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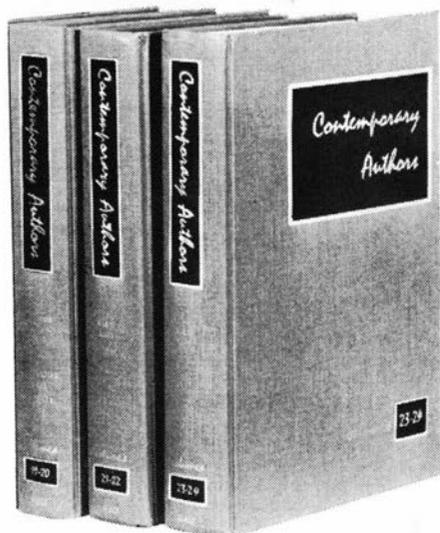
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HOWARD CLAYTON, Femininity and Job Satisfaction Among Male Library Students at One Midwestern University



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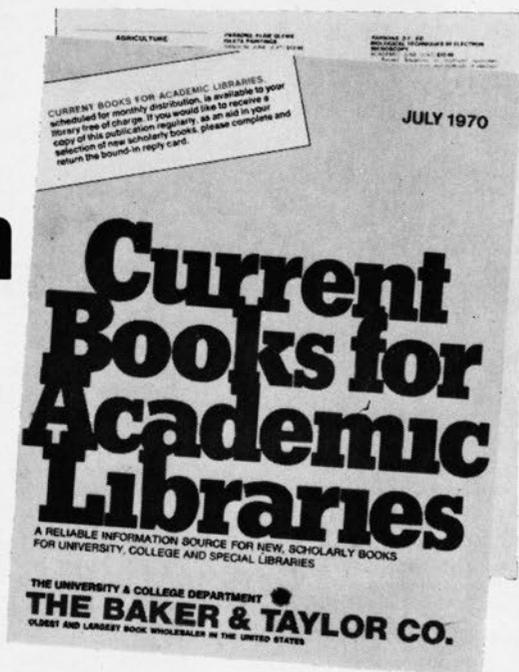
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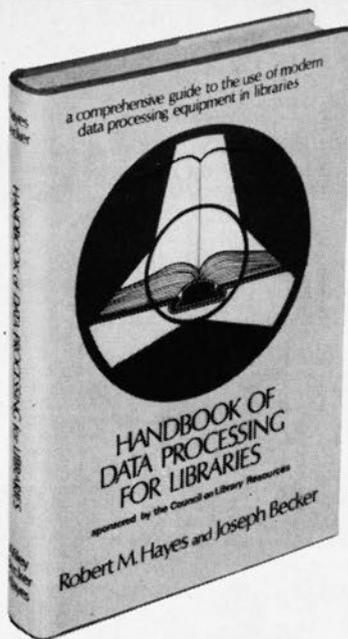
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A Guide to Data Processing for Librarians...



Just Published

HANDBOOK OF DATA PROCESSING FOR LIBRARIES

By ROBERT M. HAYES and JOSEPH BECKER, both of Becker and Hayes, Inc.

A Wiley-Becker-Hayes Publication . . .
Sponsored by The Council on Library Resources, Inc.

"Data processing is of vital concern to librarians. There has been a recent realization that advances in technology and improvements in the techniques of information system planning, analysis, design and implementation are effecting major changes in the character of conventional library operations. . ."

—from the Preface

The purpose of this comprehensive guide to library data processing is twofold: to provide a factual guide to modern techniques and equipment, and to suggest methods of planning, development, implementation and management of library data processing systems. The advantages and limitations of data processing are discussed in terms of cost, efficiency, and appropriateness to the library environment. Divided into five parts, the book provides—

- An introductory overview of library data processing
- A management primer for planning and operating library data processing systems
- A review of data processing hardware and software
- An explanation of how data processing can be applied to library clerical processes
- A review of the concept of mechanized information services and the role of information science in librarianship

Additional highlights include:

- 350 instructional illustrations
- Extensive footnotes, and annotated bibliographies of primary references and additional recommended readings for each chapter

- Appendices containing a glossary of terms, sources of information on data processing, and an inventory of available bibliographic data bases

The *Handbook of Data Processing for Libraries* offers practical guidance to decisions concerning the introduction and development of data processing techniques and, as such, will be especially valuable to librarians and students of information science. It will also serve as a sound text for data processing courses and library school workshops. In addition, systems analysts and programmers will find this book useful as a state-of-the-art summary of library and data processing technology.

CONTENTS: *Part I: Introduction to Library Data Processing.* Library Data Processing Systems and Networks. Representative Mechanization Projects in Libraries. Scientific Management of Libraries. Cost Accounting in Libraries. *Part II: Management of Library Data Processing.* Management Planning. Methods of System Description. System Budgeting and Evaluation. System Implementation. *Part III: Data Processing Technology.* Machine Language for Data. Processing of Data. Input, Display, and Output of Data. Storage of Data. Communication of Data. *Part IV: Library Clerical Processes.* Administrative Data Processing. Circulation Control Sub-System. Ordering Sub-System. Catalog and Index Production Sub-System. Serial Records Sub-System. *Part V: Library Intellectual Processes.* Mechanized Information Services. Information Science in Librarianship. Appendices. Index.

1970 800 pages (approx.) \$19.95 (tent.)

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