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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 Aire 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

With an updated and expanded look at the skills and knowledge needed to succeed in the sport industry, this 3rd Edition maintains its previous editions stance as one of the most widely adopted sport management foundational texts on the market. Editors Andy Gillentine and R Brian Crow, along with a team of leading authors, aim to provide readers with a dynamic and comprehensive overview of the core concepts and current trends of the industry. Their years of experience as elite academicians and practitioners make this volume a cutting-edge resource for undergraduates considering or pursuing careers in sport management. Topics covered in this edition include economics and finance, marketing, sponsorship and sales, facility and event management, media relations, governance, and ethics.

Now in its third edition, *Essentials of Strength Training and Conditioning* is 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 Conditioning* is 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 Conditioning* make 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, maintenance, 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 Conditioning also 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"--

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.

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-M&M Theory, (2) M&M 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.

PowerShell provides a single, unified administrative command line from which to control and automate virtually every aspect of a Windows system. It accepts and executes commands immediately, and scripts can be written to manage most Windows servers like Exchange, IIS, and SharePoint. This updated book covers PowerShell features that run on Windows 7, Windows Server 2008 R2, and later. This edition is appropriate for PowerShell version 3 and later. There is coverage for new PowerShell version 5 features like PowerShellGet, however PowerShell fundamentals are unchanged. Learn Windows PowerShell in a Month of Lunches, Third Edition is an innovative tutorial designed for busy IT professionals. With just one hour a day for a month, readers will be automating Windows tasks faster than they ever thought possible. They start with the basics (What is PowerShell and what can be done with it). Then, it moves systematically through the techniques and features that facilitate efficient and effective results. Purchase of the print book includes a free eBook in PDF, Kindle, and ePub formats from Manning Publications.

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

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