Facet Publishing

The publisher of choice for the information professions

NEW TITLES AND KEY BACKLIST
AUTUMN/WINTER 2020

WELCOME

We are delighted to present the 2020 Autumn/Winter Facet Publishing catalogue, bringing you our new and bestselling titles for the library, information science, knowledge management and data communities. The 2019 programme showcases Facet's commitment to supporting our sectors, presenting some of the latest and most cutting edge tools, techniques and research from some of the world's leading practitioners, scholars and teachers.

Highlights for 2019 include *The KM Cookbook* by Collison, Corney and Eng (p.18), serving up a menu of strategies and success stories for anyone seeking to know more about ISO30401; *Trusting Records in the Cloud*, edited by Luciana Duranti and Corinne Rogers (p.28) explores issues of trust and trustworthiness of records and online data while *The No-nonsense Guide to Research Support and Scholarly Communication* by Claire Sewell (p.1) provides an introduction to the world of research support in the academic library, delivered in the series' traditional straightforward and practical manner. You can browse our complete collection at **facetpublishing.co.uk**.

We welcome new book proposals for textbooks, professional books and monographs in LIS, knowledge management, data science, archives, cultural heritage and digital humanities. If you are interested in writing or editing a new book, or would like to find out more about publishing, do get in touch, we would be delighted to hear from you.

CONTENTS

Academic & research libraries 1
Analytics, metrics & demonstrating value 4
Building design 6
Career development 6
Cataloguing, classification & organising information 7
Collection management & development 11
Copyright & information governance 12
Digitisation & preservation 14
Information science 15
Knowledge & information management 18
Leadership & management 19
Literacies & learning 20
Marketing & communications 24
Records management & archiving 25
Research methods & reference 28
School libraries 30
Search & retrieval 31
Special collections, museums, galleries & heritage 32
Technology 33
User engagement & service design 34
Index 35
How to order 37

CILIP

Facet Publishing is the commercial publishing and bookselling arm of CILIP, the library and information association. CILIP is dedicated to uniting, supporting and advocating for information professionals and librarians – the people who help the world make better decisions.

Membership is open to everyone working in libraries, information or knowledge management, data science and analytics or a related professional role.

Every purchase of a Facet book helps to fund CILIP's advocacy, awareness and accreditation programmes for information professionals.

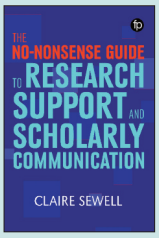
Facet Publishing
7 Ridgmount Street
London
WC1E 7AE

Sales and Marketing
Sinéad Murphy
sinead.murphy@facetpublishing.co.uk

Editorial
Pete Baker
pete.baker@facetpublishing.co.uk

FORTHCOMING

The No-nonsense Guide to Research Support and Scholarly Communication



CLAIRE SEWELL, *Research Support Skills Coordinator, Cambridge University Library*

Outlining the reasons why library staff need to develop a knowledge of research support and guiding them through the key information on each topic, *The No-nonsense Guide to Research Support and Scholarly Communication* provides an ideal primer for those who seek to work in this area or those who have acquired these responsibilities as part of a wider role. The practical nature of the book means readers can dip into it or read it from cover to cover as needed. It includes practical checklists of knowledge and skills, international case studies by practitioners from around the globe, end of chapter references, how-to sections, activities and links to freely available online training materials.

The book covers:

- scholarly communication, open research and the research lifecycle
- research data management
- open access
- disseminating research
- metrics and measuring impact including the Journal Impact Factor, H-Index and Altmetrics
- career paths in research support
- why and how library staff at all levels can get involved in the process of doing research and sharing their outputs.

Readership: The book will be essential reading for academic librarians who have had research support duties added to their role and are unsure of how best to use their existing skills or develop new ones suitable for a role in research support. The book will also be of interest to public librarians who may be dealing with supporting their own research communities and those who are considering taking on a career in this growing area but are unsure where to turn for guidance including students studying for postgraduate library qualifications and those who have undertaken qualifications in publishing.

January 2020 I 208pp
Paperback I 9781783303939 I £59.95
Hardback I 9781783303946 I £119.95
eBook I 9781783303953

BESTSELLER

Exploring Research Data Management

ANDREW COX, *Senior Lecturer, University of Sheffield* and EDDY VERBAAN, *Head of Library Research Support, Sheffield Hallam University*

'...they have produced a complete course of instruction in research data management, and one that is especially and unreservedly recommended for librarian in-service training curriculums, as well as college and university Library Science collections in general, and Data Management supplemental studies reading lists in particular.'
- MBR Bookwatch

Readership: It will be useful reading for all students studying librarianship and information management, and librarians who are interested in learning more about RDM and developing Research Data Services in their own institution.

2018 I 224pp
Paperback I 9781783302789 I £64.95
Hardback I 9781783302796 I £129.95
eBook I 9781783302802

FORTHCOMING

Practical Data Science for Information Professionals

DAVID STUART, *Independent Information Professional, Stuart Information Research*

The growing importance of data science, and the increasing role of information professionals in the management and use of data, are brought together in *Practical Data Science for Information Professionals* to provide a practical introduction specifically designed for information professionals.

Data science has a wide range of applications within the information profession, from working alongside researchers in the discovery of new knowledge, to the application of business analytics for the smoother running of a library or library services. *Practical Data Science for Information Professionals* provides an accessible introduction to data science, using detailed examples and analysis on real data sets to explore the basics of the subject.

Content covered includes:

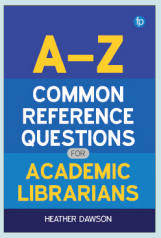
- the growing importance of data science
- the role of the information professional in data science
- some of the most important tools and methods that information professionals may use
- an analysis of the future of data science and the role of the information professional.

Readership: This book will be of interest to all types of libraries around the world, from large academic libraries to small research libraries. By focusing on the application of open source software, the book aims to reduce barriers for readers to use the lessons learned within.

April 2020 I 208pp
Paperback I 9781783303441 I £50.00
Hardback I 9781783303458 I £100.00
eBook I 9781783303465

FORTHCOMING

A-Z Common Reference Questions for Academic Librarians



HEATHER DAWSON, *Academic Support Librarian, LSE Library*

This book is a survival guide for frontline library staff to help them find appropriate information quickly, whether they are answering questions at a physical help desk or remotely by telephone, email or instant messaging service.

A broad cross-disciplinary A-Z of themes are covered helping library staff to address any query confidently and quickly. The book covers:

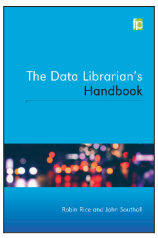
- blogging and social media
- text and data mining and data visualization
- assistive technology resources
- early career researchers
- impact measurement including bibliometrics; citation analysis and journal rankings
- academic internet searching
- LGBT studies
- Middle East studies
- project management
- open access publishing
- research data management
- study skills
- systematic reviews.

Readership: This will be an indispensable day-to-day guide for anyone working with students, academics and researchers in an academic library.

October 2020 I 240pp
Paperback I 9781783304110 I £59.95
Hardback I 9781783304127 I £119.95
eBook I 9781783304134

BESTSELLER

The Data Librarian's Handbook



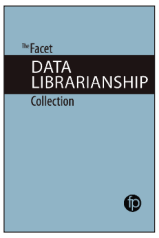
ROBIN RICE, *Data Librarian and Head, Research Data Support, University of Edinburgh* and JOHN SOUTHALL, *Bodleian Data Librarian, University of Oxford*

'*The Data Librarian's Handbook* covers a large amount of interesting terrain in thoughtful and accessible ways. It is both essential for any information professional interested in data and their management, and is also indicative of the increasing – and increasingly varied – role that data and data management play in libraries and more broadly across academia.'
- LSE Review of Books

2017 I 192pp
Paperback I 9781783300471 I £59.95
Hardback I 9781783300983 I £119.95
eBook I 9781783301836

MULTI VOLUME SET

The Facet Data Librarianship Collection



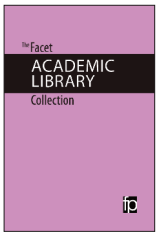
This *Collection* contains the following books:

- ***The Data Librarian's Handbook***
- ***Metadata, 2nd edition***
- ***Managing Research Data***
- ***Digital Curation, 2nd edition.***

2017 I 1072pp
4 vol set I 9781783302680 I £225
Includes 10% off combined book price

MULTI VOLUME SET

The Facet Academic Library Collection



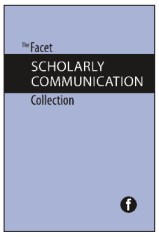
This *Collection* contains the following books:

- ***Practical Tips for Facilitating Research***
- ***Dynamic Research Support for Academic Libraries***
- ***Altmetrics***
- ***Fundamentals for the Academic Liaison***
- ***Mastering Digital Librarianship***
- ***Developing Digital Scholarship***
- ***Envisioning Future Academic Library Services***
- ***Delivering Research Data Management Services***
- ***Managing Research Data.***

2016 I 2018pp
9 vol set I 9781783301683 I £495
Includes 10% off combined book price

MULTI VOLUME SET

The Facet Scholarly Communication Collection



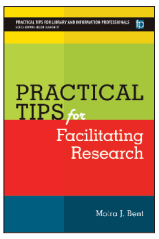
This *Collection* contains the following books:

- ***The Future of Scholarly Communication***
- ***Sustainability of Scholarly Information***
- ***Delivering Research Data Management Services***
- ***Managing Research Data***
- ***Digital Information.***

2015 I 1152pp
5 vol set I 9781783300891 I £310
Includes 10% off combined book price

BESTSELLER

Practical Tips for Facilitating Research



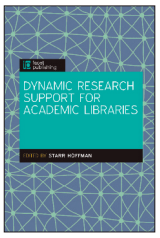
MOIRA J BENT, *Chariman of the Board of Directors, InformAll*

Series: Practical Tips for Library and Information Professionals

'Benefitting from Bent's exhaustive research and robust content, this volume will be very useful for academic librarians, particularly subject and faculty liaisons and instruction librarians.'
- Library Journal

2016 I 288pp
Paperback I 9781783300174 I £54.95
Hardback I 9781783301096 I £109.95
eBook I 9781783301218

Dynamic Research Support for Academic Libraries



Edited by STARR HOFFMAN, *Director of Planning and Assessment, University of Nevada-Las Vegas Libraries*

'... showcases how we can add long-term value for our users by focusing on going 'deeper' and delivering comprehensive specialist services which tap into a very real need. '
- Libfocus

2016 I 176pp
Paperback I 9781783300495 I £54.95
Hardback I 9781783301089 I £109.95
eBook I 9781783301225

MULTI VOLUME SET

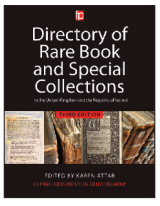
The Facet Research Support Collection

This *Collection* contains the following books:

- ***Practical Tips for Facilitating Research***
- ***Dynamic Research Support for Academic Libraries***
- ***Altmetrics.***

2016 I 688pp
3 vol set I 9781783301744 I £145
Includes 10% off combined book price

Directory of Rare Book and Special Collections in the UK and Republic of Ireland

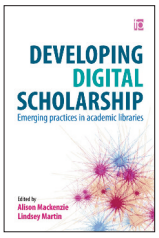


Edited by KAREN ATTAR, *Rare Books Librarian, Senate House Library*

' ... lists 873 libraries, summarising their holdings of pre-1900 imprints with references to key sources of further information. Historical researchers of all kinds can quarry this to find out where large and small libraries are located and how relevant they may be; where collections with particular strengths in folklore, or Napoleon, or playbills, or anything else, can be found; and what is, and is not, discoverable online.'
- Library & Information History

2016 I 752pp
Hardback I 9781783300167 I £185
eBook I 9781783301485

Developing Digital Scholarship



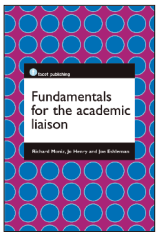
Emerging practices in academic libraries

Edited by ALISON MACKENZIE, *Dean of Learning Services* and LINDSEY MARTIN, *Assistant Head of Learning Services,* both at *Edge Hill University*

'...offers a lifeline to librarians struggling to develop a coherent response to the challenges posed by the profound changes in scholarship found in modern academia. Anyone seeking to understand why, how and where libraries enable and enrich modern digital scholarship will find it useful.'
- An Leabharlann

2016 I 192pp
Paperback I 9781783301102 I £54.95
Hardback I 9781783301782 I £109.95
eBook I 9781783301799

Fundamentals for the Academic Liaison



RICHARD MONIZ, *Director of Library Services, Johnson & Wales University,* JO HENRY, *Librarian, Charlotte Mecklenburg Library* and JOE ESHLEMAN, *Librarian, Johnson & Wales University*

'This title would be an excellent starting point for any new librarian, and I can definitely envision it being used as a library school textbook. In addition, this title could be a valuable read for seasoned librarians who want to transform their current library liaison program.'
- Technical Services Quarterly

2014 I 210pp
Paperback I 9781783300051 I £59.95

Delivering Research Data Management Services

Fundamentals of good practice

Edited by GRAHAM PRYOR, SARAH JONES, *Associate Director, Digital Curation Centre* and ANGUS WHYTE, *Senior Institutional Support*

2013 I 224pp
Paperback I 9781856049337 I £69.95
Hardback I 9781783303076 I £139.95
eBook I 9781783300242

BESTSELLER

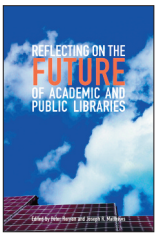
Managing Research Data

Edited by GRAHAM PRYOR

'...this collection belongs at every library considering or already implementing tools and services to help researchers manage their data better and comply with the bewildering array of data-related policies emerging from all quarters.'
- Collaborative Librarianship

2012 I 224pp
Paperback I 9781856047562 I £69.95
eBook I 9781856048910

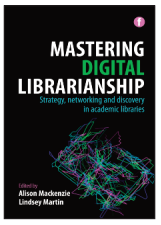
Reflecting on the Future of Academic and Public Libraries



Edited by PETER HERNON, *Professor, Simmons College* and JOSEPH R MATTHEWS, *Consultant, JRM Consulting*

2013 I 248pp
Paperback I 9781856049481 I £64.95

Mastering Digital Librarianship



Strategy, networking and discovery in academic libraries

Edited by ALISON MACKENZIE, *Dean of Learning Services* and LINDSEY MARTIN, *Assistant Head of Learning Services,* both at *Edge Hill University*

2013 I 208pp
Paperback I 9781856049436 I £64.95
Hardback I 9781783303090 I £129.95
eBook I 9781856046824

The Future of Scholarly Communication

Edited by DEBORAH SHORLEY, *Director of Libary Services, Imperial College London* and MICHAEL JUBB, *Director, Jubb Consulting*

2013 I 224pp
Paperback I 9781856048170 I £64.95
Hardback I 29781783303175 I £129.95
eBook I 29781856049610

BESTSELLER

Envisioning Future Academic Library Services

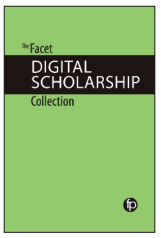
Initiatives, ideas and challenges

Edited by SUE MCKNIGHT, *Director, Sue McKnight Consulting*

2010 I 272pp
Paperback I 9781856046916 I £64.95
eBook I 9781856048750

MULTI VOLUME SET

The Facet Digital Scholarship Collection



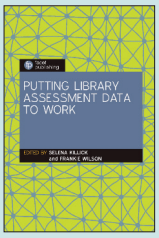
This *Collection* contains the following books:

- ***Developing Digital Scholarship***
- ***Altmetrics***
- ***Is Digital Different?***
- ***Digital Humanities in Practice***
- ***Dynamic Research Support for Academic Libraries.***

2017 I 1042pp
5 vol set I 9781783303267 I £260
Includes 10% off combined book price

NEW

Putting Library Assessment Data to Work



Edited by SELENA KILLICK, *Senior Library Manager (Quality & Insight), The Open University* and FRANKIE WILSON, *Head of Assessment, Bodleian Libraries*

This new book provides a practical guide for library administrators, managers and practitioners on how to make effective use of existing sources of information for assessment activities with the aim of improving academic library services.

Putting Library Assessment Data to Work brings together key library assessment methodologies detailing how they can be used to improve an academic library. The book takes common sources of data that academic libraries will already be collecting, and presents simple qualitative and quantitative techniques that can be used to evaluate and assess their services, both in detail and overall. The different assessment methods are presented from a practical perspective with a theoretical grounding, and include practical case studies to illustrate how the methodologies have successfully been applied.

The book includes coverage of:

- the theoretical framework for assessment, its purpose and the tools and techniques used
- institutional, national and international student surveys and how they can be used to improve library service
- the history and development of standardised library surveys (eg LibQUAL+®), how they have been used and their impact
- the benefits of in house library surveys and case studies of where they have been used
- qualitative feedback in the library
- taking a holistic approach to library assessment through advocacy and strategic planning.

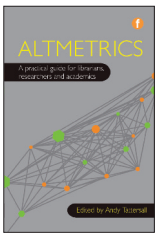
Readership: This book will be essential reading for library and information service managers, administrators, assessment practitioners, educators, policy shapers, students and researchers.

July 2019 | 256pp
Paperback | 9781783302208 | £64.95
Hardback | 9781783302215 | £129.95
eBook | 9781783302222

BESTSELLER

Altmetrics

A practical guide for librarians, researchers and academics



Edited by ANDY TATTERSALL, *Information Specialist, University of Sheffield*

'...one of very few textbooks revisiting the theory behind the growth of altmetrics, providing a comprehensive snapshot of what they look like today and demonstrating their value if applied in a meaningful manner...a worthwhile read'
- LSE Review of Books

2016 | 224pp
Paperback | 9781783300105 | £54.95
Hardback | 9781783301003 | £109.95
eBook | 9781783301515

MULTI VOLUME SET

The Facet Library Metrics Collection

This *Collection* contains the following books:

- ***Library Analytics and Metrics***
- ***Altmetrics***
- ***Web Metrics for Library and Information Professionals.***

2017 | 640pp
3 vol set | 9781783302734 | £155
Includes 10% off combined book price

FORTHCOMING

Delivering Impact with Digital Resources

Planning your strategy in the attention economy

SIMON TANNER, *Professor of Digital Cultural Heritage and Pro Vice Dean (Research Impact & Innovation), King's College London*

Our digital presence has the power to change lives and life opportunities. We must understand digital values to consider how organizational presence within digital cultures can create change. Impact assessment is the tool to foster understanding of how strategic decisions about digital resources may be fostering change within our communities. *Delivering Impact with Digital Resources* focuses on introducing both a mechanism and a way to thinking about strategies and evidence of benefits that extend to impact. Such that, the existence of a digital resource shows measurable outcomes that demonstrate a change in the life or life opportunities of the community. The book proposes an updated Balanced Value Impact Model (BVIM) to enable each memory organization to convincingly argue they are an efficient and effective operation, working in innovative modes with digital resources for the positive social and economic benefit of their communities.

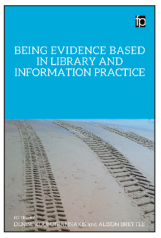
Coverage includes:

- a guide to using the Balanced Value Impact Model and a wide range of data gathering and evidence based methods
- exploration of strategy in the context of digital ecosystems, an attention economy and cultural economics
- working with communities and stakeholders to deliver on promises implicit in digital resources/activities
- major case studies about Europeana, the Wellcome Trust and the National Gallery of Denmark, amongst others
- an exploration of the difference between the attitudes expressed by groups within digital cultures versus the actual behaviours they exhibit using impact exemplars from many sectors and geographies to show how they are explored and applied.

Readership: This book will be especially useful for those managing digital presences in libraries, archives, galleries and museums including MA and PhD students studying subjects such as librarianship, information science, museums studies, archival studies, publishing, cultural studies and media studies.

January 2020 | 240pp
Paperback | 9781856049320 | £69.95
Hardback | 9781783302512 | £139.95
eBook | 9781783302529

Being Evidence Based in Library and Information Practice



Edited by DENISE KOUFOGIANNAKIS, *Associate University Librarian, University of Alberta* and ALISON BRETTLE, *Professor in Health Information and Evidence Based Practice, University of Salford*

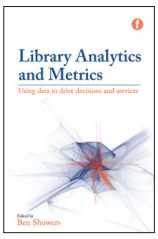
'Koufogiannakis and Brettle have written and edited one of the most essential books on librarianship in the last several years. They present a clear and strong case for why librarians of all settings need to integrate EBP into their workflow...The reader can gather some great ideas on starting to use EBLIP in their own practice. This book is highly recommended reading for all experience levels and types of librarianship.'
- Journal of Electronic Resources in Medical Libraries

2016 | 224pp
Paperback | 9781783300716 | £59.95
Hardback | 9781783301195 | £119.95
eBook | 9781783301454

BESTSELLER

Library Analytics and Metrics

Using data to drive decisions and services

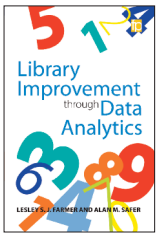


Edited by BEN SHOWERS, *Digital Assurance and Standards, UK Department of Health*

'... a great, varied and in-depth look at the current usage of analytics and metrics in the library sector and there are some valuable case studies captured that will hopefully help inform those undertaking their own data-driven projects or facing pressure to provide impact or usage evidence to their organisations.'
– MmIT Journal

2015 I 224pp
Paperback I 9781856049658 I £59.95
Hardback I 9781783302925 I £119.95
eBook I 9781783300778

Library Improvement through Data Analytics



LESLEY S J FARMER and ALAN M SAFER, *both Professors, California State University, Long Beach*

'...a practical guide with clear and detailed steps for applying Six Sigma, an effective model for targeted library improvement analysis. Applying this technique to library processes and programs can improve performance and productivity, reduce expenses and increase satisfaction of users and staff. The compelling case studies will support library administrators in deploying these important tools to make the case successfully for their libraries.'
- Susan Hildreth, UW iSchool

2016 I 192pp
Paperback I 9781783301614 I £59.95

MULTI VOLUME SET

The Facet Performance Measurement and Metrics Collection

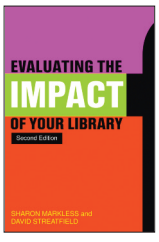
This *Collection* contains the following books:

- ***Library Analytics and Metrics***
- ***Being Evidence Based in Library and Information Practice***
- ***Assessing Service Quality***
- ***Evaluating the Impact of Your Library, 2nd edition***
- ***Web Metrics for Library and Information Professionals***
- ***Altmetrics***
- ***Research, Evaluation and Audit.***

7 vol set I 9781783301737 I £380
Includes 10% off combined book price

2ND EDITION

Evaluating the Impact of Your Library



DAVID STREATFIELD, *Principal, Information Management Associates* and SHARON MARKLESS, *Senior Lecturer in Higher Education, King's College London*

2012 I 288pp
Paperback I 9781856048125 I £64.95
eBook I 9781856048941

FORTHCOMING

Doing Library Impact Evaluation

Enhancing value and performance in libraries

DAVID STREATFIELD, *Principal of Information Management Associates* and SHARON MARKLESS, *Senior Lecture in Higher Education, King's Learning Institute*

This book is an accessible guide to the latest thinking on effective library impact evaluation for anyone who wants to gauge the impact of their services or projects on their service users for library advocacy and service development.

