Welcome

We are delighted to present the 2020/2021 Facet Publishing catalogue, bringing you our new and bestselling titles for the library, information, knowledge and data communities. Our 2020/2021 programme showcases Facet’s commitment to supporting our sectors and our aim to publish books that support development, progression and success whatever your role.

Highlights for 2020 include Information Law: Compliance for librarians, information professionals and knowledge managers (p.11) by Charles Oppenheim, Adrienne Muir and Naomi Korn, providing tools and guidance to help information professionals navigate the legal issues that are central to their roles. In Seeing Sense (P.21), Jake Hope provides an introduction to visual literacy, showcasing its role in supporting reading development. 2020 also brings us a new edition of the bestselling The Chief Data Officer’s Playbook (P.18) by Caroline Carruthers and Peter Jackson, and the first textbook dedicated to a fast growing field, Introduction to Knowledge Organization (P.18), by Claudio Gnoli.

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Write for Us

We welcome new book proposals for textbooks, professional books and monographs in LIS, knowledge management, data science, archives, cultural heritage and digital humanities. If you are interested in writing or editing a new book, or would like to find out more about publishing, do get in touch, we would be delighted to hear from you.

CILIP

Facet Publishing is the commercial publishing and bookselling arm of CILIP, the library and information association. CILIP is dedicated to uniting, supporting and advocating for information professionals and librarians – the people who help the world make better decisions.

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.
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
- inspire prospective and current academic teaching librarians to adopt a broad conception of the role that goes beyond the basic idea of classroom-based teaching, and provide practical tools to engage in personal development and career planning in this area.

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.

Narrative Expansions

The theory and practice of ‘decolonising’ 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

This book brings together key ideas and theories to explore and problematise the concept of decolonising the library. This is an area of critical concern in the UK HE sector where decolonisation has moved from the radical margins to the centre of many institutions (teaching, learning, and research) policy and practices.

Split into three distinct sections, the book first discusses the origins of the decolonisation movement, how knowledge production and validation are theorised within decolonisation and post-colonialism, and how this relates to the academic library and archive. Section 2 looks at the work practices — both practical and theoretical — that are emerging in libraries and archives, addressing issues such as reading lists and Eurocentrism; recruitment to the library profession and barriers to change; new approaches to incorporate decolonisation into information literacies and more. Finally, section 3 reflects on the nature and effectiveness of these practices that seek to address decolonisation, what else libraries might do, and what measures of impact are possible. It will also dare to envision a future of libraries and the profession as truly inclusive.

This book will provide readers with an understanding of some of the key theoretical perspectives that inform decolonising libraries, combining them with a wealth of practical insights and ideas that can be applied or debated in their own setting.
**The Data Librarian’s Handbook**

ROBIN RICE, Data Librarian and Head, Research Data Support, University of Edinburgh, and JOHN SOUTHAL, 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*

**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*

**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.

**Successful Enquiry Answering Every Time, Seventh Edition**

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*

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**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*

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Practical Tips for Facilitating Research
MOIRA J BENT, Chair, 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

Mastering Digital Librarianship
Strategy, networking and discovery in academic libraries
Edited by ALISON MACKENZIE, Dean of Learning Services and LINDSEY MARTIN, Assistant Head of Learning Services, both at Edge Hill University

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.

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

Digital Humanities
An introduction for librarians
Edited by SALLY CHAMBERS, Digital Humanities Research Coordinator, Ghent Centre for Digital Humanities
Digital Humanities is thriving, and the essential role that libraries, archives and museums play in digital humanities initiatives is increasingly being recognised. Digital Humanities: An introduction for librarians provides practical advice for embedding digital humanities activities into daily operations of cultural heritage institutions, and inspiration for library and cultural heritage professionals wanting to actively engage with the digital humanities community. Which approaches have led to successful partnerships and collaboration with digital humanities researchers, and how to provide best access to digital collections, are among the questions readers can find answers to in this book.
Content covered includes:
- insights from humanities researchers working with digital methods across a range of disciplines including tips and tricks for successful collaborations with libraries and other cultural heritage institutions
- the opportunities and challenges of providing access to digital cultural heritage collections including case studies from key initiatives such as the ‘Collections as Data’ and ‘GLAM Labs’ movements
- key tools and methods used by the digital humanities community including text and data mining, social network analysis and spatial humanities
- a range of organisational considerations for library managers wishing to strategically embed digital humanities support into the daily work of the library
- how emerging technologies such as artificial intelligence and machine learning can help libraries stay ahead of the game.

