

1. Record Nr.	UNINA9910539699403321
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Titolo	Building & running a successful research business [[electronic resource]] : a guide for the independent information professional / / Mary Ellen Bates
Pubbl/distr/stampa	Medford, N.J., : CyberAge Books/Information Today, c2010
ISBN	1-57387-906-1
Edizione	[2nd ed.]
Descrizione fisica	1 online resource (529 p.)
Disciplina	025.5/2/068
Soggetti	Information services industry Information services Information consultants New business enterprises Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references (p. 471-476) and index.
Nota di contenuto	Cover ; Copyright ; Dedication ; Contents ; Foreword, by Amelia Kassel ; Acknowledgments ; Introduction ; Section One: Getting Started ; Chapter 1-What's an Independent Info Pro? ; What's This Business All About? ; So What Do You Do, Anyway? ; Focus, Focus, Focus ; Where Will I Find My Clients? ; Real-Life Examples ; Frequently Asked Questions ; Chapter 2-A Day in the Life of an Independent Info Pro ; My Typical Day ; Your Typical Day ; Issues We All Face ; Chapter 3-The Joys and Frustrations of Being an Independent Info Pro ; The Thrills of Being an Independent Info Pro The Chills of Being an Independent Info Pro Chapter 4-Are You a Potential Independent Info Pro? ; The People Skills ; The Entrepreneurial Skills ; The Business Skills ; The Information Skills ; Where Can You Get Help? ; The Imposter Syndrome ; Chapter 5-Who You Are and What You Do ; Who Needs You? ; Offering What the Client Needs ; Think Globally, Not Locally ; Chapter 6-Understanding Your Competition ; Who Am I Up Against? ; Working With Your Competition ; Looking for Competition ; Making Yourself Competition-Proof ; Chapter 7-Structuring Your Business ; Incorporating or Keeping It Simple

Should You Partner With Your Partner or Your Pal? What Kind of Entity Are You? ; Hired Help or Ad Hoc Subcontracting ; Chapter 8-Before You Launch ; Business Plans and Other Pipe Dreams ; Who Are Your Clients? ; What About My Steady Paycheck? ; Just Do It! ; Chapter 9-Setting Up Your Business ; What's Your Name? ; Are You My Employer? ; Where Am I? ; Office Equipment Checklist ; Your Phone Number ; Your URL ; Paying Your Dues ; Chapter 10-You.com ; What's the Purpose of a Website? ; Choosing a Domain Name ; Creating Your Website ; What About the Content? ; Other Web "Homes"

Chapter 11-Business Apps for Info-Entrepreneurs The Basics ; The Nice-to-Haves ; Other Cool Tools ; Chapter 12-Work and the Rest of Your Life ; Living Abundantly ; Time Management, or "I Think I'll Take a Little Break Now" ; "The Info Pro Is In" or Not ; Creating a Good Office Environment ; Going on Vacation ; Business Coaches: Help, I Need Somebody ; Section Two: Running the Business; Chapter 13-Managing Your Clients ; Monogamy Versus Playing the Field ; Is Any Client Too Small? ; Let's Not Do Lunch ; Handling RFPs ; The Art of Proposal Writing ; Get It in Writing? ; When to Say "No" Do You Like Me? Really? The Project From Hell ; How to Fire a Client ; Chapter 14- Money, Money, Money ; Financing Your Business ; Accounting 101 ; Billing and Collections ; Cash Flow ; Paying Yourself ; Paying the Tax Man ; Chapter 15-Setting Rates and Fees ; Setting an Hourly Rate ; Hourly Rate or Flat Fee? ; Estimating a Project ; Can You Get the Money Up Front? ; Recalibrating Rates ; Chapter 16- Subcontracting, or I'll Scratch Your Back If You Scratch Mine ; How Does Subcontracting Work, and Why Should I Share? ; The Challenges of Subcontracting ; Following the Golden Rule Chapter 17-Ethics and Legalities

2. Record Nr.	UNINA9910302215303321
Titolo	Zigzags à la plume à travers l'art
Pubbl/distr/stampa	Vve Cadart
ISSN	2540-3192
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Periodico
3. Record Nr.	UNISA996394842003316
Autore	Millington Edward <d. 1703.>
Titolo	Bibliotheca Bernardina: sive catalogus variorum librorum plurimis facultatibus, linguisque omnibus, præcipue Orientalibus præ-cæteris maxime insignium [[electronic resource]] : Quos magno sumptu, & summa cura ex variis Europæ partibus sibi procuravit, doctissimus Edoard. Bernardus nuperrime in Academ. Oxoniens. Astronom. Professor Savilianus. Quorum auctio habebitur in gratiam doctissim. Virorum Academ. Oxoniens. in ædibus adjacentibus northgate (25) die Octobris 1697. Per Edoardum Millingtonum, bibliopol. Londin [London], : Catalogues are given by Mr. Clement bookseller in ... Mr. Kettisbury at the Bishop's H... Mr. Thurlburne in Trumpingt..., [1697]
Pubbl/distr/stampa	[London], : Catalogues are given by Mr. Clement bookseller in ... Mr. Kettisbury at the Bishop's H... Mr. Thurlburne in Trumpingt..., [1697]
Descrizione fisica	[4], 32, 28 p
Soggetti	Private libraries - England Catalogs, Booksellers' - England
Lingua di pubblicazione	Latino
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Imperfect: torn, with loss of some imprint. Reproduction of original in the British Library.
Sommario/riassunto	eebo-0018

