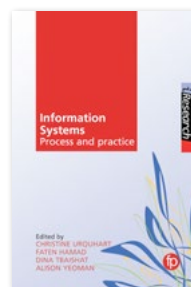
'The book is an especially good resource for anyone who is working in the library science profession, wanting a better understanding of IA's capabilities, or seeking improved methods to provide information services to customers... Each chapter is excellently researched and referenced, containing more than 500 works cited.'
- Information Managment

This book argues that information architecture has largely been the study of content architecture, while library assessment literature has dealt with performance measurement and change management strategies, leaving little on the ways of looking at the process architecture of a library and information service and on methods for business process analysis. Information Systems aims to fill that gap with combination of theory and supporting case studies written by an international line-up of contributors, including Sally Burford, Fernando Loizides and Ruben Verborgh (co-author of Linked Data for Libraries, Archive and Museums).

December 2017 | 288pp
Paperback | 9781783302413 | £69.95
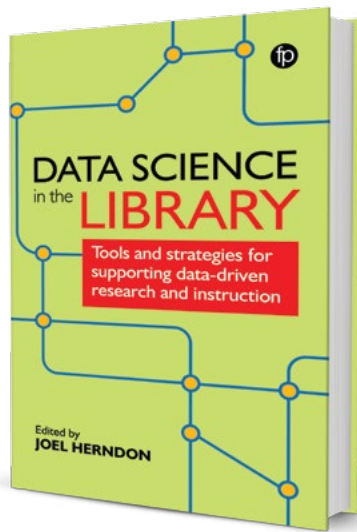Hardback | 9781783302420 | £139.95
eBook available

Data Science in the Library

Tools and Strategies for Supporting Data-Driven Research and Instruction

Edited by JOEL HERNDON, *Director, Center for Data and Visualization Sciences, Duke University Libraries*

In the last decade, data science has generated new fields of study and transformed existing disciplines. As data science reshapes academia, how can libraries and librarians engage with this rapidly evolving, dynamic form of research? Can libraries leverage their existing strengths in information management, instruction, and research support to advance data science?

Data Science in the Library: Tools and Strategies for Supporting Data-Driven Research and Instruction brings together an international group of librarians and faculty to consider the opportunities afforded by data science for research libraries. Using practical examples, each chapter focuses on data science instruction, reproducible research, establishing data science services and key data science partnerships.

January 2022 | 176pp
Paperback | 9781783304592 | £60
Hardback | 9781783304608 | £120
eBook available

Research Methods in Information, Second Edition

Textbook

ALISON JANE PICKARD, *Head of Information and Communication Management and Director of Quality and Student Experience, University of Northumbria*

'**This reference guide outlines the research process for students and practitioners in information studies, communications, records management, knowledge management, and related disciplines. It covers the three major research paradigms in information science, then reviewing the literature, defining the research, the proposal, sampling, ethics, research methods, the type of question the methods can be used for, and how to design it, including case studies, surveys, experimental research, Delphi studies, action research, historical research, and grounded theory. It also details data collection techniques (interviews, questionnaires, observation, diaries, and focus groups), and qualitative and quantitative data analysis and research presentation. This edition adds two chapters by guest authors on data research management and the analysis of existing documents. The chapters on usability testing and ethnography have been expanded to include ethnography and other material.**'

- Reference and Research Book News

January 2013 | 384pp
Paperback | 9781856048132 | £54.95
Hardback | 9781783303205 | £109.95
eBook available

Foundations of Library and Information Science, Fifth Edition

Textbook
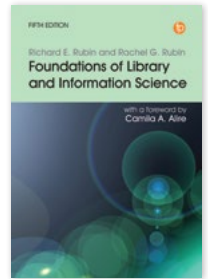
RICHARD E. RUBIN, *former Director of the School of Library and Information Science, Kent State University and* **RACHEL G. RUBIN,** *Associate University Librarian for Research and Learning, University of Pittsburgh.* Foreword by **CAMILA A. ALIRE**

In the fifth edition of this classic textbook, Richard E. Rubin and new co-author Rachel G. Rubin provide a foundational text for LIS students and professionals while taking into account the numerous societal, technological, political, and economic changes affecting library and information institutions, their users and the discipline as a whole.

Preparing LIS students and professionals for an increasingly nuanced set of responsibilities, this new edition explores:

- critical contemporary social issues such as services to marginalised communities, tribal libraries, and immigrants
- digital devices, social networking, digital publishing, e-books, virtual reality, and other technology
- forces shaping the future of libraries, including Future Ready libraries, and sustainability as a core value of librarianship
- the values and ethics of the profession, with new coverage of civic engagement, combatting fake news, the importance of social justice, and the role of critical librarianship

August 2020 | 648pp
Paperback | 9781783304776 | £65

Visual Research Methods

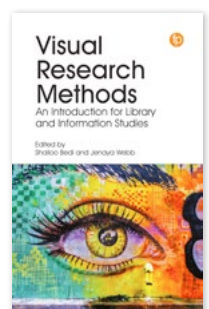## An introduction for library and information studies

Edited by SHAILOO BEDI, *Director, Office of Student Academic Success with Learning, Teaching Support & Innovation and* **JENAYA WEBB,** *Public Services and Research Librarian at the Ontario Institute for Studies in Education (OISE) Library at the University of Toronto.*

Visual Research Methods: An Introduction for Library and Information Studies is the first book to focus on visual methods in LIS, providing a comprehensive primer for students, educators, researchers and practitioners. Contributed chapters in the book showcase examples of VRM in action and offer the insights, inspirations, and experiences of researchers and practitioners working with visual methods.

Coverage includes:

- an introduction to visual research methods including a discussion of terminology
- methodological framing including a discussion of theory and epistemology
- practical and ethical considerations for researchers embarking on VRM projects

Textbook

- chapters showcasing VRM in action including drawing techniques, photographic techniques, and mixed methods
- six contributed chapters each showcasing the results of visual research methods, discussions of the techniques, and reflections on VRM for research in information studies.

October 2020 | 272pp
Paperback | 9781783304561 | £50
Hardback | 9781783304578 | £100
eBook available

Halo Data
## Understanding and Leveraging the Value of Your Data

CAROLINE CARRUTHERS, *data expert and co-founder of data consultancy firm Carruthers and Jackson, and* **PETER JACKSON**, *co-founder of Carruthers and Jackson and Chief Data Officer, Outra.*

The past two decades have seen an explosion both in the volume of data we use, and our understanding of its management.

However, while techniques and technology for manipulating data have advanced rapidly in this time, the concepts around the value of our data have not. This lack of progress has made it increasingly difficult for organisations to understand the value in their data, the value of their data and how exploit that value.

Halo Data proposes a paradigm shift in methodology for organisations to properly appreciate and leverage the value of their data. Written by an author team with many years' experience in data strategy, management and technology, the book will first review the current state of our understanding of data. This opening will demonstrate the limitations of this status quo, including a discussion on metadata and its limitations, data monetisation and data-driven business models. Following this, the book will present a new concept and framework for understanding and quantifying value in an organisation's data and a practical methodology for using this in practice.

Ideal for data leaders and executives who are looking to leverage the data at their fingertips.
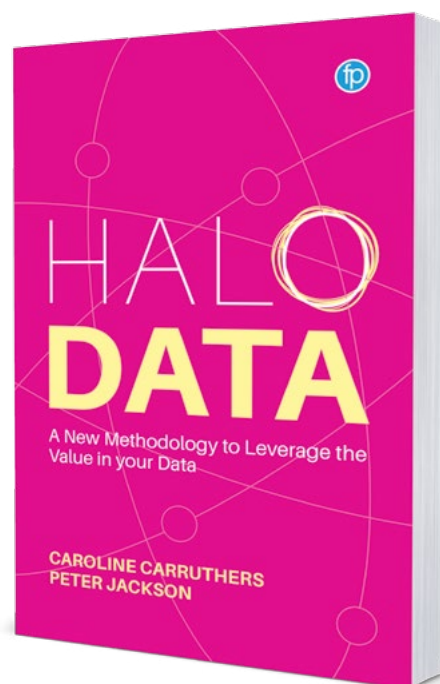
August 2023
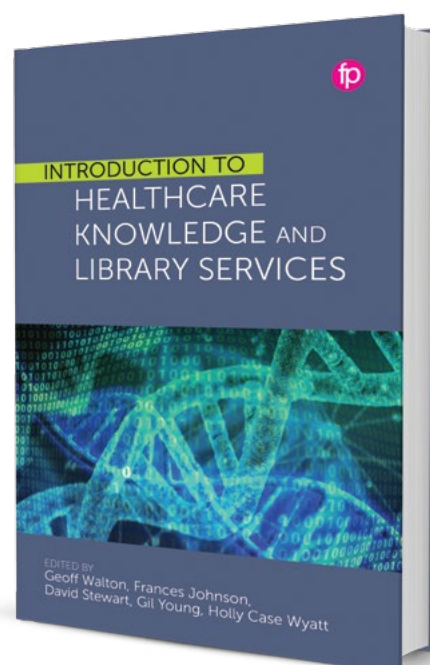Paperback | 9781783306176 | £24.99
eBook Available

Introduction to Healthcare Knowledge and Library Services

Edited by GEOFF WALTON, *Reader in Information and Digital Literacies, iSchool at Manchester Metropolitan University,* **FRANCES JOHNSON,** *Senior Lecturer, Department of Information & Communications, Manchester Metropolitan University,* **DAVID STEWART,** *former Head of NHS Knowledge and Library Services North at Health Education England,* **GIL YOUNG,** *Knowledge and Library Services Development Manager for NHS England, and* **HOLLY CASE WYATT,** *NHS Liaison and Evidence Services Manager at Imperial College London*

The range of roles in healthcare knowledge and library services are many and varied. From 'traditional' librarian roles to those that break new ground, including clinical, embedded and outreach librarians and knowledge management, they are a vital ongoing support for this important sector.

This book provides a comprehensive, practitioner focused introduction to all aspects of knowledge and library work in the health sector. Starting with an overview of NHS England and how knowledge and library work sits within it, the book addresses such critical areas as services supporting evidence-based practice, the developing area of health information literacy, collaborative working, demonstrating impact and value and research discovery.

Written in a practical and accessible manner, *Introduction to Healthcare Knowledge and Library Services* will provide a valuable reference for anyone studying or looking to enter this exciting and diverse field.

December 2023
Paperback | 9781783305933 | £40
Hardback | 9781783305940 | £80
eBook Available

Between the Spreadsheets
Classifying and Fixing Dirty Data

SUSAN WALSH, *Founder and Managing Director of The Classification Guru and listed in the dataIQ Top 100 Most Influential People in Data 2022.*

Dirty data is a problem that costs businesses thousands, if not millions, every year. In organisations large and small across the globe you will hear talk of data quality issues. What you will rarely hear about is the consequences or how to fix it.

Between the Spreadsheets: Classifying and Fixing Dirty Data draws on classification expert Susan Walsh's decade of experience in data classification to present a foolproof method for cleaning and classifying your data. The book covers everything from the very basics of data classification to normalisation and taxonomies, and presents the author's proven COAT methodology, helping ensure an organisation's data is Consistent, Organised, Accurate and Trustworthy. A series of data horror stories outlines what can go wrong in managing data, and if it does, how it can be fixed.

Written in an engaging and highly practical manner, *Between the Spreadsheets* gives readers of all levels a deep understanding of the dangers of dirty data and the confidence and skills to work more efficiently and effectively with it.
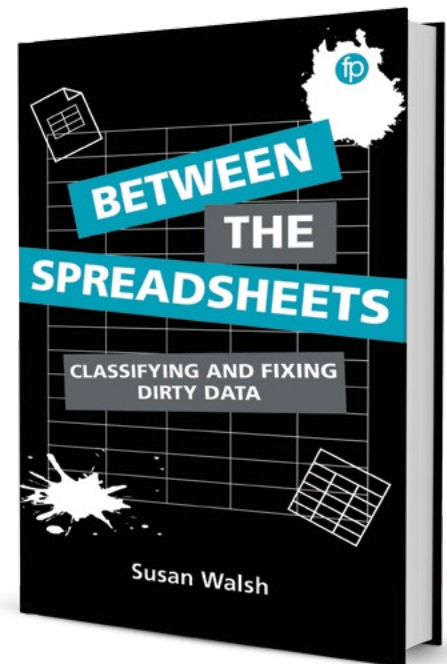
September 2021 | 184pp
Paperback | 9781783305032 | £36.99
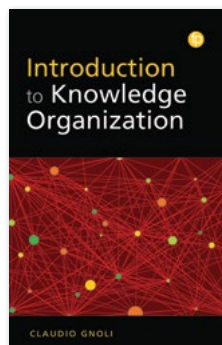eBook available

Introduction to Knowledge Organization

Textbook

CLAUDIO GNOLI, *academic librarian and researcher at the University of Pavia.*

This book provides a complete introduction to the rapidly expanding field of Knowledge organization (KO), presenting historical precedents and theoretical foundations in a discursive, intelligible form, covering the philosophical, linguistic and technical aspects. In the contemporary context of global information exchange through linked data, Knowledge organization systems (KOS) need to be represented in standard interoperable formats. Different formats for KOS representation including MARC, Dublin Core, SKOS and OWL are introduced, as well as the application of KO to a variety of activities and contexts including: education, encyclopaedic knowledge, the Internet, libraries, archives, museums, galleries and other institutions collecting and providing access to recorded knowledge.