Doing Library Evaluation complements the authors' earlier book *Evaluating the Impact of Your Library* by showing how the impact evaluation model presented there has been applied to meet a variety of real evaluation challenges. The authors show how they have applied advances in thinking drawn from education and international development evaluation. They also show how progress in programme theory-based evaluation is helping to shape the world of library impact evaluation.

The book offers a wide range of case study settings, covering UK public, health, school and academic libraries and the evaluation programme of a national research funding body, as well as international library development programmes funded by the Bill and Melinda Gates Foundation and by the International Federation of Library Associations and Institutions (IFLA).

The approaches to library evaluation explored in the case studies encompass:

- self-evaluation by library managers
- action research conducted by academic library teams
- a large-scale market survey of perceptions of public libraries
- limited and more developed programme evaluations
- application of programme theory-driven approaches to evaluation at national and international levels.

Readership: The book will be essential reading for library managers and directors, particularly those working at national, public, academic, health and school libraries. It will also be of interest to library and information professionals who want to gauge the impact of their services or projects on their service users for library advocacy and service development.

June 2020 I 240pp
Paperback I 9781783304141 I £59.95
Hardback I 9781783304158 I £119.95
eBook I 9781783304165

3RD EDITION

Assessing Service Quality

Satisfying the expectations of library customers

PETER HERNON, *Professor Emeritus, Simmons College,* ELLEN ALTMAN and ROBERT DUGAN, *Dean of Libraries, University of West Florida*

'Throughout, figures provide straightforward model assessment forms and practical examples for the concepts being discussed...As the chair of my library's assessment committee, which incorporates assessment into all aspects of our operations, I believe that libraries of all types can benefit from the various assessment concepts and strategies presented and discussed. Librarians charged with doing assessment for their organizations will find the book valuable in both theory and practice.'
- Technical Services Quarterly

2015 I 232pp
Paperback I 9781783300594 I £59.95

BESTSELLER

Better Library and Learning Space

Projects, trends, ideas

Edited by LES WATSON, *Freelance Educational Adviser, leswatson.net*

'It should be noted that this book is not a how-to guide for planning and developing library and learning space. Rather it is intended to encourage re-thinking library and learning spaces, especially around softer values such as creativity that are much harder to assess. There is frequent reference to creating the "wow" factor in these spaces: this is evidenced in the case studies, but also balanced by considerations of how library users use the space and how architecture and design can enhance or detract from the use of the space, particularly in terms of conversational spaces. Though useful for anyone about to embark on the design or redesign of a library space, it is also useful for librarians to help them examine whether their own library space is indeed a learning space.'
- Australian Academic and Research Libraries

2013 I 304pp
Paperback I 9781856047630 I £64.95
Hardback I 9781783303113 I £129.95
eBook I 9781856049726

The Makerspace Librarian's Sourcebook

Edited by ELLYSSA KROSKI, *Director of Information Technology, New York Law Institute*

'...interesting, informative and fun.'
- LSE Review of Books

Containing cutting-edge guidance from a range of international experts, this collection is packed with practical tips and case studies for the field's most tech-savvy innovators.

This book:

- Shows readers how to start their own makerspace from the ground up, covering strategic planning, funding sources, starter equipment lists, space design, and safety guidelines
- discusses the transformative teaching and learning opportunities that makerspaces offer, with tips on how to empower and encourage a diverse maker culture within the library
- delves into 11 of the essential technologies and tools most commonly found in makerspaces, ranging from 3D printers, Raspberry Pi, Arduino, and wearable electronics to CNC, Lego, drones, and circuitry kits
- includes an assortment of practical, ready to implement, project ideas.

Readership: This hands-on sourcebook will be useful reading for librarians using technology in teaching and learning in their libraries, as well as those considering whether to set up a makerspace, or with one already up and running.

2017 I 400pp
Paperback I 9781783302291 I £69.95

Better by Design

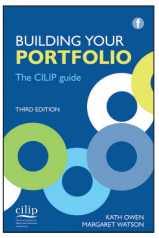
An introduction to planning and designing a new library building

AYUB KHAN, *Head of Face to Face Services, Warwickshire County Council*

2008 I 224pp
Hardback I 9781856046503 I £69.95
eBook I 9781856049023

3RD EDITION

Building Your Portfolio



The CILIP guide

Edited by KATH OWEN and MARGARET WATSON

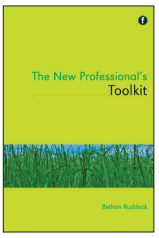
Reflecting on achievements and presenting evidence of enhanced knowledge and skills underpin many professional and educational qualifications. Building a portfolio is key to recording and demonstrating this professional development, and gaining official recognition in the form of CILIP Professional Registration.

Set out in a user-friendly format, and covering each element of a portfolio, *Building Your Portfolio: The CILIP guide* is packed with examples, useful hints and tips, personal contributions from successful applicants, web links, and further reading to help you develop a top-notch portfolio. The role of the VLE, new submission routes including e-submission and the new route to Revalidation are all clearly explained.

Readership: The book will be vital reading for all library and information practitioners working towards any of the three levels of CILIP Professional Registration (Certification, Chartership, Fellowship), candidates for Revalidation and those beginning their first job in the sector. It will also be useful for mentors, employers of library and information staff, students of library and information science, and others interested in effectively recording their continuing professional development.

2015 I 160pp
Paperback I 9781783300204 I £54.95
eBook I 9781783300723

The New Professional's Toolkit



BETHAN RUDDOCK, *Content Development and Project Manager, Digital Resources, Jisc*

'Would I recommend this text? Yes, because of its stimulating approach, common sense and good examples. The sources listed will certainly provide a good platform for further enquiry and the ideas for development will greatly assist a newly-fledged professional. I would also recommend it to more seasoned practitioners as a means of reviving interest or for getting back into the profession after some time away...Bethan Ruddock is to be congratulated on a fine piece of work that should continue to have influence for a long period.'
- Journal of Librarianship and Information Science

2012 I 192pp
Paperback I 9781856047685 I £54.95
eBook I 9781856048927

Librarianship

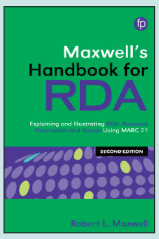
An introduction

G G CHOWDHURY, *Professor in Information Science/Head of Department: Computer and Information Sciences*, PAUL F BURTON, DAVID MCMENEMY, *Lecturer in Information Science/Deputy Director for Postgraduate Teaching, University of Strathclyde* and ALAN POULTER

2007 I 320pp
Paperback I 9781856046176 I £59.95
eBook I 9781856049146

FORTHCOMING 2ND EDITION

Maxwell's Handbook for RDA



Explaining and illustrating RDA: Resource Description and Access using MARC21

ROBERT L MAXWELL, *Senior Librarian, Harold B. Lee Library at Brigham Young University*

Designed to interpret and explain RDA: Resource Description and Access, this handbook illustrates and applies the new cataloguing rules in the MARC21 environment for every type of information format.

In this newly updated 2nd edition, cataloguing expert Robert Maxwell brings his trademark practical commentary to bear on the new, unified cataloguing standard. From books to electronic materials to music and beyond, Maxwell:

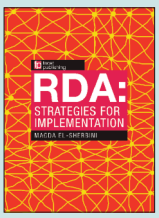
- Explains the conceptual grounding of RDA, including FRBR and FRAD
- Addresses the nuances of how cataloguing will, and won't, change in the MARC21 environment
- Shows cataloguers how to create and work with authority records of persons, families, corporate bodies, geographic entities, works and expressions
- Explores recording relationships, working with records of manifestations and items, and more
- Provides numerous sample records to illustrate RDA principles.

Readership: A guided tour of the RDA standard from a respected authority, this essential handbook will help cataloguers, LIS students, and cataloguing instructors navigate RDA smoothly and find the information they need efficiently.

October 2020 | 608pp
Paperback | 9781783304288 | £94.95

FORTHCOMING 2ND EDITION

RDA: Strategies for Implementation



MAGDA EL-SHERBINI, *Head of Cataloging Department, The Ohio State University Libraries*

El-Sherbini's guide, which won the 2014 ALCTS Outstanding Publication Award, has been completely updated to reflect the maturing landscape of RDA.

Starting with a comparison of the conceptual background and structure of RDA to AACR2, the author then moves beyond theory to show real-world examples of implementation, illustrated with many clear examples of the new MARC21 fields in use.

A valuable roadmap for RDA novices as well as a ready reference for practitioners, this book:

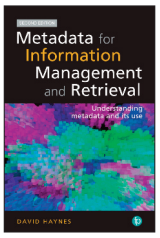
- traces the history of RDA and the transition from AACR
- presents detailed strategies on implementing RDA, from general training tips to decision making, integrating new RDA records with legacy records, exporting RDA-based bibliographic records, vendor services, and much more, covering every aspect of daily practice
- addresses FRBR-driven tasks, FRBR-Group relationships, and principles of FRAD, including how FRAD impacts the RDA application
- offers brand new chapters on Work and Expression, Work and Expression for Special Materials, Authorized Access Points, and Relationships Among Entities
- provides updated guidance on getting the most out of RDA Toolkit.

Readership: Cataloguers, LIS students, archivists and any cataloguing professional wanting to gain a better understanding of the new cataloguing standard.

September 2020 | 464pp
Paperback | 9781783302345 | £69.95

BESTSELLER 2ND EDITION

Metadata for Information Management and Retrieval



Understanding metadata and its use

DAVID HAYNES, *Research Fellow, City, University of London*

'Exceptionally well organized and presented, *Metadata for Information Management and Retrieval* is a comprehensive and highly recommended instructional textbook and reference.'
- Midwest Book Review

Metadata for Information Management and Retrieval has been fully revised to bring it up to date with new technologies and standards. It builds on the concept of metadata through an exploration of its purposes and uses as well as considering the main aspects of metadata management.

Coverage includes:

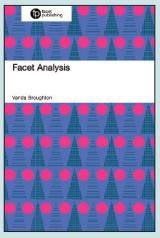
- defining, describing and expressing metadata
- data modelling
- metadata and information retrieval
- big data, linked data and social media
- research data collections and open data repositories
- metadata in information governance: compliance, risk and information security
- managing intellectual property rights
- the politics of metadata: ethics, power and money.

Readership: This book is essential reading for library and information students at undergraduate and postgraduate level and will also be useful reading for LIS professionals looking for an accessible introduction to metadata.

2018 | 288pp
Paperback | 9781856048248 | £59.95
Hardback | 9781783301157 | £119.95
eBook | 9781783302161

FORTHCOMING

Facet Analysis



VANDA BROUGHTON, *Professor Emeritus, University College London*

This book provides a general overview of facet analysis as a formal methodology for building knowledge organization and search tools and as a general knowledge organization theory.

Coverage includes:

- a full statement of the principles and theory of faceted systems as developed by Ranganathan and the UK Classification Research Group, and that theory as it is understood today
- discussion of the origin and development of analytico-synthetic classification and indexing tools, and of the use of facet analytical theory to underpin design and construction
- discussion of different applications of facet analysis, not only in conventional information managements contexts (classification schemes and thesauri), but also in e-environments, both academic and commercial, and on the Web
- a survey of the work of a number of current writers and researchers in the facet analytical tradition, including those who work in the digital environment, for which a distinctive parallel strand of facet theory can be observed.

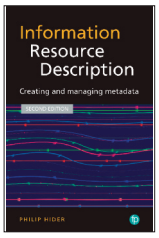
Readership: This book will be useful reading for LIS students enrolled on classification, knowledge organisation and information retrieval modules. It will also be of immediate use to practitioners concerned with information organization, management and retrieval, as well as software engineers, and web designers.

January 2021 | 224pp
Paperback | 9781783300839 | £74.95
Hardback | 9781783301201 | £149.95
eBook | 9781783302550

2ND EDITION

Information Resource Description

Creating and managing metadata



PHILIP HIDER, *Head of the School of Information Studies and Professor of Library and Information Management, Charles Sturt University*

Series: Foundations of the Information Sciences

'This second edition of Philip Hider's book addresses one essential component: the organising of information resources through their description. Its focus on general principles expressed in different contexts, and its equal treatment of systems, sources and processes, makes it a valuable addition to the *Foundations of the Information Sciences* series.'
- David Bawden, Professor of Information Science, City University London

Key topics and updates to the first edition include:

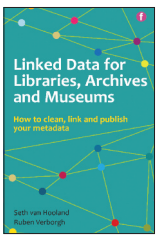
- exploration of the systems and tools that are used to organize information resources
- new technology and the recent approaches brought to information resource description
- exploring how information resource description can best serve user needs
- metadata quality: standardization, interoperability and sharing
- discussion of the prospects of different approaches to information retrieval.

2018 I 288pp
Paperback I 9781783302239 I £59.95
Hardback I 9781783302246 I £119.95
eBook I 9781783302253

BESTSELLER

Linked Data for Libraries, Archives and Museums

How to clean, link and publish your metadata



SETH VAN HOOLAND, A*ssociate Professor at Université libre de Bruxelles* and RUBEN VERBORGH, *Professor of Semantic Web Technology, Ghent University*

'Van Hooland and Verborgh have taken the time and effort to provide a comprehensive primer on linked data concepts that can easily be used as either a linked data textbook for library and information science educators or a linked data handbook for library, archive, and museum technical services...*Linked Data for Libraries, Archives and Museums* is definitely a book that LIS educators and library technical services and information technology professionals should put on their short list for this year's professional reading purchases.'
- Technicalities

2014 I 282pp
Paperback I 9781856049641 I £59.95
Hardback I 9781783303014 I £119.95

Social Tagging in a Linked Data Environment

A new approach to discovering information online

Edited by LOUISE F SPITERI, *Associate Professor/Academic Director (MIM), Dalhousie University* and DIANE RASMUSSEN PENNINGTON, *Lecturer in Information Science and MSc/PGDip ILS Course Director, University of Strathclyde, University of Strathclyde*

Social tagging, hashtags and geotags are used across a variety of platforms (Twitter, Facebook, Tumblr, WordPress, Instagram) in different countries and cultures. This new book, representing researchers and practitioners across different information professions, will explore how social tags can link content across a variety of environments.

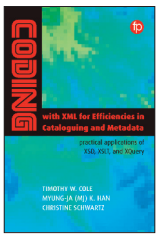
Most studies of social tagging have tended to focus on applications like library catalogues, blogs, and social bookmarking sites. This book, in setting out a theoretical background and the use of a series of case studies, explores the role of hashtags as a form of linked data - without the complex implementation of RDF and other Semantic Web technologies.

Readership: *Social Tagging in a Linked Data Environment* will be useful reading for practicing library and information professionals who implement electronic access to collections, including cataloguers, systems developers, information architects and web developers. It would also be useful for students taking programmes on Library/Information science, Information Management, Computer Science and Information Architecture.

2018 I 240pp
Paperback I 9781783303380 I £74.95
Hardback I 9781783303397 I £149.95
eBook I 9781783303403

Coding with XML for Efficiencies in Cataloguing and Metadata

Practical applications of XSD, XSLT, and XQuery



TIMOTHY W COLE, *Professor of Library and Information Science, University of Illinois at Urbana-Champaign*, MYUNG-JA (MJ) K HAN, *Metadata Librarian/Associate Professor of Library Administration, University of Illinois at Urbana-Champaign* and CHRISTINE SCHWARTZ, *Metadata Librarian and XML Database Administrator, Princeton Theological Seminary*

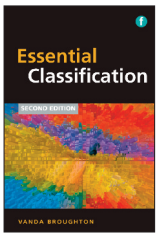
'This is a helpful tutorial-style book which is definitely useful for metadata/cataloguing librarians who are likely facing new types of implementations for their records but don't know enough XML to move forward with their projects. The book fills a knowledge gap in the field that definitely needed to be covered.'
- Diane M. Rasmussen Pennington, Lecturer in Information Science, University of Strathclyde

Even experienced cataloguers and copy cataloguers who know their way around the tags and strings of a MARC record need guidance when creating metadata for sharing bibliographic records or digital collections on the web. Likewise, coders or new librarians coming from iSchool or software backgrounds need examples of how to use XLML or XSLT scripting with library records. That's where this new handbook from the Association for Library Collections & Technical Services (ALCTS) comes in. Librarians working in their code editors will want this resource, with its 58 sample coding examples, at their side.

2018 I 176pp
Paperback I 9781783303694 I £54.95

2ND EDITION

Essential Classification



VANDA BROUGHTON, *Professor Emeritus, University College London*

'...this lucid book of classification knowledge in pellucid prose and engaging style can easily be described as the best one as of today.'
- Knowledge Organization

2015 I 336pp
Paperback I 9781783300310 I £59.95
eBook I 9781783302383

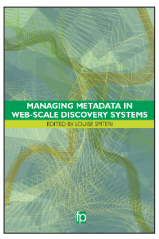
Linked Data for Cultural Heritage

Edited by ED JONES, *Associate Director for Assessment and Technical Services, National University in San Diego* and MICHELE SEIKEL, *Professor of Digital Resources and Discovery Services, Oklahoma State University*

'Given that the overview of linked data presented here is generally accessible to those at all levels, I think that the volume achieves its objectives of being a resource for students and practitioners wishing to learn more about practical implementations and the workings of linked data models.'
- Archives and Manuscripts

2016 I 160pp
Paperback I 9781783301621 I £59.95

Managing Metadata in Web-scale Discovery Systems



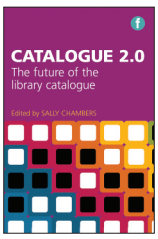
Edited by LOUISE F SPITERI, *Associate Professor/Academic Director (MIM), Dalhousie University*

'I recommend *Managing Metadata* to cataloguers and metadata specialists, systems librarians, and other staff who are moving to or are new possessors of web-scale discovery systems. When taken together with a deeper exploration of the resources named in the bibliographies, I feel this text also may offer food for thought to those librarians already well-ensconced in these systems.'
- Technicalities

2016 I 188pp
Paperback I 9781783300693 I £59.95
Hardback I 9781783301164 I £119.95
eBook I 9781783301546

Catalogue 2.0

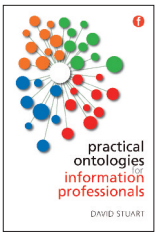
The future of the library catalogue



Edited by SALLY CHAMBERS, *Digital Humanities Research Coordinator, Ghent Centre for Digital Humanities*

2013 I 240pp
Paperback I 9781856047166 I £64.95
Hardback I 9781783303144 I £129.95
eBook I 9781783300259

Practical Ontologies for Information Professionals



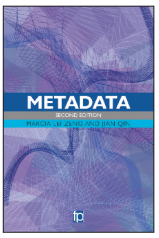
DAVID STUART, *Independent Information Professional, Stuart Information Research*

'The generous provision of definitions, insights on the development of contemporary tools, and identification of theoretical concerns provide a sound introduction ... This guide has potential as a textbook for those focusing on library information systems careers.'
- Library Journal

2016 I 224pp
Paperback I 9781783300624 I £64.95
Hardback I 9781783301041 I £129.95
eBook I 9781783301522

BESTSELLER 2ND EDITION

Metadata



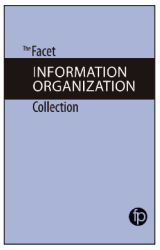
MARCIA LEI ZENG, *Professor of Library and Information Science, Kent State University* and JIAN QIN, *Professor, Syracuse University*

'...the current edition of this seminal resource represents a radical and necessary shift to a richer, more comprehensive analysis of metadata and its uses...A core reference work for all professionals and advanced students interested in the subject of metadata.'
- CHOICE

2016 I 400pp
Paperback I 9781783300525 I £59.95

MULTI VOLUME SET

The Facet Information Organization Collection



This *Collection* contains the following books:

- ***Catalogue 2.0***
- ***Essential Classification, 2nd edition***
- ***Essential Library of Congress Subject Headings***
- ***Linked Data for Libraries, Archives and Museums***
- ***Linked Data for Cultural Heritage***
- ***Managing Metadata in Web-scale Discovery Systems***
- ***Maxwell's Handbook for RDA***
- ***Metadata, 2nd edition***
- ***Practical Cataloguing***
- ***Practical Ontologies for Information Professionals***
- ***RDA Essentials***.

