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Reflecting the rapidly changing information services environment, the third edition of this bestselling title offers updates and a broader scope to make it an even more comprehensive introduction to library management. Addressing the basic skills good library managers must exercise throughout their careers, this edition includes a completely new chapter on management ethics. Evans and Alire also pay close attention to management in "new normal" straitened economic conditions and offer updates on technological topics like social media. Among the areas covered are The managerial environment, including organizational skill sets, the importance of a people-friendly organization, and legal issues Managerial skills such as planning, accountability, trust and delegation, decision making, principles of effective organizational communication, fostering change and innovation, quality control, and marketing Key points on leadership, team-building, and human resource management Budget, resource, and technology management Why ethics matter Tips for planning a library career, with a look at the work/life debate

Now in its third edition, Essentials of Strength Training and Conditioningis the most comprehensive reference available for strength and conditioning professionals. In this text, 30 expert contributors explore the scientific principles, concepts, and theories of strength training and conditioning as well as their applications to athletic performance. Essentials of Strength Training and Conditioningis the most-preferred preparation text for the Certified Strength and Conditioning Specialist (CSCS) exam. The research-based approach, extensive exercise technique section, and unbeatable accuracy of Essentials of Strength Training and Conditioningmake it the text readers have come to rely on for CSCS exam preparation. The third edition presents the most current strength training and conditioning research and applications in a logical format designed for increased retention of key concepts. The text is organized into five sections. The first three sections provide a theoretical framework for application in section 4, the program design portion of the book. The final section offers practical strategies for administration and management of strength and conditioning facilities. -Section 1 (chapters 1 through 10) presents key topics and current research in exercise physiology, biochemistry, anatomy, biomechanics, endocrinology, sport nutrition, and sport psychology and discusses applications for the design of safe and effective strength and conditioning programs. -Section 2 (chapters 11 and 12) discusses testing and evaluation, including the principles of test selection and administration as well as the scoring and interpretation of results. -Section 3 (chapters 13 and 14) provides techniques for warm-up, stretching, and resistance training exercises. For each exercise, accompanying photos and instructions guide readers in the correct execution and teaching of stretching and resistance training exercises. This section also includes a set of eight new dynamic stretching exercises. -Section 4 examines the design of strength training and conditioning programs. The information is divided into three parts: anaerobic exercise prescription (chapters 15 through 17), aerobic endurance exercise prescription (chapter 18), and periodization and rehabilitation (chapters 19 and 20). Step-by-step guidelines for designing resistance, plyometric, speed, agility, and aerobic endurance training programs are shared. Section 4 also includes detailed descriptions of how principles of program design and periodization can be applied to athletes of various sports and experience levels. Within the text, special sidebars illustrate how program design variables can be applied to help athletes attain specific training goals. -Section 5 (chapters 21 and 22) addresses organization and administration concerns of the strength training and conditioning facility manager, including facility design, scheduling, policies and procedures, and risk management. Chapter objectives, key points, key terms, and self-study questions provide a structure to help readers organize and conceptualize the information. Unique application sidebars demonstrate how scientific facts can be translated into principles that assist athletes in their strength training and conditioning goals. Essentials of Strength Training and Conditioningalso offers new lecture preparation materials. A product specific Web site includes new student lab activities that instructors can assign to students. Students can visit this Web site to print the forms and charts for completing lab activities, or they can complete the activities electronically and email their results to the instructor. The instructor guide provides a course description and schedule, chapter objectives and outlines, chapter-specific Web sites and additional resources, definitions of primary key terms, application questions with recommended answers, and links to the lab activities. The presentation package and image bank, delivered in Microsoft PowerPoint, offers instructors a presentation package containing over 1,000 slides to help augment lectures and class discussions. In addition to outlines and key points, the resource also contains over 450 figures, tables, and photos from the textbook, which can be used as an image bank by instructors who need to customize their own presentations. Easy-to-follow instructions help guide instructors on how to reuse the images within their own PowerPoint templates. These tools can be downloaded online and are free to instructors who adopt the text for use in their courses. Essentials of Strength Training and Conditioning, Third Edition, provides the latest and most comprehensive information on the structure and function of body systems, training adaptations, testing and evaluation, exercise techniques, program design, and organization and administration of facilities. Its accuracy and reliability make it not only the leading preparation resource for the CSCS exam but also the definitive reference that strength and conditioning professionals and sports medicine specialists depend on to fine-tune their practice.

"The book focusses on establishing a comprehensive content, 'user-friendly' format for a target audience that includes individuals asked to provide immediate first aid care for physically active individuals across the lifespan in the absence of a certified athletic trainer. These individuals may include coaches, exercise science/health fitness professionals, physical education instructors, supervisors in recreational sports programs, and directors in YMCA or other community sports-related programs"--

Revised edition of the authors' Methods of IT project management, [2013]

A strategy for changing attitudes about personal finances covers such topics as getting out of debt, the dangers of cash advances and keeping spending within income limits.