A-Z Common Reference Questions for Academic Librarians
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July 2021 | 224pp
Paperback | 97818783301294 | £60.00
Hardback | 97818783301300 | £120.00
ePDF | 97818783301317

ACADEMIC & RESEARCH LIBRARIES

A-Z Common Reference Questions for Academic Librarians
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 including bibliometrics, citation analysis and journal rankings
- academic internet searching
- LGBT studies
- Middle East studies
- project management
- open access publishing
- research data management
- study skills
- systematic reviews.

A-Z Common Reference Questions for Academic Librarians
November 2019 | 384pp
Paperback | 9781878330411 | £59.95
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ePDF | 9781878330413
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.

Doing Library Impact Evaluation

Enhancing value and performance in libraries

DAVID STREATFIELD, Principal of Information Management Associates and SHARON MARKLESS, Senior Lecture in Higher Education, King’s Learning Institute

This book is an accessible guide to the latest thinking on effective library impact evaluation for anyone who wants to gauge the impact of their services or projects on their service users for library advocacy and service development. Doing Library Impact Evaluation complements the authors’ earlier book Evaluating the Impact of Your Library by showing how the impact evaluation model presented there has been applied to meet a variety of real evaluation challenges. The authors show how they have applied advances in thinking drawn from education and international development evaluation. They also show how progress in programme theory-based evaluation is helping to shape the world of library impact evaluation.

The book offers a wide range of case study settings, covering UK public, health, school and academic libraries and the evaluation programme of a national research funding body, as well as international library development programmes funded by the Bill and Melinda Gates Foundation and by the International Federation of Library Associations and Institutions (IFLA).

The approaches to library evaluation explored in the case studies encompass:
- self-evaluation by library managers
- action research conducted by academic library teams
- a large-scale market survey of perceptions of public libraries
- limited and more developed programme evaluations
- application of programme theory-driven approaches to evaluation at national and international levels.
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 (e.g. 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.

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

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

Being Evidence Based in Library and Information Practice

Edited by DENISE KOUFOGIANNIKAS, 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

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
Practical Cataloguing for the Hybrid Environment

ANNE WELSH, Director, Beginning Cataloguing and Research Affiliate, University of Edinburgh

Issues surrounding the many options in RDA have been the subject of much discussion, unease and concern within the cataloguing community. Consistency of entry and predictability of search have long been the goals of user-focused catalogues. This book explores some of the significant current challenges, using a wide range of international sources to answer the many questions asked by current cataloguers, including:

- what are the increased decision-making powers of the cataloguer based on RDA?
- what support is available in making decisions, including training materials and policy statements from national libraries and international consortia?
- how can libraries of varying sizes integrate new RDA data within their catalogues and their cataloguing practice?
- what steps can cataloguers take to increase their decision-making skills and confidence, and how can employers support staff in this?

Written by a highly experienced teacher and consultant, this book will help bring clarity to some of the key challenges of cataloguing, with a wealth of decision-making scenarios, discussions and real world examples.


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.

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.
**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.

**Practical Ontologies for Information Professionals**

DAVID STUART, Independent Information Professional, Stuart Information Research

‘The generous provision of definitions, insights on the development of contemporary tools, and identification of theoretical concerns provide a sound introduction ... This guide has potential as a textbook for those focusing on library information systems careers.’

- Library Journal

**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

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 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.

