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helps paraprofessionals and new school librarians begin their first school year with confidence new librarians and paraprofessionals often come to school library positions with little or no experience in library work and there s a gap in instructional information available for those who want to quickly increase their skill level this book helps professionals and paraprofessionals learn what they need to know to get started as well as pointing them to additional resources in areas where they might want more advanced information this practical guide teaches librarians and paraprofessionals to develop systems and create plans for programs and partnerships with teachers and other professionals to set them up for success during their first year in the library a timeline helps map out the rhythm of a school year the quick start library guide introduces paraprofessionals to library science topics such as cataloging collection development and weeding it covers topics specific to the school library such as reading levels book fairs and author visits each section includes suggested resources for more in depth learning librarians and paraprofessionals will be able to use this valuable straightforward guide to hit the ground running in their new role

this book celebrates the new ifla school library guidelines and shows how the guidelines can be used in improving school library services each chapter describes innovative initiatives for developing implementing and promoting school library guidelines the book provides inspiration and guidance for the creation of national school library standards and for the development and use of standards and guidelines to change school library practice to define the teaching role of school librarians to guide the initial preparation of school librarians and to advocate for school library services contributors to the book come from around the world australia canada ethiopia france malaysia norway poland portugal spain sweden and the united states their work illustrates the shared commitment of school librarians around the world to teaching and learning for all as envisioned in the ifla unesco school library manifesto

metadata best practices and guidelines function as an essential mechanism for metadata planning application and management and interoperability there has been a rapidly growing body of digital repositories and collections accordingly a wide range of digital projects and initiatives have adopted various metadata standards because of differences in the formats and knowledge domains of the resources it is inevitable that these digital projects and initiatives may have different needs regarding metadata therefore when a metadata standard is adopted in various institutions and organizations it may have to be modified to reflect the community needs and characteristics of given resources the flexibility and complex structure of natural language allow for the representation of a concept in various ways thus common understanding and definitions of terms in a given metadata standard is essential for quality metadata generation management interoperability and resource sharing this opens up a pressing need for a systematic examination of documentation practices an area that up to now has been relatively unexplored this book begins to fill the research gap through an empirical assessment of metadata guidelines and best practices this is a book published as a special issue of the journal of library metadata

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covers how to build an electronic library and how to update and expand it each chapter addresses selecting and evaluating web based resources in subject areas such as business social science health medicine and law and offers guidelines for an electronic library collection development plan

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while the concept of metadata predates the internet worldwide interest in its standards and practices is directly linked to the increase in electronic publishing and digital libraries yet questions remain such as what form should these standards take who gets to develop them how will they do so and how in turn will the standards be implemented jia liu tackles these questions and more by offering a state of the art analysis of metadata s major theoretical issues and most exemplary practices part one of her book elaborates on the general and latest knowledge about metadata and its implementations part two discusses an international array of metadata related practices projects and applications in the digital library back cover

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