Key coverage includes:

- ontology and epistemology in KO
- KO structures: lists, hierarchies, facets...
- KO types: tagging, taxonomies, thesauri, classifications...
- conceptual analysis of documents
- applications in the digital age.

July 2020 | 147pp
Paperback | 9781783304653 | £55
Hardback | 9781783304660 | £110
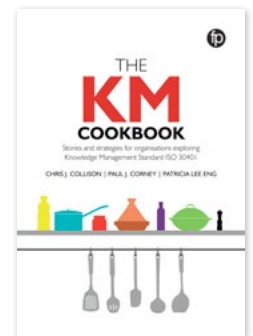eBook available

The KM Cookbook

Stories and strategies for organisations exploring Knowledge Management Standard ISO 30401

CHRIS J COLLISON, PAUL J CORNEY *and* **PATRICIA LEE ENG**

The arrival of an internationally agreed standard and vocabulary, imbues fresh professional credibility to the field of Knowledge Management. Moving it on from a street food market of disparate approaches, it provides knowledge managers with a brand-new kitchen, and a moment during which they can pause and consider the service that they provide to their organisations.

The KM Cookbook uses the metaphor of the restaurant, its cuisine, owner, chef, staff, ingredients, menu-planners, customers – and a restaurant critic, to serve up ISO 30401 on a plate for the readers. The book illustrates aspects of the standard by exploring sixteen different examples of KM in practice around the world, through the reflections of their own 'KM chefs'. Case studies include: General Electric, World Bank, USAID, Schlumberger, PROCERGS, Médecins Sans Frontières, Transport for London, International Olympic Committee and more.

Written by three leading KM experts, this unique resource will prove invaluable for CKOs, CIOs, CEOs and knowledge and information managers seeking to gain professional recognition for their function and to review their approach within a new framework.

August 2019 | 288pp
Paperback | 9781783304318 | £39.95
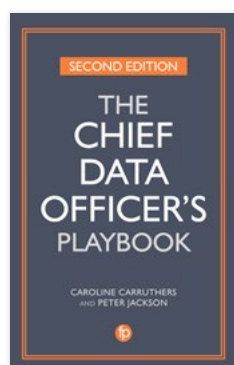Hardback | 9781783304325 | £79.95
eBook available

The Chief Data Officer's Playbook, Second Edition

CAROLINE CARRUTHERS, *data expert and co-founder of data consultancy firm Carruthers and Jackson and* **PETER JACKSON,** *co-founder of Carruthers and Jackson and Chief Data Officer, Outra.*

This fully revised and updated edition of the bestselling *Chief Data Officer's Playbook* offers new insights into the role of the CDO and the data environment. Written by two of the world's leading experts in data driven transformation, it addresses the changes that have taken place in 'data', in the role of the 'CDO', and the expectations and ambitions of organisations. Most importantly, it will place the role of the CDO into the context of a C-suite player for organisations that wish to recover quickly and with long-term stability from the current global economic downturn.

New coverage includes:

- the evolution of the CDO role, what those changes mean for organisations and individuals, and what the future might hold
- a focus on ethics, the data revolution and all the areas that help readers take their first steps on the data journey
- new conversations and experiences from an alumni of data leaders compiled over the past three years
- new chapters and reflections on being a third generation CDO and on working across a broad spectrum of organisations who are all on different parts of their data journey.
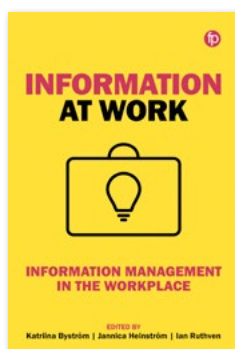
December 2020 | 224pp
Paperback | 9781783304745 | £24.99
eBook available

Introduction to Documentation Studies

NIELS LUND, *former Associate Professor, Royal School of Library and Information Science, Denmark*

This groundbreaking new book introduces and demonstrates the value and relevance of a new approach to the documentation, communication and information field, complementary to the traditional library, information and archival sciences. It offers an introduction to documentation studies — a new discipline within the overall information studies umbrella — and gives a broad and general theory for documentation. It outlines the historical background and the theoretical foundation for the discipline by giving insight into documentation issues and processes from early modern society to today's digital age: not only in the context of academic study, but also in the practice of documentation, both in everyday life and in professional life.

Key topics covered include:

- human life in a documentation perspective
- documentation in theory
- a complementary theory of documentation
- a model for documentation analysis
- documentation in practice: 6 case studies
- the science and profession of documentation.

February 2024 | 256pp
Paperback | 9781783301898 | £50
Hardback | 9781783301904 | £100
eBook available

Information at Work

Information management in the workplace

Edited by KATRIINA BYSTRÖM, *Oslo and Akershus University College and University of Borås,* **JANNICA HEINSTRÖM,** *Åbo Akademi* and **IAN RUTHVEN,** *Professor of Information Seeking and Retrieval, University of Strathclyde*

Information at Work: Information management in the workplace provides a comprehensive account of information in the modern workplace. It includes a set of chapters examining and reviewing the major concepts within workplace information, from over-arching themes of information cultures and ecologies, to strategic concerns of information management and governance, and to detailed accounts of questions and current debates.

January 2019 | 200pp
Paperback | 9781783302758 | £69.95
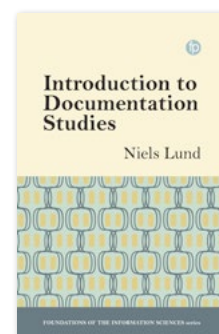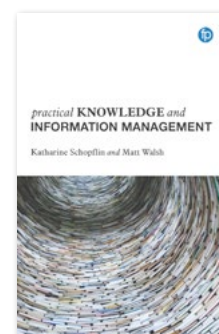Hardback | 9781783302765 | £139.95
eBook available

Practical Knowledge and Information Management

KATHARINE SCHOPFLIN, *Information Governance Lead, London Borough of Hackney and* **MATT WALSH,** *Global Knowledge Manager, Pearson*

'Whether you're a generalist or a specialist information professional, Schopflin and Walsh's book is packed with helpful commentary and advice. It covers everything from the history, to the state-of-the-art, in KIM, offering a toolbox of ideas, approaches and insights. The best KIM projects rely on clearly-defined purpose, staff buy-in and pragmatic technology choices. This book will help you get it right, no matter what you would like to achieve inside your organisation.'
— *Helen Lippell, Taxonomy, Metadata & Search Consultant*

Practical Knowledge and Information Management (KIM) is a guide written by and for knowledge and information management practitioners. As well as offering an introduction to the field, it provides advice and expertise that can be applied to real-life workplace situations.

January 2019 | 208pp
Paperback | 9781783303359 | £64.95
Hardback | 9781783303366 | £129.95
eBook available

# Practical Tips for Equity, Diversity and Inclusion in Libraries

BETH MONTAGUE-HELLEN, *Head of Library & Information Services, Francis Crick Institute, and involved with a number of outreach projects including ECRchat, Ignite Sheffield, and LGBTSTEM.*

Increasing diversity and inclusion can help libraries to fit their collections and services to those who need them and to bring in skilled staff who may have previously been overlooked, both of which are key to serving their communities. This book, written by a librarian with a decade of experience in diversity and inclusion issues, gives clear examples of steps to take and case studies of current initiatives.

Topics covered include:

- creating a diversity and inclusion policy and ensuring the associated actions are carried out
- ensuring the library space is accessible and welcoming to all
- assessing collections to ensure they are diverse and catalogued using modern, inclusive language.

Readers will be equipped to assess their own library, talk about challenges with more confidence, and make concrete changes to improve diversity and inclusion.
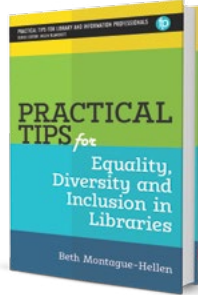
October 2023
Paperback | 9781783305933 | £50
Hardback | 9781783305940 | £100
eBook Available

Practical Tips for Developing Your Staff

TRACEY PRATCHETT, *Knowledge and Library Services Manager, Lancashire Teaching Hospitals* and **GIL YOUNG,** *NHS Library Knowledge Services Development Manager - North West North* with **CAROL BROOKS,** *Coach and Trainer, Chrysalis Coaching & Development,* **LISA JESKINS,** *Trainer, Lisa Jeskins Training* and **HELEN MONAGLE,** *Senior Assistant Librarian, Manchester Metropolitan University*
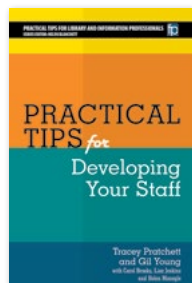
November 2016 | 224pp
Paperback | 9781783300181 | £54.95
Hardback | 9781783301805 | £109.95
eBook available

The No-nonsense Guide to Project Management

BARBARA ALLAN, *Consultant, Barbara Allan Associates*

'...now that I have this book to refer to, I feel more confident in my ability to plan and lead a larger project should the opportunity arise...I do not think my copy of this book will be getting dusty anytime soon.'

*- Journal of the Canadian Health Libraries Association.*
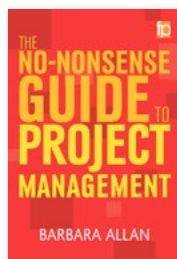
July 2017 | 256pp
Paperback | 9781783302031 | £59.95
Hardback | 9781783302048 | £119.95
eBook available

Management Basics for Information Professionals, Fourth Edition

Textbook

G. EDWARD EVANS, *award-winning author and Fulbright Scholar* and **STACEY GREENWELL,** *Instructional Design Librarian, University of Kentucky*

This new fourth edition of a bestselling title offers updates and a broader scope to make it an even more comprehensive introduction to library management. Addressing the basic skills good library managers must exercise throughout their careers, this edition pays close attention to management in current economic conditions and offers updates on technological topics like social media.
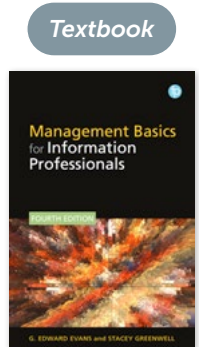
March 2020 | 600pp
Paperback | 9781783304523 | £69.95

Bold Minds

Library leadership in a time of disruption

Edited by MARGARET WEAVER, *former interim Head of Library Services at Brunel University London* and **LEO APPLETON,** *Senior University Teacher, the Information School, University of Sheffield*

Are librarians and libraries relevant in the 21st century? This is a fundamental question and one that presents differing opinions across the many diverse information sectors. This book will be invaluable to library and information professionals in a range of public and private sector libraries as well as policy makers in services where libraries are a component. It will also be useful for students, educational establishments, and IT professionals with an information management element to their work.
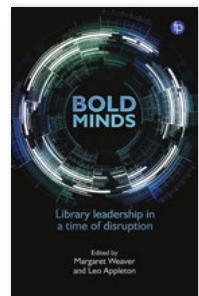
November 2020 | 244pp
Paperback | 9781783304530 | £60
Hardback | 9781783304547 | £120
eBook available

The No-nonsense Guide to Leadership, Management and Team Working

BARBARA ALLAN, *Consultant, Barbara Allan Associates*

Contemporary managers and leaders in library and information services are working in a challenging context; dealing with multiple demands on their time, expertise and resources. This book translates theories in teamwork, management and leadership into practical guidance backed up with examples and case studies from current library and information workers globally to provide a straight-forward and pragmatic guide to leadership, management and team working in contemporary library and information services.
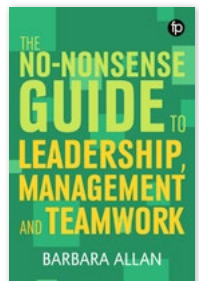
April 2019 | 264pp
Paperback | 9781783303960 | £59.95
Hardback | 9781783303977 | £119.95
eBook available

Media Smart
Lessons, Tips and Strategies for Librarians, Classroom Instructors and Other Information Professionals

JOANNA M. BURKHARDT, *co-author of four books on information literacy.*

Information has become one of the most crucial commodities in today's world. From multinational corporations to single individuals, we all make critical decisions based on the information available to us. However, modern ease of access to information does not often guarantee access to good information. In this digital age, where facts can be easily manipulated to align with political, social or monetary aims, media literacy has become an essential skill.

