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# Managing The Catalog Department

**Drew Racine**

## **Managing The Catalog Department:**

**Managing the Catalog Department** Donald LeRoy Foster,1975      **Standard Cataloging for School and Public Libraries** Sheila S. Intner,Jean Weihs,2014-12-16 A proven resource for librarians and students this updated classic opens the door to understanding current library cataloging processes shows you how to use them to create standard catalog records and provides guidance in managing the cataloging workflow Library cataloging and classification tools are constantly improving making this concise guide a necessity for any librarian or library student seeking improved understanding of the practical process of cataloging today With the release of RDA a new code for description and a new edition of Dewey Classification it s time for every library to add this fifth edition of a classic reference to your resources Two Margaret Mann Citation winners update you on the five basic steps in standardized library cataloging describing and adding access points for resources assigning subject headings using Sears List or Library of Congress subject headings classifying them using the Dewey Decimal or Library of Congress classification systems and digitizing the resulting records The book opens with a brief look at the environment in which cataloging now functions especially in response to advances in digital access It clarifies terminology explores new and changed applications and enhances understanding of basic principles for those responsible for creating cataloging data To get you ready for tomorrow the edition closes with a brief look at trends likely to affect cataloging in the foreseeable future      Managing Technical Services in the 90's Drew Racine,1991 In this optimistic new book librarians examine how changes in society the information industry and libraries require iconoclastic thinking and acting on the part of the information specialists to take maximum advantage of the opportunities that are present to better the profession the professionals and services to their patrons The focus of the volume is on managing functions typically associated with technical services Recent changes to library functions such as the changed roles of managers and the necessity for fund raising as a method of obtaining basic operating funds are discussed fully Running across the varied chapters are recurring themes such as the need for flexibility in staffing and organizational structures looking at the traditional in new ways and convergence and union The chapters written by experienced academic librarians will be of interest to both managers of libraries and to those who are concerned with how the libraries are managed Students of library science will find this an invaluable guide to gaining a deeper knowledge of the changes in technical services and how they relate to the general public coming into the library      Modern Business: Office management ,1919      Farm Management United States. Superintendent of Documents,1928      **Factory, the Magazine of Management** ,1922      **The Office of Environmental Management Technical Reports** ,1997      **General Catalog - Texas Tech University** Texas Tech University,1926      *Surface Management of Federal Coal Resources (43 CFR 3041) and Coal Mining Operating Regulations (30 CFR 211)* United States. Department of the Interior,United States. Bureau of Land Management,1976      **Managing the Catalog Department** Donald L. Foster,1987 A standard cataloging text for several years continues to be important reading

not only for catalogers but also for department supervisors and library managers BOOKLIST      *Sales Management* ,1930  
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Operations,1957      **Guide to Collection Development and Management at the University of California, Berkeley**  
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and on the 15th of each month Sept May a special section School library journal ISSN 0000 0035 called Junior libraries 1954  
May 1961 Also issued separately      *Metropolitan Management, Transportation and Planning* ,1965      **Hospital**  
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