



Managing Electronic Resources: A Lita Guide

By Ryan O. Weir

Neal-Schuman Publishers. Paperback. Book Condition: New. Paperback. 192 pages. Dimensions: 8.8in. x 6.0in. x 0.5in. Electronic resource management encompasses much more than turning on and off resources and tracking usage. This guide provides advice on the tools and best practices of the field help you tackle your workload while saving you time, effort, and money. Chapters include: Coping with Economic Issues; Acquiring Electronic Resources ; Negotiating Resource Licensing; Reconciling with Payment Systems; Making Electronic Resource Accessible; Gathering, Evaluating and Communicating Statistical Usage Information; Changing Staff to Facilitate the Shift to Electronic; Looking Ahead from Now to 2020 Within these chapters, you'll find a host of innovative ideas to help you, your employees or co-workers, get the job done with ease. You'll learn how to track and assign staff tasks electronically, accumulate and assimilate information from departmental and interdepartmental meetings, manage email and written correspondence, track renewals, evaluate and negotiate license agreements. You'll discover how to manage all this information with free applications and software or with programs already on your office computer. This includes using Excel to keep electronic stats, tracking vendor contact information in Access, and create a database detailing ILL permissions and restrictions. You'll also find out how to...



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