



## Learn Basic Library Skills a Practical Study Guide for Beginning Work in a Library (International Edition)

By Helen Rowe, Trina Grover

Totalrecall Publications, United States, 2015. Paperback. Book Condition: New. International ed.. 297 x 210 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.A Practical Study Guide For Beginning Work In A Library Or Other Information Agency This combination text and workbook describes skills needed by anyone beginning work in a library or other information agency. Written by international librarians who are library educators, it addresses the key areas of library work. Among the topics discussed are: the types of materials collected by libraries; bibliographic information; copy cataloging; circulation systems; interlibrary loans; acquisition and processing of materials; collection maintenance; shelving; filing; damage; and inventory. Learn Basic Library Skills covers the changes that new technologies and new standards have brought to the library environment, with expanded coverage to show what is happening in libraries across the world. The abundance of examples and practice exercises help the reader master the skills needed for working in all types of libraries, including public, school, college, corporate, government and special libraries. Learn Basic Library Skills is suitable for newly qualified librarians or those at the paraprofessional and volunteer level, as it clearly explains the basic skills of library work and how they can...



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