**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
**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

**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
ePDF | 9781783301546

**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 | 400pp
Paperback | 9781783300525 | £59.95

**Metadata, Second Edition**

MARCIA LEI ZENG, Professor of Library and Information Science, Kent State University and JIAN QIN, Professor, Syracuse University

‘...the current edition of this seminal resource represents a radical and necessary shift to a richer, more comprehensive analysis of metadata and its uses... A core reference work for all professionals and advanced students interested in the subject of metadata.’
- CHOICE

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

**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

**Essential Cataloguing**

The basics

J H BOWMAN, Honorary Senior Research Fellow, University College London

December 2002 | 216pp
Paperback | 9781856044561 | £59.95
ePDF | 9781856049771
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.

Facet Analysis

VANDA BROUGHTON, Professor Emeritus, University College London

This book provides a general overview of facet analysis as a formal methodology for building knowledge organization and search tools and as a general knowledge organization theory.

Coverage includes:

- a full statement of the principles and theory of faceted systems as developed by Ranganathan and the UK Classification Research Group, and that theory as it is understood today
- discussion of the origin and development of analytico-synthetic classification and indexing tools, and of the use of facet analytical theory to underpin design and construction
- discussion of different applications of facet analysis, not only in conventional information management contexts (classification schemes and thesauri), but also in e-environments, both academic and commercial, and on the Web
- a survey of the work of a number of current writers and researchers in the facet analytical tradition, including those who work in the digital environment, for which a distinctive parallel strand of facet theory can be observed.

Cataloguing 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.

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

March 2018 | 464pp
Paperback | 9781783302741 | £69.95

Fundamentals of Collection Development and Management, Fourth Edition

PEGGY JOHNSON, Adjunct Professor, St. Croix 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 2017 | 264pp
Paperback | 9781783302307 | £54.95

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.

October 2020 | 256pp
Hardback | 9781783303779 | £55.00
ePDF | 9781783303786

March 2020 | 256pp
Paperback | 9781783303762 | £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
ePDF | 9781783303687

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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
ePDF | 9781783304509

Foundations of Information Ethics

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.

Copyright and E-learning, Second Edition

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

Essential Law for Information Professionals, Fourth Edition

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
ePDF | 9781783304370

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

June 2016 | 192pp
Paperback | 9781783300600 | £59.95
Hardback | 9781783301133 | £119.95
ePDF | 9781783301492
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.

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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

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
ePDF | 9781783304257

October 2019 | 272pp
Paperback | 9781783303533 | £64.95
Hardback | 9781783303540 | £129.95
ePDF | 9781783303557
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.

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

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
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
- an overview of the literature on VRM in libraries
- methodological framing including a discussion of theory and epistemology
- practical and ethical considerations for researchers embarking on VRM projects
- 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.

This book provides a strong methodological context for the adoption of visual research methods in LIS and feature examples of VRM in action. It is a must-have reference for researchers, practitioners, instructors, and students who want to engage with visual research methods and to expand their methodological toolkit.

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.
Reference and Information Services, Fourth Edition

KAY ANN CASSELL, Assistant Professor and Director, MLIS Program, Rutgers University and UMA HIREMATH, Executive Director, Ames Free Library

Designed to complement every introductory library reference course, this is the perfect text for students and librarians looking to expand their personal reference knowledge, teaching fail-safe methods for identifying important materials by matching specific types of questions to the best available sources, regardless of format. Guided by a national advisory board of educators and practitioners, this thoroughly updated text expertly keeps up with new technologies and practices while remaining grounded in the basics of reference work. Chapters on fundamental concepts, major reference sources, and special topics provide a solid foundation; the text also offers fresh insight on core issues, including:

- ethics, readers’ advisory, information literacy, and other key aspects of reference librarianship
- selecting and evaluating reference materials, with strategies for keeping up to date
- assessing and improving reference services
- guidance on conducting reference interviews with a range of different library users, including children and young adults
- a new discussion of reference as programming
- important special reference topics such as Google search, 24/7 reference, and virtual reference
- delivering reference services across multiple platforms.

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

While a growing body of literature explores the technical details of data science and the field’s growing methodological concerns, few works explore how these changes are influencing the work of library and information specialists and faculty. This book considers the current environment for data driven research, instruction, and consultation from a variety of faculty and library perspectives and suggests strategies for engaging with the tools and methods of data science. By combining data science instruction and consultation case studies with suggestions for best practices, this book contributes to the larger literature integrating data science services into both library and university programs.

