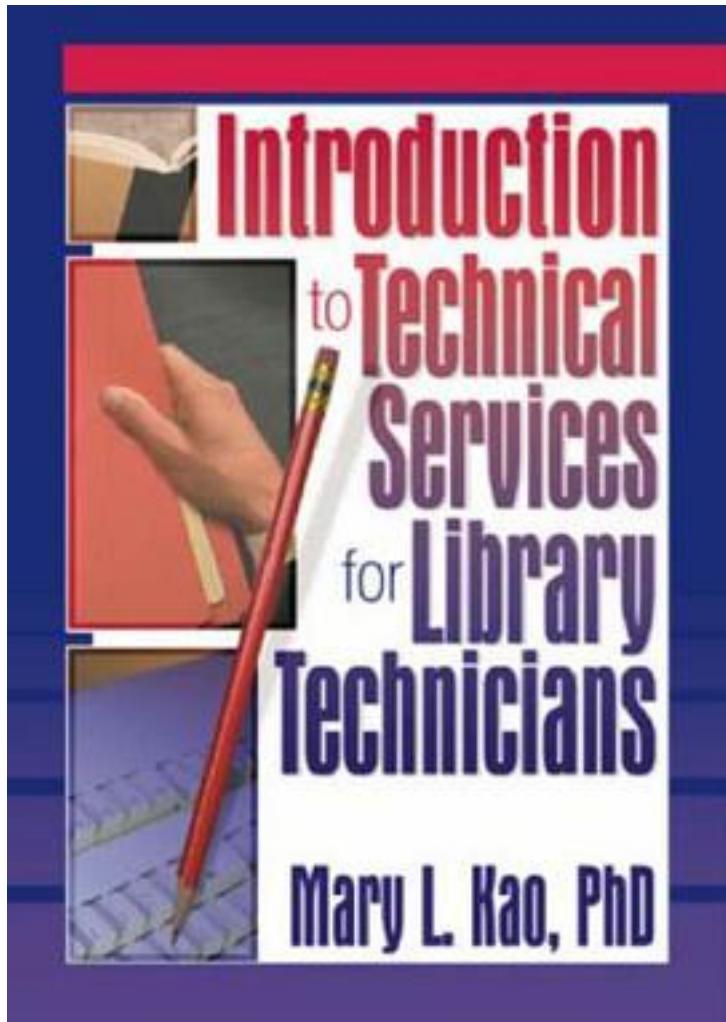


Introduction to Technical Services for Library Technicians



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Everything you need to know about technical services--in one handy volume! For library technicians working in technical services and students in library technology programs, *Introduction to Technical Services for Library Technicians* is a practical, how-to-do-it text that shows how to perform the behind-the-scenes tasks the job requires. This essential volume comes complete with a suggested reading list, helpful charts and tables, a look at trends and issues to consider, and review questions at the end of each chapter. From the Preface: "Budgetary constraints and the computerization of library functions and routines have changed the composition of library personnel forever. Library technicians are being hired to replace librarians in many library areas, particularly in technical services. What has not kept up with this trend are the training and education of library technicians, a necessary component of a successfully operating library. This book examines terminology, organization, and the practical aspects of the tasks that technical services workers deal with every day. Here's a sample of what is explored in *Introduction to Technical Services for Library Technicians*: computers and library automation bibliographic utilities and networks including OCLC, RLG, UTLAS, the Internet, and more library cooperation from the local to the international level acquisitions procedures, gifts, and exchanges copy cataloging, original cataloging, subject cataloging, and the MARC record government publications serials--ordering, cataloging, control, terminology, e-journals, and more preservation--treating damaged materials, book repair, good housekeeping practices, factors of deterioration, and more Intended primarily as a textbook for students in a two-year library technology program or one-year certificate program, this book will also serve very well as a general reference for library technicians or other staff members working in the technical services."

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