2017 I 3350pp
11 vol set I 9781783302710 I £620
Includes 10% off combined book price

RDA Essentials

THOMAS BRENNDORFER, *Librarian, Guelph Public Library*

'… as an easy-to-use reference for cataloguers already getting to grips with RDA, this is an excellent resource and a worthwhile investment.'
- Catalogue and Index

2016 I 384pp
Paperback I 9781783300563 I £69.95

MULTI VOLUME SET

The Facet RDA Collection

This *Collection* contains the following books:

- ***RDA Essentials***
- ***Maxwell's Handbook for RDA***
- ***Practical Cataloguing.***

2016 I 1104pp
3 vol set I £180 I 9781783301768
Includes 10% off combined book price

RDA and Cartographic Resources

PAIGE G. ANDREW, *Maps Cataloging Librarian, Penn State University Libraries,* SUSAN M MOORE, *Cataloging Librarian, University of Northern Iowa* and MARY LYNETTE LARSGAARD, *Librarian Emeritus and former Assistant Head of the Map Library, University of California*

'Provides solid guidance for map cataloguers of all levels… clearly written, detailed and easy to use.'
- Journal of The Australian and New Zealand Map Society

2014 I 224pp
Paperback I 9781856047722 I £59.95

RDA and Serials Cataloguing

ED JONES, *Associate Director for Assessment and Technical Services, National University in San Diego*

2013 I 236pp
Paperback I 9781856049504 I £64.95

RDA: Resource Description and Access

2015 Revision

2015 I 1052pp
Paperback I 9781783300747 I £125

BESTSELLER

Introducing RDA

A guide to the basics

CHRIS OLIVER, *Coordinator of Cataloguing and Authorities, McGill University Library*

2010 I 128pp
Paperback I 9781856047326 I £59.95

BESTSELLER

Practical Cataloguing

AACR, RDA and MARC21

ANNE WELSH, *Lecturer, University College London* and SUE BATLEY, *Senior Lecturer, London Metropolitan University*

2012 I 240pp
Paperback I 9781856046954 I £59.95

BESTSELLER

Essential Cataloguing

The basics

J H BOWMAN, *Honorary Senior Research Fellow, University College London*

2002 I 216pp
Paperback I 9781856044561 I £59.95
eBook I 9781856049771

Essential Dewey

J H BOWMAN, *Honorary Senior Research Fellow, University College London*

2004 I 192pp
Paperback I 9781856045193 I £59.95
eBook I 9781856049795

Essential Thesaurus Construction

VANDA BROUGHTON, *Professor Emeritus, University College London*

2006 I 304pp
Paperback I 9781856045650 I £59.95
eBook I 9781856049849

Essential Library of Congress Subject Headings

VANDA BROUGHTON, *Professor Emeritus, University College London*

2011 I 288pp
Paperback I 9781856046183 I £59.95
eBook I 9781783300365

Metadata for Digital Collections

A how-to-do-it manual

STEPHEN J MILLER, *Senior Lecturer Emeritus, University of Wisconsin-Milwaukee*

2011 I 368pp
Paperback I 9781856047715 I £69.95

Fundamentals of Collection Development and Management

PEGGY JOHNSON, *Adjunct Professor, St. Catherine University*

review of the previous edition:

'This fourth edition will...undoubtedly find its way to library training...Even for those who already work in libraries, there is still a lot of valuable information to be found in the individual chapters.'
- InformatieProfessional

For this new fourth edition, expert instructor and librarian Peggy Johnson has revised and fully updated this textbook to provide a timely and valuable new resource for LIS students and professionals.

Each chapter offers complete introductory coverage of one aspect of collection development and management, before including numerous suggestions for further reading and study. A range of practical case studies are included to illustrate and explore all of the issues discussed.

Content covered includes:

- traditional management topics including organization of the collection, analysis and demonstrating value, staffing, and policymaking
- cooperative collection development and management
- licenses, negotiation, contracts, maintaining productive relationships with vendors and publishers, and other important purchasing and budgeting topics
- changes in information delivery and access technologies and how they continue to reshape the discipline
- the evolving needs and expectations of library users,
- new roles for subject specialists
- marketing, liaison activities, and outreach.

Readership: This book will be useful as a comprehensive introduction and learning tool for LIS students, a timely update for experienced librarians with new collection development and management responsibilities, and a handy reference resource for practitioners as they go about their day-to-day work.

2018 I 400pp
Paperback I 9781783302741 I £69.95

BESTSELLER

Collection Development in the Digital Age

Edited by MAGGIE FIELDHOUSE and AUDREY MARSHALL, *Senior Lecturer, University of Brighton*

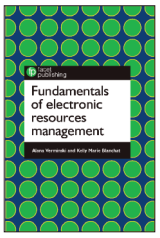
'I would recommend this book to all those interested in collection development...Its coverage is extensive and reflects a cross-section of the experience of librarians and information professionals.'
- Journal of Librarianship and Information Science

2011 I 256pp
Paperback I 9781856047463 I £59.95
eBook I 9781856048972

Inspection copies available

Our textbooks are available as inspection copies. Email us at info@facetpublishing.co.uk to let us know which textbooks you would like and the modules for which you are considering them.

Fundamentals of Electronic Resources Management



ALANA VERMINSKI, *Collection Development Librarian, The University of Vermont* and KELLY MARIE BLANCHAT, *Electronic Resources Support Librarian, Yale University Library*

'Loaded with helpful information...This text is recommended as professional enhancement for established librarians.'
- VOYA

This hands-on guide provides both new and seasoned information professionals with a practical foundation for electronic resources management: how it came to be, where it is today and the essential tools needed to get the job done.

Electronic resources management is a dynamic and ever-changing area of librarianship. *Fundamentals of Electronic Resources Management* cuts through the complexity of the role and offers advice on methods, tools and workflows with emphasis on the interconnection between workflows and systems.

Content covered includes:

- the full range of purchasing options, from unbundling package subscriptions to pay per view
- evaluating both new content and current resources
- common clauses in licensing agreements and what they mean
- selecting and managing open access resources
- understanding methods of e-resources access authentication
- using a triage approach to troubleshoot electronic resources access issues
- the basic principles of usage statistics, and ways to use COUNTER reports when evaluating renewals
- tips for activating targets in a knowledge base
- marketing tools and techniques
- clear explanations of jargon, important terms, and acronyms.

Readership: This guide will prove invaluable, both as an introduction for those preparing to enter the field, as well as a ready reference for current practitioners.

2017 I 264pp
Paperback I 9781783302307 I £54.95

Customer-based Collection Development

An overview

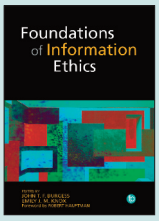
Edited by KARL BRIDGES, *Acting Dean, Eli M. Oboler Library, Idaho State University*

'This book succeeds at providing an overview - complete with examples - of how different academic libraries are deploying and managing DDA Programs ... worthwhile for any academic librarian involved in or interested in the topic of demand-driven acquisitions.'
- Technical Services Quarterly

2014 I 208pp
Paperback I 9781856049313 I £59.95

NEW

Foundations of Information Ethics



Edited by JOHN T. F. BURGESS, *Assistant Professor, University of Alabama* and EMILY J. M. KNOX, *Assistant Professor, University of Illinois at Urbana-Champaign*

'This book will be a valuable addition to library shelves.'
— CHOICE

This textbook, written by an international line-up of ethics scholars and practitioners:

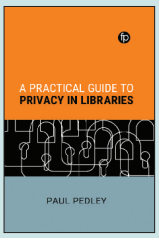
- thoroughly covers principles and concepts in information ethics, as well as the history of ethics in the information professions;
- examines human rights, information access, privacy, discourse, intellectual property, censorship, data and cybersecurity ethics, intercultural Information ethics, and global digital citizenship and responsibility;
- synthesizes the philosophical underpinnings of these key subjects with abundant primary source material to provide historical context along with timely and relevant case studies; and
- offers a special concluding chapter by Amelia Gibson that explores emerging issues in information ethics, including discussions ranging from the ethics of social media and social movements to AI decision making.

Readership: This book will be a key text for LIS students and an essential reference work for practitioners.

July 2019 | 176pp
Paperback | 9781783304271 | £54.95

FORTHCOMING

A Practical Guide to Privacy in Libraries



PAUL PEDLEY

Privacy is a core value of librarianship and yet as a concept it is difficult to define and in practice, a challenge to uphold.

This ground breaking new book considers how privacy issues can arise in a library context and what library and information professionals can do to protect the privacy of their users. It features a wide range of practical examples of the issues that can arise in a library context, providing insights and practical steps which readers can follow to ensure they protect the privacy of their users. In-depth case studies and scenarios support the examples laid out in the book, while examples of data breaches which have occurred in a library setting, and the lessons we can learn from them are also included. The book also covers the main legislation governing data protection – GDPR – which will be particularly relevant to European librarians working in all types of libraries and International librarians offering services to EU citizens.

The book then provides a range of tools through which libraries can communicate how they handle the personal data of their users whilst ensuring that they are following best practice with their privacy policy statements, their privacy audits and data protection impact assessments. Privacy is not the same thing as data protection, and the book outlines the differences between these two concepts. Nevertheless, the book has been written with the requirements of data protection law very much in mind.

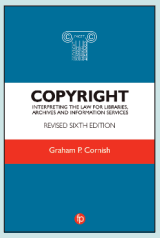
Readership: Written in a highly practical manner, this book is essential reading for library and information professionals who need to understand and support privacy in the library setting and a useful reference for students and researchers in the field who need to understand this topic in practice.

January 2020 | 208pp
Paperback | 9781783304684 | £59.95
Hardback | 9781783304691 | £119.95

NEW REVISED 6TH EDITION

Copyright

Interpreting the law for libraries, archives and information services



GRAHAM P CORNISH, *Independent Copyright Advisor and Trainer*

The book explains the provisions of the UK Copyright Act and supporting legislation in quick and easy question-and-answer form. This revised edition is fully updated to take into account of all the changes that have come into force since the 6th edition was published in 2015. All types of material that may attract copyright are considered.

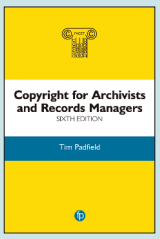
The text is amplified by the use of practical examples to illustrate complex points and complemented by a detailed index that enables the enquirer to pinpoint topics and proposed action quickly and accurately. The appendices provide helpful lists of addresses and selected further sources of information.

Readership: This book will be invaluable for all librarians, information professionals, and LIS students.

October 2019 | 224pp
Paperback | 9781783304233 | £59.95
Hardback | 9781783304240 | £119.95
eBook | 9781783304257

NEW 6TH EDITION

Copyright for Archivists and Records Managers



TIM PADFIELD, *Copyright Specialist*

Now in its sixth edition *Copyright for Archivists and Records Managers* is an invaluable tool for practitioners who must keep up to date with the complexities of copyright legislation.

The latest edition includes:

- a revision of the commentaries on the nature of originality in literary, dramatic, musical and artistic works and of a substantial part of a copyright work
- an update of the explanation of how a work of overseas origin qualifies for copyright protection in the UK, to reflect changes to the legislation
- a revision of the commentaries on publication, issue of copies to the public and communication to the public
- more explanation of the exceptions for quotation, text and data mining, disability, rental and lending, education, broadcasts, access to digital material on the premises and the publication of older unpublished works
- updates to the charts for the duration of copyright where countries have amended their legislation

Readership: This book will be useful reading for archivists and records managers; LIS professionals in libraries, museums and galleries; students, researchers and genealogists

October 2019 | 384pp
Paperback | 9781783304486 | £59.95
Hardback | 9781783304493 | £119.95
eBook | 9781783304509

Keep up-to-date

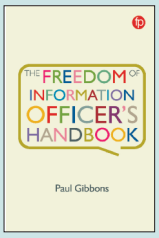
Join our mailing list to hear more about new and forthcoming books. You'll receive our monthly e-bulletin and we'll also contact you from time to time with content tailored to your specific interests. Visit **facetpublishing.co.uk** and click the link to 'Join our mailing list'.

For the latest updates you'll also find us on:

Twitter: **@facetpublishing**
Facebook: **www.facebook.com/facetpublishing**
Linkedin: **www.linkedin.com/company/facet-publishing**

NEW

The Freedom of Information Officer's Handbook



PAUL GIBBONS, *freelance trainer specialising in FOI and data protection*

'Several years ago Paul Gibbons 'outed' himself as 'FOIMan' - until that point an anonymous commentator on Freedom of Information, and subject of much speculation as to his identity. Since then Paul has established himself as one of the leading experts in the field. I'm delighted he has now cemented this position with the first book which really meets the needs of and challenges facing FOI practitioners. Paul has an easy and approachable writing style, but a formidable knowledge and rigorous research lie behind that.'
- Jon Baines, Data Protection Advisor, Mischon de Reya LLP

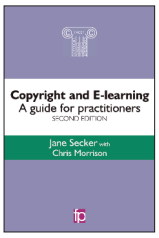
Readership: Required reading for anyone responsible for, or involved with, managing compliance with FOI. The book will also cover FOI in other parts of the British Islands, so will be of interest to practitioners in the Isle of Man, Jersey, Scotland and Ireland. A substantial portion of the book focuses on practical aspects of delivering FOI, which are not unique to the UK, so the book will have relevance to those managing FOI obligations in other countries around the world.

January 2019 I 224pp
Paperback I 9781783303533 I £64.95
Hardback I 9781783303540 I £129.95
eBook I 9781783303557

2ND EDITION

Copyright and E-learning

A guide for practitioners



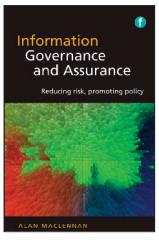
JANE SECKER, *Senior Lecturer in Educational Development, City, University of London* with CHRIS MORRISON, *Copyright and Licensing Compliance Officer, University Of Kent*

'...a useful overview of the most pertinent copyright issues in education.'
- LSE Review of Books

2016 I 304pp
Paperback I 9781783300600 I £59.95
Hardback I 9781783301133 I £119.95
eBook I 9781783301492

Information Governance and Assurance

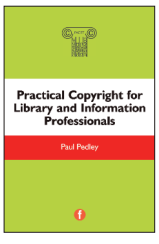
Reducing risk, promoting policy



ALAN MACLENNAN, *Lecturer, Robert Gordon University*

2014 I 192pp
Paperback I 9781856049405 I £59.95
Hardback I 9781783303007 I £119.95
eBook I 9781783300280

Practical Copyright for Library and Information Professionals

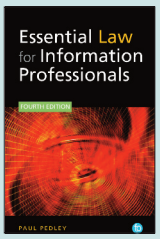


PAUL PEDLEY

2015 I 224pp
Paperback I 9781783300617 I £59.95
Hardback I 9781783302864 I £119.95

NEW 4TH EDITION

Essential Law for Information Professionals



PAUL PEDLEY

Essential Law for Information Professionals, fourth edition, offers easy-to-follow practical guidance on the law as it affects information management and the principles underlying practice. Using individual cases to illustrate these core principles and contextualise regulations, it cuts through the legalese to provide exactly what's needed in an easily digestible format showing examples of how the law has worked in practice in specific legal cases.

Information law is a particularly fast moving area of law. In the eight years that have passed since the best-selling third edition was published, there have been many changes to the legislation and numerous legal cases which have further developed our understanding of the law. The fourth edition fully reflects those changes, which include:

- a new chapter on library law which covers the legal framework for libraries (concentrating on legislation and soft law relevant to libraries)
- implementation of the GDPR through the Data Protection Act 2018
- a major overhaul of the copyright exceptions, and the 2018 implementation of the Marrakesh Treaty
- the Re-Use of Public Sector Information Regulations 2015 and the implications of the 2018 proposals for a new re-use directive
- extension of the public lending right scheme to e-books
- CILIP's ethical framework.

Readership: This book is an essential guide for anyone working in the information professions. It is also the ideal legal textbook for LIS students.

October 2019 I 288pp
Paperback I 9781783304356 I £59.95
Hardback I 9781783304363 I £119.95
eBook I 9781783304370

NEW

Foundations of Information Policy

PAUL T. JAEGER *Assistant Professor, University of Maryland* and NATALIE GREENE TAYLOR, *Assistant Professor, University of South Florida*

With a foreword by ALAN INOUYE and an afterword by NANCY KRANICH

This important new foundational textbook provides a much-needed introduction to the myriad information policy issues that impact information professionals, information institutions, and the users and communities served by those institutions. In this key textbook for LIS students and reference text for practitioners, noted scholars Jaeger and Taylor:

- draw from current, authoritative sources to familiarize readers with the history of information policy;
- discuss the broader societal issues shaped by policy, including access to infrastructure, digital literacy and inclusion, accessibility, and security;
- elucidate the specific laws, regulations, and policies that impact information, including net neutrality, filtering, privacy, openness, and much more;
- use case studies from a range of institutions to examine the issues, bolstered by discussion questions that encourage readers to delve more deeply;
- explore the intersections of information policy with human rights, civil rights, and professional ethics; and
- prepare readers to turn their growing understanding of information policy into action, through activism, advocacy, and education.

October 2018 I 272pp
Paperback I 9781783304516 I £54.95

BESTSELLER

Digital Archives

Management, access and use

Edited by MILENA DOBREVA, *Senior Lecturer, UCL Qatar*

'This collection of writings about digital archives, mainly focusing on access, looks at a variety of objects of preservation along their lifecycle and from the perspective of different disciplines, institutions, roles and purposes. It takes the reader outside several boxes, but will let you step comfortably back into the one/s you identify as your own. A challenging book for challenging times, one you should read to question or confirm, to be surprised or recognize, to learn other ways of looking at things.'
- Luciana Duranti, Professor of Archival Studies, The University of British Columbia

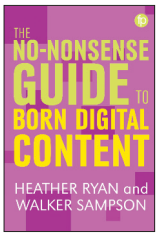
This landmark edited collection offers a wide-ranging overview of how rapid technological changes and the push for providing wide access to digitized cultural heritage holdings are changing the landscape of archives.

2018 I 224pp
Paperback I 9781856049344 I £69.95
Hardback I 9781783301140 I £139.95
eBook I 9781783302406

2019 PRESERVATION PUBLICATION AWARD WINNER

The No-nonsense Guide to Born Digital Content

HEATHER RYAN, *Director of Special Collections and Archives* and WALKER SAMPSON, *Digital Archivist,* both at *University of Colorado Boulder*



'Take this book as the starting point of a journey into our community of practice and realise that you are not alone. Even if it really is just you working on digital preservation as a lone arranger at a small organization the rest of us are out here working away at the same problems.'
- Trevor Owens, Library of Congress

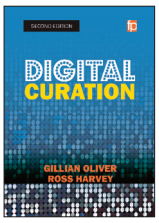
Readership: This book will be useful reading for LIS and archival students and professionals who are working with, or plan to work with, born digital content. It will also be of interest to museum professionals, data managers, data scientists, and records managers.

2018 I 256pp
Paperback I 9781783301959 I £59.95
Hardback I 9781783301966 I £119.95
eBook I 9781783302567

2ND EDITION

Digital Curation

GILLIAN OLIVER, *Associate Professor, Monash University* and ROSS HARVEY, *Adjunct Professor at RMIT University and The University of South Australia*



2016 I 256pp
Paperback I 9781783300976 I £59.95

2016 PRESERVATION PUBLICATION AWARD WINNER

Preserving Our Heritage

Perspectives from antiquity to the digital age

Edited by MICHELE V CLOONAN, *Dean Emerita and Professor, Simmons College*

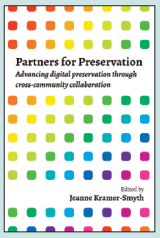
2015 I 702pp
Paperback I 9781856049467 I £79.95

NEW

Partners for Preservation

Advancing digital preservation through cross-community collaboration

Edited by JEANNE KRAMER-SMYTH, *Archivist, World Bank Group Archives*



This book features chapters from international contributors from diverse backgrounds and professions discussing their challenges with and victories over digital problems that share common issues with those facing digital preservationists.

Partners for Preservation advocates the need for archivists to recruit partners and learn lessons from across diverse professions to work more effectively within the digital landscape.

Includes discussion of:

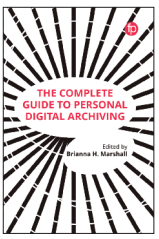
- the internet of things
- digital architecture
- research data and collaboration
- open source programming
- privacy, memory and transparency
- inheritance of digital media.

Readership: This book will be useful reading for professional archivists and others responsible for digital preservation, students of archival studies and digital preservation.

January 2019 I 224pp
Paperback I 9781783303472 I £69.95
Hardback I 9781783303489 I £139.95
eBook I 9781783303496

The Complete Guide to Personal Digital Archiving

Edited by BRIANNA H MARSHALL, *Director of Research Services, University of California, Riverside*



'The book made so many points that I found interesting, surprising or important... The contributors recommend specific tools, and describe the practicalities of setting up digitization labs. They are generous with sharing their own lesson plans and outlines for workshops. Each chapter includes an impressive range of 'Further Resources,' from podcasts to dissertations to LibGuides.
- Archive Robin

2017 I 304pp
Paperback I 9781783302666 I £59.95

MULTI VOLUME SET

The Facet Preservation Collection 2

This *Collection* contains the following books:

- ***Practical Digital Preservation***
- ***Preserving Our Heritage***
- ***Preserving Archives, 2nd edition***
- ***Preservation Management for Libraries, Archives and Museums***
- ***Digital Curation, 2nd edition***
- ***Digital Preservation***
- ***Preparing Collections for Digitization***
- ***Preserving Complex Digital Objects.***

2016 I 2872pp
8 vol set I 9781783301119 I £480
Includes 10% off combined book price

iResearch

Series editor: G G CHOWDHURY, *Professor in Information Science/Head of Department: Computer and Information Sciences*

This peer-reviewed monograph series supports the vision of the iSchools and creates authorative sources of information for research and scholarly activities in information studies. Each book in the series addresses a specific aspect or emerging topic of information studies and provides a state-of-the-art review of research in the chosen field and addresses the issues, challenges and progress of research and practice.

The series is overseen by an editorial board and each title is edited by recognized experts in the field and peer-reviewed by members of the board.