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 Management

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).

Introduction to Information Behaviour

NIGEL FORD, Professor of Information Science, Sheffield University

‘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

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Foundations of Library and Information Science, Fifth Edition

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
• knowledge infrastructure and organization, including Resource Description and Access (RDA), linked data, and the Library Research Model
• contemporary issues in LIS education such as the ongoing tensions between information science and library science, and much more.

Cultural Heritage Information

Access and management

Edited by IAN RUTHVEN, Professor of Information Seeking and Retrieval, University Of Strathclyde and
G. G. CHOWDHURY, Professor in Information Science/Head of Department, Computer and Information Sciences

‘...this collection fulfills its stated goal of presenting ‘a snapshot of current research and development as well as outlining the various challenges and trends of research in relation to the creation, access and management of digital cultural heritage information systems and services’...Since this is the first title in the new iResearch series from Facet Publishing...It is to be hoped that future volumes in this series are as relevant, comprehensive, and well-structured.’

- Digital Scholarship in the Humanities

Introduction to Information Science

DAVID BAWDEN, Professor of Information Science and
LYN ROBINSON, Senior Lecturer in Information Science, both at City, University of London

‘...a very useful book for any introductory course for first year students, that builds an understanding of this wide study, research and practice area that bears the name of Information Science.’

- Information Research
KNOWLEDGE AND INFORMATION MANAGEMENT

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
- documentation: a conceptual history
- a complementary theory of documentation
- a model for documentation analysis
- documentation in practice: 6 case studies
- documentation in society
- the science and profession of documentation.

June 2021 | 256pp
Paperback | 9781783301898 | £50.00
Hardback | 9781783301904 | £100
ePDF | 9781783302536

Introduction to Knowledge Organization

CLAUDIO GNOLL, 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.

Covering theoretical and practical aspects of KO and using real-life examples to illustrate its application, this book will be a valuable resource for students, researchers and practitioners of KO, information organization, cataloguing and classification.

The Chief Data Officer’s Playbook, Second Edition

CAROLINE CARRUTHERS, data expert and co-founder of data consultancy Carruthers and Jackson and PETER JACKSON, co-founder of Carruthers and Jackson and Director, Group Data Sciences at Legal and General

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 on different parts of their data journey.

Written in a highly accessible and practical manner, The Chief Data Officer’s Playbook, Second Edition brings the most up-to-date guidance to CDO’s who wish to understand their position better: to those aspiring to become CDO’s; to those who might be recruiting a CDO and to recruiters to understand an organisation seeking a CDO and the CDO landscape.

November 2020 | 224pp
Paperback | 9781783304745 | £24.99
ePDF | 9781783304752
ePub | 9781783304769
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.

Practical Knowledge and Information Management

KATHARINE SCHOPELIN, 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.

Visit facetpublishing.co.uk and click the link to Join our mailing list.

Information at Work

Information management in the workplace

Edited by KATRINA 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

Today’s society is characterized by quick technological developments and constant changes to our information environments. One of the biggest changes has been on our workplace environments where technological developments have automated work processes that were previously done by manual labour whilst new professions and work tasks have emerged in response to new methods of creating, sharing and using information. 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.
LEADERSHIP & MANAGEMENT

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. If there is a continuing need for libraries and for librarians, then how do library leaders obtain strategic support when there appears to be a lack of clarity or understanding about the very purpose of libraries at a time when economically, libraries are under pressure to develop new business models and be more commercially focussed?

Bold Minds: Library leadership in a time of disruption brings together international leaders who frame many aspects of the current library provision and who carry responsibility for the library models of the future to consider how librarians and libraries can be a driving force in a time of disruptive economic, technological and cultural change.

Each chapter critically presents a short leadership provocation regarding libraries and their purpose, encompassing impact, service delivery, collections, staff skills and professional training and assessing what it means for leaders, their sectors and organisations, and how they have developed their personal leadership signature.

