

Basic Library Skills

Carolyn E. Wolf



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A self-contained, short course in library skills, designed for patrons of college, high school and public libraries. This fourth edition contains new material about online catalogues, reflecting the widespread use of the Internet, and a section on career information. Subjects addressed include online public access catalogues; card catalogues and cataloguing systems; subject headings; bibliographies; book reviews and parts of a book; information sources (newspapers, periodicals, encyclopaedias and dictionaries); CD-ROM indexes and database searching; government, business and consumer information; nonprint materials; online computer use in school libraries; and hints for writing papers. Numerous facsimiles of actual reference book pages and online screen displays are provided.



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