Media Smart: Lessons, Tips and Strategies for Librarians, Classroom Instructors and other Information Professionals is an invaluable toolkit for navigating the fraught information landscape. From the history of media manipulation to practical applications of media literacy, this book will offer a thorough grounding in teaching students to defend themselves from mis-and dis-information. It discusses how technology affects the information we receive, offers a brief look at the psychology behind how we process information, describes the various means by which media can be manipulated and provides tips about how to recognize and avoid false or misleading information. Featuring numerous classroom exercises and case studies specific to each aspect of media manipulation, this book is essential reading for students and educators in communications, media and information literacy as well as librarians and anyone interested in developing their media literacy skills.
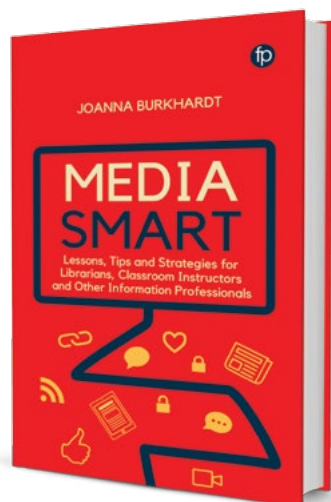
March 2022 | 198pp
Paperback | 9781783305087 | £55
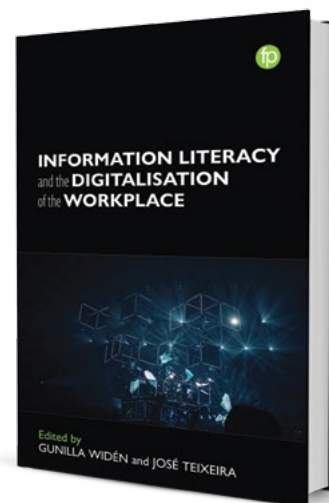Hardback | 9781783305094 | £110
eBook available

Information Literacy and the Digitalisation of the Workplace

GUNILLA WIDÉN, *Professor of Information Studies, Abo Akademi University, and* **JOSÉ TEIXEIRA,** *Department of Information Systems, Abo Akademi University.*

Digitalisation has had an overwhelming impact on the workplace in recent years, making it more associable, editable, interactive, programmable, traceable, communicable and distributable. But this change comes with substantial changes to ways of working. New technologies almost always translate into new work processes, work arrangements, collaborative engagements and thus disrupt the information environment and consolidate equilibria at work.

This book aims to bring forward the role of workplace information literacy as a key condition for successful digitalisation or digital transformation in today's workplace. Featuring contributions from leading scholars, it examines the multifaceted role of workplace information literacy in organisational operations and its role in the digitalisation process, taking into account the role and perspectives of employer and employee.

The book includes lessons learned from investigating workplace information literacy across very different empirical domains (e.g. a nuclear power plant, an open-source software community, and a university among others). It outlines methodological and conceptual developments for anyone investigating information literacy across the modern workplace undergoing digitalisation, extending the debate on the impact of digitalisation on individuals and organisations. The book will guide researchers interested in the digital workplace by aggregating conceptual, methodological and processual knowledge on the impacts of digitalisation on the contemporary workplace from an information-centered perspective.

May 2023 | 192pp
Paperback | 9781783305810 | £60
Hardback | 9781783305797 | £120
eBook Available

Information Literacy in the Workplace

Edited by MARC FORSTER, *Librarian, University of West London*

'...offers a fresh perspective and suggests ways to reframe IL so that it is acknowledged throughout a workplace as relevant and valuable. It provides ideas for information professionals on how to develop their own and their colleagues' IL in a workplace context, as well as on how to support students in their transition to work.'

- Journal of Information Literacy
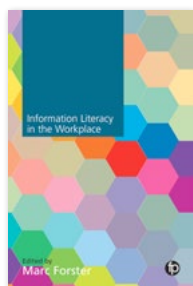
April 2017 | 208pp
Paperback | 9781783301324 | £69.95
Hardback | 9781783301331 | £139.95
eBook available

Critical Literacy for Information Professionals

Edited by SARAH MCNICOL, *Research Associate, Manchester Metropolitan University*

'Essential reading for librarians looking to gain an understanding of critical literacy in order to improve their support services. This work will also be useful for academic librarians seeking practical ways to introduce the concept into their curricula.'

- Library Journal
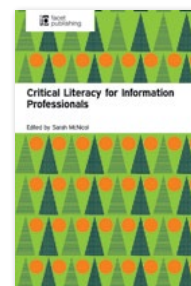
April 2016 | 192pp
Paperback | 9781783300822 | £64.95
Hardback | 9781783301058 | £129.95
eBook available

Digital Literacy, Inclusivity and Sustainability in Africa

Edited by **HELENA ASAMOAH-HASSAN**

Digital literacy skills on a varying spectrum are necessary for participation in different aspects of life in the 21st century existence especially as the COVID-19 pandemic pushes engagements online. These skills are meant to enable people to function effectively in digital spaces so that no one is left behin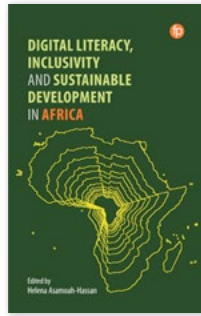d. This book seeks to explore how this suite of digital skills build inclusiveness and the role of libraries of all types in effectively imparting digital literacy to their user communities

This book provides answers to questions such as:

- What are the mediating factors between digital inclusion, poverty, illiteracy, unemployment, out of school children and technophobia?
- How has the COVID-19 pandemic affected the digital gap globally, more so in developing countries?
- How does digital literacy affect creativity, knowledge production and dissemination that drive sustainable development?
- What best strategies can be adopted by different library types for teaching digital literacy?
- What is the role of libraries of all types in fostering digital start-ups for the tech community in Africa?
- How can libraries advocate for policies that recognise and support their roles in inculcation of digital literacy and attendant benefits?

August 2022 | 256pp
Paperback | 9781783305117 | £65
Hardback | 9781783305124 | £130
eBook available

The Qualitative Landscape of Information Literacy Research

Textbook

ANNEMAREE LLOYD, *Professor of Information Science at the Department of Information Studies, UCL*

The last 46 years have witnessed a deep and continued interest in information literacy. This interest has resulted in an extensive range of research being undertaken and a burgeoning corpus of literature created by academic researchers, library practitioners and other researchers who explore information literacy through their own disciplinary lens.

The Qualitative Landscape of Information Literacy Research is a landmark publication that will develop and support readers' understanding of how information literacy research and teaching is framed, developed and produced. Written by a leading expert in the field, it introduces and describes the key approaches taken by qualitative researchers, identifying core and specialist methods, techniques and theories. In each chapter, examples will illustrate how theory, types of pedagogical frameworks, methods and tools have been used.

Coverage includes:

- theory and key concepts of information literacy
- exploration of the pedagogical frameworks that inform information literacy
- a range of qualitative methods that shape information literacy research
- data collection techniques
- research design.

September 2021 | 176pp
Paperback | 9781783304059 | £50
Hardback | 9781783304066 | £100
eBook available
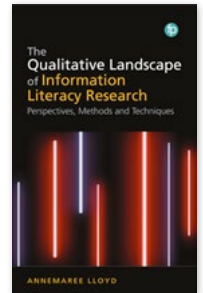
Informed Societies

Why information literacy matters for citizenship, participation and democracy

Edited by **STÉPHANE GOLDSTEIN,** *Executive Director, InformAll*

This ground-breaking and uniquely multi-disciplinary book explores how information literacy can contribute to fostering attitudes, habits and practices that underpin an informed citizenry. The 13 chapters each come from a particular perspective and are authored by international experts representing a range of disciplines: information literacy itself, but also political science, pedagogy, information science and psychology.

Informed Societies **covers:**

- why information literacy and informed citizens matter for healthy, democratic societies
- information literacy's relationship with political science
- information literacy's relationship with human rights
- how information literacy can help foster citizenship, participation, empowerment and civic engagement in different contexts: school students, refugees, older people and in wider society
- information literacy as a means to counter misinformation and fake news
- the challenges of addressing information literacy as part of national public policy.

January 2020 | 272pp
Paperback | 9781783304226 | £74.95
Hardback | 9781783303915 | £149.95
eBook available
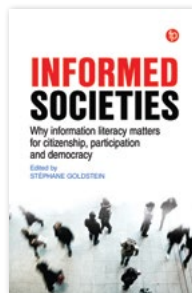
Learner-centred Pedagogy

Principles and practice

KEVIN MICHAEL KLIPFEL, *Instructional Design and Assessment Librarian, University of Southern California Libraries and* **DANI BRECHER COOK,** *Director of Teaching and Learning, University of California, Riverside*

'Current librarians who take the time to read through the extensive research provided in this text will give more consideration to what it is like to be a learner today, and perhaps will find new approaches to integrate into their work with patrons of all ages.' *- VOYA*

This book offers librarians concrete, empirically-based strategies to connect with learners at all levels, it covers:

- six cognitive principles for organizing information literacy instruction, with sample worksheets and organization tools for instruction planning
- how to establish rapport and build learners' motivation
- educational evidence debunking the mythical perception that because students are skilled at computers and mobile technology, they already know how to do research
- questions to keep in mind for inspiring autonomous learning
- the power of story, and educational psychology research
- the science behind information overload
- a balanced framework for evaluating specific educational technology tools.

July 2017 | 216pp
Paperback | 9781783302543 | £59.95
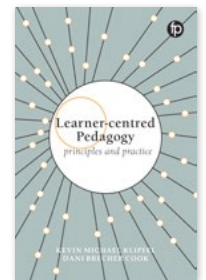
Facilitating Effective Sixth Form Independent Learning
Methodologies, Methods and Tools

ANDREW K SHENTON, *MSc, PHD, DLitt, PGCE, FCLIP, is dually qualified in education and information science*

For young people who have opted to continue their education post-sixteen, it is difficult to overstate the importance of the independent learning which takes place in the Sixth Form. Typically, the balance between classroom teaching and private study shifts dramatically at this point and individuals who intend to go on to university find themselves having to put in place strategies that will stand them in good stead for the next stage of their academic lives, in addition to serving their current needs.

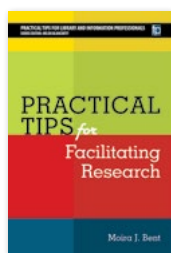*Facilitating Effective Sixth Form Independent Learning* is a comprehensive guide for educators looking to support independent learning in the Sixth Form. It takes the reader on a step-by-step journey showing how an appropriate teaching programme may be set up and offers proven tools and strategies that can be adopted in the classroom. The book advises on how a worthwhile research question may be formulated and establishes the importance of teaching unifying methodologies, in addition to individual techniques, before various means of finding information are identified. It develops an approach to help students think systematically about the available options and considers methods for evaluating information and managing time. The book then addresses the construction of essays and reports and then guides readers through understanding and implementing the Information/Writing Interaction Model (IWIM). Further coverage includes strategies for countering plagiarism and numerous suggestions for promoting student reflection.

November 2021 | 296pp
Paperback | 9781783305582 | £55
Hardback | 9781783305599 | £110
eBook available

Information Literacy Through Theory

ALISON HICKS, ANNEMAREE LLOYD *and* **OLA PILEROT**
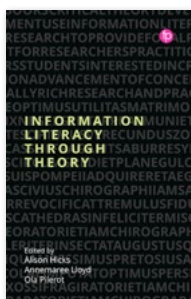
Information literacy research is growing in importance, as evidenced by the steady increase in dissertations and research papers in this area. However, significant theoretical gaps remain.

Theories of Information Literacy provides an approachable introduction to theory development and use within information literacy research. It provides a space for key theorists in the field to discuss, interrogate and reflect on the applicability of theory within information literacy research, as well as the implications for this work within a variety of contexts. Each chapter considers a particular theory as its focal point, from information literacy and the social to information literacy through an equity mindset, and unpacks what assumptions the theory makes about key concepts and the ways in which the theory enables or constrains our understanding of information literacy.