Editorial board

PETER WILLETT, *Professor of Information Science, iSchool, University of Sheffield, UK*

IAN RUTHVEN, *Professor of Information Seeking And Retrieval, University Of Strathclyde, UK*

DOROTHY WILLIAMS, *Emeritus Professor of Information Science, Robert Gordon University, UK*

HARRY BRUCE, *Professor and Dean Emiritus, iSchool, University of Washington, USA*

JONATHAN FURNER, *Chair, Information Studies Department, iSchool, UCLA, USA*

EDIE RASMUSSEN, *Professor, iSchool, University of British Columbia, Canada*

MICHAEL SEADLE, *Director, iSchool, Humboldt University, Berlin, Germany*

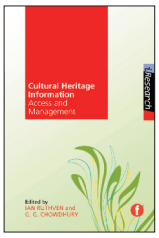
FABIO CRESTANI, *Professor, Department of Computer Science, University of Lugano, Switzerland*

SCHUBERT FOO, *Deputy Associate Provost (Information & Knowledge), Nanyang Technological University, Singapore*

SHIGEO SUGIMOTO, *GSLIS, University of Tsukuba, Japan*

Cultural Heritage Information

Access and management



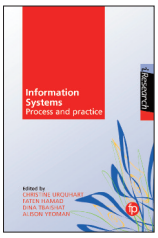
Edited by IAN RUTHVEN, *Professor of Information Seeking and Retrieval, University Of Strathclyde* and G G CHOWDHURY, *Professor in Information Science/Head of Department: Computer and Information Sciences*

'...this collection fulfills its stated goal of presenting 'a snapshot of current research and development as well as outlining the various challenges and trends of research in relation to the creation, access and management of digital cultural heritage information systems and services'...Since this is the first title in the new *iResearch* series from Facet Publishing...it is to be hoped that future volumes in this series are as relevant, comprehensive, and well-structured.'
- Digital Scholarship in the Humanities

2015 | 272pp
Paperback | 9781856049306 | £69.95
Hardback | 9781783302949 | £134.95
eBook | 9781783300662

Information Systems

Process and practice



Edited by CHRISTINE URQUHART, FATEN HAMAD, *Assistant Professor, University of Jordan*, DINA TBAISHAT, *Assistant Professor, University of Jordan* and ALISON YEOMAN, *Senior Learning Development Advisor, Bath Spa University*

'The book is an especially good resource for anyone who is working in the library science profession, wanting a better understanding of IA's capabilities, or seeking improved methods to provide information services to customers...Each chapter is excellently researched and referenced, containing more than 500 works cited.'
- Information Managment

This book argues that information architecture has largely been the study of content architecture, while library assessment literature has dealt with performance measurement and change management strategies, leaving little on the ways of looking at the process architecture of a library and information service and on methods for business process analysis. *Information Systems* aims to fill that gap with combination of theory and supporting case studies written by an international line-up of contributors, including Sally Burford, Fernando Loizides and Ruben Verborgh (co-author of *Linked Data for Libraries, Archive and Museums*).

2017 | 288pp
Paperback | 9781783302413 | £69.95
Hardback | 9781783302420 | £139.95
eBook | 9781783302437

Sustainability of Scholarly Information

G G CHOWDHURY, *Professor in Information Science/Head of Department: Computer and Information Sciences*

2014 | 256pp
Paperback | 9781856049566 | £69.95
Hardback | 9781783302987 | £139.95
eBook | 9781783300402

2ND EDITION

Information 2.0

New models of information production, distribution and consumption

MARTIN DE SAULLES, *Principal Lecturer in Digital Marketing, University of Brighton*

2015 | 192pp
Paperback | 9781783300099 | £54.95
Hardback | 97817833029181 | £109.95
eBook | 9781783300785

MULTI VOLUME SET

The Facet Information and Society Collection

This *Collection* contains the following books:

- ***Information 2.0, 2nd edition***
- ***The Information Society, 6th edition***
- ***Sustainability of Scholarly Information***
- ***Digital Consumers.***

2016 | 928pp
4 vol set | 9781783301676 | £230
Includes 10% off combined book price

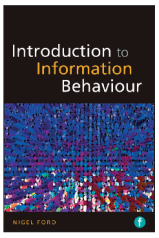
Foundations of the Information Sciences

Series editors: DAVID BAWDEN, *Professor of Information Science, City, University of London,* LYN ROBINSON, *Senior Lecturer in Information Science, City, University of London,* and JONATHAN FURNER, *Chair, Information Studies Department University of California, Los Angeles*

This series provides a set of advanced textbooks that cover all aspects of the information sciences. Each book is rooted in the research literature of LIS and related areas, gives clearly structured introductions to important topics within information sciences and will bring the reader to a full

BESTSELLER

Introduction to Information Behaviour



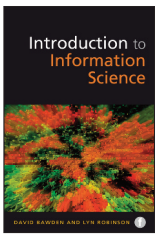
NIGEL FORD, *Professor of Information Science, Sheffield University*

'Ford has written a truly organic work in contrast to other similar books that are essentially listings. Ford deliberately simplifies the confusing, chaotic picture of information behavior concepts and research for his intended audience .... such an ably useful and sophisticated rendering of a complex research field was extremely interesting.'
- Charles Cole, Journal of the Association for Information Science and Technology

2015 I 272pp
Paperback I 9781856048507 I £54.95
Hardback I 9781783302871 I £109.95
eBook I 9781856049740

BESTSELLER

Introduction to Information Science



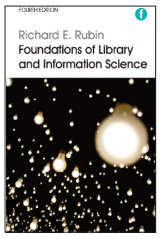
DAVID BAWDEN, *Professor of Information Science* and LYN ROBINSON, *Senior Lecturer in Information Science,* both at *City, University of London*

'...a very useful book for any introductory course for first year students, that builds an understanding of this wide study, research and practice area that bears the name of Information Science.'
- Information Research

2012 I 384pp
Paperback I 9781856048101 I £54.95
Hardback I 9781783303212 I £109.95

4TH EDITION

Foundations of Library and Information Science



RICHARD E RUBIN, *Director of The School of Library and Information Science, Kent State University*

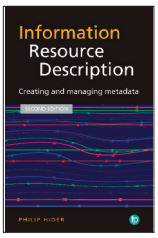
'In this fourth edition, Rubin excels at providing everything working library professionals and those desiring to become library professionals need to know. This text could be considered "the librarian's Bible," as it is so comprehensive in its coverage of the profession. Rubin's relaxed and conversational writing style makes it a highly approachable text and a valuable addition to any professional resource collection, library and information science classroom, or personal reference.'
- VOYA

2015 I 648pp
Paperback I 9781783300846 I £59.95

2ND EDITION

Information Resource Description

Creating and managing metadata

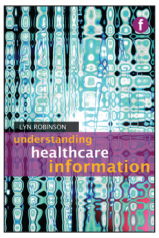


PHILIP HIDER, *Head of the School of Information Studies and Professor of Library and Information Management, Charles Sturt University*

See page 7 for full description

2018 I 288pp
Paperback I 9781783302239 I £59.95
Hardback I 9781783302246 I £119.95
eBook I 9781783302253

Understanding Healthcare Information



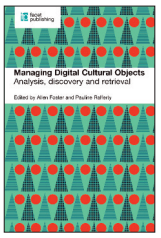
LYN ROBINSON, *Senior Lecturer in Information Science, City, University of London*

'This is highly recommended for any academic or medical library. Librarians will also find this book to be a scholarly addition to their professional collections.'
- Collection Building

2010 I 256pp
Paperback I 9781856046626 I £64.95
eBook I 9781856049993

Managing Digital Cultural Objects

Analysis, discovery and retrieval

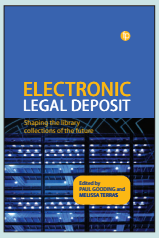


Edited by ALLEN FOSTER, *Reader in Information Science* and PAULINE RAFFERTY, *Senior Lecturer and Director of Teaching and Learning,* both at *Aberystwyth University*

2016 I 256pp
Paperback I 9781856049412 I £59.95
Hardback I 9781783301027 I £119.95
eBook I 9781783301539

FORTHCOMING

Electronic Legal Deposit



Shaping the library collections of the future

Edited by PAUL GOODING, *Eastern ARC Research Fellow for Digital Humanities, University of East Anglia* and MELISSA TERRAS, *Professor of Digital Cultural Heritage, University of Edinburgh*

This edited collection provides a timely account of the social, institutional and user impacts of e-legal deposit.

The 2013 announcement of e-Legal Deposit brought, for the first time, written information online under the purview of the UK Legal Deposit Libraries, a trend evident across the world. This was heralded as a vital step in preserving the UK's "digital universe", a grand assertion that requires careful interrogation. In particular, while the regulations allow for the systematic collection of digitised and born-digital texts, they also prescribe how these materials can be accessed by the public in the short to medium term. The interface between legal deposit as an activity for posterity, and open data-driven approaches to research and government, define the nature of this mooted digital universe.

The book addresses several issues:

- contemporary user behaviour with e-legal deposit collections
- the relationship between e-legal deposit, digital library services, and the digital divide
- ways in which legal deposit legislation shape our use of library collections
- the impact of digital scholarship on library services
- the future of legal deposit in a changing information landscape
- the long-term implications of how our digital collections are conceived, regulated and used.

Readership: The book will be essential reading for practitioners and researchers in national and research libraries. It will also be useful to other library practitioners and researchers due to the unique way in which electronic legal deposit encompasses a number of key issues for the digital age: copyright and digital library collections; publisher-library relations; access and the digital divide; innovative digital scholarship methods and developing digital library infrastructures.

March 2020 I 256pp
Hardback I 9781783303779 I £65.00
eBook I 9781783303786

Is Digital Different?

How information creation, capture, preservation and discovery are being transformed

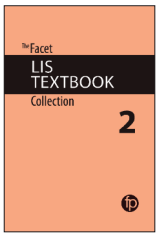
Edited by MICHAEL MOSS, *Professor of Archival Science, University of Northumbria*, BARBARA ENDICOTT-POPOVSKY, *Executive Director of the Center for Information Assurance and Cybersecurity, University of Washington* and MARC J DUPUIS, *Researcher and Lecturer, University of Washington*

"an interesting book that deserves to be read by all information and IT professionals."
- Alexandria

2015 I 224pp
Paperback I 9781856048545 I £59.95
Hardback I 9781783302857 I £119.95
eBook I 9781783302376

MULTI VOLUME SET

The Facet LIS Textbook Collection 2



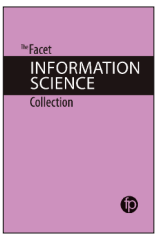
This *Collection* contains the following books:

- ***Introduction to Information Science***
- ***Research Methods in Information, 2nd edition***
- ***Exploring Digital Libraries***
- ***Information Resource Description, 2nd edition***
- ***Introduction to Information Behaviour***
- ***Introduction to Modern Information Retrieval, 3rd edition***
- ***Management Basics for Information Professionals, 3rd edition***
- ***Fundamentals of Collection Development and Management, 4th edition***
- ***Reference and Information Services, 4th edition***
- ***The Information Society, 6th edition***
- ***Metadata for Information Management and Retrieval, 2nd edition.***

November 2018 I 4518pp
11 vol set I 9781783302703 I £605
Includes 10% off combined book price

MULTI VOLUME SET

The Facet Information Science Collection



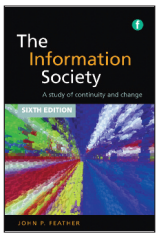
This *Collection* contains the following books:

- ***Information Systems***
- ***Digital Archives***
- ***User Studies for Digital Library Development***
- ***Digital Libraries and Information Access***
- ***Better Library and Learning Space***
- ***Sustainability of Scholarly Information***
- ***Information 2.0, 2nd edition***
- ***Introduction to Information Science***
- ***Introduction to Information Behaviour***
- ***Research Methods in Information, 2nd edition.***

2017 I 3222pp
11 vol set I 9781783302727 I £615
Includes 10% off combined book price

6TH EDITION

The Information Society



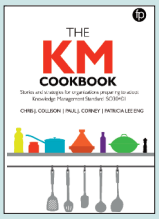
A study of continuity and change

JOHN FEATHER, *Professor of Library and Information Studies and Dean of the Graduate School, Loughborough University*

2013 I 240pp
Paperback I 9781856048187 I £59.95
Hardback I 9781783303182 I £119.95
eBook I 9781856049597

NEW

The KM Cookbook



CHRIS J COLLISON, PAUL J CORNEY and PATRICIA LEE ENG

'*The KM Cookbook* goes beyond the 'what' to the 'how'. Part I offers a wealth of practical insight into the knowledge, tools and strategies that enable KM Masterchefs to reliably deliver great food, day after day. The rich diversity of KM is beautifully illustrated in Part II, with its global showcase of stories of KM in practice. Chris, Paul and Patricia show how getting the basics right can professionalise KM without compromising its wide range of flavours.'
- Dr Sharon Varney, Henley Business School

The KM Cookbook serves up a menu of success stories and strategies for organisations wanting to know more about Knowledge Management Standard ISO 30401 – whether they intend to pursue certification or simply seek to use it as a framework to review their existing programme and strategy. Stories from sixteen organisations around the world illustrate aspects of the KM standard in practice through the reflections of their own 'KM chefs'. Case studies include:

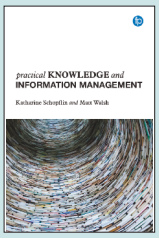
General Electric, World Bank, USAID, Schlumberger, PROCERGS, Médecins Sans Frontières, Transport for London, International Olympic Committee, TechnipFMC, Linklaters, Syngenta, Defence Science & Technology Laboratory, Financial Conduct Authority, Petroleum Development Oman, Saudi Aramco and MAPNA.

Readership: This book will be invaluable for CKOs, CIOs, CEOs and knowledge and information managers seeking to gain professional recognition for their function.

August 2019 I 352pp
Paperback I 9781783304318 I £39.95
Hardback I 9781783304325 I £79.95
eBook I 9781783304332
Kindle I 9781783304349

NEW

Practical Knowledge and Information Management



KATHARINE SCHOPFLIN, *Information Governance Lead, London Borough of Hackney* and MATT WALSH, *Global Knowledge Manager, Pearson*

'Whether you're a generalist or a specialist information professional, Schopflin and Walsh's book is packed with helpful commentary and advice. It covers everything from the history, to the state-of-the-art, in KIM, offering a toolbox of ideas, approaches and insights. The best KIM projects rely on clearly-defined purpose, staff buy-in and pragmatic technology choices. This book will help you get it right, no matter what you would like to achieve inside your organisation.'
— Helen Lippell, Taxonomy, Metadata & Search Consultant

Practical Knowledge and Information Management (KIM) is a guide written by and for knowledge and information management practitioners. As well as offering an introduction to the field, it provides advice and expertise that can be applied to real-life workplace situations.

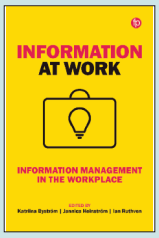
Readership: This book will be useful for existing knowledge and information practitioners as well as information professionals increasing their skills in the area. It offers insight for experienced professionals and a good introduction to students and professionals wanting to increase their knowledge.

January 2019 I 208pp
Paperback I 9781783303359 I £64.95
Hardback I 9781783303366 I £129.95
eBook I 9781783303373

NEW

Information at Work

Information management in the workplace



Edited by KATRIINA BYSTRÖM, *Oslo and Akershus University College and University of Borås,* JANNICA HEINSTRÖM, *Åbo Akademi* and IAN RUTHVEN, *Professor of Information Seeking and Retrieval, University of Strathclyde*

Today's society is characterized by quick technological developments and constant changes to our information environments. One of the biggest changes has been on our workplace environments where technological developments have automated work processes that were previously done by manual labour whilst new professions and work tasks have emerged in response to new methods of creating, sharing and using information.

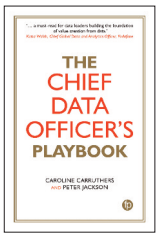
Information at Work: Information management in the workplace provides a comprehensive account of information in the modern workplace. It includes a set of chapters examining and reviewing the major concepts within workplace information, from over-arching themes of information cultures and ecologies, to strategic concerns of information management and governance, and to detailed accounts of questions and current debates.

Readership: This book will be useful reading for researchers in Information Science and Information Management and students on related courses. It is also suitable to be used as an introductory text for those working in allied fields such as Management and Business Studies.

January 2019 I 272pp
Paperback I 9781783302758 I £69.95
Hardback I 9781783302765 I £139.95
eBook I 9781783302772

BESTSELLER

The Chief Data Officer's Playbook



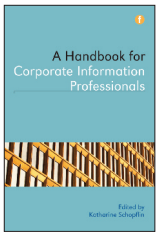
CAROLINE CARRUTHERS, *Group Director for Data Management, the Lowell Group* and PETER JACKSON, *Chief Data Officer, Southern Water*

'This practical guide is a must-read for data leaders building the foundation of value creation from data.'
- Katia Walsh, Chief Global Data and Analytics Officer, Vodafone

'A seminal work of impressive depth and scope, *The Chief Data Officer's Playbook* is essential reading and a critically important addition to professional, corporate, community, and academic library Corporate Management instructional reference collections and supplemental studies lists.'
- Midwest Book Review

2017 I 208pp
Paperback I 9781783302574 I £39.95
Hardback I 9781783302581 I £79.95
eBook I 9781783302598

A Handbook for Corporate Information Professionals

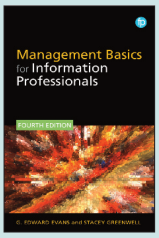


Edited by KATHARINE SCHOPFLIN, *Information Governance Lead, London Borough of Hackney*

2014 I 192pp
Paperback I 9781856049689 I £64.95
Hardback I 9781783302963 I £129.95
eBook I 9781783300433

FORTHCOMING 4TH EDITION

Management Basics for Information Professionals



G. EDWARD EVANS, *award-winning author and Fulbright Scholar* and STACEY GREENWELL, *Instructional Design Librarian, University of Kentucky*

This new fourth edition of a bestselling title offers updates and a broader scope to make it an even more comprehensive introduction to library management. Addressing the basic skills good library managers must exercise throughout their careers, this edition pays close attention to management in current economic conditions and offers updates on technological topics like social media. Among the areas covered are:

- The managerial environment, including organizational skill sets, the importance of a people-friendly organization, and legal issues
- Managerial skills such as planning, accountability, trust and delegation, decision making, principles of effective organizational communication, fostering change and innovation, quality control, and marketing
- Key points on leadership, team-building, and human resource management
- Budget, resource, and technology management
- Why ethics matter
- Tips for planning a library career, with a look at the work/life debate

Readership: This book will be valuable reading for anyone wishing to acquire a sound knowledge of both the theory and practice of management within the changing information workforce.

January 2020 I 600pp
Paperback I 9781783304523 I £69.95

Practical Tips for Developing Your Staff

TRACEY PRATCHETT, *Knowledge and Library Services Manager, Lancashire Teaching Hospitals* and GIL YOUNG, *NHS Library Knowledge Services Development Manager - North West North* with CAROL BROOKS, *Coach and Trainer, Chrysalis Coaching & Development*, LISA JESKINS, *Trainer, Lisa Jeskins Training* and HELEN MONAGLE, *Senior Assistant Librarian, Serials, Manchester Metropolitan University*

Series: Practical Tips for Library and Information Professionals

2016 I 224pp
Paperback I 9781783300181 I £54.95
Hardback I 9781783301805 I £109.95
eBook I 9781783301812

Leading Libraries

How to create a service culture

WYOMA VANDUINKERKEN, *Director of the Joint Library Facility* and WENDI ARANT KASPAR, *Professor,* both at *Texas A&M University*

2015 I 192pp
Paperback I 9781783300655 I £59.95

BESTSELLER

The No-nonsense Guide to Project Management

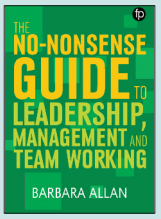
BARBARA ALLAN, *Consultant, Barbara Allan Associates*

'...now that I have this book to refer to, I feel more confident in my ability to plan and lead a larger project should the opportunity arise...I do not think my copy of this book will be getting dusty anytime soon.'
- Journal of the Canadian Health Libraries Association.

2017 I 240pp
Paperback I 9781783302031 I £59.95
Hardback I 9781783302048 I £119.95
eBook I 9781783302055

NEW

The No-nonsense Guide to Leadership, Management and Team Working



BARBARA ALLAN, *Consultant, Barbara Allan Associates*

This book provides a straight-forward and pragmatic guide to leadership, management and team working in contemporary library and information services. It covers:

- analysing your environment, understanding culture and developing strategies
- working in the senior team and making an impact
- confident leadership and management, decision making, problem solving and managing crises
- leading, managing and supervising your team, establishing working practices and conflict management
- delegation, dealing with overload and evaluating outcomes
- managing large and small projects and the people side of projects
- innovation and management of the change process
- communications, managing e-mails and text messages and effective use of social media
- recruitment and selection and performance management
- managing and leading complex teams including collaborative, multi-professional, partnership and virtual teams
- budgeting, managing finances, tendering, crowdfunding and taking part in audits
- managing work/life balance, coaching and mentoring, emotional intelligence, resilience and mindfulness.

Readership: This is a book that a new or aspiring manager will use to guide them through the first few years in their role. It will also provide guidance and support to new or aspiring directors of library services and help them to navigate their way through decision making and problem solving at senior levels.

April 2019 I 208pp
Paperback I 9781783303960 I £59.95
Hardback I 9781783303977 I £119.95
eBook I 9781783303984

Library Management in Disruptive Times

Skills and knowledge for an uncertain future

Edited by STEVE O'CONNOR, *Adjunct Professor, Charles Sturt University*

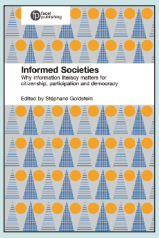
2015 I 176pp
Paperback I 9781783300211 I £64.95
Hardback I 9781783302840 I £129.95
eBook I 9781783302369

FORTHCOMING

Informed Societies

Why information literacy matters for citizenship, participation and democracy

Edited by STÉPHANE GOLDSTEIN, *Executive Director, InformAll*



In early 21st century societies, individuals and organisations are deluged with information, particularly online information. The ability to get the most out of the information flow, finding, interpreting and using it, and particularly developing a critical mind-set towards it, requires skills, know-how, judgement and confidence – such is the premise of information literacy. This is true for many aspects of human endeavour, including education, work, health and self-enrichment. It is notably true also for acquiring an understanding of the wider world, for reaching informed views, for recognising bias and misinformation, and thereby for playing a part as active citizens, in democratic life and society.

