

1. Record Nr.	UNINA990000374540403321
Autore	Vargaftik, Natan B.
Titolo	Handbook of Physical Properties of Liquids and Gases : Pure Substances and Mixtures. Third Augmented and Revised Edition / by Natan B. Vargaftik, Yurii K. Vinogradov and Vadim S. Yargin
Pubbl/distr/stampa	New York : wegell house, inc., 1996
ISBN	1-56700-063-0
Descrizione fisica	VIII, 1358 p., 26 cm
Disciplina	530.42
Locazione	DINCH
Collocazione	04 230-132
Lingua di pubblicazione	Italiano
Formato	Materiale a stampa
Livello bibliografico	Monografia

2. Record Nr.	UNINA9910704558703321
Titolo	Cultural property : memorandum of understanding between the United States of America and Cambodia, signed at Phnom Penh, September 19, 2003, and memorandum of understanding amending and extending the memorandum of understanding, effected by exchange of notes at Phnom Penh, August 14, and 26, 2008
Pubbl/distr/stampa	[Washington, D.C.] : , : United States Department of State, , [2013?]
Descrizione fisica	1 online resource (19 unnumbered pages)
Collana	Treaties and other international acts series ; ; 03-919
Soggetti	Cultural property - Protection - Law and legislation - United States Cultural property - Protection - Law and legislation - Cambodia
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Title from title screen (viewed on April 24, 2013).

3. Record Nr.	UNINA9910781077503321
Autore	Tunstall Patricia
Titolo	Hiring, Training, and Supervising Library Shelves [[electronic resource]]
Pubbl/distr/stampa	Chicago, : ALA Editions, 2009
ISBN	0-8389-9732-5
Descrizione fisica	1 online resource (121 p.)
Collana	ALA guides for the busy librarian Hiring, training, and supervising library shelves
Disciplina	020 023/.3 20
Soggetti	Libraries Staff manuals Library pages Library personnel management Library & Information Science Social Sciences
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	Contents; Preface; Acknowledgments; 1. Looking for Recruits; 2. Interviewing and Hiring; INTERVIEWING; Hours; Physical Requirements; HIRING; Selection; 3. Training; SHELVING; AUDIOVISUAL MATERIALS; SHELF READING; SHIFTING; CLOSING PROCEDURES; MISCELLANEOUS TASKS; SHELVERS DON'T DO REFERENCE!; PERSONAL SAFETY; TRAINING LOGS; A WORD ABOUT VOLUNTEERS; 4. Day-to-Day Supervising; ALLOCATION OF DUTIES; SCHEDULING; PAGE MEETINGS; NOTICE BOARDS; PAGE MANUALS; WEB PAGES; 5. Keeping Your Shelves in Good Order; NONAPPEARANCE FOR A SCHEDULED SHIFT; HABITUAL LATENESS OR POOR TIMEKEEPING; INAPPROPRIATE DRESS; INAPPROPRIATE TALKING AND SOCIALIZING; UNDERPERFORMANCE; NO LONGER UP TO THE JOB?; WHEN IT GETS PERSONAL; WHAT TO DO ABOUT PARENTS; SOMETIMES YOU HAVE TO FIRE THEM; 6. Performance Assessment; 7. Working with Other Departments; 8. Looking After the Supervisor; 9. The Big Moves: Your Chance to Shine; WHY IT MAKES SENSE TO DO IT YOURSELF; WHERE DO I START?; WHAT DO I DO WITH THIS RIDICULOUSLY LARGE NUMBER?; IS

IT REALLY NECESSARY TO TAG THE COLLECTION?; HOW DO I FIX IT?; WHAT NEXT?; ARE WE READY TO MOVE YET?; AND AWAY YOU GO HOW DO I PERSUADE MY COLLEAGUES THAT THIS IS A GOOD IDEA? SOME QUESTIONS YOU MIGHT HAVE; Appendix: Forms and Tools; Vacant Position Sign; Additional Interview Questions; Alternative Shelving Quiz; Shelving Quiz; Dewey Numbers; Alphabetical Order; Sample Letter: Thanks but No Thanks; Sample Letter: No Thanks This Time; Apointment Letter; Training Slip; Page Job Description; Booktown Public Library Job Description; Daily Page Work Assignments; Daily Log; Shelving Supervisor's Monthly Report November 20XX; Staff; Collections; Shelf Reading; Meetings; Conduct Agreement Shelver Performance EvaluationPage/Shelver Manual; Schedule; Salary; Conduct; Library Privileges; Vacations; Reviews; General Guidelines for Shelving Books; Fiction; Nonfiction; Special Collections: Youth Services; Special Collections: Adult Services; Audiovisual Collections; Shelf Reading Procedure; CleanUp Procedures; Contents Checking; Emptying Outside Book Drop; Index; A; B; C; D; E; F; H; I; J; M; N; P; R; S; T; U; V; W

Sommario/riassunto

How do you find good library shelvers and keep them for more than a few months? Tunstall gives practical advice to help you do just that with a complete overview on how to hire, test, train, and retain shelvers.
