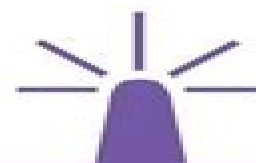


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Managing the Twenty-First Century Reference Department Linda S Katz, 2014-05-22 Learn the skills needed to update and manage a reference department that efficiently meets the needs of clients today and tomorrow Managing the Twenty First Century Reference Department Challenges and Prospects provides librarians with the knowledge and skills they need to manage an effective reference service Full of useful and practical ideas this book presents successful methods for recruiting and retaining capable reference department staff and management training new employees and adapting current services to an evolving field Expert practitioners address the changing role of the reference library worker and how longstanding traditions and practices can be re evaluated and re applied The information in this book is ideal for librarians and students of library studies looking to take their skills to the next level Reference departments continue to evolve as the number of applicants qualified to run them declines Managing the Twenty First Century Reference Department Challenges and Prospects explores the dynamics of leadership and management as well as a variety of other characteristics needed in a Head of Reference It recognizes the increasing need for visionary leaders who can deal with shrinking budgets soaring costs expensive electronic resources and high user expectations and provides you with practical advice on finding training and keeping these individuals In addition to the training and recruitment techniques documented in this book you will find extensive information on setting and achieving goals creating and maintaining a positive work environment how to deliver quality services how to improve job satisfaction for library staff problem solving strategies the importance of communication making your reference department task and employee centered Managing the Twenty First Century Reference Department Challenges and Prospects also provides an inside look at Oregon State University s Valley Library s new management model The library s information professionals detail this new model s current function potential hazards and multiple advantages The user friendly information documented in this chapter and in the book as a whole makes Managing the Twenty First Century Reference Department Challenges and Prospects an essential read for any librarian or student of library studies looking to meet the demands of an increasingly technical field

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The Complete Project Management Office Handbook Gerard M. Hill, 2013-09-05 This updated and completely revised edition of a bestseller extends the concepts and considerations of modern project management into the realm of project management oversight control and support Illustrating the implications of project management in today's organizations The Complete Project Management Office Handbook Third Edition explains how to use the project management office PMO as a business integrator to influence project outcomes in a manner that serves both project and business management interests Helping you determine if a PMO is right for your organization this edition presents a five stage PMO competency continuum to help you understand how to develop PMOs at different competency levels and associated functionalities It also identifies five progressive PMO development levels to help you identify which level is best for your organization Updates to this edition include A refinement of the 20 PMO functions that guide PMO setup and operations A new section that provides an effective evaluation of PMO maturity indicators based on the prescribed 20 PMO functions presented in the handbook A new section on Establishing a Project Management Office that details a comprehensive process for determining the needs purpose and functionality for a new PMO Best practices that have cross

industry value and applicability The book includes checklists detailed process steps and descriptive guidance for developing PMO functional capability The up to date PMO model defined will not only help you better understand business practices in project management but will also help you to adapt and integrate those practices into the project management environment in your organization For anyone associated with start up and smaller PMOs the book explains what can be done to create less rigorous PMO functional capabilities It also includes helpful insights for those who need to specify and demonstrate quick wins and early PMO based accomplishments in their organization **The Weeding Handbook** Rebecca Vnuk,2015-05-18

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Table of Contents Managing The Reference Collection

1. Understanding the eBook Managing The Reference Collection
 - The Rise of Digital Reading Managing The Reference Collection
 - Advantages of eBooks Over Traditional Books
2. Identifying Managing The Reference Collection
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Managing The Reference Collection
 - User-Friendly Interface
4. Exploring eBook Recommendations from Managing The Reference Collection
 - Personalized Recommendations
 - Managing The Reference Collection User Reviews and Ratings
 - Managing The Reference Collection and Bestseller Lists
5. Accessing Managing The Reference Collection Free and Paid eBooks
 - Managing The Reference Collection Public Domain eBooks
 - Managing The Reference Collection eBook Subscription Services

- Managing The Reference Collection Budget-Friendly Options
- 6. Navigating Managing The Reference Collection eBook Formats
 - ePub, PDF, MOBI, and More
 - Managing The Reference Collection Compatibility with Devices
 - Managing The Reference Collection Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Managing The Reference Collection
 - Highlighting and Note-Taking Managing The Reference Collection
 - Interactive Elements Managing The Reference Collection
- 8. Staying Engaged with Managing The Reference Collection
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Managing The Reference Collection
- 9. Balancing eBooks and Physical Books Managing The Reference Collection
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Managing The Reference Collection
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Managing The Reference Collection
 - Setting Reading Goals Managing The Reference Collection
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Managing The Reference Collection
 - Fact-Checking eBook Content of Managing The Reference Collection
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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