This ground-breaking and uniquely multi-disciplinary book explores how information literacy can contribute to fostering attitudes, habits and practices that underpin an informed citizenry. The 13 chapters each come from a particular perspective and are authored by international experts representing a range of disciplines: information literacy itself, but also political science, pedagogy, information science and psychology.

Informed Societies covers:

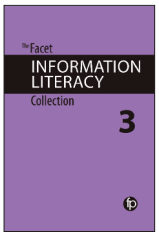
- why information literacy and informed citizens matter for healthy, democratic societies
- information literacy's relationship with political science
- information literacy's relationship with human rights
- how information literacy can help foster citizenship, participation, empowerment and civic engagement in different contexts: school students, refugees, older people and in wider society
- information literacy as a means to counter misinformation and fake news
- the challenges of addressing information literacy as part of national public policy.

Readership: The book will be essential reading for librarians and information professionals working in public libraries, schools, higher education institutions and public bodies; knowledge and information managers in all sectors and library and information science students, especially those at postgraduate level who are planning dissertations. Because of the topicality and political urgency of the issues covered, the book will also be of interest to students of political science, psychology, education and media studies/journalism; policy-makers in the public, commercial and not-for-profit sectors and politicians.

November 2019 | 256pp
Paperback | 9781783304226 | £74.95
Hardback | 9781783303915 | £149.95
eBook | 9781783303922

MULTI VOLUME SET

The Facet Information Literacy Collection 3



This *Collection* contains the following books:

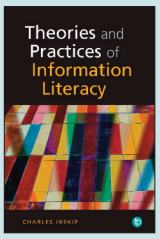
- ***A Guide to Teaching Information Literacy***
- ***Critical Literacy for Information Professionals***
- ***Expert Internet Searching, 5th edn***
- ***Improving Students' Web Use and Information Literacy***
- ***Information Literacy in the Workplace***
- ***Information Literacy Beyond Library 2.0***
- ***Metaliteracy in Practice***
- ***Rethinking Information Literacy***
- ***Teaching Information Literacy Reframed.***

2018 | 2018pp
9 volume set | 9781783303816 | £505
Includes 10% off combined book price

FORTHCOMING

Theories and Practices in Information Literacy

CHARLES INSKIP, *Lecturer, University College London*



This book explores the landscape of information literacy (IL) theory and practice, providing an up-to-date guidebook for anyone wishing to develop their knowledge, understanding and delivery of IL in all aspects of lifelong learning.

Beginning with a recent history of IL to give context, *Theories and Practices in Information Literacy* then provides a detailed review of theoretical models and practical approaches using real life examples from the wide information landscape.

This book will examine key issues around information literacy from an academic and professional perspective, and will:

- provide a detailed understanding of the theory and practice of information literacy and associated areas
- identify and discuss the challenges presented by the lifelong learning nature of IL in a digital world
- enable the development of appropriate skillsets of library and information professionals as central players in the delivery of IL in education, workplace and society.

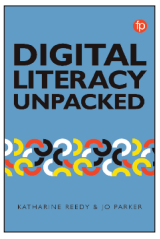
Readership: This book will be a core textbook for library and information studies students and useful reading for library and information professionals; other professional services (including cultural heritage, careers, e-learning, teaching and learning, adult education providers, ICT); and wider stakeholders (policy makers, funders) seeking to engage with the debates around information literacy.

June 2020 | 352pp
Paperback | 9781783301355 | £59.95
Hardback | 9781783301362 | £119.95
eBook | 9781783301379

BESTSELLER

Digital Literacy Unpacked

Edited by KATHARINE REEDY, *Learning & Teaching Development Manager (Learning Design,)* and JO PARKER, *Senior Library Manager,* both at *Open University*



Digital Literacy Unpacked demonstrates the importance of digital literacy in all areas of life, the centrality of critical thinking (a key element of both digital and information literacy), and the essential role of library and information professionals in leading digital literacy developments. It highlights the partnerships needed to deliver excellence and presents case studies from a range of practitioners world-wide.

Includes coverage of:

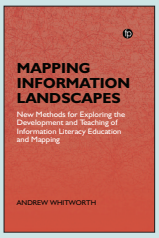
- approaches to digital literacy, including a discussion of terminology, institutional approaches, and existing frameworks
- an overview of digital literacy in HE and examples of good practice
- openness and digital literacy with a discussion of OERs and MOOCs
- the myth of digital natives
- developing digital capabilities for staff
- professional development for librarians
- digital inclusion and lifelong employability in a digital world.

Readership: The book will be useful reading for library and information professionals across the sector (FE, HE, schools, business/corporate, special, public), institutional leaders and managers, and LIS students. It will also be invaluable for educational technologists, learning and teaching professionals, and anyone with an interest in developing digital and information literacy capabilities in their students, teachers and customers.

2018 | 224pp
Paperback | 9781783301973 | £64.95
Hardback | 9781783301980 | £129.95
eBook | 9781783301997

FORTHCOMING

Mapping Information Landscapes



New methods for exploring the development and teaching of information literacy education and mapping

ANDREW WHITWORTH, *Director of Teaching and Learning Strategy, Manchester Institute of Education*

This is the first book to study how the political content of information literacy (IL) arises from the way it has become defined and is taught. It introduces new methods for research into the development of information literacy in learners, and explores the implications of this research for the design of IL teaching, both in formal educational settings and in workplaces.

The idea that information literacy education can be empowering , giving those at 'the bottom' the power to investigate information practices and change them if necessary, is supported by the models of power emerging from the work of Michel Foucault. Foucault sees power as being available, potentially, to all actors and agents in a given setting. This is a view of power as something emerging from, and shaping, micro-level discourses, and which can generate capital, helping learners change their world and the practices that shape it.

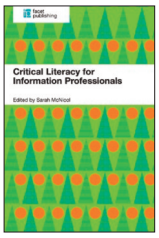
To understand how such an approach can be empowering, the book explores how we can draw on difference in productive ways in IL education with a theory-led, empirical investigation of how the way information literacy is taught – whether formally or informally, and whether in schools, universities or workplaces – influences the development of information practices at the micro-level.

The book draws on original research to provide a detailed account of how information practices emerge from communities of learners in different settings and how discursive mapping can be taught to learners. It also covers how the capacity to engage in it emerges from educational environments in a more indirect way, and how learners respond to and resist institutionalised power by developing their own capacity to stewarding their information landscapes and digital habitats.

Readership: Information literacy educators, whether in libraries, other HE courses, secondary schools or the workplace, will benefit by learning about how mapping – implicitly and explicitly – can be used as a method of teaching IL.

April 2020 I 272pp
Hardback I 9781783304172 I £65.00
eBook I 9781783304189

Critical Literacy for Information Professionals



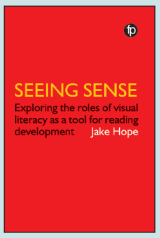
Edited by SARAH MCNICOL, *Research Associate, Manchester Metropolitan University*

'Essential reading for librarians looking to gain an understanding of critical literacy in order to improve their support services. This work will also be useful for academic librarians seeking practical ways to introduce the concept into their curricula.'
- Library Journal

2016 I 192pp
Paperback I 9781783300822 I £64.95
Hardback I 9781783301058 I £129.95
eBook I 9781783301508

FORTHCOMING

Seeing Sense



Exploring the roles of visual literacy as a tool for reading development

JAKE HOPE, *Reading development and children's book consultant. Chair of Youth Libraries Group and CILIP Carnegie & Kate Greenaway Medals Working Party.*

The burgeoning field of visual literacy can be universally understood across a wide variety of cultural backgrounds, regardless of traditional literacy levels. A key tool for navigating digital devices, there is often an antipathy surrounding visual literacy borne out of stigma and at times, intimidation.

At a point when funding for public libraries in the UK is in decline, Powerful Pictures will include new research and bring together best practice from different organisations and institutions from a national and global perspective. This book will showcase the role of visual literacy as a tool for promoting reading, helping to raise understanding and awareness among librarians and education practitioners and promoting aspiration and achievement among the children and young people they work with.

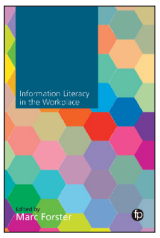
Content will include:

- an overview of visual literacy as a tool for reading development
- the role of visual literacy in design and display within libraries and resource centres
- advice for library and information professionals on how to gain greater confidence in using and understanding visual literacy as part of strategies to engage readers
- a number of practical case studies to illustrate the power and potency of visual literacy as a key tool for making reading accessible, engaging, and appealing for all.

Readership: Providing specialised knowledge in an accessible format, Powerful Pictures will be essential reading for public and school librarians as well as researchers, particularly those involved in Library and Information Science.

April 2020 I 224pp
Paperback I 9781783304417 I £39.95
Hardback I 9781783304424 I £80.00
eBook I 9781783304431
eBook I 9781783304189

Information Literacy in the Workplace

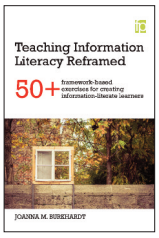


Edited by MARC FORSTER, *Librarian, University of West London*

'...offers a fresh perspective and suggests ways to reframe IL so that it is acknowledged throughout a workplace as relevant and valuable. It provides ideas for information professionals on how to develop their own and their colleagues' IL in a workplace context, as well as on how to support students in their transition to work.'
- Journal of Information Literacy

2017 I 208pp
Paperback I 9781783301324 I £69.95
Hardback I 9781783301331 I £139.95
eBook I 9781783301348

Teaching Information Literacy Reframed



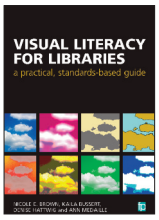
50+ framework-based exercises for creating information-literate learners

JOANNA M BURKHARDT, *Professor, University of Rhode Island*

'*Teaching Information Literacy Reframed* begins with an action verb and will be well suited for librarians and other instructors of information literacy who are looking for real-life practicum for best lessons and actual use with The ACRL Framework for Information Literacy for Higher Education. Recommended.'
- ARBA

2016 I 160pp
Paperback I 9781783301638 I £54.95

Visual Literacy for Libraries



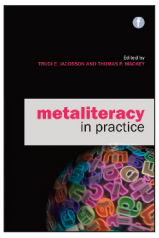
A practical, standards-based guide

NICOLE E BROWN, *Multidisciplinary Instruction Librarian, New York University,* KAILA BUSSERT, *Foundational Experiences Librarian, California Polytechnic State University,* DENISE HATTWIG, *Curator of Digital Collections, University of Washington Bothell Library* and ANN MEDAILLE, *Assessment Librarian, University of Nevada*

'Required reading for any library professional, from students to seasoned librarians, who participate in teaching activities. A must-have for all academic libraries.'
- Library Journal

2016 I 208pp
Paperback I 9781783301447 I £54.95

Metaliteracy in Practice



Edited by TRUDI E JACOBSON, *Librarian and Head of the Information Literacy Department, SUNY: University of Albany,* and THOMAS P MACKEY, *Dean at Center for Distance Learning, SUNY: Empire State College*

'*Metaliteracy in Practice* is a valuable contribution to the literature of library and information science and explores many of the salient questions and concerns of instruction librarians and other educators, including how we may help students explore the more complex, conceptual dimensions of information literacy, such as the social, political, and ethical dimensions of information creation, distribution, and use.'
- Communications in Information Literacy

2015 I 256pp
Paperback I 9781783300938 I £54.95

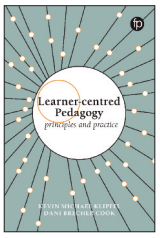
Metaliteracy

Reinventing information literacy to empower learners

TRUDI E JACOBSON, *Librarian and Head of the Information Literacy Department, SUNY: University of Albany,* and THOMAS P MACKEY, *Dean at Center for Distance Learning, SUNY: Empire State College*

2014 I 250pp
Paperback I 9781783300129 I £59.95

Learner-centred Pedagogy



Principles and practice

KEVIN MICHAEL KLIPFEL, *Instructional Design and Assessment Librarian, University of Southern California Libraries* and DANI BRECHER COOK, *Director of Teaching and Learning, University of California, Riverside*

'Current librarians who take the time to read through the extensive research provided in this text will give more consideration to what it is like to be a learner today, and perhaps will find new approaches to integrate into their work with patrons of all ages.'
- VOYA

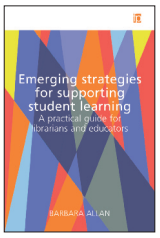
This book offers librarians concrete, empirically-based strategies to connect with learners at all levels, it covers:

- six cognitive principles for organizing information literacy instruction, with sample worksheets and organization tools for instruction planning
- how to establish rapport and build learners' motivation
- educational evidence debunking the mythical perception that because students are skilled at computers and mobile technology, they already know how to do research
- questions to keep in mind for inspiring autonomous learning
- the power of story, and educational psychology research
- the science behind information overload
- a balanced framework for evaluating specific educational technology tools.

Readership: Fusing theory with practice, this book is a valuable resource to help every librarian connect with learners more effectively.

2017 I 216pp
Paperback I 9781783302543 I £59.95

Emerging Strategies for Supporting Student Learning



A practical guide for librarians and educators

BARBARA ALLAN, *author and trainer*

'Whether you're a seasoned professional or just at the beginning of your career, this book is a must read with invaluable and accessible information on current pedagogical theory for HE, practical examples of teaching activities, vital checklists for teaching delivery and precious recommendations for future professional development.'
- Journal of Information Literacy

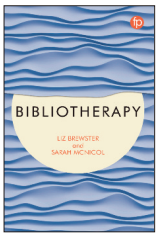
2016 I 192pp
Paperback I 9781783300709 I £54.95
Hardback I 9781783301072 I £109.95
eBook I 9781783301461

Discover more with interactive

Visit **facetpublishing.co.uk** to browse an interactive version of our catalogue. Discover more about each book and buy directly from our online store.

BESTSELLER

Bibliotherapy



Edited by SARAH MCNICOL, *Research Associate, Manchester Metropolitan University* and LIZ BREWSTER, *Lecturer, Lancaster University*

'Sarah McNicol and Liz Brewster clearly appreciate and articulate the importance of theory, the significance of research and the value of books and reading. They, and international contributors, demonstrate compassion, creativity and illustrate how research can be translated into policy and practice. This life-affirming text is essential reading not only for those concerned with bibliotherapy but for all who believe in the value and potential of library services in the modern world. Library Task Force members please note!'
- Bob Usherwood, Professor Emeritus, The University of Sheffield

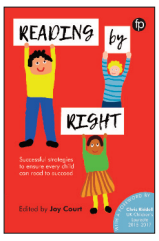
This book will draw on the latest international practical and theoretical developments in bibliotherapy to explore how libraries can best support the health and wellbeing of their communities.

Case studies include a range of settings (public library, academic library, outpatient, inpatient); populations (including young people, ESOL speakers, psychiatric patients, homeless people, people with dementia/carers); and countries (UK, North America, South America, Australia).

Readership: This book will be useful reading for students and practising library and information professionals across sectors, including health, public, and academic libraries, and those with an interest in wellbeing more generally.

2018 | 208pp
Paperback | 9781783303410 | £64.95
Hardback | 9781783303427 | £129.95
eBook | 9781783303434

Reading by Right



Successful strategies to ensure every child can read to succeed

Edited by JOY COURT, *Chair of the CILIP Carnegie & Kate Greenaway Medals Working Party*

With a foreword by CHRIS RIDDELL, *UK Children's Laureate 2015-2017*

'This is an essential toolkit for anyone working with children's reading. Alongside the research there are many practical ideas for parents, librarians and teachers to take reading forward. Carrying this book around is the equivalent of having a vast library of information at your fingertips, curated by some of the finest librarians and experts.'
- Dawn Finch, Awfully Big Reviews

Readership: This book will be valuable for readers from all those professions that engage with young people and families and with the development of literacy, including librarians; teachers; service managers; consultants and other professional practitioners; and also to concerned parents.

2017 | 256pp
Paperback | 9781783302093 | £59.95
Hardback | 9781783302109 | £119.95
eBook | 9781783302116

BESTSELLER

Rethinking Information Literacy

A practical framework for supporting learning

Edited by JANE SECKER, *Senior Lecturer in Educational Development, City, University of London* and EMMA COONAN, *Research Skills and Development Librarian, Cambridge University Library*

'...a useful and relevant update. It provides good discussions of the current state of IL, and strong arguments for strengthening of the role of librarians and the increased participation of other professionals. Its theoretical component is supported by case studies and detailed practical advice. This is recommended for those interested in information literacy and developments in this field.'
- Australian Library Journal

2012 | 224pp
Paperback | 9781856048224 | £64.95
eBook | 9781856049528

BESTSELLER

A Guide to Teaching Information Literacy

101 tips

HELEN BLANCHETT, *Scholarly Communications Subject Specialist, Jisc*, CHRIS POWIS, *Head of Library and Learning Services, Northampton University* and JO WEBB, *Visiting Fellow, University of East London*

'...this is an essential book for those new to teaching information literacy, and a useful addition to the collection of experienced practitioners. It is certainly one to which I will return in the future.'
- Journal of Information Literacy

2011 | 272pp
Paperback | 9781856046596 | £64.95
eBook | 9781856048767

BESTSELLER

Information Literacy Beyond Library 2.0

Edited by PETER GODWIN and JO PARKER, *Head of Information Literacy, Open University Library*

'This book is of most benefit to anyone teaching information literacy, and especially so to those involved in developing digital literacy skills in their user groups. It is also a great source of contacts and resources, providing names for information literacy proponents across the world.'
- Managing Information

2012 | 298pp
Paperback | 9781856047623 | £64.95
eBook | 9781856048804

Read to Succeed

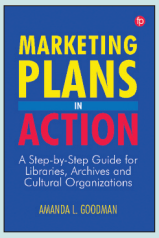
Strategies to engage children and young people in reading for pleasure

Edited by JOY COURT, *Chair of the CILIP Carnegie & Kate Greenaway Medals Working Party*

2011 | 288pp
Paperback | 9781856047470 | £64.95
eBook | 9781856049238

FORTHCOMING

Marketing Plans in Action



A Step-by-Step Guide for Libraries, Archives, and Cultural Organizations

AMANDA L. GOODMAN, *Publicity Manager, Darien Library, Connecticut*

You know you need to get the word out. But where do you start? How do you keep track of everything? The key is to stay organized and focused through solid project management skills, and at the heart of it all lies an efficient workflow. Goodman's invaluable resource with 72 time-saving guides will help streamline your processes. Addressing myriad marketing, publicity, and promotion activities, this book is packed with tried and tested best practices and useful tips on such topics as:

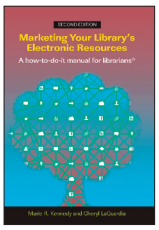
- efficiently reviewing and tracking task requests from colleagues around your organization;
- keeping people informed through project management tools and formal reporting;
- developing and sustaining a network of media contacts in the community who will publicize your events;
- crafting a consistent brand identity across the organization through language, logo, and colors;
- creating and maintaining a public calendar for content;
- designing mobile-friendly email messages and web pages;
- segmenting email campaigns for maximum impact and engagement;
- collecting user information while respecting privacy;
- employing simple surveys for quick and useful feedback; and
- handling complaints with grace.

Readership: Libraries, archives and cultural organizations of all sizes seeking to establish and maintain marketing communication strategies and workflows will benefit from Goodman's step-by-step advice.

October 2019 I 200pp
Paperback I 9781783304707 I £50.00

2ND EDITION

Marketing Your Library's Electronic Resources



A how-to-do-it manual for librarians

MARIE R KENNEDY, *Librarian, Loyola Marymount University* and CHERYL LAGUARDIA, *Research Librarian, Widener Library, Harvard University*

'Spoiler alert: *Marketing Your Library's Electronic Resources* accomplishes exactly what its title forewarns ... the content is very high quality and can be extremely valuable for many libraries.'
- ARBA

2017 I 240pp
Paperback I 9781783302673 I £59.95

BESTSELLER

Social Media for Creative Libraries

PHIL BRADLEY, *Information Specialist, Internet Consultant and Conference Speaker*

'...impressively instructive and 'user friendly', making it a highly prized and recommended addition to personal, professional, community, corporate, and academic library 'Library Science' reference collections and supplemental studies reading lists.'
- Midwest Book Review

2015 I 256pp
Paperback I 9781856047135 I £59.95
Hardback I 9781783302956 I £119.95
eBook I 9781783300679

MULTI VOLUME SET

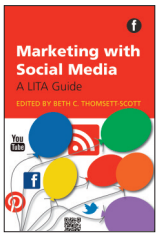
The Facet Marketing Collection

This *Collection* contains the following books:

- ***Social Media for Creative Libraries***
- ***The Library Marketing Toolkit***
- ***Marketing Your Library's Electronic Resource, 2nd edition***
- ***Developing Strategic Marketing Plans That Really Work***
- ***Marketing with Social Media***.