This book will provide a focal point for researchers, practitioners and students interested in the creation and advancement of conceptually rich information literacy research and practice.

January 2024
Paperback | 9781783305896 | £55
Hardback | 9781783305902 | £110
eBook Available

Reading by Right
Successful strategies to ensure every child can read to succeed

Edited by JOY COURT, *Chair of the CILIP Carnegie & Kate Greenaway Medals Working Party. Foreword by* **CHRIS RIDDELL,** *UK Children's Laureate 2015-2017*

'This is an essential toolkit for anyone working with children's reading. Alongside the research there are many practical ideas for parents, librarians and teachers to take reading forward. Carrying this book around is the equivalent of having a vast library of information at your fingertips, curated by some of the finest librarians and experts.'
- Dawn Finch, Awfully Big Reviews

June 2017 | 256pp
Paperback | 9781783302093 | £59.95
Hardback | 9781783302109 | £119.95
eBook available

Teaching Information Literacy Reframed
50+ framework-based exercises for creating information-literate learners

JOANNA M BURKHARDT, *Professor, University of Rhode Island*
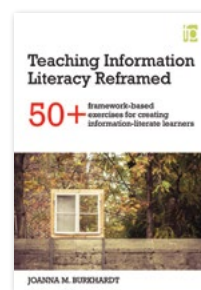
'Teaching Information Literacy Reframed begins with an action verb and will be well suited for librarians and other instructors of information literacy who are looking for real-life practicum for best lessons and actual use with The ACRL Framework for Information Literacy for Higher Education. Recommended.' *- ARBA*

July 2016 | 160pp
Paperback | 9781783301638 | £54.95

Digital Literacy Unpacked

Edited by KATHARINE REEDY, *Learning & Teaching Development Manager (Learning Design,)* and **JO PARKER,** *Senior Library Manager, both at Open University*

Digital Literacy Unpacked demonstrates the importance of digital literacy in all areas of life, the centrality of critical thinking (a key element of both digital and information literacy), and the essential role of library and information professionals in leading digital literacy developments. It highlights the partnerships needed to deliver excellence and presents case studies from a range of practitioners world-wide.

Includes coverage of:

- approaches to digital literacy and existing frameworks
- an overview of digital literacy in HE and examples of good practice
- openness and digital literacy with a discussion of OERs and MOOCs
- developing digital capabilities for staff

August 2018 | 240pp
Paperback | 9781783301973 | £64.95
Hardback | 9781783301980 | £129.95
eBook available

Seeing Sense

Visual literacy as a tool for libraries, learning and reader development

JAKE HOPE, *Reading development and children's book consultant. Chair of Youth Libraries Group and CILIP Carnegie & Kate Greenaway Medals Working Party. Foreword by* **SIR PHILIP PULLMAN CBE, FRSL.** *Illustrated foreword by* **Chris Riddell, OBE**

The burgeoning field of visual literacy can be universally understood across a wide variety of cultural backgrounds, regardless of traditional literacy levels. A key tool for navigating digital devices, there is often an antipathy surrounding visual literacy borne out of stigma and at times, intimidation.

Seeing Sense brings together research and best practice from different organisations and institutions all over the world to showcase the role of visual literacy as a tool for promoting reading. It will be key in raising awareness among librarians and education practitioners, promoting aspiration and achievement among the children and young people they work with.

Coverage includes:

- an overview of visual literacy as a tool for reading development
- the role of visual literacy in design and display within libraries and resource centres
- advice for library and information professionals on how to gain greater confidence in using and understanding visual literacy as part of strategies to engage readers
- a number of practical case studies to illustrate the power and potency of visual literacy as a key tool for making reading accessible, engaging, and appealing for all.

July 2020 | 224pp
Paperback | 9781783304417 | £39.95
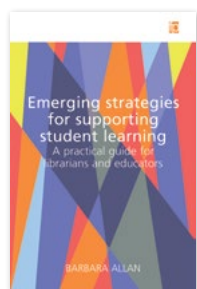Hardback | 9781783304424 | £80
eBook available

Emerging Strategies for Supporting Student Learning

A practical guide for librarians and educators

BARBARA ALLAN, *author and trainer*

'Whether you're a seasoned professional or just at the beginning of your career, this book is a must read with invaluable and accessible information on current pedagogical theory for HE, practical examples of teaching activities, vital checklists for teaching delivery and precious recommendations for future professional development.'
- *Journal of Information Literacy*

April 2016 | 240pp
Paperback | 9781783300709 | £54.95
Hardback | 9781783301072 | £109.95
eBook available

Home-School Learning Resources

A Guide for Home-Educators, Teachers, Parents and Librarians

CHRISTINEA DONNELLY, *Development Officer for Children and Young People, Bradford Libraries*

Home-School Learning Resources is a practical guide that will help teachers, parents, home educators and librarians to locate useful, quality-tested websites that offer resources for enhanced curriculum learning and related fun activities for children and young people aged 4-16.

The book allows users to locate resources quickly and easily, with cross references made between subjects and handy tips for further exploration & discovery. It offers the opportunity for a holistic approach to educating children and enhancing their development. The book presents a range of UK resources as well as relevant international ones listed by subject, covering all areas of the UK curriculum as well as general knowledge, interests and leisure time.
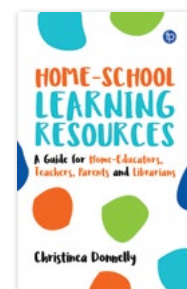
July 2021 | 240pp
Paperback | 9781783304905 | £34.99
eBook available

Mapping Information Landscapes

New methods for exploring the development and teaching of information literacy

ANDREW WHITWORTH, *Director of Teaching and Learning Strategy, Manchester Institute of Education*

This is the first book to study how the political content of information literacy (IL) arises from the way it has become defined and is taught. It introduces new methods for research into the development of information literacy in learners, and explores the implications of this research for the design of IL teaching, both in formal educational settings and in workplaces.

The idea that information literacy education can be empowering, giving those at 'the bottom' the power to investigate information practices and change them if necessary, is supported by the models of power emerging from the work of Michel Foucault. Foucault sees power as being available, potentially, to all actors and agents in a given setting. This is a view of power as something emerging from, and shaping, micro-level discourses, and which can generate capital, helping learners change their world and the practices that shape it.

To understand how such an approach can be empowering, the book explores how we can draw on difference in productive ways in IL education with a theory-led, empirical investigation of how the way information literacy is taught – whether formally or informally, and whether in schools, universities or workplaces – influences the development of information practices at the micro-level.

The book draws on original research to provide a detailed account of how information practices emerge from communities of learners in different settings and how discursive mapping can be taught to learners. It also covers how the capacity to engage in it emerges from educational environments in a more indirect way, and how learners respond to and resist institutionalised power by developing their own capacity to stewarding their information landscapes and digital habitats.
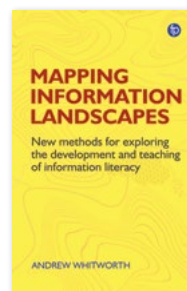
June 2020 | 272pp
Hardback | 9781783304172 | £65
eBook available

Engaging your Community through Active Strategic Marketing

A practical guide for librarians and information professionals
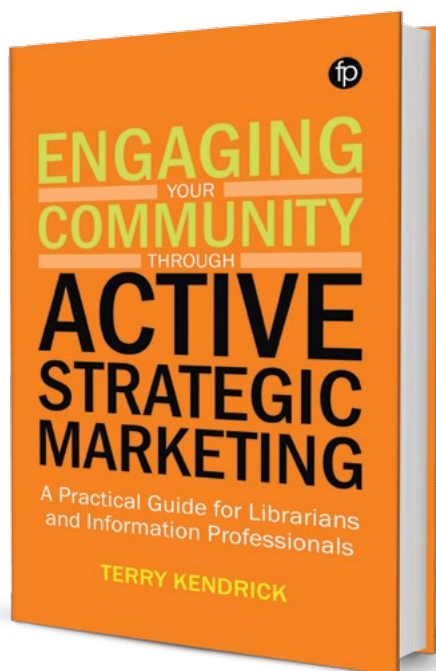
TERRY KENDRICK, *Trainer and Consultant, Information Now Ltd.*

Now more than ever libraries need to demonstrate the value they create for their communities. To do this, they must find ways to engage with these communities to deliver this value. *Engaging your Community through Active Strategic Marketing* takes each element of the strategic marketing domain and outlines both current marketing best practice and its detailed application in the library and information sector. It includes a set of tools and techniques to help reflection and progress towards effective marketing.

Whether it is raising awareness of resources, increasing library use or demonstrating value, *Engaging your Community through Active Strategic Marketing* will help libraries from all sectors achieve their goals, communicate their benefits and present a clear and consistent image. Written by an experienced library marketing trainer and author and packed with international case studies and interviews with expert library marketers, the book covers:

- strategic marketing planning
- understanding users and potential users
- identifying value and grouping users for marketing activity
- understanding stakeholder management to support marketing activity
- crafting messages
- identifying effective marketing channels
- digital marketing
- evaluating the response to marketing activity.

May 2021 | 224pp
Paperback | 9781783303830 | £59.95
Hardback | 9781783303847 | £119.95
eBook available

Marketing Plans in Action

A step-by-step guide for libraries, archives, and cultural organizations

AMANDA L. GOODMAN, *Publicity Manager, Darien Library, Connecticut*

Goodman's invaluable resource with 72 time-saving guides will help streamline your processes. Addressing myriad marketing, publicity, and promotion activities, this book is packed with tried and tested best practices and useful tips on such topics as:

- developing and sustaining a network of media contacts in the community who will publicize your events;
- crafting a consistent brand identity across the organization through language, logo, and colors;
- creating and maintaining a public calendar for content;
- designing mobile-friendly email messages and web pages;
- segmenting email campaigns for maximum impact and engagement;
- collecting user information while respecting privacy;
- handling complaints with grace.

October 2019 | 200pp
Paperback | 9781783304707 | £50

Social Media for Creative Libraries

PHIL BRADLEY, *Information Specialist, Internet Consultant and Conference Speaker*

'...impressively instructive and 'user friendly', making it a highly prized and recommended addition to personal, professional, community, corporate, and academic library 'Library Science' reference collections and supplemental studies reading lists.'
- Midwest Book Review

January 2015 | 256pp
Paperback | 9781856047135 | £59.95
Hardback | 9781783302956 | £119.95
eBook available

Marketing Your Library's Electronic Resources

A how-to-do-it manual for librarians

MARIE R KENNEDY, *Librarian, Loyola Marymount University and*
CHERYL LAGUARDIA, *Research Librarian, Widener Library, Harvard University*

'Spoiler alert: Marketing Your Library's Electronic Resources accomplishes exactly what its title forewarns ... the content is very high quality and can be extremely valuable for many libraries.'
- ARBA

October 2017 | 192pp
Paperback | 9781783302673 | £59.95
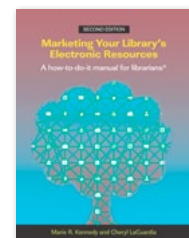
Libraries and Sanctuary
Supporting Refugees and New Arrivals

JOHN VINCENT, *producer of the UK's first review of public libraries and social exclusion*

Libraries and Social Justice

Libraries and Sanctuary is a practical guide to how libraries and their staff can support 'new arrivals' – people who have crossed borders to reach a country. The book looks at the different drivers behind an individual's move, their need for signposting, and at the sorts of barriers that are faced by new arrivals and people seeking sanctuary. Readers will discover the background reasons for migration, the global political context of migration, and the likely impacts of both of these.

They will also gain an understanding of just how much work libraries have done so far; learn from practical initiatives, 'what works' examples and longer case studies; identify gaps in library provision; and find inspiration to start similar initiatives in their own institution. Drawing on the author's decades of work in libraries and social exclusion, this is a book for anyone seeking to create an inclusive and welcoming library community.
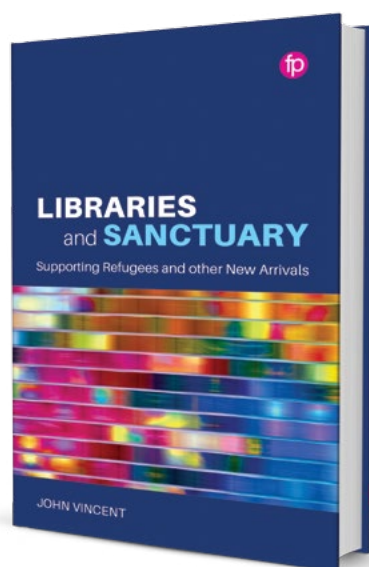
November 2022
Paperback | 9781783305001 | £40
Hardback | 9781783305018| £80
eBook Available

The Public Library
Second Edition

DAVID MCMENEMY, Lecturer, Department of Computer and Information Sciences, University of Strathclyde

Public libraries are facing new challenges in the early 21st century, leading to unique solutions to allow them to survive and continue as a public service.

