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Newly qualified library and information staff are thrown in at the deep end in their first jobs where they are expected to function as skilled practitioners. They find themselves in a world where technological developments and global competition are changing the shape and reach of information services. The scale and speed of change present constant challenges to develop awareness and understanding of the wider environment in order to improve local services. Their need for support in their professional development is particularly acute at this stage in their careers. This easy to use manual aims to provide that support at both operational and strategic levels. It is designed to help new professionals make sense of the contemporary information world and devise effective strategies for developing their skills and services. It brings together a host of useful sources covering the professional and managerial aspects of information work introducing key concepts and techniques in a coherent framework and using practical examples to illustrate current organizational and service trends. The book offers a global cross sectoral perspective on information resources and services covering strategy and marketing as well as day to day operations. The thematic arrangement means that each chapter can be used as a self directed training module or as the basis of a session with a supervisor or mentor. Packed with activities and reflection points the book encourages a critical approach through the use of questions and also offers annotated bibliographies providing quick access to relevant publications websites and organizations worldwide. Readership: Particularly valuable as an on the job reference source for those working towards chartered corporate membership of professional bodies this workbook also makes extremely useful reading for students and lecturers staff development officers those returning to employment after a break and established professionals in search of fresh perspectives or career development. Management's Handbook Leon Pratt Alford, 1924

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
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