Sport Law: A Managerial Approach, third edition, merges law and sport management in a way that is accessible and straightforward. Its organization continues to revolve around management functions rather than legal theory. Concise explanations, coupled with relevant industry examples and cases, give readers just enough legal doctrine to understand the important concepts that apply to each area. This book will help prepare students as they get ready to assume a broad range of responsibilities in sport, education, or recreation. Whether readers work as coaches or teachers; administer professional programs; manage fitness/health clubs; or assume roles in a high school, college, Olympic, or professional sport organization, legal concerns will inevitably be woven into their managerial concerns. This book provides knowledge of the law that helps create a competitive advantage and build a more efficient and successful operation that better serves the needs of its constituents. New to the Third Edition New/expanded discussions and analysis of current and relevant legal issues. For example, the use of unpaid interns and unpaid volunteers; Bountygate, organizational liability for violent acts of players, and the power of the NFL commissioner; parody and social media; FCC guidelines for endorsers New case opinions. For example, Bouchat v. Baltimore Ravens; Glatt v. Fox Searchlight Pictures New focus cases. For example, Hart v. Electronic Arts, Inc.; Hamill v. Cheley Colorado Camps, Inc.; Gecri v. Lifetime Fitness; Limones v. School Dist. of Lee County; Woodman v. Kera LLC New competitive advantage strategies. For example, construction safety; ticket sales; workers's compensation and student-athletes Discussion of the legal issues revolving around social media use. For example, Wendenhall v. Hanesbrands and the use of Twitter by professional athletes; IOC guidelines regarding the use of social media by athletes and journalists; social media policies at the high school and collegiate levels Real-world applications. The book is intended for future sport managers, and topics are clearly related to specific roles and functions; relevant and timely examples throughout help generate enthusiasm and lively class discussions. Continued focus on both sport participation and recreation. Sport managers in a variety of organizations can use the legal issues discussed throughout. Reader-friendly tone. Legal theories are clearly explained in student-friendly language. Special Features of the Book Managerial context tables. Chapter-opening exhibits act as organizational and study tools identifying managerial contexts in relation to major legal issues, relevant law, and illustrative cases for the chapter. Case opinions, focus cases, and hypothetical cases. Legal opinions--both excerpted (case opinions) and summarized (focus cases)--illustrate relevant legal points and help readers understand the interplay between fact and legal theory. The cases include questions for discussion, and the instructor's manual provides guidance for the discussion. Hypothetical cases further highlight topics of interest and include discussion questions to facilitate understanding of the material; analysis and possible responses appear at the end of the chapter. Competitive advantage strategies. Highlighted, focused strategies based on discussions in the text help readers understand how to use the law to make sound operational decisions and will assist them in working effectively with legal counsel. Discussion questions, learning activities, and case studies. Thoughtful and thought-provoking questions and activities emphasize important concepts;they help instructors teach and readers review the material. Creative case studies stimulate readers, as future sport or recreation managers, to analyze situations involving a legal issue presented in the chapter. Annotated websites. Each chapter includes a collection of web resources to help readers explore topics further. Accompanying the web addresses are brief descriptions pointing out key links and the sites' benefits. Bookmarking these sites will help readers in future research or throughout their careers. "

That Certain Saturday tells the true story of Madelyn S Leigh's struggle with her mother's illness from Madelyn's age of nine until she was sixty. Her father always being their rock. Beginning in 1960 with a pill which was proclaimed by doctors to be a miracle, Madelyn had to watch that medication prolong the pain and stigma of her loving and kind mother's problem rather than fix things. Her mother seemed to have the perfect life by being a contented housewife and very involved with her women's church group in the years prior to 1960. Her daughter Madelyn's childhood had been celebrated with the beauty of daily horseback rides which her mother enjoyed watching. The events of the morning that her mom's nerve came unraveled were something that no child should have to endure. Madelyn did endure it, but her life would never be the same. Psychiatric ward visits and hearing her mother be "labeled" made for a quick jump from childhood to adulthood at age nine. Two years later equaled two more nervous breakdowns and three out-of-state moves due to her dad being transferred because of his job. Her mother had the determination to keep trying to start over by driving again and getting involved with life. A first marriage for Madelyn and a wonderful baby boy, three years later, still did not help to normalize her situation. Her father had been the only stabilizing factor for her since young childhood. His diagnosis of cancer in the late 1980s was a huge awakening life was a complete confusion for Madelyn while she was always wishing she was simply riding a horse, her favorite pastime. Modern medicines were prescribed for her mom after her last hospital stay and made a great difference. In the 1990s, Madelyn inherited all of the responsibilities of her mom. With her mom's mental condition greatly improving, her mom's physical condition began to deteriorate rapidly. The number of doctors for her care grew to nine. Exhaustion and insomnia took over Madelyn's life, but she kept going due to her love for her mother and the kindness of her mom under terrible circumstances. The coming years contained many changes, but she and her mom always remain together. The wait for Jesus had many challenges. It was a roller-coaster life, growing up in a dysfunctional family which never included alcohol, drug abuse, or physical or mental abuse. It was simply one person's personal struggle with a chronic illness which affected the whole family. The love of family and the love of animals defeated everything that was bad.

This book is an introduction-level text that reviews, discusses, and integrates both theoretical and practical corporate analysis and planning. The field can be divided into five parts: (1) Information and Methodology for Financial Analysis; (2) Alternative Finance Theories and Cost of Capital; (3) Capital Budgeting and Leasing Decisions; (4) Corporate Policies and their Interrelationships; (5) Financial Planning and Forecasting. The theories used and discussed in this book can be grouped into the following classical theoretical areas of corporate finance: (1) Pre-MM Theory, (2) MM Theory, (3) CAPM, and (4) Option Pricing Theory (OPT). The interrelationships among these theories are carefully analyzed. Real world examples are used to enrich the learning experience; and alternative planning and forecasting models are used to show how the interdisciplinary approach can be used to make meaningful financial-management decisions. In this third edition, we have extensively updated and expanded the topics of financial analysis, planning and forecasting. New chapters were added, and some chapters combined to present a holistic view of the subject and much of the data revised and updated.

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