The Public Library tells the story of the sector and explores its current position in society. Since the publication of the first edition, libraries have seen a re-evaluation of service delivery models as part of a period of austerity that has changed the position of the service in public life. As a unique analysis of the concept of public library purpose in the UK, this book will be essential reading for anyone advocating for the service and its value.

March 2024
Paperback | 9781783306053 | £60
Hardback | 9781783306060 | £120
eBook Available

Hopeful Visions, Practical Actions
Cultural Humility in Library Work

SARAH R. KOSTELECKY, *Director, Digital Initiatives and Scholarly Communication, University of New Mexico Libraries,* **LORI TOWNSEND,** *Learning Services Coordinator and Engineering Librarian, University of New Mexico Libraries, and* **DAVID A. HURLEY,** *Web and Discovery Librarian, University of New Mexico Libraries*
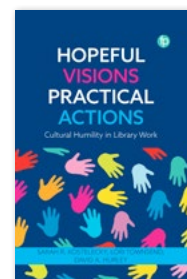
Cultural humility offers a renewing and transformative framework for navigating interpersonal interactions in libraries, whether between patrons and staff or staff members with one another. It foregrounds a practice of critical self-reflection and commitment to recognizing and redressing structural inequities and problematic power imbalances. This collection, the first book-length treatment of this approach in libraries, gathers contributors from across the field to demonstrate how cultural humility can change the way we work and make lasting impacts on diversity, equity, and inclusion in libraries. This book's chapters explore such topics as

- how Indigenous adages can be tools for reflection and guidance in developing cultural humility
- the experiences of two Black librarians who are using cultural humility to change the profession
- new perspectives on core concepts of customer service
- rethinking policies and practices in libraries both large and small
- using cultural humility in approaching collection development and creating resource guides what cultural humility can look like for a tribal librarian working in a tribal college library
- reflecting on cultural humility itself and where it is going

May 2023 | 264pp
Paperback | 9781783306336 | £48

Bibliotherapy

Edited by SARAH MCNICOL, *Research Associate, Manchester Metropolitan University* and **LIZ BREWSTER,** *Lecturer, Lancaster University*
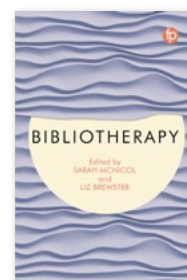
'Sarah McNicol and Liz Brewster clearly appreciate and articulate the importance of theory, the significance of research and the value of books and reading. They, and international contributors, demonstrate compassion, creativity and illustrate how research can be translated into policy and practice. This life-affirming text is essential reading not only for those concerned with bibliotherapy but for all who believe in the value and potential of library services in the modern world. Library Task Force members please note!'
- Bob Usherwood, Professor Emeritus, The University of Sheffield

This book will draw on the latest international practical and theoretical developments in bibliotherapy to explore how libraries can best support the health and wellbeing of their communities.

Case studies include a range of settings (public library, academic library, outpatient, inpatient); populations (including young people, ESOL speakers, psychiatric patients, homeless people, people with dementia/carers); and countries (UK, North America, South America, Australia).

August 2018 | 208pp
Paperback | 9781783303410 | £64.95
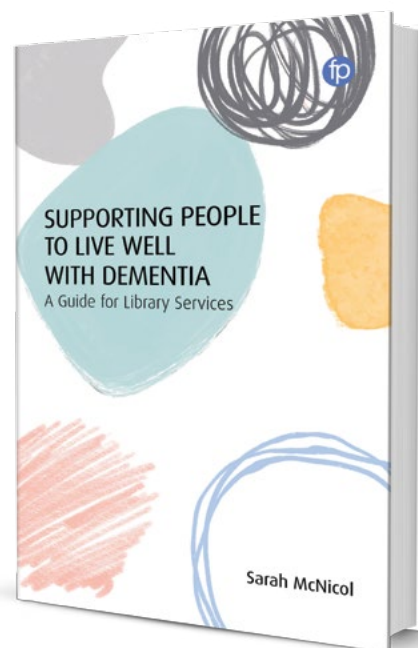Hardback | 9781783303427 | £129.95
eBook available

Supporting People to Live Well with Dementia
A Guide for Library Services

SARAH MCNICOL, *independent researcher with a recent focus on supporting people with dementia and their carers*

Libraries have enormous potential to support people with dementia and their carers, and demand for dementia-friendly library services is only likely to increase in the future as the numbers of people affected by dementia rise and there is greater emphasis on community-based care. Taking action to create a dementia-friendly library can initially feel like a massive undertaking, but small changes can make a big difference.

Supporting People to Live Well with Dementia describes how to effectively develop, promote and evaluate services for people with dementia. It provides readers with an understanding of the different ways in which library customers may be affected by dementia, and an appreciation of some of the ways they can continue to contribute positively to their communities. It then suggests ways in which libraries can better support people with dementia and their carers through approaches to customer service, design, resources, reading interventions, online provision and a range of other activities that promote more positive and inclusive attitudes towards people living with dementia amongst library staff, customers and communities more widely.

January 2023
Paperback | 9781783305971 | £55
Hardback | 9781783305988| £110
eBook Available

# Better By Design, Second Edition
An Introduction to Planning, Designing and Developing Library Buildings

AYUB KHAN MBE, *Head of Library and Information Services (Strategy) for Warwickshire County Council, UK and* **STELLA THEBRIDGE MBE,** *former Principal Librarian at Warwickshire Libraries*

A well-designed building will enable a library project both to gain stakeholder acceptance and to ease the process of securing planning permission. New library provision needs to be cost-effective and eco-efficient, to support the organisation's objectives fully, to offer an improved service to the user, and to make a positive impact on the community. There is no reason why library professionals should understand the mechanics of construction or the finer points of interior design, yet they can be thrust into a world of architects' briefs and alternative layouts and be expected to make big decisions about their buildings. Those decisions have an impact over decades. Whether remodelling existing premises or planning a brand new library, there is much to learn and consider.

This book charts a clear and readable path through a makeover or new-build library project. Written in a highly accessible and practical manner, it steers a clear path through the language and processes needed by library managers who are members of a team overseeing the planning of a new library building project, major refurbishment or remodelling of an existing library. Fully revised and updated, this new edition will include new coverage of:

- the need for flexible and adaptable library spaces
- the environmental imperative in building design, construction and use
- the trend towards multi-use, multi-purpose buildings to serve community cultural and educational needs and aspirations
- a customer-centred approach to service delivery
- heightened focus on health and wellbeing for all stakeholders
- the impact of the Covid-19 pandemic and customer access needs on design and layout
- the rapid growth of digital services.
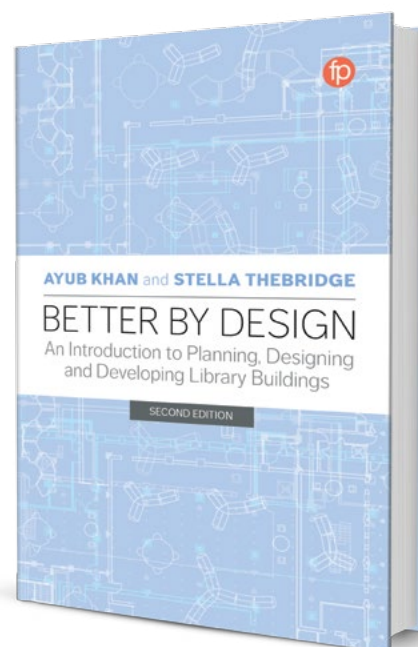
July 2022 | 222pp
Paperback | 9781783305704 | £60
Hardback | 9781783305711 | £120
eBook available

Archives, Second Edition
Principles and practices

Textbook

LAURA A MILLAR, *Independent Consultant*

This extensively revised second edition offers an international perspective on archives management, providing authoritative guidance relevant to collections-based repositories and to organizations responsible for managing their own institutional archives. Written in clear language with lively examples, it introduces core archival concepts, explains best-practice approaches and discusses the central activities that archivists need to know to ensure the documentary materials in their charge are cared for as effectively as possible.

Topics addressed include, core archival principles and concepts; archival history and the evolution of archival theories; the nature and diversity of archival materials and institutions; the responsibilities and duties of the archivist; issues in the management of archival institutions; the challenges of balancing access and privacy in archival service best practice principles and much more. Discussion of digital archives is woven throughout the book, including consideration of the changing role of the archivist in the digital age. In recasting her book to address the impact of digital technologies on records and archives, the author offers an archival manual for the twenty-first century.
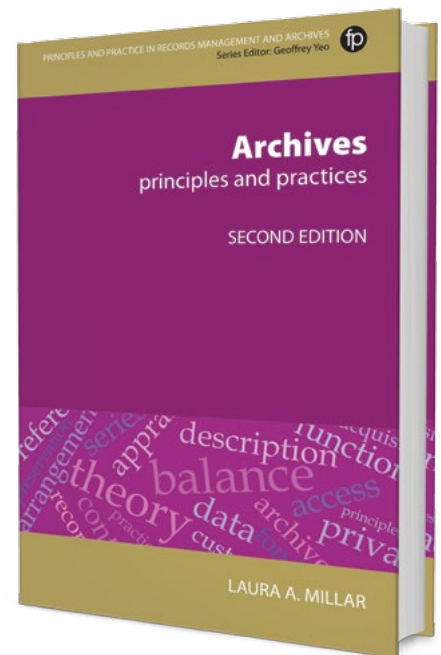
May 2017 | 352pp
Paperback | 9781783302062 | £54.95
Hardback | 9781783302079 | £109.95
eBook available

Records, Information and Data
Exploring the role of record-keeping in an information culture

GEOFFREY YEO, *Honorary Senior Research Fellow, UCL*

Can archives and records management still make a distinctive contribution in the 21st century, or are they now being dissolved into a wider world of information governance? What should be our conceptual understanding of records in the digital era? What are the practical implications of the information revolution for the work of archivists and records managers?

In this book. Geoffrey Yeo explores concepts of 'records' and 'archives' and sets today's record-keeping and archival practices in their historical context. He examines changing perceptions of records management and archival work, and asks whether and how far understandings derived from the fields of information management and data administration can enhance our knowledge of how records function. He argues that concepts of information and data cannot provide a fully adequate basis for reflective professional thinking about records and that record-keeping practices still have distinct and important roles to play in contemporary society.

'Yeo's searching examination of claims that archivists and records managers must reinvent themselves and their discipline for an information age draws on an impressive reading and analysis of a wide range of literature. Everyone in the records field or aspiring to enter it should read this book and ponder its many cogent arguments.'

- Terry Eastwood, Professor Emeritus, The University of British Columbia
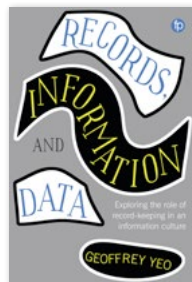
July 2018 | 224pp
Paperback | 9781783302260 | £69.95
Hardback | 9781783302277 | £139.95
eBook available

Trusting Records in the Cloud
The creation, management, and preservation of trustworthy digital content

Edited by LUCIANA DURANTI, *Professor of archival theory, diplomatics, and the preservation of digital records, University of British Columbia and* **CORINNE ROGERS,** *Project Coordinator, InterPARES Trust*

Trusting Records in the Cloud presents the key findings of the InterPARES Trust project, which has investigated issues of trust in and trustworthiness of records in the cloud environment. The project generated theoretical and methodological frameworks to develop local, national and international policies, procedures, regulations, standards and legislation, in order to ensure public trust grounded on evidence of good governance, a strong digital economy, and a persistent digital memory.

