

| Insert Your Policy Title | | |
|--------------------------|-------------------|--|
| 1. | Purpose | In general terms, why is this policy required? Does it protect the [Company] from a particular risk? |
| 223 | | This section should be no longer than a paragraph or two. |
| 2. | Scope | To what part of the organization does this policy apply? Please use the following format: |
| | | This is a [Company] wide policy. |
| | | Add a sentence if it applies to a specific group within that scope, e.g. |
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| | | [Term]: (term definition) |
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| | | Each item should clarify: |
| | | specific issue to which the policy applies |
| | | company's position / behavior / action in response to the issue |
| | | standards that apply (if appropriate) |
| | | Address breaches of policy and provisions for appeal and escalation. |
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Reference and Online Services Handbook William A. Katz,1982 Survey of policy statements pertaining to reference work in academic school and public librarys in the USA and Canada includes questionnaires used in information retrieval

Fundamentals of Reference Carolyn M. Mulac, 2012-07-02 An excellent training tool for both new and experienced staff Fundamentals of Reference will quickly become your fundamental reference **Information Brokers and Reference Services** Robin Kinder, Bill Katz, 2019-12-06 The contradictory yet complementary relationship between libraries and information brokers is examined in this volume first published in 1988 Since its escalation in the 1960s information brokering has challenged the role of the library in society Librarians discuss their concerns about information brokers the impact of brokers on reference services the competence of brokers abuse of library services by brokers and whether libraries should provide competing fee based services Brokers share their own view as entrepreneurs providing background offering advice and explaining the risks involved in their business This lively often controversial discussion offers suggestions for improving relations between libraries and information brokers while continuing to serve the public well **Conflicts in Reference Services** Bill Katz, Ruth A. Fraley, 2019-12-05 This book first published in 1985 examines issues such as the discussion of goals and rationales for charging for online searches conflicts between reference and other library departments how to provide quality service and who is best suited to provide it Reference Service Expertise William A. Katz, 1993 This important volume presents a wealth of practical ideas for improving the art of reference librarianship Reference Service Expertise provides pragmatic ways for librarians to aid patrons consider reference collections and how they are employed and assess various technologies in reference work Dedicated to the idea that reference service is a benevolent desire to help the sometimes puzzled library user this unique book describes numerous and varied means to that end and encourages reference librarians to become familiar with the multiple resources available in modern libraries Reference Service Expertise pinpoints specific areas in which librarians can increase their knowledge in order to become more efficient These strategies include using a systems approach in reference instruction for library professionals guidelines for academic librarians to use for evaluating facilities services and staff as to how effectively they welcome users and validate their information needs using team teaching to instruct users about library services developing legal reference skills to support the constitutional right to know in a self governing society and helping non science librarians to become science literate by reading popular science literature watching science television programs visiting science museums and generally increasing their awareness of the problem of science illiteracy among the general population A wide variety of resources available in today s reference libraries are discussed to help librarians become better informed about the options available to their patrons including ERIC and NTIS and the information gap between the two databases resources on the evolving market economy or investments in the Commonwealth of Independent States fee based services PsycLIT CD ROM PsycINFO online and the difference in retrieval

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