2016 I 1116pp
5 vol set I 9781783301720 I £275
Includes 10% off combined book price

Marketing with Social Media



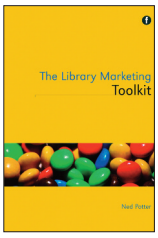
Edited by BETH C THOMSETT-SCOTT, *Science and Engineering Librarian, University of North Texas*

'...provides readers with step-by-step instructions for creating a library presence on several social media platforms, including Facebook, Twitter, Pinterest, Foursquare, and Google+. Development of blogs, wikis and video-sharing sites are also outlined. In addition, best practices and case studies of highly successful social media outreach campaigns by libraries are featured throughout the book.'
- Journal of Electronic Resources Librarianship

2013 I 176pp
Paperback I 9781783300013 I £64.95

BESTSELLER

The Library Marketing Toolkit

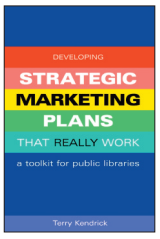


NED POTTER, *Academic Liaison Librarian, University of York*

'...highly recommended for all types of libraries, even those such as departmental libraries that do not have an apparent public face. The chapter on internal marketing is an eye-opener. The whole book has a reassuring and inspiring tone: ideas and approaches outlined in the book appear absolutely achievable and commonsensical. I suggest that you buy, borrow or beg a copy today.'
- Australian Library Journal

2012 I 240pp
Paperback I 9781856048064 I £59.95
eBook I 9781856048897

Developing Strategic Marketing Plans That Really Work



A toolkit for public libraries

TERRY KENDRICK, *Strategic Marketing Planning Consultant*

'Facet have developed a sensible and topical book here that moves beyond the merely'déjà vu' because it is so practical and uncondescending...Kendrick brings a practical trainer's eye to helping people get to the meat... well worth buying.'
- Library Review

2006 I 240pp
Paperback I 9781856045483 I £59.95

Principles and Practice in Records Management and Archives

Series editor: GEOFFREY YEO, *Honorary Senior Research Fellow, University College London*

BESTSELLER 2ND EDITION

Archives

Principles and practices

LAURA A MILLAR, *Independent Consultant*

'An absolutely indispensable instructional guide and manual, *Archives: Principles and Practices* is unreservedly recommended for community, academic, governmental, and corporate Library Science collections and supplemental studies lists.'
- Midwest Book Review

2017 I 352pp
Paperback I 9781783302062 I £54.95
Hardback I 9781783302079 I £109.95
eBook I 9781783302086

Managing Records in Global Financial Markets

Ensuring compliance and mitigating risk

Edited by LYNN COLEMAN, VICTORIA LEMIEUX, *Associate Professor, University of British Columbia,* ROD STONE, *Policy Manager, Royal Bank of Scotland* and GEOFFREY YEO, *Honorary Senior Research Fellow, University College London*

2011 I 272pp
Paperback I 9781856046633 I £74.95
eBook I 9781856049177

FORTHCOMING

Community Archives, Community Spaces

Edited by JEANNETTE A BASTIAN, *Professor and Director of the Archives Program, Simmons College* and ANDREW FLINN, *Reader in Archival Studies and Oral History, University College London*

Over ten years have passed since the first volume of *Community Archives*, and inspired by continued research as well as by the formal recognition of community archives in the UK, the community archives movement has become an increasing important area of research, recognition and appreciation by archivists, archival scholars and others worldwide. *Community Archives* reflects the latest research and will also include practical case studies on the challenges of building and sustaining community archives.

Readership: This book will appeal to practitioners, researchers, and academics in the archives and records community as well as to historians and other scholars concerned with community building and social issues.

November 2019 I 224pp
Paperback I 9781783303502 I £69.95
Hardback I 9781783303519 I £139.95
eBook I 9781783303526

The Silence of the Archive

DAVID THOMAS, *Visiting Professor, University of Northumbria,* SIMON FOWLER, *Associate Teaching Fellow, University of Dundee* and VALERIE JOHNSON, *Interim Director of Research and Collections, The National Archives*

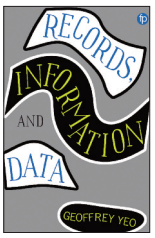
Foreword by ANNE J GILLILAND, *Professor and Director, Center for Information as Evidence, University of California*

'Records managers, archivists, historians and other users of archives should read this timely and important book.'
- LSE Review of Books

2017 I 224pp
Paperback I 9781783301553 I £64.95
Hardback I 9781783301560 I £129.95
eBook I 9781783301577

BESTSELLER

Records, Information and Data



Exploring the role of record-keeping in an information culture

GEOFFREY YEO, *Honorary Senior Research Fellow, University College London*

'Yeo's searching examination of claims that archivists and records managers must reinvent themselves and their discipline for an information age draws on an impressive reading and analysis of a wide range of literature. Everyone in the records field or aspiring to enter it should read this book and ponder its many cogent arguments.'
- Terry Eastwood, Professor Emeritus, The University of British Columbia

This dynamic book considers whether and how the management of records (and archives) differs from the management of information (and data).

Readership: This thought-provoking and timely book is primarily intended for records managers and archivists, but should also be of interest to professionals in a range of information-related disciplines. It aims to provide a balance of theory and practice that will appeal to practitioners as well as students and academics around the world.

2018 I 240pp
Paperback I 9781783302260 I £69.95
Hardback I 9781783302277 I £139.95
eBook I 9781783302284

2ND EDITION

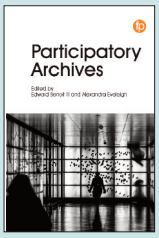
Preserving Archives

HELEN FORDE, *University College London and* JONATHAN RHYS-LEWIS, *Lead Conservation Advisor: Archives & Libraries, National Conservation Service*

2013 I 336pp
Paperback I 9781856048231 I £59.95
Hardback I 9781783303199 I £119.95

NEW

Participatory Archives



Edited by EDWARD BENOIT, III, *Assistant Professor, Louisiana State University* and ALEXANDRA EVELEIGH, *Collections Information Manager, Wellcome Collection*

This book examines the creation and development of participatory archives, its impact on archival theory, and presents case studies of its real world application.

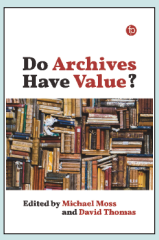
Participatory Archives is divided into four sections with each focused on a particular aspect of participatory archives: social tagging and commenting; transcription; crowdfunding; and outreach & activist communities. Each section includes chapters summarizing the existing literature, a discussion of theoretical challenges and benefits, and a series of case studies. The case studies are written by a range of international practitioners and provide a wide range of examples in practice, whilst the remaining chapters are supplied by leading scholars from Australia, Canada, Denmark, the Netherlands, Norway, the United Kingdom, and the United States.

Readership: This book will be useful for students on archival studies programs, scholarly researchers in archival studies who could use the book to frame their own research projects, and practitioners who might be most interested in the case studies to see how participatory archives function in practice.

September 2019 | 208pp
Paperback | 9781783303564 | £64.95
Hardback | 9781783303571 | £129.95
eBook | 9781783303588

NEW

Do Archives Have Value?



Edited by MICHAEL MOSS, *Professor of Archival Science* and DAVID THOMAS, *Visiting Professor,* both at *University of Northumbria*

Do Archives Have Value? discusses various valuation methods, and assesses their suitablility for use by archives and special collections. The book also assesses the impact of the transition to the digital in archival holdings, which will transform their character and will almost certainly cost more. The discussion will be set in the context of changing societal expectations of the archive in the wake of child abuse and other scandals where records to address grievances must be kept irrespective of cost.

Value is explored in a range of different cultural and organizational contexts with contributions from Nancy Bell, Head of Conservation at The National Archives, Louise Craven, one of the leading UK archival scholars, Paul Lihoma, National Archivist of Malawi, Helen Morgan from the University of Melbourne, Pak Te Lee of the University of Hong Kong and Richard Wato from the National Archives of Kenya.

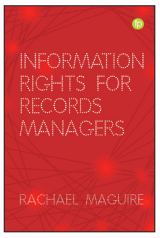
Key chapters include:

- The value of the Clinton emails for research
- The value of Russian archives before and after revolution
- The value of archives in public inquiries - the case of the Hillsborough tragedy
- The value of Find & Connect - Australia's response to child abuse
- The Chinese long tradition of record keeping
- Why and how to value
- Valuing digital content
- The commercialisation of archives.

Readership: Professional archivists and students on archival studies courses, senior management with oversight of libraries and museums, owners of collections and external funders.

August 2019 | 240pp
Paperback | 9781783303328 | £69.95
Hardback | 9781783303335 | £139.95
eBook | 9781783303342

Information Rights for Records Managers



RACHAEL MAGUIRE, *Records Manager, London School of Economics and Political Science*

Records Managers have tended to find themselves given the responsibility for managing requests under the Freedom of Information (FOI) and Data Protection Acts (DPA), without necessarily having training and/or an academic background in legal studies. This book aims to fill this knowledge gap by offering a fully up-to-date, accessible, comprehensive guide to Information rights specifically for those without a legal background.

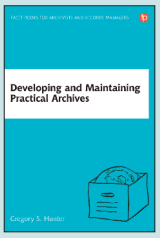
- Responding to FOI requests, including exemptions, internal reviews and benchmarking
- Coverage of DPA and GDPR regulations, where the differences lie and what the implications are for professionals operating under the acts
- Personal data requests and enquiries under GDPR
- Working with the European Information Regulations (EIR) and where the differences lie with FOI
- Discussion of the two strands of records management and information rights work and how the two interact in daily work
- Practical case studies from a range of organisations and institutions to demonstrate practice.

Readership: The book will be useful reading for all professionals in the public and private sectors who have responsibility for information rights, particularly around FOI and DPA. Its introductory nature will also mean that it will be very useful students and new professionals seeking to increase their knowledge.

2018 | 208pp
Paperback | 9781783302444 | £64.95
Hardback | 9781783302451 | £129.95
eBook | 9781783302468

FORTHCOMING 3RD EDITION

Developing and Maintaining Practical Archives



A how-to-do-it manual for librarians

GREGORY S HUNTER, *Professor of Library and Information Science, Long Island University*

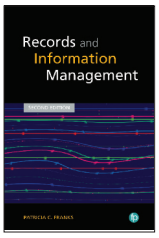
This book by Gregory Hunter, editor of *American Archivist*, the journal of the Society of American Archivists, covers such keystone topics as:

- a history of archives, including the roles of historical societies and local history collections in libraries
- conducting a survey and starting an archival programme
- selection, appraisal, acquisition, accessioning, and deaccessioning
- important points of copyright, privacy, and ethics
- arrangement of archival collections
- description, including DACS, EAD, and tools such as Archon and the Archivists' Toolkit
- access, reference, and outreach
- preservation, including guidance on how to handle rare books, maps, architectural records, and artifacts
- digital records, addressing new and popular methods of storage and preservation of email, image files, Webpages, Word documents, spreadsheets, databases, and media files
- disaster planning, security, and theft prevention
- metrics, assessment, establishing employee procedures and policies, working with interns and volunteers, and other managerial duties
- public relations and marketing, from social media to advocacy
- professional guidelines and codes, such as the newly developed SAA Statement of Core Values of Archivists.

Readership: Providing in-depth coverage of both theory and practice, this manual is essential for archivists at all levels of experience and of all backgrounds.

March 2020 | 320pp
Paperback | 9781783300464 | £69.95

Records and Information Management



PATRICIA C FRANKS, *Associate Professor, San Jose State University, California*

Review of the previous edition:

'I encourage anyone participating in the archives and records management field today or considering entering an Archives & Records Administration program to acquire this volume. I am sure many library and information science programs will quickly be adopting *Records and Information Management* as a core text.'
- Technicalities

The new second edition cements this work's status as an up-to-date classic, its content revised and expanded to address emerging technologies, most notably blockchain, and evolving standards and practices. Franks presents complete coverage of the records and information lifecycle model, encompassing paper, electronic (databases, office suites, email), and new media records (blogs, chat messages, and software as a service). Informed by an advisory board of experts in the field and with contributions by noted authorities, the text addresses such key topics as:

- the origins and development of records and information
- the discipline of information governance and developing a strategic records management plan
- creation/capture and classification
- retention strategies, inactive records management, archives, and long-term preservation
- access, storage, and retrieval
- electronic records and electronic records management systems
- the latest on rapidly evolving technologies such as web records, social media, and mobile devices
- vital records, disaster preparedness and recovery, and business continuity
- monitoring, auditing, and risk management
- education and training.

This book's authoritative blend of theory and practice makes it a matchless resource for everyone in the archives and records management field.

2018 I 448pp
Paperback I 9781783304301 I £69.95

BESTSELLER

Archival Futures

Edited by CAROLINE BROWN, *University Archivist and Programme Leader, Archives and Family History, University of Dundee*

'Archives play a unique and powerful role in making the past available for an extraordinary array of current purposes. But do archives have a future, particularly given disruptive changes in communication technologies? Archival Futures addresses this and other challenges to find ways forward for the now pivotal role of archives in society.'
- Tom Nesmith, (Professor, retired), University of Manitoba

Offers thought provoking and accessible chapters that aim to challenge and inspire archivists globally and to encourage debate about their futures.

Readership: this book will appeal to an international audience of students, academics and practitioners in archival science, records management, and library and information science.

2018 I 224pp
Paperback I 9781783301829 I £69.95
Hardback I 9781783302185 I £139.95
eBook I 9781783302192

BESTSELLER

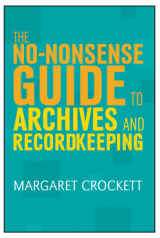
Archives and Recordkeeping

Theory into practice

Edited by CAROLINE BROWN, *University Archivist and Programme Leader, Archives and Family History, University of Dundee*

2013 I 224pp
Paperback I 9781856048255 I £59.95
Hardback I 9781783303083 I £119.95
eBook I 9781783300044

The No-nonsense Guide to Archives and Recordkeeping

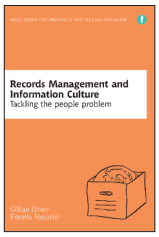


MARGARET CROCKETT, *Director, Margaret Crockett Limited*

2015 I 224pp
Paperback I 9781856048552 I £59.95
Hardback I 9781783302833 I £119.95

Records Management and Information Culture

Tackling the people problem



GILLIAN OLIVER, *Associate Professor, Monash University* and FIORELLA FOSCARINI, *Associate Professor, University of Toronto*

'The book's real value is its potential to equip the records manager with a deeper awareness of the constraints and motivators that shape people's attitudes toward information and recordkeeping and thus provide the foundation upon which properly targeted actions and strategies can be formulated.'
- Archives and Manuscripts

2014 I 160pp
Paperback I 9781856049474 I £64.95
Hardback I 9781783303045 I £129.95
eBook I 9781783300372

BESTSELLER

Managing Records

A handbook of principles and practice

ELIZABETH SHEPHERD, *Professor of Archives and Records Management* and GEOFFREY YEO, *Honorary Senior Research Fellow,* both at *University College London*

2002 I 144pp
Hardback I 9781856043700 I £54.95
eBook I 9781856049788

Where to buy Facet eBooks

The majority of Facet books are available as eBooks for library or individual purchase. For a full list of availability, prices and vendors visit
www.facetpublishing.co.uk/e-books.php

NEW

Trusting Records in the Cloud

The creation, management, and preservation of trustworthy digital content

Edited by LUCIANA DURANTI, *Professor of archival theory, diplomatics, and the preservation of digital records, University of British Columbia* and CORINNE ROGERS, *Project Coordinator, InterPARES Trust*

Trusting Records in the Cloud presents the key findings of the InterPARES Trust project, which has investigated issues of trust in and trustworthiness of records in the cloud environment. The project generated theoretical and methodological frameworks to develop local, national and international policies, procedures, regulations, standards and legislation, in order to ensure public trust grounded on evidence of good governance, a strong digital economy, and a persistent digital memory.

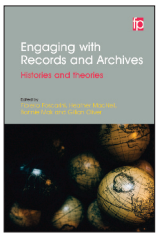
Coverage includes:

- the risks and remedies to the contracts the general public must enter into with social media and other service providers
- implementing retention and disposition schedules in the cloud
- understanding the role of metadata in cloud services for chain of custody
- rethinking issues of appraisal, arrangement and description
- new practices with respect to preservation including a model for preservation as a series of services that may be implemented by a single trusted digital repository or by a variety of preservation actors
- information governance, risk management, and authentication practices and technologies.

Readership: The book will be essential reading for records managers, archivists, information professionals and organizations who are using or intend to use the cloud for creation, management and preservation of their information. It will also be useful reading for students of records management, archival studies and information management, educators in those disciplines, individuals working in academic, government and the private sector and members of the public who are concerned about their privacy and rights with respect to personal information in the cloud.

July 2019 I 224pp
Paperback I 9781783304028 I £69.95
Hardback I 9781783304035 I £139.95
eBook I 9781783304042

Engaging with Records and Archives



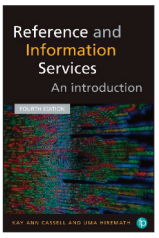
Histories and theories

Edited by FIORELLA FOSCARINI, *Associate Professor, University Of Toronto,* HEATHER MACNEIL, *Professor, University of Toronto,* BONNIE MAK, *Associate Professor, University of Illinois* and GILLIAN OLIVER, *Associate Professor, Monash University*

'Presenting a modern version of the archival world through a selection of essays, *Engaging with Records and Archives* connects the past with the present, through the eyes of both emerging and internationally renowned scholars.'
- IQ Magazine

2016 I 256pp
Paperback I 9781783301584 I £64.95
Hardback I 9781783301591 I £129.95
eBook I 9781783301607

Reference and Information Services



KAY ANN CASSELL, *Assistant Professor and Director, MLIS Program, Rutgers University* and UMA HIREMATH, *Executive Director, Ames Free Library*

Designed to complement every introductory library reference course, this is the perfect text for students and librarians looking to expand their personal reference knowledge, teaching failsafe methods for identifying important materials by matching specific types of questions to the best available sources, regardless of format. Guided by a national advisory board of educators and practitioners, this thoroughly updated text expertly keeps up with new technologies and practices while remaining grounded in the basics of reference work. Chapters on fundamental concepts, major reference sources, and special topics provide a solid foundation; the text also offers fresh insight on core issues, including:

- ethics, readers' advisory, information literacy, and other key aspects of reference librarianship
- selecting and evaluating reference materials, with strategies for keeping up to date
- assessing and improving reference services
- guidance on conducting reference interviews with a range of different library users, including children and young adults
- a new discussion of reference as programming
- important special reference topics such as Google search, 24/7 reference, and virtual reference
- delivering reference services across multiple platforms.

2018 I 480pp
Paperback I 9781783302338 I £69.95

MULTI VOLUME SET

The Facet Research Methods Collection

This *Collection* contains the following books:

- ***Research, Evaluation and Audit***
- ***Research Methods in Information, 2nd edition***
- ***How to Do Research, 3rd edition***
- ***Qualitative Research for the Information Professional, 2nd edition.***

2017 I 1152pp
4 vol set I 9781783303281 I £235
Includes 10% off combined book price

The New Walford Guide to Reference Resources

Volume 1: Science, Technology and Medicine

Edited by RAY LESTER

2004 I 848pp
Hardback I 9781856044950 I £259.95
eBook I 9781856049191

The New Walford Guide to Reference Resources

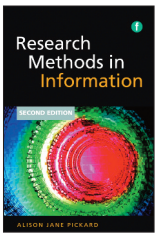
Volume 2: The Social Sciences

Edited by RAY LESTER, PETER CLINCH, HEATHER DAWSON, HELEN EDWARDS and SUSAN TARRANT

2007 I 848pp
Hardback I 9781856044981 I £259.95
eBook I 9781856049207

2ND EDITION

Research Methods in Information



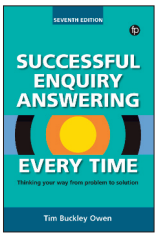
ALISON JANE PICKARD, *Head of Information and Communication Management and Director of Quality and Student Experience, University of Northumbria*

'This reference guide outlines the research process for students and practitioners in information studies, communications, records management, knowledge management, and related disciplines. It covers the three major research paradigms in information science, then reviewing the literature, defining the research, the proposal, sampling, ethics, research methods, the type of question the methods can be used for, and how to design it, including case studies, surveys, experimental research, Delphi studies, action research, historical research, and grounded theory. It also details data collection techniques (interviews, questionnaires, observation, diaries, and focus groups), and qualitative and quantitative data analysis and research presentation. This edition adds two chapters by guest authors on data research management and the analysis of existing documents. The chapters on usability testing and ethnography have been expanded to include ethnography and other material.'
- Reference and Research Book News

2013 I 384pp
Paperback I 9781856048132 I £54.95
Hardback I 9781783303205 I £109.95
eBook I 9781783300235

7TH EDITION

Successful Enquiry Answering Every Time



Thinking your way from problem to solution

TIM BUCKLEY OWEN, *Research and Information Skills Trainer*

'Owen is incredibly thorough in this exhaustive presentation of strategies and different outlets for research, which is what makes this text a strong pick for any information professional, but particularly for students developing their search strategies and those in academic, medical and special library fields.'
- VOYA

2017 I 192pp
Paperback I 9781783301935 I £54.95
Hardback I 9781783301942 I £109.95
eBook I 9781783302154

CILIP: the Chartered Institute of Library and Information Professionals Yearbook 2014-15

2015 I 496pp
Paperback I 9781856047098 I £59.95
eBook I 9781783300792

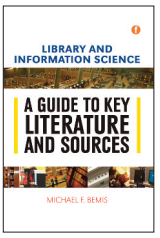
38TH EDITION

Libraries and Information Services in the United Kingdom and the Republic of Ireland 2015

2014 I 464pp
Paperback I 9781856048019 I £59.95
eBook I 9781783300440

Library and Information Science

A guide to key literature and sources



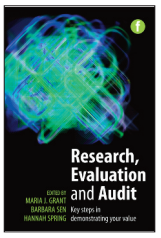
MICHAEL F BEMIS, *Freelance Researcher and Writer*

"Descriptive', 'informative' and 'comprehensive' are words that could describe the sources in this book by Michael Bemis, but also actually describe the book itself. It is obvious from the start that this is not just a list of resources with the publisher's blurb being reprinted or restated. Bemis has looked at each title he has reviewed and gives a succinct yet informative statement of each book's coverage, its strengths and weaknesses...I highly recommend this title to students and fellow librarians alike.'
- Australian Library Journal

2014 I 256pp
Paperback I 9781783300020 I £59.95

Research, Evaluation and Audit

Key steps in demonstrating your value



Edited by MARIA J GRANT, *Research Fellow, University of Salford,* BARBARA SEN and HANNAH SPRING, *Consultant Health Information Scientist, Principle Purpose*

'I strongly recommend this book, for at least one single reading, to my professional colleagues in the working settings. I do hope that they will find it helpful and use it in 'demonstrating their value' as has been suggested by editors in its sub-title. I would also suggest this book as a source book to students and practitioners who aim to write their own text in practice or research. It is step-by-step guide in doing research or working on research project. Final term students in library and information science should not miss reading it. They will definitely like it and will keep it with them while working on the research element of their education'
- Information Research

2013 I 256pp
Paperback I 9781856047418 I £64.95
Hardback I 9781783303120 I £129.95
eBook I 9781856049719

3RD EDITION

How to Do Research

The practical guide to designing and managing research projects

NICK MOORE, *Managing Director, Acumen Research and Consultancy Ltd*

2006 I 192pp
Paperback I 9781856045940 I £59.95
eBook I 9781856049825

2ND EDITION

Qualitative Research for the Information Professional

A practical handbook

G E GORMAN and PETER CLAYTON

2004 I 320pp
Hardback I 9781856044721 I £69.95
eBook I 9781856047982

2ND EDITION

The Innovative School Librarian

SHARON MARKLESS, *Senior Lecturer in Higher Education, King's College London,* ELIZABETH BENTLEY, *Librarian, School Librarians' Network,* SARAH PAVEY, *Independent Library Consultant and Trainer,* SUE SHAPER, *Library Resources Director, The Broxbourne School,* SALLY TODD, *School Archivist, St. John's School Leatherhead* and CAROL WEBB, *Head Librarian, Portsmouth Grammar School*

'For me the book really made me question what I do and how I do it when over time it can be easy to become complacent. It was also great to find an index with the book to allow quick reference back to key ideas at a later date. I'd thoroughly recommend this book as a great read for school librarians to reflect on their practices.'
- The School Librarian

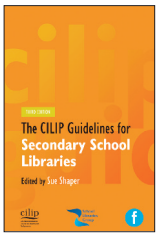
The Innovative School Librarian raises important questions about the functions of the school librarian and sets out to encourage the reader to think outside the box for new approaches to traditional challenges. It aims to inspire and enable school librarians to think creatively about their work and the community in which they operate.