Coverage includes:

- the risks and remedies to the contracts the general public must enter into with social media and other service providers
- implementing retention and disposition schedules in the cloud
- understanding the role of metadata in cloud services for chain of custody
- rethinking issues of appraisal, arrangement and description
- new practices with respect to preservation including a model for preservation as a series of services that may be implemented by a single trusted digital repository or by a variety of preservation actors
- information governance, risk management, and authentication practices and technologies.
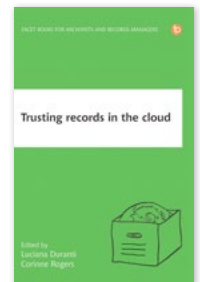
July 2019 | 224pp
Paperback | 9781783304028 | £69.95
Hardback | 9781783304035 | £139.95
eBook available

Recordkeeping Cultures, Second Edition

GILLIAN OLIVER, *Associate Professor of Information Management, Monash University and* **FIORELLA FOSCARINI,** *Associate Professor, Faculty of Information, University of Toronto.*

As a fully revised and expanded edition of *Records Management and Information Culture, Recordkeeping Cultures* explores how an understanding of organisational information culture provides the insight necessary for the development and promotion of sound recordkeeping practices. The book introduces new original research which supports a refined Information Culture Assessment Framework, addressing the widely recognised problem of improving organisation-wide compliance with a records management programme by tackling the different aspects that make up an organisation's information culture. Discussion of topics at each level of the framework includes strategies and guidelines for assessment, followed by suggestions for specific interventions to influence behavioural change.

Updated to enhance the practical application of the information culture concept in both formal and informal recordkeeping environments, this book features new materials including:

● an Information Culture Analysis Toolkit that helps facilitate the application of an information culture approach in organisations

● detailed discussions on the three cultural indicators that enable the identification and assessment of information cultural characteristics: genres, workarounds and infrastructure

● reflections on education and training using the information culture approach.

This book will be essential reading for information professionals all over the world. Practitioners will find this an invaluable guide to improving practice and solving the 'people problem' of non-compliance with records management programmes, while LIS students will benefit from the application of theory into practice. Educators will find the ideas and approaches discussed in this book useful to add an information culture perspective to their curricula.
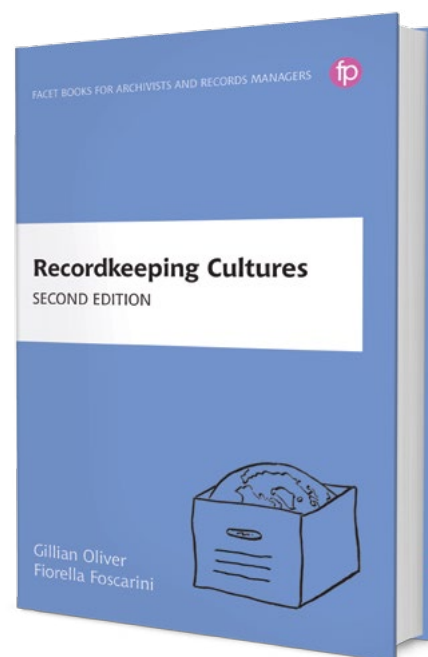
September 2020 | 256pp
Paperback | 9781783303991 | £55
Hardback | 9781783304004 | £110
eBook available

Community Archives, Community Spaces

Heritage, memory and identity

Edited by JEANNETTE A BASTIAN, *Professor and Director of the Archives Program, Simmons College and* **ANDREW FLINN,** *Reader in Archival Studies and Oral History, University College London*

Over ten years have passed since the first volume of *Community Archives, Community Spaces* and inspired by continued research as well as by the formal recognition of community archives in the UK, the community archives movement has become an increasing important area of research, recognition and appreciation by archivists, archival scholars and others worldwide. *Community Archives, Community Spaces* reflects the latest research and will also include practical case studies on the challenges of building and sustaining community archives.

December 2019 | 224pp
Paperback | 9781783303502 | £69.95
Hardback | 9781783303519 | £139.95
eBook available

Information Rights for Records Managers

RACHAEL MAGUIRE, *Records Manager, London School of Economics and Political Science*

Records Managers have tended to find themselves given the responsibility for managing requests under the Freedom of Information (FOI) and Data Protection Acts (DPA), without necessarily having training and/or an academic background in legal studies. This book aims to fill this knowledge gap by offering a fully up-to-date, accessible, comprehensive guide to Information rights specifically for those without a legal background.

● Responding to FOI requests, including exemptions, internal reviews and benchmarking

● Coverage of DPA and GDPR regulations, where the differences lie and what the implications are for professionals operating under the acts

● Personal data requests and enquiries under GDPR

● Working with the European Information Regulations (EIR) and where the differences lie with FOI

● Discussion of the two strands of records management and information rights work and how the two interact in daily work

● Practical case studies from a range of organisations and institutions to demonstrate practice.

November 2018 | 224pp
Paperback | 9781783302444 | £64.95
Hardback | 9781783302451 | £139.95
eBook available
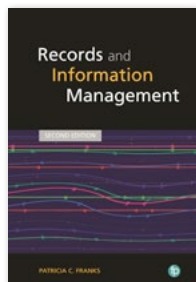
Records and Information Management, Second Edition

PATRICIA C FRANKS, *Associate Professor, San Jose State University, California*

'I encourage anyone participating in the archives and records management field today or considering entering an Archives & Records Administration program to acquire this volume. I am sure many library and information science programs will quickly be adopting Records and Information Management as a core text.'
- *Technicalities*

Textbook

The new second edition cements this work's status as an up-to-date classic, its content revised and expanded to address emerging technologies, most notably blockchain, and evolving standards and practices. Franks presents complete coverage of the records and information lifecycle model, encompassing paper, electronic (databases, office suites, email), and new media records (blogs, chat messages, and software as a service). Informed by an advisory board of experts in the field and with contributions by noted authorities, the text addresses such key topics as:

- the origins and development of records and information
- the discipline of information governance and developing a strategic records management plan
- creation/capture and classification
- retention strategies, inactive records management, archives, and long-term preservation
- access, storage, and retrieval
- electronic records and electronic records management systems
- the latest on rapidly evolving technologies such as web records, social media, and mobile devices
- vital records, disaster preparedness and recovery, and business continuity
- monitoring, auditing, and risk management
- education and training.

This book's authoritative blend of theory and practice makes it a matchless resource for everyone in the archives and records management field.

September 2018 | 448pp
Paperback | 9781783304301 | £69.95

Managing Records

A handbook of principles and practice

ELIZABETH SHEPHERD, *Professor of Archives and Records Management and* **GEOFFREY YEO,** *Honorary Senior Research Fellow, both at University College London*

December 2002 | 144pp
Hardback | 9781856043700 | £54.95
eBook available

Archival Futures

Edited by CAROLINE BROWN, *University Archivist and Programme Leader, Archives and Family History, University of Dundee*

'Archives play a unique and powerful role in making the past available for an extraordinary array of current purposes. But do archives have a future, particularly given disruptive changes in communication technologies? *Archival Futures* addresses this and other challenges to find ways forward for the now pivotal role of archives in society.'
- *Tom Nesmith, (Professor, retired), University of Manitoba*

Offers thought provoking and accessible chapters that aim to challenge and inspire archivists globally and to encourage debate about their futures.

August 2018 | 176pp
Paperback | 9781783301829 | £69.95
Hardback | 9781783302185 | £139.95
eBook available

Participatory Archives

Edited by EDWARD BENOIT, III, *Assistant Professor, Louisiana State University and* **ALEXANDRA EVELEIGH,** *Collections Information Manager, Wellcome Collection*

This book examines the creation and development of participatory archives, its impact on archival theory, and presents case studies of its real world application.

Participatory Archives is divided into four sections with each focused on a particular aspect of participatory archives: social tagging and commenting; transcription; crowdfunding; and outreach & activist communities. Each section includes chapters summarizing the existing literature, a discussion of theoretical challenges and benefits, and a series of case studies. The case studies are written by a range of international practitioners and provide a wide range of examples in practice, whilst the remaining chapters are supplied by leading scholars from Australia, Canada, Denmark, the Netherlands, Norway, the United Kingdom, and the United States.
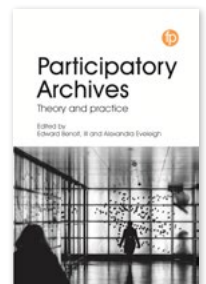
September 2019 | 208pp
Paperback | 9781783303564 | £64.95
Hardback | 9781783303571 | £129.95
eBook available

Do Archives Have Value?

Edited by MICHAEL MOSS, *Professor of Archival Science and* **DAVID THOMAS,** *Visiting Professor, both at University of Northumbria*

Do Archives Have Value? discusses various valuation methods, and assesses their suitablility for use by archives and special collections. The book also assesses the impact of the transition to the digital in archival holdings, which will transform their character and will almost certainly cost more. The discussion will be set in the context of changing societal expectations of the archive in the wake of child abuse and other scandals where records to address grievances must be kept irrespective of cost.

Value is explored in a range of different cultural and organizational contexts with contributions from Nancy Bell, Head of Conservation at The National Archives, Louise Craven, one of the leading UK archival scholars, Paul Lihoma, National Archivist of Malawi, Helen Morgan from the University of Melbourne, Pak Te Lee of the University of Hong Kong and Richard Wato from the National Archives of Kenya.

Key chapters include:

- The value of the Clinton emails for research
- The value of Russian archives before and after revolution
- The value of archives in public inquiries - the case of the Hillsborough tragedy
- The value of Find & Connect - Australia's response to child abuse
- The Chinese long tradition of record keeping
- Why and how to value
- Valuing digital content
- The commercialisation of archives.

August 2019 | 240pp
Paperback | 9781783303328 | £69.95
Hardback | 9781783303335 | £139.95
eBook available

Developing and Maintaining Practical Archives, Third Edition

A how-to-do-it manual for librarians

Textbook

GREGORY S HUNTER, *Professor of Library and Information Science, Long Island University*

This book by Gregory Hunter, editor of *American Archivist*, the journal of the *Society of American Archivists*, covers such keystone topics as:

- a history of archives, including the roles of historical societies and local history collections in libraries
- conducting a survey and starting an archival programme
- selection, appraisal, acquisition, accessioning, and deaccessioning
- important points of copyright, privacy, and ethics
- arrangement of archival collections
- description, including DACS, EAD, and tools such as Archon and the Archivists' Toolkit
- access, reference, and outreach
- preservation, including guidance on how to handle rare books, maps, architectural records, and artifacts
- digital records, addressing new and popular methods of storage and preservation of email, image files, Webpages, Word documents, spreadsheets, databases, and media files
- disaster planning, security, and theft prevention
- metrics, assessment, establishing employee procedures and policies, working with interns and volunteers, and other managerial duties
- public relations and marketing, from social media to advocacy
- professional guidelines and codes, such as the newly developed SAA Statement of Core Values of Archivists.

June 2020 | 320pp
Paperback | 9781783300464 | £69.95

Engaging with Records and Archives

Histories and theories

Edited by FIORELLA FOSCARINI, *Associate Professor, University Of Toronto,* **HEATHER MACNEIL,** *Professor, University of Toronto,* **BONNIE MAK,** *Associate Professor, University of Illinois and* **GILLIAN OLIVER,** *Associate Professor, Monash University*

'Presenting a modern version of the archival world through a selection of essays, Engaging with Records and Archives connects the past with the present, through the eyes of both emerging and internationally renowned scholars.'
- IQ Magazine

November 2016 | 256pp
Paperback | 9781783301584 | £64.95
Hardback | 9781783301591 | £129.95
eBook available

The Silence of the Archive

DAVID THOMAS, *Visiting Professor, University of Northumbria,*
SIMON FOWLER, *Associate Teaching Fellow, University of Dundee and*
VALERIE JOHNSON, *Interim Director of Research and Collections, The National Archives. Foreword by* **ANNE J GILLILAND,** *Professor and Director, Center for Information as Evidence, University of California*

'Records managers, archivists, historians and other users of archives should read this timely and important book.'
- LSE Review of Books

May 2017 | 224pp
Paperback | 9781783301553 | £64.95
Hardback | 9781783301560 | £129.95
eBook available

Playing Games in the School Library

Developing Game-Based Lessons and Using Gamification Concepts

SARAH PAVEY, *CILIP fellow and school librarian for over 20 years*

This book is a comprehensive resource for those looking to explore the use of game-based learning and gamification in the library setting. It illustrates how game play can be developed through applying learning theory to practice, exemplified by case studies taken from a variety of international contexts.

Separate chapters outline the practical use of different types of games including digital, mixed media, physical and active learning and live games, discussing the advantages and disadvantages of each within a teaching and learning context. Finally, consideration is given to how game-based learning and gamification can be used to promote library resources and services for impact and how collaboration on this approach with subject teachers, senior leadership teams and the wider community, including parents can be beneficial.

