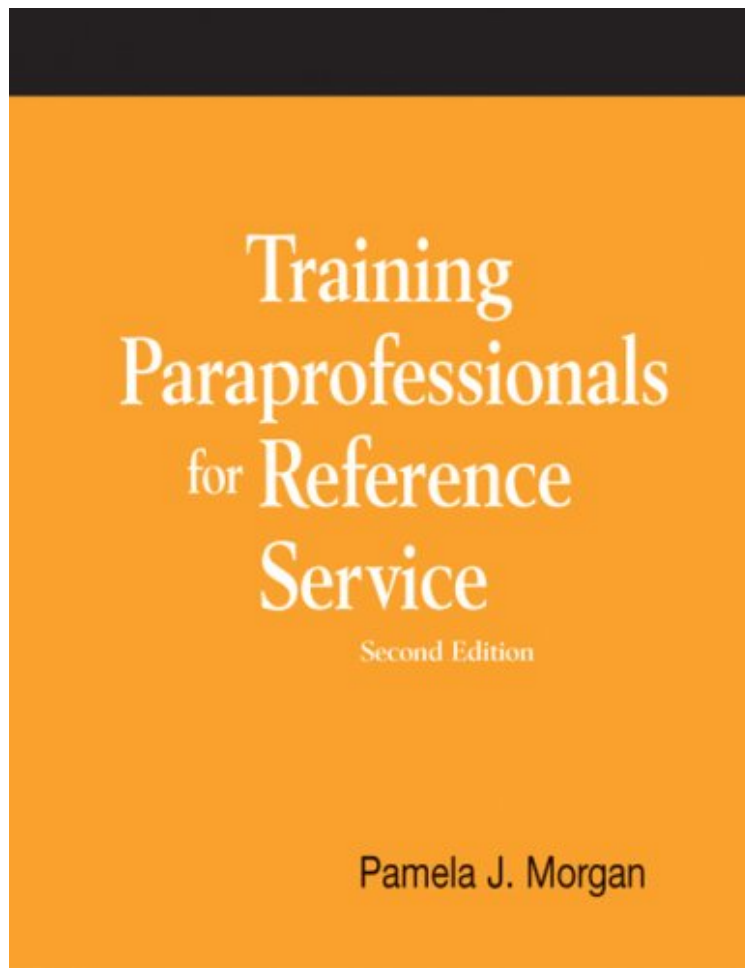


[Ebook pdf] Training Paraprofessionals for the Reference Desk (How-to-Do-It Manuals) (How-To-Do-It Manuals for Librarians (Numbered))

Training Paraprofessionals for the Reference Desk (How-to-Do-It Manuals) (How-To-Do-It Manuals for Librarians (Numbered))

Pamela Morgan

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#3000630 in Books Pamela J Morgan 2008-11-21Ingredients: Example IngredientsOriginal language:EnglishPDF # 1 11.02 x .46 x 8.50l, 1.36 #File Name: 1555706436201 pagesTraining Paraprofessionals for Reference Service A How to do it Manual for Librarians | File size: 39.Mb

Pamela Morgan : Training Paraprofessionals for the Reference Desk (How-to-Do-It Manuals) (How-To-Do-It Manuals for Librarians (Numbered)) before purchasing it in order to gage whether or not it would be worth my time, and all praised Training Paraprofessionals for the Reference Desk (How-to-Do-It Manuals) (How-To-Do-It Manuals for Librarians (Numbered)):

Using paraprofessionals to answer reference questions is a great way to expand your library's reference reach while

getting the most value out of your staff. But how do you begin training them? What training materials should be used? What skills should be taught? How important is the reference interview for paraprofessionals? What are the pros and cons of using paraprofessionals in this manner? Morgan answers these and other questions in a new edition of this bestselling book. Revised and updated to include basic and advanced skills using both print and electronic resources, this volume includes modules on government information, international and corporate information, statistics, medical and health information, and more. This guide will help you prepare paraprofessionals for the issues front line library staff face on a daily basis. Once you've trained them, you can turn again to the book for tips and strategies on evaluation and supplemental training. If your library has catalogers, students, newly hired staff, or other staff members with untapped potential, this book is for you.

From Booklist This revised edition is updated to represent current concerns, technologies, and resources. Beginning with the pros and cons of using paraprofessionals at the reference desk, author Morgan continues with advice on laying the groundwork for a training plan. Next are discussions of skill sets separated into basic, advanced, ready reference, and communication. The work ends with chapters on performance management and evaluation and revision of the training process. An appendix presents Guidelines for Behavioral Performances of Reference and Information Service Providers and is followed by a glossary, bibliography, and extensive index. Even those libraries that will not be training paraprofessionals specifically for reference service can benefit from selected chapters and training ideas for those paraprofessionals who work with the public in other capacities. --Sara Marcus ...a very comprehensive training guide that may even offer some tips for the professional librarian... This timely guide would be a good choice for all librarians that use paraprofessionals to staff their reference desks. It might be especially useful for small libraries, which often do not have the resources to maintain large professional staffs. --Reference and User Services Quarterly, Vol. 49, Issue 2 The clear, concise format of this work adds to its value as a book.... Many libraries that face today's issues of staffing reference desks... would benefit from having this volume in their collections... it serves not only as a practical guide for training paraprofessionals, but also as a resource that can be consulted again and again by professional librarians. --J Med Libr Assoc 97(4) October 2009 Highly recommended for libraries. --Catholic Library World, September 2009 "This is a very practical book which contains many useful exercises, checklists and examples of forms I recommend this book as a very helpful guide for anyone developing and implementing training programmes within libraries." --The Australian Library Journal, August 2010 Highly recommended for libraries. --Catholic Library World, September 2009