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Collana	Library Support Staff Handbooks ; ; Number 4
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Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Part I. Collections -- Library collections today -- Collection development -- Selection -- Acquisitions -- Collection management -- Inventory and deselection -- Part II. Tools and technology -- Technology tools and services -- Collection statistics and use -- Part III. Collection care -- Preparing materials for circulation -- Preservation and security -- Basic material repair.