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 2016 | 224pp
Paperback | 9781783301818 | £54.95
Hardback | 9781783301801 | £109.95
ePDF | 9781783301812

Practical Tips for Developing Your Staff
TRACYE PRATCHETT, Knowledge and Library Services Manager, Lancashire Teaching Hospitals and GIL YOUNG, NHS Library Knowledge Services Development Manager - North West with CAROL BROOKS, Coach and Trainer, Chrysalis Coaching & Development, LISA JESKINS, Trainer, Lisa Jeskins Training and HELEN MONAGLE, Senior Assistant Librarian, Manchester Metropolitan University

Management Basics for Information Professionals, Fourth Edition
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.

Among the areas covered are:
- The managerial environment, including organizational skill sets, the importance of a people-friendly organization, and legal issues
- Managerial skills such as planning, accountability, trust and delegation, decision making, principles of effective organizational communication, fostering change and innovation, quality control, and marketing
- Key points on leadership, team-building, and human resource management

January 2020 | 600pp
Paperback | 9781783304523 | £69.95

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 straightforward 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
ePDF | 9781783303984

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.’


July 2017 | 256pp
Paperback | 9781783302031 | £59.95
Hardback | 9781783302048 | £119.95
ePDF | 9781783302055
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 | £80.00
ePDF | 9781783304431

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, including a discussion of terminology, institutional approaches, 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
• the myth of digital natives
• developing digital capabilities for staff
• professional development for librarians
• digital inclusion and lifelong employability in a digital world.

August 2018 | 240pp
Paperback | 9781783301973 | £64.95
Hardback | 9781783301980 | £129.95
ePDF | 9781783301997

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
ePDF | 9781783303434
Informed Societies
Why information literacy matters for citizenship, participation and democracy
Edited by STÉPHANE GOLDSTEIN, Executive Director, InformAll

In early 21st century societies, individuals and organisations are deluged with information, particularly online information. The ability to get the most out of the information flow, finding, interpreting and using it, and particularly developing a critical mind-set towards it, requires skills, know-how, judgement and confidence – such is the premise of information literacy. This is true for many aspects of human endeavour, including education, work, health and self-enrichment. It is notably true also for acquiring an understanding of the wider world, for reaching informed views, for recognising bias and misinformation, and thereby for playing a part as active citizens, in democratic life and society.

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.

Information Literacy Research
Core approaches and methods
ANNE MAREE LLOYD

Information literacy has become established as a core research topic in the library and information science field. Investigations into information literacy have drawn from a variety of methodologies and applied a range of methods and techniques to explore it as it is enacted in a wide range of contexts.

Information Literacy Research describes this research landscape, identifying the core qualitative approaches applied in the research of information literacy and less used or innovative applications.

To achieve balance, the book also addresses, but to a lesser extent, quantitative and mixed method approaches to information literacy research. The book identifies key theories, methodologies and methods that have been used to shape our knowledge of information literacy and the approaches we apply to its investigation.

Home-School Learning Resources
A guide for teachers, librarians, parents, and home-educators
CHRISTINE DONELLY, Development Officer for Children and Young People, Bradford Libraries

This is a practical guide that will help teachers, parents and home educators to locate useful, quality-tested websites that offer resources for enhanced curriculum learning and related fun activities for children and young people aged 4-18. 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 | 256pp
Paperback | 9781783304059 | £50.00
Hardback | 9781783304066 | £100
ePDF | 9781783304073

June 2021 | 160pp
Paperback | 9781783304905 | £34.99
ePDF | 978-1-78330-492-9
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<td>Emerging Strategies for Supporting Student Learning</td>
<td>BARBARA ALLAN, author and trainer</td>
<td>A practical guide for librarians and educators</td>
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<td>Information Literacy in the Workplace</td>
<td>MARC FORSTER, Librarian</td>
<td>Edited by MARC FORSTER, Librarian, University of West London</td>
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‘...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

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<td>Teaching Information Literacy Reframed</td>
<td>JOANNA M BURKHARDT, Professor</td>
<td>50+ framework-based exercises for creating information-literate learners</td>
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‘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

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<td>Mapping Information Landscapes</td>
<td>ANDREW WHITWORTH, Director of Teaching and Learning Strategy, Manchester Institute of Education</td>
<td>New methods for exploring the development and teaching of information literacy</td>
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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 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, 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.