Written by current leaders in the field, each chapter addresses the practical issues facing school librarians. This new edition has been fully updated to incorporate curriculum revisions, resource changes, developments in the use and integration of technology and new routes into the profession.

2016 I 224pp
Paperback I 9781783300556 I £59.95
Hardback I 9781783301065 I £119.95
eBook I 9781783301478

3RD EDITION

CILIP Guidelines for Secondary School Libraries



Edited by SUE SHAPER, *Library Resources Director, The Broxbourne School, Hertfordshire*

'This is comprehensive book aimed at current practitioners, students of library and information management and school managers wanting guidance. It provides a flexible and considered approach to the work of the secondary school librarian. It encourages them to work and to strive to achieve more whatever their level. An invaluable resource and source of information this book should be on the professional shelf of every secondary school librarian.'
- Library and Information Research

2014 I 146pp
Paperback I 9781856049696 I £54.95
Hardback I 9781783303021 I £109.95
eBook I 9781783300303

BESTSELLER

Improving Students' Web Use and Information Literacy

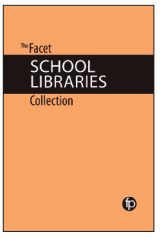
A guide for teachers and teacher librarians

JAMES E HERRING

2010 I 160pp
Paperback I 9781856047432 I £64.95
eBook I 9781856048811

MULTI VOLUME SET

The Facet School Libraries Collection

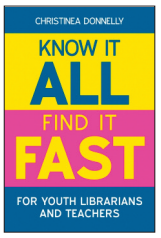


This *Collection* contains the following books:

- ***CILIP Guidelines for Secondary School Libraries, 3rd edition***
- ***Reading by Right***
- ***Read to Succeed***
- ***The Innovative School Librarian, 2nd edition***
- ***Library Services for Children and Young People***

2017 I 1186pp
5 vol set I 9781783303274 I £275
Includes 10% off combined book price

Know it All, Find it Fast for Youth Librarians and Teachers



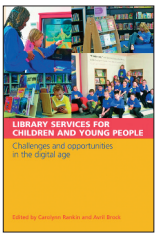
CHRISTINEA DONNELLY, *Development Officer for Young People, Bradford Libraries*

'...a first class reference resource that will save lots of time in seeking out information for inquisitive youngsters. It will become a first port of call for busy professionals.'
- Library Review

2011 I 336pp
Paperback I 9781856047616 I £64.95
eBook I 9781856049122

Library Services for Children and Young People

Challenges and opportunities in the digital age



Edited by CAROLYNN RANKIN, *Visiting Fellow and Researcher, Leeds Beckett University* and AVRIL BROCK

'...eminently accessible, and its essays are each supplemented by a host of valuable references and websites. Highly recommended!'
- Midwest Book Review

2012 I 272pp
Paperback I 9781856047128 I £64.95
eBook I 9781856048989

Library Services from Birth to Five

Delivering the best start

Edited by CAROLYNN RANKIN, *Visiting Fellow and Researcher, Leeds Beckett University and* AVRIL BROCK

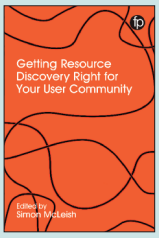
'Language and literacy development are the primary focus of this textbook...Case studies of programs aimed at newborn through five-year-old children are supplemented by the theory and research that back the foundations of the library programs.'

- Library Journal

2015 I 224pp
Paperback I 9781783300082 I £64.95
Hardback I 9781783302932 I £129.95
eBook I 9781783300808

FORTHCOMING

Getting Resource Discovery Right for Your User Community



Edited by SIMON MCLEISH, *Resource Discovery Architect, Bodleian Libraries*

This book will help with enhancing discovery both inbound – making locally held resources globally discoverable – and outbound – making global resources locally discoverable – in ways which are relevant to your user community. Content covered includes:

- a survey of what resource discovery is today
- analysis of how users approach discovery
- using limited resources to help users find collections
- discussion of the special requirements of and solutions for archives and museums
- the role museum and library discovery plays in learning and teaching
- linked open data and discovery
- the future of discovery.

Readership: Subject librarians, those who give direct support to library users, digital library technicians, managers, staff with responsibility for managing electronic resources, metadata and discovery specialists, trainers, user education specialists, curators, managers of digitisation and cataloguing products and IT staff in archives and museums.

March 2020 I 256pp
Paperback I 9781783301386 I £64.95
Hardback I 9781783301393 I £129.95
eBook I 9781783301409

Exploring Discovery

The front door to your library's licensed and digitized content

Edited by KENNETH J VARNUM, *Senior Program Manager for Discovery, Delivery, and Learning Analytics, The University of Michigan Library*

'Although primarily focused on discovery in academic libraries, *Exploring Discovery* does offer any library considering how to best implement a discovery service some useful examples of projects as well as some thoughtful examinations of issues surrounding discovery....this would be a valuable book to refer to when beginning the discovery process.'
- Technicalities

2016 I 304pp
Paperback I 9781783300969 I £64.95

3RD EDITION

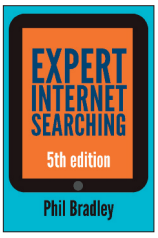
Introduction to Modern Information Retrieval

G G CHOWDHURY, *Professor in Information Science/Head of Department: Computer and Information Sciences, Northumbria University*

2010 I 528pp
Paperback I 9781856046947 I £59.95
Hardback I 9781783303229 I £119.95

BESTSELLER 5TH EDITION

Expert Internet Searching



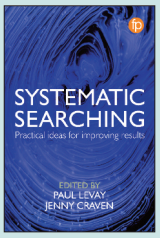
PHIL BRADLEY, *Information Specialist, Internet Consultant and Conference Speaker*

'A standard work in the field, this newly updated and expanded fifth edition of *Expert Internet Searching* should be considered an indispensable and core addition to personal, professional, community, corporate, governmental, and academic library Internet Security collections and supplemental studies reading lists.'
- Midwest Book Review

2017 I 248pp
Paperback I 9781783302475 I £59.95
Hardback I 9781783302482 I £119.95
eBook I 9781783302499

NEW

Systematic Searching



Edited by PAUL LEVAY and JENNY CRAVEN
both Information Specialists, National Institute for Health and Care Excellence (NICE)

Bringing together expert international practitioners and researchers, *Systematic Searching* blends theory and practice and takes into account several different approaches to information retrieval and information-seeking behaviour with special focus given to searching for complex topics in a health-related environment. The book does not presume an in-depth prior knowledge of systematic searching and includes case studies, practical examples and ideas for further research and reading to ensure the book is accessible to all.

The book is divided into three parts:

- Part 1: Methods covers theoretical models of information seeking and also systematic searching practice, including search filters and controlled vocabularies
- Part 2: Technology covers new technologies for retrieving evidence such as social media and the semantic web, as well as using text mining to support the development of search strategies
- Part 3: People considers the future of the information specialist as an expert searcher and explores how information professionals could develop their skills and find new roles.

Readership: The book will be essential reading for library and information service providers and information specialists, particularly those in a health-related environment. It will also be of interest to students of library and information science, practitioners conducting complex searches in settings including social care, education and criminal justice, systematic reviewers and researchers.

January 2019 I 208pp
Paperback I 9781783303731 I £69.95
Hardback I 9781783303748 I £139.95
eBook I 9781783303755

MULTI VOLUME SET

The Facet Discovery Collection

This *Collection* contains the following books:

- ***Exploring Discovery***
- ***Managing Metadata in Web-scale Discovery Systems***
- ***Managing Digital Cultural Objects***
- ***Practical Ontologies for Information Professionals.***

2017 I 972pp
4 vol set I 9781783303311 I £225
Includes 10% off combined book price

Open Licensing for Cultural Heritage

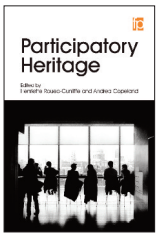
GILL HAMILTON, *Digital Access Manager* and FRED SAUNDERSON, *Intellectual Property Specialist,* both at *National Library of Scotland*

'This book will be of value to any institutions considering making their collections available digitally. The background and context information is largely clearly relevant, concise and sufficient. The book is very readable throughout. It will also be suitable for students studying courses in library and moveable cultural heritage management. Indeed I have recommended the book to my own students.'
- Journal of Cultural Heritage

Using rich background information, international case studies and examples of best practice, this book outlines how and why open licences should and can be used with the sector's content, data and metadata.

2017 I 240pp
Paperback I 9781783301850 I £69.95
Hardback I 9781783301867 I £139.95
eBook I 9781783302505

Participatory Heritage



Edited by HENRIETTE ROUED-CUNLIFFE, *Assistant Professor, University of Copenhagen* and ANDREA COPELAND, *Associate Professor, Indiana University*

'... thought-provoking for most readers, whether around the boundaries of our professional self-definition, the need to listen to communities in developing our work with them, or our understanding of linkages across the spectrum of what may be defined as heritage practice.'
- Archives and Records

2017 I 240pp
Paperback I 9781783301232 I £59.95
Hardback I 9781783301249 I £119.95
eBook I 9781783301256

Rare Books and Special Collections

SIDNEY E BERGER, *Ann C. Pingree Director, Phillips Library, Peabody Essex Museum*

2014 I 552pp
Paperback I 9781783300150 I £94.95

2ND EDITION

The Special Collections Handbook

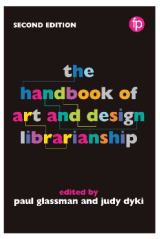
ALISON CULLINGFORD, *Special Collections Librarian, University of Bradford*

'...an essential tool to anyone managing Special Collections or archives, no matter their professional background or area of expertise.'
- Archives and Records

2016 I 336pp
Paperback I 9781783301263 I £64.95
Hardback I 9781783301270 I £129.95
eBook I 9781783301287

2018 ARLIS/NA WORLDWIDE BOOKS AWARD FOR PUBLICATIONS WINNER

The Handbook of Art and Design Librarianship



Edited by PAUL GLASSMAN, *Director of University Libraries and Adjunct Instructor of Architectural History and Design, Yeshiva University* and JUDY DYKI, *Director of Library and Academic Resources, Cranbrook Academy of Art*

'The fact that this book is in its second edition is an indication of its necessity and importance...The chapters discuss topics such as governance and administration, the liaison model, accreditation, visual resources from collection to preservation, artists' books, teaching within the ACRL Framework, metaliteracy, art history research, cultural differences, art librarianship and scholarly communication, creating and renovating library spaces, marketing, and social media, to name a few...This book is essential for any librarian whose duties include these subject areas.'
- ARBA

2017 I 368pp
Paperback I 9781783302000 I £69.95
Hardback I 9781783302017 I £139.95
eBook I 9781783302024

FORTHCOMING

Open Heritage Data

Publishing and using open data for visualization, mapping, and mining in cultural heritage institutions

HENRIETTE ROUED-CUNLIFFE, *Assistant Professor, University of Copenhagen*

This book combines current research in open data practices in the heritage sector with technical step-by-step guides on how to work with heritage data for visualisation, mapping, and mining.

The book begins with an overview of the extent of open heritage data, a thorough review of the current literature and original case studies from practitioners at Europeana, the Digital Public Library of America, fx. Rijksmuseum, the National Gallery of Denmark and the Metropolitan Museum of Art.

The second part of the book puts the theory into practice with a series of step-by-step guides that take the reader through creating, publishing, using and reusing open heritage data.

The book covers:

- copyright and licensing for digitised and born-digital heritage material
- publishing different data types as open data (images, maps, structured data)
- finding open data with a guide to using APIs
- visualizing open data
- mapping open data
- mining open data
- the use of open data with examples of how to reuse, remix, hack and mashup open data.

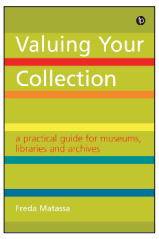
Readership: *Open Heritage Data* will be useful reading for practitioners working in libraries, museums, archives, historical societies as well as researchers, educators and students in digital humanities, information science, computer science, heritage studies, archaeology, history and related fields.

April 2020 I 256pp
Paperback I 9781783303595 I £64.95
Hardback I 9781783303601 I £129.95
eBook I 9781783303618

Valuing Your Collection

A practical guide for museums, libraries and archives

FREDA MATASSA, *Director, Matassa Toffolo*



'It is an eminently readable book and highly recommended for all professionals working in museums, libraries and archives as well as collectors and anyone involved in art business'
- Information Professional

This book addresses the issue of valuing objects in cultural collections, ranging from high-value to low or no-value and featuring a range of collections including fine art, archives, science and photography. Practical advice is given on how to assign values and best practice examples are drawn from museums, libraries and archives.

2017 I 240pp
Paperback I 9781783301874 I £64.95
Hardback I 9781783301881 I £129.95
eBook I 9781783302147

MULTI VOLUME SET

The Facet Museum Management Collection

This *Collection* contains the following books:

- ***Valuing Your Collection***
- ***Museum Collections Management***
- ***Organizing Exhibitions***
- ***Emergency Planning and Response for Libraries, Archives and Museums***
- ***Open Licensing for Cultural Heritage***.

2017 I 1200pp
5 volume set I 9781783303243 I £295
Includes 10% off combined book price

Organizing Exhibitions

A handbook for museums, libraries and archives

FREDA MATASSA, *Director, Matassa Toffolo*

2014 I 256pp
Paperback I 9781856049450 I £64.95
Hardback I 9781783303038 I £129.95
eBook I 9781783300273

Museum Collections Management

A handbook

FREDA MATASSA, *Director, Matassa Toffolo*

2011 I 272pp
Paperback I 9781856047012 I £64.95
eBook I 9781856048699

BESTSELLER

Exploring Digital Libraries

Foundations, practice, prospects

KAREN CALHOUN, *Independent Library Professional, Karen Calhoun Library Consulting*

2014 I 352pp
Paperback I 9781856048200 I £59.95
Hardback I 9781783303069 I £119.95
eBook I 9781783300297

MULTI VOLUME SET

The Facet Digital Libraries Collection

This *Collection* contains the following books:

- ***Exploring Digital Libraries***
- ***Digital Libraries and Information Access***
- ***Mastering Digital Librarianship***
- ***The Network Reshapes the Library***
- ***User Studies for Digital Library Development***
- ***The Top Technologies Every Librarian Needs to Know***.

2017 I 1582pp
6 vol set I 9781783303250 I £335
Includes 10% off combined book price

Technology Disaster Response and Recovery Planning

Edited by MARY MALLERY, *Associate Dean, Technical Services, Montclair State University Library*

2015 I 120pp
Paperback I 9781783300549 I £59.95

The Network Reshapes the Library

Lorcan Dempsey on libraries, services, and networks

LORCAN DEMPSEY, *VP, Membership and Research, and Chief Strategist, OCLC*

Edited by KENNETH J VARNUM, *Web Systems Manager, University of Michigan Library*

2014 I 320pp
Paperback I 9781783300419 I £59.95

MULTI VOLUME SET

The Facet Rare Books Librarianship Collection

This *Collection* contains the following books:

- ***The Special Collections Handbook, 2nd edition***
- ***Rare Books and Special Collections***
- ***Directory of Rare Book and Special Collections in the UK and Republic of Ireland, 3rd edition***.
- ***Valuing Your Collection***.

2017 I 1880pp
4 vol set I 9781783303298 I £365
Includes 10% off combined book price

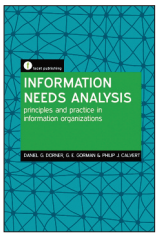
M-Libraries 5

From devices to people

Edited by GILL NEEDHAM, *Associate Director, Information Management and Innovation, Open University Library* and MOHAMED ALLY, *Director, Centre for Distance Education, Athabasca University*

2015 I 224pp
Paperback I 9781783300341 I £69.95
eBook I 9781783300730

Information Needs Analysis



Principles and practice in information organizations

DANIEL G DORNER, *Senior Lecturer, Victoria University of Wellington,* G E GORMAN and PHILIP J CALVERT, *Senior Lecturer,* all at *School of Information Management,*

'This very informative book provides an in-depth introduction to the theory and practice of information needs analysis (INA) in library and information organizations...I would recommend this book to all information professionals who conduct information needs analysis.'
- Library and Information Research

This book supports practitioners in developing an information needs analysis strategy, and offers the necessary professional skills and techniques to do so. It will offer guidance to team leaders and senior managers in all areas of library work, especially those involved in collection management, service provision and web development, and is equally applicable to the needs of academic, public, government, commercial and other more specialized library and information services. The text adopts a hands-on, jargon-free approach, and includes relevant examples, case studies, reader activities and sources of further reading. Key areas covered include:

- what is information needs analysis?
- how is needs analysis conducted?
- what are the varieties of needs analysis?
- how are analyses evaluated and reported?

Readership: The book will be essential reading for library and information practitioners, team leaders and senior managers. It will also be a core text on course reading lists in departments of library and information studies.

2014 I 256pp
Paperback I 9781856044844 I £59.95
Hardback I 9781783302970 I £119.95
eBook I 9781783300457

More Library Mashups

Exploring new ways to deliver library data

Edited by NICOLE C ENGARD, *Content Strategist, Red Hat*

2014 I 352pp
Paperback I 9781783300358 I £59.95

MULTI VOLUME SET

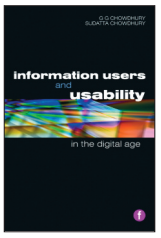
The Facet User Experience Collection

This *Collection* contains the following books:

- ***User Studies for Digital Library Development***
- ***Information Users and Usability in the Digital Age***
- ***Introduction to Information Behaviour***
- ***User Experience (UX) Design for Libraries***
- ***Information Needs Analysis***
- ***Better Library and Learning Space***
- ***Research Methods in Information, 2nd edition***.