Written in a comprehensive but accessible manner, *Playing Games in the School Library* will give readers a means of engaging with distance learning, as well as providing a more challenging environment within their physical space. It will equip them with both a practical and theoretical rationale for including the game-based approach in their work while supporting their school's aims and objectives.

September 2021 | 192pp
Paperback | 9781783305339 | £45
Hardback | 9781783305346 | £90
eBook available

The Innovative School Librarian, Second Edition

SHARON MARKLESS, *Senior Lecturer in Higher Education, King's College London,* **ELIZABETH BENTLEY,** *Librarian, School Librarians' Network,* **SARAH PAVEY,** *Independent Library Consultant and Trainer,* **SUE SHAPER,** *Library Resources Director, The Broxbourne School,* **SALLY TODD,** *School Archivist, St. John's School Leatherhead and* **CAROL WEBB,** *Head Librarian, Portsmouth Grammar School*

'For me the book really made me question what I do and how I do it when over time it can be easy to become complacent. It was also great to find an index with the book to allow quick reference back to key ideas at a later date. I'd thoroughly recommend this book as a great read for school librarians to reflect on their practices.'
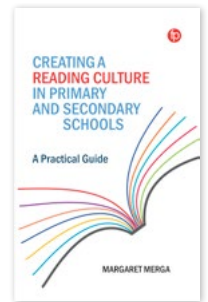*- The School Librarian*

May 2016 | 224pp
Paperback | 9781783300556 | £59.95
Hardback | 9781783301065 | £119.95
eBook available

Creating a Reading Culture in Primary and Secondary Schools

A Practical Guide

MARGARET K. MERGA, *honorary adjunct and senior researcher in literacy, library and research communication at the University of Newcastle, Australia.*

Did your school encourage a life-long love of reading?

Children who identify as readers are three times more likely to have good mental wellbeing. A reading culture that permeates a school can transform it into a space where reading is supported, encouraged, normalised and valued. Creating a Reading Culture in Primary and Secondary Schools will help teachers and librarians to:

- advocate for the importance of a whole-school reading culture with recent research in this field
- select from a number of research-supported strategies underpinning a whole-school reading culture to tailor your school's approach according to resourcing and priorities
- develop a clear trajectory for building and sustaining stakeholder engagement and resourcing, including securing external funding for related initiatives
- plan and manage a multi-faceted approach to enable real change within your school

Drawing on the author's internationally-recognised experience in this field, this book will be essential reading for anyone looking to develop reading in schools.

December 2023
Paperback | 9781783306381 | £50
Hardback | 9781783306398 | £100
eBook available

The Networked Librarian

The School Librarian's Role in Fostering Connections, Collaboration and Co-Creation

SARAH PAVEY, *founder of education training company and consultancy SP4IL*
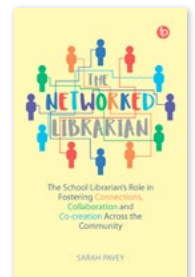
School librarians need to engage with their staff community to define their role, raise their profile and make a real impact. Whether you're working alone in the school library, a team member, or a leader you'll find practical advice about building business relationships in this book by library and education consultant Sarah Pavey.

Starting with the basics of what constitutes a team, *The Networked Librarian* gives an overview of the theory of group dynamics, change management and effective communication set within a school library context. Pavey dedicates chapters to common issues such as dealing with difficult people, collaborating with teachers, and working with parents to give school librarians the tools needed to be a key part of the school community.

January 2024
Paperback | 9781783306206 | £32.99
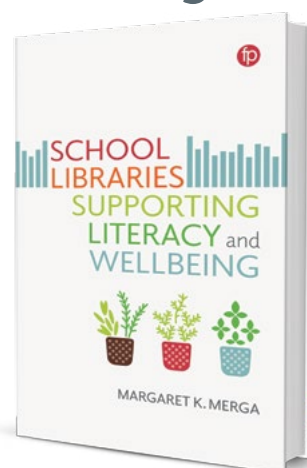Hardback | 9781783306213 | £65
eBook Available

School Libraries Supporting Literacy and Wellbeing

MARGARET K MERGA, *honorary adjunct and senior researcher in literacy, library and research communication at the University of Newcastle, Australia.*

Student literacy is a perennial concern in and across nations, with measurement and accountability continually ramped up at both individual student and school levels. Debates about literacy and how it can best be improved are never far from media headlines. However, relatively little consideration is given to the role that school libraries and their staff play in building and maintaining student literacy, despite research linking school libraries and qualified staff to student literacy gains.

This book seeks to promote greater understanding of the links between reading, literacy and wellbeing that could help students cope with these challenges, and the role of the school library in leading this approach. It explores the current role of school library professionals and highlights how literacy and wellbeing education and support sit within this, paying specific attention to how school library professionals build reading engagement and promote student wellbeing through various approaches, such as fostering health literacy and creating nurturing environments.

Readers will be empowered to build a case for the importance of their role and library, and audit their current literacy and wellbeing offerings, and adjust or extend them where applicable based on best practice. The book also explores some of the many challenges facing school libraries and their professional staff that may need to be mitigated to ensure that they can reach their full potential for supporting student literacy and wellbeing.

February 2022 | 190pp
Paperback | 9781783305841 | £50
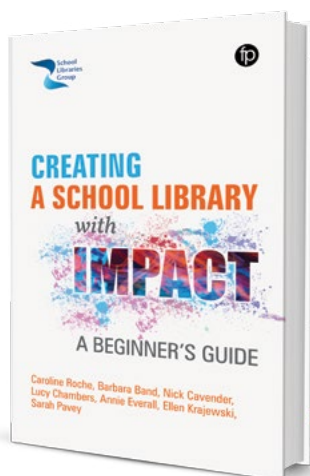Hardback | 9781783305858 | £100
eBook available

Creating a School Library with Impact
A Beginner's Guide

**CAROLINE ROCHE,
LUCY CHAMBERS,
BARBARA BAND,
SARAH PAVEY,
ANNIE EVERALL,
ELLEN KRAJEWSKI**

School libraries are facing numerous challenges in the 21st century. The number of professionally qualified staff working in schools has fallen in recent years and, increasingly, new appointments to library positions are sorely lacking the skills and knowledge needed to be successful in their roles. While there are a number of resources available detailing how to improve your school library once it is up and running there is a dearth of books that deal with the absolute basics in a practical manner, looking at the role from the first day.

Creating a School Library with Impact: A Beginners Guide is an introductory manual for anyone entering or looking to enter the exciting world of school librarianship in primary or secondary school settings. It provides readers with everything they need to know and understand from day one from author visits, to writing reports, preparing a budget, classifying books, promoting the library - and much more - providing an invaluable guide to those first few years in the role.

September 2022 | 200pp
Paperback | 9781783305537 | £32.99
Hardback | 9781783305544 | £65
eBook available

Let's Roll
## A Guide to Setting up Tabletop Role-Playing Games in Your School or Public Library

Lucas Maxwell, *former School Librarian of the Year*

Master all the skills you need to deliver a tabletop role-playing game programme in the library!

For librarians and teachers who aren't players themselves, the scope of role-playing games can seem overwhelming. Starting from the basics, *Let's Roll* is a practical guide to delivering a tabletop role-playing game (TTRPG) programme in a school or public library, all within the time constraints imposed on library sessions.

Coverage includes:

- A step-by-step guide to setting up a TTRPG programme in your school or public library including an example of a TTRPG proposal
- Advice on bringing senior management on board to a TTRPG programme
- How to attract players, basic table rules, and preparing as a game master
- The health and learning benefits of TTRPGs including creativity, cooperation, boosting confidence and encouraging reading
- A comprehensive list of TTRPG games and how implement them.

Featuring case studies from librarians around the world focusing on their experiences setting up TTRPGs, Let's Roll will help librarians, teachers and other educators deliver an engaging programme that results in significant benefits on a budget – and is a huge amount of fun!
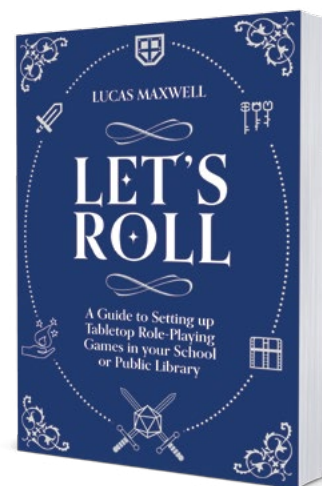
February 2023 | 112pp
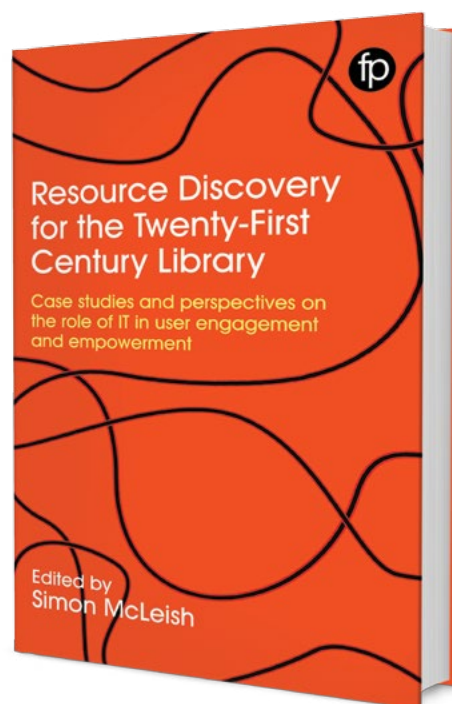Paperback | 9781783306138 | £29.99
eBook available

Resource Discovery for the Twenty-First Century Library

Case studies and perspectives on the role of IT in user engagement and empowerment

Edited by SIMON MCLEISH, *Resource Discovery Architect, Bodleian Libraries*

Discovery is central to academic activities at all levels and is a major focus for libraries and museums. Of all the parts of modern library provision, discovery services are the most clearly affected by developments in IT, from databases to search engines to linked data to machine learning. It is crucial to the relationship between libraries and their communities. This book will help its readers learn how to adapt in a fast changing area to continue to provide a high level of service.

Resource Discovery for the Twenty-First Century Library contains a range of contributions analysing the ways in which libraries are tackling the challenges facing them in discovery in the (post)-Google era. Chapters are written by experts, both global and local – describing specific areas of discovery and local implementations and ideas. The book will help with enhancing discovery both inbound – making locally held resources globally discoverable, and outbound – making global resources locally discoverable, in ways which are relevant to your user community.

June 2020 | 256pp
Paperback | 9781783301386 | £64.95
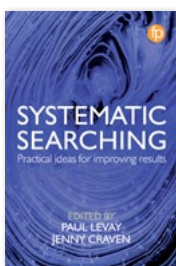Hardback | 9781783301393 | £129.95
eBook available

Systematic Searching

Edited by PAUL LEVAY and **JENNY CRAVEN**
both Information Specialists, National Institute for Health and Care Excellence (NICE)

Bringing together expert international practitioners and researchers, *Systematic Searching* blends theory and practice and takes into account several different approaches to information retrieval and information-seeking behaviour with special focus given to searching for complex topics in a health-related environment. The book does not presume an in-depth prior knowledge of systematic searching and includes case studies, practical examples and ideas for further research and reading to ensure the book is accessible to all.

The book is divided into three parts:

- **Part 1:** Methods covers theoretical models of information seeking and also systematic searching practice, including search filters and controlled vocabularies
- **Part 2:** Technology covers new technologies for retrieving evidence such as social media and the semantic web, as well as using text mining to support the development of search strategies
- **Part 3:** People considers the future of the information specialist as an expert searcher and explores how information professionals could develop their skills and find new roles.

January 2019 | 208pp
Paperback | 9781783303731 | £69.95
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Expert Internet Searching, Fifth Edition

PHIL BRADLEY, *Information Specialist, Internet Consultant and Conference Speaker*

'A standard work in the field, this newly updated and expanded fifth edition of *Expert Internet Searching* should be considered an indispensable and core addition to personal, professional, community, corporate, governmental, and academic library Internet Security collections and supplemental studies reading lists.'

- Midwest Book Review

June 2017 | 248pp
Paperback | 9781783302475 | £59.95
Hardback | 9781783302482 | £119.95
eBook available

Exploring Discovery

The front door to your library's licensed and digitized content

Edited by KENNETH J VARNUM, *Senior Program Manager for Discovery, Delivery, and Learning Analytics, The University of Michigan Library*

'Although primarily focused on discovery in academic libraries, *Exploring Discovery* does offer any library considering how to best implement a discovery service some useful examples of projects as well as some thoughtful examinations of issues surrounding discovery....this would be a valuable book to refer to when beginning the discovery process.'