April 2016 | 240pp
Paperback | 9781783300790 | £54.95
Hardback | 9781783301072 | £109.95
ePDF | 9781783301461

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<th>Title</th>
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| Critical Literacy for Information Professionals | 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
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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.

Visual Literacy for Libraries
A practical, standards-based guide

NICOLE E BROWN, Multidisciplinary Instruction Librarian, New York University, KAILA BUSSERT, Foundational Experiences Librarian, California Polytechnic State University, DENISE HATTWIG, Curator of Digital Collections, University of Washington Bothell Library and ANN MEDAILLE, Assessment Librarian, University of Nevada

‘Required reading for any library professional, from students to seasoned librarians, who participate in teaching activities. A must-have for all academic libraries.’
- Library Journal

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

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
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.

Marketing Plans in Action
A step-by-step guide for libraries, archives, and cultural organizations
AMANDA L. GOODMAN, Publicity Manager, Darien Library, Connecticut

You know you need to get the word out. But where do you start? How do you keep track of everything? The key is to stay organized and focused through solid project management skills, and at the heart of it all lies an efficient workflow.

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:

- efficiently reviewing and tracking task requests from colleagues around your organization;
- keeping people informed through project management tools and formal reporting;
- 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;
- employing simple surveys for quick and useful feedback; and
- handling complaints with grace.

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

‘...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

Social Media for Creative Libraries
PHIL BRADLEY, Information Specialist, Internet Consultant and Conference Speaker

March 2021 | 224pp
Paperback | 9781783303830 | £59.95
Hardback | 9781783303847 | £119.95
ePDF | 9781783303854

October 2019 | 200pp
Paperback | 9781783304707 | £50.00

October 2017 | 192pp
Paperback | 9781783302673 | £59.95

January 2015 | 256pp
Paperback | 9781856047135 | £59.95
Hardback | 9781783302956 | £119.95
ePDF | 9781783300679
Archives, Second Edition

Related to RECORDS MANAGEMENT & ARCHIVING

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.

Records, Information and Data

Exploring the role of record-keeping in an information culture

GEOFFREY YEO, Honorary Senior Research Fellow, University College London

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

Trustering 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 2018 | 224pp
Paperback | 9781783302260 | £69.95
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ePDF | 9781783302284

July 2019 | 224pp
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Hardback | 9781783304035 | £139.95
ePDF | 9781783304042
RECORDS MANAGEMENT & ARCHIVING

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.

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.

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.
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 | 176 pp
Paperback | 9781783301829 | £69.95
Hardback | 9781783302185 | £139.95
ePDF | 9781783302192

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 2018 | 208pp
Paperback | 9781783303564 | £64.95
Hardback | 9781783303571 | £129.95
ePDF | 9781783303588

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

‘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

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.

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Records and Information Management, Second Edition
PATRICIA C FRANKS, Associate Professor, San Jose State University, California

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- 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.

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Records and Information Management,
Second Edition
PATRICIA C FRANKS, Associate Professor, San Jose State University, California

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

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.

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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.’
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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 suitability 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.

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Developing and Maintaining Practical Archives, Third Edition
A how-to-do-it manual for librarians
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.

March 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
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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
ePDF | 9781783301577
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.

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.

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

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
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.

Table: Open Heritage Data

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

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

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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.

Open Licensing for Cultural Heritage

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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 fact that this book is in its second edition is an indication of its necessity and importance...The chapters discuss topics such as governance and administration, the liaison model, accreditation, visual resources from collection to preservation, artists’ books, teaching within the ACRL Framework, metaliteracy, art history research, cultural differences, art librarianship and scholarly communication, creating and renovating library spaces, marketing, and social media, to name a few...This book is essential for any librarian whose duties include these subject areas.’

- ARBA

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.

- Archives and Records

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.

- Archives and Records

The Special Collections Handbook, Second Edition
ALISON CULLINGFORD, Special Collections Librarian, University of Bradford

‘...an essential tool to anyone managing Special Collections or archives, no matter their professional background or area of expertise.’

- Archives and Records
How to Order

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