2016 I 1854pp
7 vol set I 9781783301706 I £370
Includes 10% off combined book price

Information Users and Usability in the Digital Age



G G CHOWDHURY, *Professor in Information Science/Head of Department: Computer and Information Sciences, Northumbria University* and SUDATTA CHOWDHURY, *Freelancer*

'Highly recommended for libraries and library professionals providing resources via the internet.'
- Library Journal

2011 I 224pp
Paperback I 9781856045971 I £64.95
eBook I 9781856049757

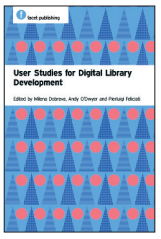
User Experience (UX) Design for Libraries

AARON SCHMIDT, *Principal, INFLUX Library Users Experience Consulting* and AMANDA ETCHES, *Associate Chief Librarian, University of Guelph Library*

'The book offers a good basic introduction to making a website usable. The instructions are easy to follow. The book is recommended to those undertaking a web project.'
- Australian Library Journal

2012 I 112pp
Paperback I 9781856048439 I £49.95

User Studies for Digital Library Development

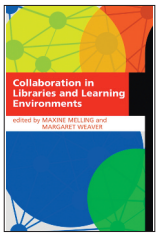


Edited by MILENA DOBREVA, *Senior Lecturer, UCL Qatar,* ANDY O'DWYER, *Technologist, Project Manager, BBC Research* and PIERLUIGI FELICIATI, *Lecturer, University of Macerata*

'This is a publication I can wholeheartedly recommend to academics, researchers, students and practitioners. It is solidly embedded in the theory and literature of information behaviour and user studies.
- Online Information Review

2012 I 302pp
Paperback I 9781856047654 I £64.95
eBook I 9781856049269

Collaboration in Libraries and Learning Environments



Edited by MAXINE MELLING, *Pro Vice Chancellor, University of Gloucestershire* and MARGARET WEAVER, *Interim Head of Library Services, Brunel University London*

2012 I 224pp
Paperback I 9781856048583 I £64.95
eBook I 9781856049511

A

Allan, Barbara 19, 22
Ally, Mohamed 33
Altman, Ellen 5
Altmetrics 4
Andrew, Paige G 10
Arant Kasper, Wendi 19
Archival Futures 27
Archives 27
Archives and Recordkeeping 27
Assessing Service Quality 5
Attar, Karen 2
A-Z Common Reference Questions for Academic Librarians 1

B

Bastian, Jeannette A 25
Batley, Sue 10
Bawden, David 16
Being Evidence Based in Library and Information Practice 4
Bemis, Michael F 29
Benoit, III, Edward 26
Bent, Moira J 2
Bentley, Elizabeth 30
Berger, Sidney E 32
Better by Design 6
Better Library and Learning Space 6
Bibliotherapy 23
Blanchat, Kelly Marie 11
Blanchett, Helen 23
Bowman, J H 10
Bradley, Phil 24, 31
Brecher Cook, Dani 22
Brenndorfer, Thomas 10
Brettle, Alison 4
Brewster, Liz 23
Bridges, Karl 11
Brock, Avril 30
Brooks, Carol 19
Broughton, Vanda 7, 9, 10
Brown, Caroline 27
Brown, Nicole E 22
Bruce, Harry 15
Buckley Owen, Tim 29
Building Your Portfolio 6
Burgess, John T F 12
Burkhardt, Joanna M 22
Burton, Paul F 6
Bussert, Kaila 22
Byström, Katriina 18

C

Calhoun, Karen 33
Calvert, Philip J 34
Carruthers, Caroline 18
Cassell, Kay Ann 28
Catalogue 2.0 9
Chambers, Sally 9
The Chief Data Officer's Playbook 18
Chowdhury, G G 6, 15, 31, 34
Chowdhury, Sudatta 34
CILIP Guidelines for Secondary School Libraries ..30
CILIP: the Chartered Institute of Library and Information Professionals Yearbook 29
Clayton, Peter 29
Clinch, Peter 28
Cloonan, Michele V 14
Coding with XML for Efficiencies in Cataloguing and Metadata 8
Cole, Timothy W 8
Coleman, Lynn 25
Collaboration in Libraries and Learning Environments 34
Collection Development in the Digital Age 11
Collison, Chris J 18
Community Archives 25
The Complete Guide to Personal Digital Archiving ..14
Coonan, Emma 23
Copeland, Andrea 32
Copyright 12
Copyright and E-learning 13
Copyright for Archivists and Records Managers ...12
Corney, Paul J 18
Cornish, Graham P 12
Court, Joy 23
Cox, Andrew 1
Craven, Jenny 31
Crestani, Fabio 15
Critical Literacy for Information Professionals 21
Crockett, Margaret 27
Cullingford, Alison 32
Cultural Heritage Information 15
Customer-based Collection Development 11

D

The Data Librarian's Handbook 2
Dawson, Heather 1, 28
De Saulles, Martin 15
Delivering Impact with Digital Resources 4
Delivering Research Data Management Services 3
Dempsey, Lorcan 33
Developing and Maintaining Practical Archives ...26
Developing Digital Scholarship 3
Developing Strategic Marketing Plans that Really Work 24
Digital Archives 14
Digital Curation 14
Digital Literacy Unpacked 20
Directory of Rare Book and Special Collections in the UK and Republic of Ireland 2
Do Archives have Value? 26
Dobreva, Milena 14, 34
Doing Library Impact Evaluation 5
Donnelly, Christinea 30
Dorner, Daniel G 34
Dugan, Robert 5
Dupuis, Marc J 17
Duranti, Luciana 28
Dyki, Judy 32
Dynamic Research Support for Academic Libraries .2

E

Edwards, Helen 28
Electronic Legal Deposit 17
el-Sherbini, Magda L 7
Emerging Strategies for Supporting Student Learning 22
Endicott-Popovsky, Barbara 17
Engaging with Records and Archives 28
Engard, Nicole C 34
Envisioning Future Academic Library Services 3
Eshleman, Joe 3
Essential Cataloguing 10
Essential Classification 9
Essential Dewey 10
Essential Law for Information Professionals 13
Essential Library of Congress Subject Headings ...10
Essential Thesaurus Construction 10
Etches, Amanda 34
Evaluating the Impact of Your Library 5
Evans, G Edward 19
Eveleigh, Alexandra 26
Expert Internet Searching 31
Exploring Digital Libraries 33
Exploring Discovery 31
Exploring Research Data Management 1

F

The Facet Academic Library Collection 2
Facet Analysis 7
The Facet Archival Studies Collection 27
The Facet Data Librarianship Collection 2
The Facet Digital Libraries Collection 33
The Facet Digital Literacies Collection 21
The Facet Digital Scholarship Collection 3
The Facet Discovery Collection 31
The Facet Information and Society Collection 15
The Facet Information Literacy Collection 3 20
The Facet Information Organization Collection 9
The Facet Information Science Collection 17
The Facet Library Metrics Collection 4
The Facet LIS Textbook Collection 2 17
The Facet Marketing Collection 24
The Facet Museum Management Collection 33
The Facet Performance Measurement and Metrics Collection 5
The Facet Preservation Collection 2 14
The Facet Rare Books Librarianship Collection 33
The Facet RDA Collection 10
The Facet Records Management Collection 27
The Facet Research Methods Collection 28
The Facet Research Support Collection 2
The Facet Scholarly Communication Collection 2
The Facet School Libraries Collection 30
The Facet User Experience Collection 34
Farmer, Lesley S J 5
Feather, John 17
Feliciati, Pierluigi 34
Fieldhouse, Maggie 11
Flinn, Andrew 25
Foo, Schubert 15
Ford, Nigel 16
Forde, Helen 25
Forster, Marc 21
Foscarini, Fiorella 27, 28
Foster, Allen 16
Foundations of Information Ethics 12
Foundations of Information Policy 13
Foundations of Library and Information Science ...16
Foundations of the Information Sciences series 16
Fowler, Simon 25
Franks, Patricia C 27
The Freedom of Information Officer's Handbook ...13
Fundamentals for the Academic Liaison 11
Fundamentals of Collection Development and Management 11
Fundamentals of Electronic Resources Management 11
Furner, Jonathan 15, 16
The Future of Scholarly Communication 3

G

Getting Resource Discovery Right for your User Community 31
Gibbons, Paul 13
Gilliland, Anne J 25
Glassman, Paul 32
Godwin, Peter 23
Goldstein, Stéphane 20
Gooding, Paul 17
Goodman, Amanda L .....
Gorman, G E 29, 34
Grant, Maria J 29
Greene Taylor, Natalie 13
Greenwell, Stacey 19
A Guide to Teaching Information Literacy 23

H

Hamad, Faten 15
Hamilton, Gill 32
A Handbook for Corporate Information Professionals 18
The Handbook of Art and Design Librarianship ...32
Han, Myung-Ja (MJ) K 8
Harvey, Ross 14
Hattwig, Denise 22
Haynes, David 7
Heinström, Jannica 18
Henry, Jo 3
Hernon, Peter 3, 5
Herring, James E 30
Hider, Philip 7, 16
Hiremath, Uma 28
Hoffman, Starr 2
Hope, Jake 21
How to do Research 29
Hunter, Gregory S 26

I

Improving Students' Web Use and Information Literacy 30
Information 2.0 15
Information at Work 18
Information Governance and Assurance 13
Information Literacy Beyond Library 2.0 23
Information Literacy in the Workplace 21
Information, Mapping and Power 21
Informed Societies 20
Information Needs Analysis 34
Information Resource Description 7, 16
Information Rights for Records Managers 26
The Information Society 17
Information Systems 15
Information Users and Usability in the Digital Age 34
The Innovative School Librarian 30
Inouye, Alan 13
Inskip, Charles 20
Introducing RDA 10
Introduction to Information Behaviour 16
Introduction to Information Science 16
Introduction to Modern Information Retrieval 31
iResearch series 15
Is Digital Different? 17

J

Jackson, Peter 18
Jacobson, Trudi E 22
Jaeger, Paul T 13
Jeskins, Lisa 19
Johnson, Peggy 11
Johnson, Valerie 25
Jones, Ed 9, 10
Jones, Sarah 3
Jubb, Michael 3

K
Kendrick, Terry 24
Kennedy, Marie R 24
Khan, Ayub 6
Killick, Selena 4
Klipfel, Kevin Michael 22
The KM Cookbook 18
Know it all, Find it Fast for Youth Librarians and Teachers 30
Knox, Emily J M 12
Koufogiannakis, Denise 4
Kramer-Smyth, Jeanne 14
Kranich, Nancy 13
Kroski, Ellyssa 6

L
LaGuardia, Cheryl M 24
Larsgaard, Mary Lynette 10
Leading Libraries 19
Learner-centred Pedagogy 22
Lee Eng, Patricia 18
Lemieux, Victoria 25
Lester, Ray 28
Levay, Paul 31
Librarianship 6
Libraries and Information Services in the United Kingdom and the Republic of Ireland 29
Library Analytics and Metrics 5
Library and Information Science 29
Library Improvement through Data Analytics 5
Library Management in Disruptive Times 19
The Library Marketing Toolkit 24
Library Services for Children and Young People 30
Library Services from Birth to Five 23, 30
Linked Data for Cultural Heritage 9
Linked Data for Libraries, Archives and Museums 8

M
Mackenzie, Alison 3
Mackey, Thomas P 22
MacLennan, Alan 13
MacNeil, Heather 28
Maguire, Rachel 26
Mak, Bonnie 28
The Makerspace Librarian's Handbook 6
Mallery, Mary 33
Management Basics for Information Professionals 19
Managing Digital Cultural Objects 16
Managing Metadata in Web-scale Discovery Systems 9
Managing Records 27
Managing Records in Global Financial Markets 25
Managing Research Data 3
Marketing Plans in Action 24
Marketing with Social Media 24
Marketing Your Library's Electronic Resources 24
Markless, Sharon 5, 30
Marshall, Audrey 11
Marshall, Brianna H 14
Martin, Lindsey 3
Mastering Digital Librarianship 3
Matassa, Freda 33
Matthews, Joseph R 3
Maxwell, Robert L 7
Maxwell's Handbook for RDA 7
McKnight, Sue 3
McLeish, Simon 31
McMenemy, David 6
McNicol, Sarah 23
Medaille, Ann 22
Melling, Maxine 34
Metadata 9
Metadata for Digital Collections 10
Metadata for Information Management and Retrieval 7
Metaliteracy 22
Metaliteracy in Practice 22
Millar, Laura A 25
Miller, Stephen J 10
M-Libraries 5 33
Mohamed, Ally 33
Monagle, Helen 19
Moniz, Richard 3
Moore, Nick 29
Moore, Susan M 10
More Library Mashups 34
Morrison, Chris 13
Moss, Michael 17, 26
Museum Collections Management 33

N
Needham, Gill 33
The Network Reshapes the Library 33
The New Professionals Toolkit 6
The New Walford Guide to Referenc Resource, Volume 1 28
The New Walford Guide to Referenc Resource, Volume 2 28
The No-nonsense Guide to Archives and Recordkeeping 27
The No-nonsense Guide to Born Digital Content 14
The No-nonsense Guide to Leadership, Management and Team Working 19
The No-nonsense Guide to Project Management 19
The No-nonsense Guide to Research Support and Scholarly Communication 1

O
O'Connor, Steve 19
O'Dwyer, Andy 34
Oliver, Chris 10
Oliver, Gillian 14, 27, 28
Open Heritage Data 32
Open Licensing for Cultural Heritage 32
Organizing Exhibitions 33
Owen, Kath 6

P
Padfield, Tim 12
Parker, Jo 20, 23
Participatory Archives 26
Participatory Heritage 32
Partners for Preservation 14
Pavey, Sarah 30
Pedley, Paul 12, 13
Pickard, Alison Jane 29
Potter, Ned 24
Poulter, Alan 6
Powis, Chris 23
Practical Cataloguing 10
Practical Copyright for Library and Information Professionals 13
Practical Data Science for Information Professionals 1
A Practical Guide to Privacy in Libraries 12
Practical Knowledge and Information Management 18
Practical Ontologies for Information Professionals 9
Practical Tips for Developing Your Staff 19
Practical Tips for Facilitating Research 2
Pratchett, Tracey 19
Preserving Archives 25
Preserving Our Heritage 14
Principles and Practice in Records Management and Archives series 25
Pryor, Graham 3
Putting Library Assessment Data to Work 4

Q
Qin, Jian 9
Qualitative Research for the Information Professional 29

R
Rafferty, Pauline 16
Rankin, Carolynn 30
Rare Books and Special Collections 32
Rasmussen, Edie 15
Rasmussen Pennington, Diane 8
RDA and Cartographic Resources 10
RDA and Serials Cataloguing 10
RDA Essentials 10
RDA: Resource Description and Access 10
RDA: Strategies for Implementation 7
Read to Succeed 23
Reading by Right 23
Records and Information Management 27
Records Management and Information Culture 27
Records, Information and Data 25
Reedy, Katharine 20
Reference and Information Services 28
Reflecting on the Future of Academic and Public Libraries 3
Research Methods in Information 29
Research, Evaluation and Audit 29
Rethinking Information Literacy 23
Rhys-Lewis, Jonathan 25
Rice, Robin 2
Riddell, Chris 23
Robinson, Lyn 16
Rogers, Corinne 28
Roued-Cunliffe, Henriette 32
Rubin, Richard E 16
Ruddock, Bethan 6
Ruthven, Ian 15, 18
Ryan, Heather 14

S
Safer, Alan M 5
Sampson, Walker 14
Saunderson, Fred 32
Schmidt, Aaron 34
Schopflin, Katharine 18
Schwartz, Christine 8
Seadle, Michael 15
Secker, Jane 13, 23
Seeing Sense 21
Seikel, Michele 9
Sen, Barbara 29
Sewell, Claire 1
Shaper, Sue 30
Shepherd, Elizabeth 27
Shorley, Deborah 3
Showers, Ben 5
The Silence of the Archive 25
Social Media for Creative Libraries 24
Social Tagging in a Linked Data Environment 8
Southall, John 2
The Special Collections Handbook 32
Spiteri, Louise F 8, 9
Spring, Hannah 29
Stone, Rod 25
Streatfield, David 5
Stuart, David 1, 9
Successful Enquiry Answering Every Time 29
Sugimoto, Shigeo 15
Sustainability of Scholarly Information 15
Systematic Searching 31

T
Tanner, Simon 4
Tarrant, Susan 28
Tattersall, Andy 4
Tbaishat, Dina 15
Teaching Information Literacy Reframed 22
Technology Disaster Response and Recovery Planning 33
Terras, Melissa 17
Theories and Practices in Information Literacy 20
Thomas, David 25, 26
Thomsett-Scott, Beth C 24
Todd, Sally 30
Trusting Records in the Cloud 28

U
Understanding Healthcare Information 16
Urquhart, Christine 15
User Experience (UX) Design for Libraries 34
User Studies for Digital Library Development 34

V
Valuing your Collection 33
van Hooland, Seth 8
vanDuinkerken, Wyoma 19
Varnum, Kenneth J 31, 33
Verbaan, Eddy 1
Verborgh, Ruben 8
Verminski, Alana 11
Visual Literacy for Libraries 22

W
Walsh, Matt 18
Watson, Les 6
Watson, Margaret 6
Weaver, Margaret 34
Webb, Carol 30
Webb, Jo 23
Welsh, Anne 10
Whitworth, Andrew 21
Whyte, Angus 3
Williams, Dorothy 15
Wilson, Frankie 4

Y
Yeo, Geoffrey 25, 27
Yeoman, Alison 15
Young, Gil 19

Z
Zeng, Marcia Lei 9

ORDER TODAY +44 (0) 1235 827702 facet@bookpoint.co.uk

TRADE DISTRIBUTION UK & ROW

Bookpoint Ltd
130 Milton Park
Abingdon
Oxon OX14 4SB
Email: facet@bookpoint.co.uk
Tel: +44 (0)1235 827702

DISTRIBUTION USA & CANADA

American Library Association
Web: alastore.ala.org
Email: alastore@ala.org
Tel: +1 866 746 7252

INTERNATIONAL AGENTS & REPRESENTATIVES

AFRICA

Botswana, Cameroon, Ethiopia, Ghana, Gambia, Kenya, Mauritius, Malawi, Nigeria, Rwanda, Tanzania, Uganda, Zambia, Zimbabwe

Tula Publishing
Tel: +44 (0) 1993 886719
Email: julian@tulapublishing.co.uk

ASIA

China

Taylor & Francis China
Tel: +86 1058452810
Email: cynthia.ji@tandfchina.com

Hong Kong

Taylor & Francis Asia Pacific
Tel: +852 22412967
Email: andrew.kwan@tandf.com.sg

Japan

MHM Ltd
Tel: +81 3 3518 9181
Email: sales@mhmlimited.co.jp

Korea

Taylor & Francis Asia Pacific
Tel: +82 2 31414791
Email: hyosoon.kim@tandf.com.sg

Malaysia & Brunei

Taylor & Francis Asia Pacific
Tel: +603 56301361
Email: david.yeong@tandf.com.sg

Philippines

Taylor & Francis Asia Pacific
Tel: +63 91788 56922
Email: jasmin.manaco@tandf.com.sg

Singapore & Indonesia

Taylor & Francis Asia Pacific
Tel: +65 65082813
Email: mohamed.feroz@tandf.com.sg

Taiwan

Taylor & Francis Asia Pacific
Tel: +886 2 27787900
Email: jason.lin@tandf.com.sg

Thailand

Taylor & Francis Asia Pacific
Tel: +66 2 9384800
Email: s.nonglak@tandf.com.sg

Vietnam & Indo-China

Taylor & Francis Asia Pacific
Tel: +65 65082818
Email: Jeffrey.lim@tandf.com.sg

AUSTRALIA & NEW ZEALAND

Taylor and Francis Australia
Tel: +61 (0)3 8842 2420
Email: books@tandf.com.au

EUROPE

Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Georgia, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Macedonia, Moldova, Montenegro, Mongolia, Poland, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan

Radek Janousek
Tel: +420 602294014
Email: radek@radekjanousek.com

France

Charles Gibbes
Email: charlesgibbes@hotmail.com

Greece

Leonidas Diamantopoulos
Email: bopper64@gmail.com

Italy

Flavio Marcello
Tel: 0039 049 8360671
Email: marcello@marcellosas.it

Spain & Portugal

Iberian Book Services
Tel: +34 (91) 803 49 18
Email: cprout@iberianbookservices.com

MIDDLE EAST

Algeria, Bahrain, Cyprus, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Malta, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, Turkey, United Arab Emirates, Yemen

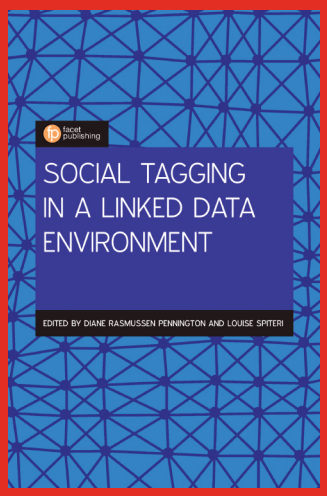
International Publishing Services Ltd
Tel: 971-4-2384001
Email: ipsgroup@emirates.ae

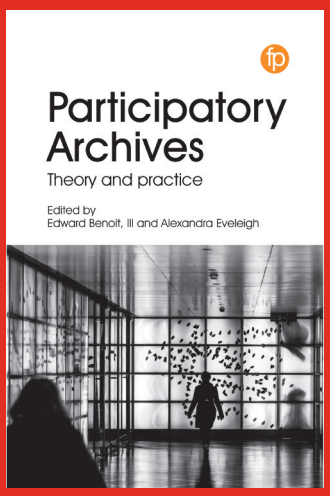
ALL OTHER TERRITORIES

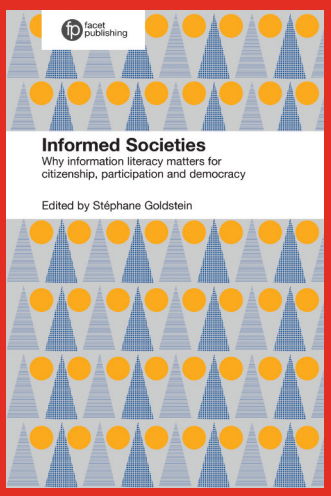
Sinéad Murphy
Tel: +44 (0)20 7255 0594
Email: sinead.murphy@facetpublishing.co.uk

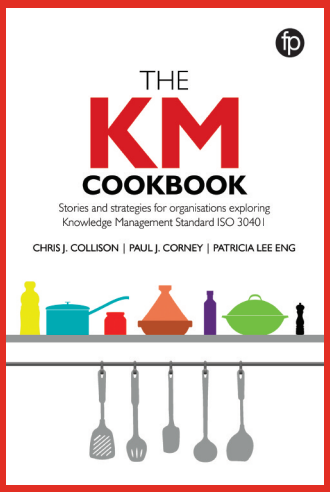
INDIVIDUALS: Please visit our website www.facetpublishing.co.uk to order online

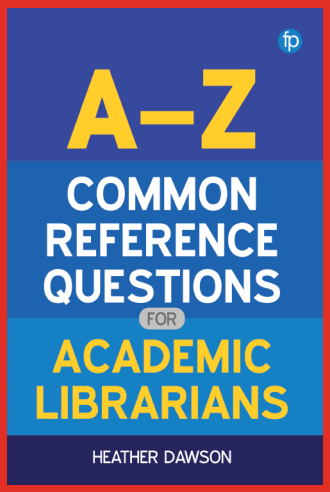
CILIP MEMBERS: 20% discount on personal orders. Individual members are not entitled to claim discount on behalf of their institutions. Discount not valid with any other offer. Order from the Facet Publishing website entering your CILIP membership number in the relevant field or email the team at info@facetpublishing.co.uk for help with your order.

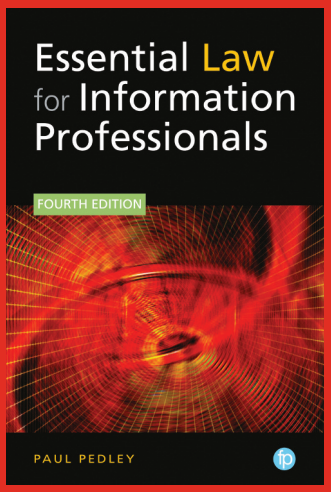












facet publishing

CILIP The library and information association

Connect with us:

www.facetpublishing.co.uk