- Technicalities

June 2016 | 296pp
Paperback | 9781783300969 | £64.95

The Special Collections Handbook, Third Edition

ALISON CULLINGFORD, *Head of Library and Collections at Durham Cathedral*

The Special Collections Handbook, Third Edition is a comprehensive desk reference providing the essential principles, skills, and knowledge to manage special collections in any setting and covering all aspects of special collections work: preservation; developing collections; understanding objects; emergency planning; security; legal and ethical concerns; cataloguing; digitisation; marketing; outreach; teaching; impact; advocacy, and fundraising. This new edition has been revised and updated to incorporate the many developments in the field, reflecting the growth and dynamism of the sector and the complexity of the environment in which we operate. This will include:

- Enriched and updated guidance on decolonising collections management and all other elements of special collections work
- working towards zero-carbon buildings, preservation, and other aspects of special collections work
- lessons/impact of Covid-19: managing remote access by staff and users, emergency planning, health and safety, risk assessments
- new legislation affecting special collections, notably in the UK the Data Protection Act 2018
- new and revised standards, such as the new British Standards relating to collections care, BS EN 16893 and BS 4971, which replace PD5454
- new and emerging technologies in collections discovery, digitisation, digital resource and digital libraries, and how to manage them and build capacity. Particular attention will be paid to the implications of the 'digital shift' and the place of special collections in online and hybrid learning.

> March 2022 | 456pp
> Paperback | 9781783305377 | £65
> Hardback | 9781783305384 | £130
> eBook available

The Handbook of Art and Design Librarianship, Second Edition

Edited by PAUL GLASSMAN, *Director of University Libraries and Adjunct Instructor of Architectural History and Design, Yeshiva University and* **JUDY DYKI,** *Director of Library and Academic Resources, Cranbrook Academy of Art*

The Handbook of Art and Design Librarianship integrates theory and practice to offer guidelines for information professionals working in art and design environments who need to support and anticipate the information needs of artists, designers, architects and the historians who study those disciplines. Since the first edition of this title, the world of art and design libraries has been transformed by rapid advances in technology, an explosion in social media and the release of new standards and guidelines. This new edition, offering mostly entirely new chapters, provides an accessible, fully updated, guide to the world of academic art and design libraries from a range of international experts who reflect current practice at a global level.
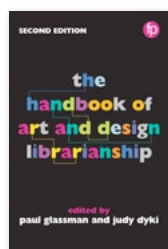
> October 2017 | 368pp
> Paperback | 9781783302000 | £69.95
> Hardback | 9781783302017 | £139.95
> eBook available

Open Licensing for Cultural Heritage

GILL HAMILTON, *Digital Access Manager and* **FRED SAUNDERSON,** *Intellectual Property Specialist, both at National Library of Scotland*

'This book will be of value to any institutions considering making their collections available digitally. The background and context information is largely clearly relevant, concise and sufficient. The book is very readable throughout. It will also be suitable for students studying courses in library and moveable cultural heritage management. Indeed I have recommended the book to my own students.'
- Journal of Cultural Heritage

Using rich background information, international case studies and examples of best practice, this book outlines how and why open licences should and can be used with the sector's content, data and metadata.

> August 2017 | 240pp
> Paperback | 9781783301850 | £69.95
> Hardback | 9781783301867 | £139.95
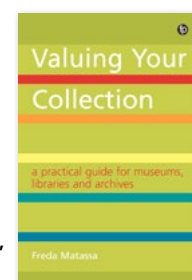> eBook available

Valuing Your Collection

A practical guide for museums, libraries and archives

FREDA MATASSA, *Director, Matassa Toffolo*

'It is an eminently readable book and highly recommended for all professionals working in museums, libraries and archives as well as collectors and anyone involved in art business'
- Information Professional

This book addresses the issue of valuing objects in cultural collections, ranging from high-value to low or no-value and featuring a range of collections including fine art, archives, science and photography. Practical advice is given on how to assign values and best practice examples are drawn from museums, libraries and archives.

> July 2017 | 240pp
> Paperback | 9781783301874 | £64.95
> Hardback | 9781783301881 | £129.95
> eBook available

Organizing Exhibitions

A handbook for museums, libraries and archives

FREDA MATASSA, *Director, Matassa Toffolo*

This book provides museum staff, librarians and archivists with practical guidance on creating and organizing successful exhibitions. Drawing on international museum practice but applicable to any exhibition or display, the book sets out a time-line from the initial idea to the final legacy. Backed up by advice and guidance and with a list of resources for those who require in-depth knowledge, it features information on developments such as sustainability and flexibility in environmental conditions. Also included are the ten biggest mistakes and the top ten tips for exhibition success.
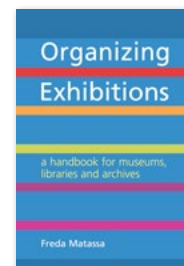
> April 2014 | 256pp
> Paperback | 9781856049450 | £64.95
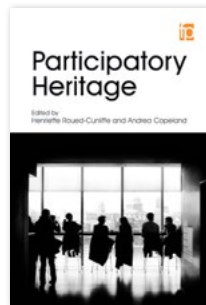> Hardback | 9781783303038 | £129.95
> eBook available

Participatory Heritage

Edited by HENRIETTE ROUED-CUNLIFFE, *Assistant Professor, University of Copenhagen and* **ANDREA COPELAND,** *Associate Professor, Indiana University*

Participatory Heritage uses a selection of international case studies to explore these issues and demonstrates that in order for personal and community-based documentation and artefacts to be preserved and included in social and collective histories, individuals and community groups need the technical and knowledge infrastructures of support that formal cultural institutions can provide. In other words, both groups need each other.

Divided into three core sections, this book explores:

- Participants in the preservation of cultural heritage; exploring heritage institutions and organizations, community archives and group
- Challenges; including discussion of giving voices to communities, social inequality, digital archives, data and online sharing
- Solutions; discussing open access and APIs, digital postcards, the case for collaboration, digital storytelling and co-designing heritage practice.

January 2017 | 240pp
Paperback | 9781783301232 | £59.95
Hardback | 9781783301249 | £119.95
eBook available

Museum Collections Management

A handbook

FREDA MATASSA, *Director, Matassa Toffolo*

This book draws together all aspects of museum collections management in one handbook. Designed for anyone with responsibility for a cultural collection and covering 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.

The book includes essential information on:

- Legal aspects of collections
- Ethical issues such as due diligence and immunity from seizure
- Up to date concerns such as sustainability, crossing borders and financial constraints
- Loans, acquisitions, inventory and movement.

May 2011 | 272pp
Paperback | 9781856047012 | £64.95
eBook available

Open Heritage Data

An introduction to research, publishing and programming with open data in the heritage sector

HENRIETTE ROUED-CUNLIFFE, *Assistant Professor, University of Copenhagen*

Open Heritage Data: An introduction to research, publishing and programming with open data in the heritage sector has been written for practitioners, researchers and students working in the GLAM (Galleries, Libraries, Archives and Museums) sector who do not have a computer science background, but who want to work more confidently with heritage data. It combines current research in open data with the author's extensive experience in coding and teaching coding to provide a step-by-step guide to working actively with the increasing amounts of data available.

Coverage includes:

- an introduction to open data as a next step in heritage mediation
- an overview of the laws most relevant to open heritage data
- an Open Heritage Data Model and examples of how institutions publish heritage data
- an exploration of use and reuse of heritage data
- tutorials on visualising and combining heritage datasets and on using heritage data for research.

June 2020 | 256pp
Paperback | 9781783303595 | £64.95
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eBook available

## Directory of Rare Books and Special Collections in the UK and Republic of Ireland, Third edition

Revised paperback edition

Edited by KAREN ATTAR

The *Directory of Rare Books and Special Collections in the UK and Republic of Ireland, 3rd edition* is the only publication to bring together rare book and special collections from all kinds of libraries across the British Isles and is an essential research tool for researchers and librarians throughout the world. This new paperback edition features an additional 72 libraries not represented in former editions. These cover England, Scotland, Wales, Northern Ireland, and the Republic of Ireland, and represent the range of libraries present in the Directory overall from academic, public, subscription, ecclesiastical and more.

The Directory:

- provides a national, cross-sectoral overview of rare book and special collections
- provides a quick and easy summary of individual libraries' holdings
- directs researchers to the libraries most relevant for them
- assists libraries to evaluate their special collections according to a 'unique and distinctive' model
- enables libraries to make informed decisions about special collections acquisition and collaboration
- helps booksellers and donors to target offers
- provides full contact details, and descriptions of rare book and named special collections including quantities, particular subject and language strengths, and information about salient features such as provenance.
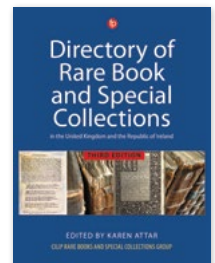
January 2021 | 640pp
Paperback | 9781783304264 | £94.95
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Delivering the Visitor Experience

How to Create, Manage and Develop an Unforgettable Visitor Experience at your Museum

RACHEL MACKAY, *Head of Hampton Court Palace, Historic Royal Palaces*

Museum and Gallery Essentials

Visitor Experience has been a long neglected aspect of museum practise, receiving less academic attention than areas such as exhibition design or collections care. Despite this, the quality of the visitor experience is the single biggest factor which will influence visitors returning to your museum, or recommending a visit to friends or family.

It is also the area of museum practise that has undergone the biggest change in the last twenty years. The image of the aged security warder shouting at children to not touch the exhibits has long gone. Now, museum visitors expect teams of friendly, knowledgeable and passionate people ready to engage them with the museum in an interactive and enthusiastic way. Expectations have never been higher, and as they grow, museums must develop the visitor experiences they deliver in order to meet them.

The book discusses the process of delivering a visitor from beginning to end; from opening a new visitor offer and building a team through to future planning and strategies for development. It draws from theories from practitioners and academics, arguing that by examining issues such as motivation and relevance, museum operators can start to truly put themselves in their visitors' shoes and build experiences that are impactful and unforgettable.

August 2023
Paperback | 9781783305490 | £34.99
Hardback | 9781783305506| £70
eBook Available

Displaying Organisation

How to Successfully Manage a Museum Exhibition

RHIANNON GODDARD, *Head of Public Engagement Projects and Business Management, Historic Royal Palaces*

Museum and Gallery Essentials

Displaying Organisation is a practical, step-by-step guide to planning and implementing exhibitions. Drawing on the author's in-depth experience of managing a wide range of exhibitions and installations, the book breaks down the process of exhibition creation into easy-to-read sections.

Split into distinct sections, Displaying Organisation covers not only key tasks, but also explores the skills and knowledge specific to the museum and heritage sector. Coverage includes:

- defining and planning your project
- setting up a project team, assigning roles and responsibilities
- carrying out a formative evaluation and writing an interpretation plan
- the foundation skills needed to be a successful project manager – budget, risk and programme management
- advice and approaches on how to tackle common problems to ensure success.

Featuring 'top tips' from industry leaders and professional as well as real-life examples and templates this book is a must-read for new and experienced museum and exhibition professionals, as well as students studying to enter the heritage sector.

March 2023
Paperback | 9781783305056 | £34.99
Hardback | 9781783305063| £70
eBook Available

Unlocking Collections

MARIA BLYZINSKY, *co-founder of museums and cultural consultancy The Exhibitions Team and former Head of Exhibitions at Royal Museums Greenwich*

Museum and Gallery Essentials

Exhibitions are a success story in terms of public communication, but how to museums continue to generate successful new ideas?

The book takes a unique look at the earliest stage of exhibition planning: generating ideas which may, in time, develop into full exhibition proposals. It will bridge the gap between initial concept and final approval, and will also consider some of the key issues facing exhibition-planners today, such as:

- Using collections to generate creative and fresh ideas
- Compiling a persuasive exhibition proposal
- The relevance of material culture in a digital age;
- Using game technology to encourage 'stealth learning';
- Displaying sensitive and potentially offensive material;
- Contemporary collecting to create relevance;
- Curating versus interpretation – how do these roles work together?

Written in an accessible style and freshingly free of jargon, this book is packed with practical tips and adaptable templates for use by any organisation.

January 2024 | 192pp
Paperback | 9781783304875 | £34.99
Hardback | 9781783304882 | £70
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