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There are many superb books on how to do operations but there are few or none on how to assist at them, and none written either by or for medical students or doctors. Therefore, the skills that make an expert surgical assistant are difficult to acquire. Normally, they can only be learnt in a haphazard way, by spending years in the operating theatre. This book describes those skills in a concise and systematic way, in surgery in general, and in ten different speciality areas. Although intended mainly for clinical-level medical students and junior doctors, other people who assist at surgical operations, including general practitioners, nurse assistants and surgical technologists, will also find it useful. Whether planning a career in surgery, or simply aiming for high marks in a surgical rotation, there are few better ways to impress a surgeon than by skilfully assisting at surgical operations.

An office guide to business English, with a concise review of grammar, advice on capitalization and punctuation, rules for hyphenating compound words, a mini-dictionary of standard abbreviations, and correct usage for 750 words which often cause confusion. Illustrative examples are included.

This important book is the first to offer practical guidance to information management professionals seeking to implement web archiving programmes of their own. It is essential reading for those who need to collect and preserve specific elements of the web - from national domains or individual subject areas to an organization's own website. Drawing on the author's experience of managing the National Archives' web archiving programme, together with lessons learned from other international initiatives, this book provides a comprehensive overview of current best practice. It assumes only a basic understanding of IT and web technologies, but also offers much to more technically-oriented readers. Contents include: the development of web archiving selection policies collection methods quality assurance preservation delivery to user optimizing websites for archiving legislation managing a web archiving programme future trends. Readership: Written to address audiences from the whole spectrum of information management sectors, this book is vital reading for three types of reader: policy-makers, who need to make decisions about establishing or developing an institutional web archiving programme; information management professionals, who may be required to implement a web archiving programme; and website owners and web masters, who may be required to facilitate archiving of their own websites.

Peterson's Master the Case Worker Exam provides you with an effective review of Hospital Environment, Social Services, and Eligibility Specialist case worker exams. Case workers play an essential role in helping people solve financial, health, and social problems and improving their ability to function within society. Peterson's guide will help to prepare you for your career as a case worker.

Technological advances and innovative perspectives constantly evolve the notion of what makes up a digital library. Archives and the Digital Library provides an insightful snapshot of the current state of archiving in the digital realm. Respected experts in library and information science present the latest research results and illuminating case studies to provide a comprehensive glimpse at the theory, technological advances, and unique approaches to digital information management as it now stands. The book focuses on digitally reformatted surrogates of non-digital textual and graphic materials from archival collections, exploring the roles archivists can play in broadening the scope of digitization efforts through creatively developing policies, procedures, and tools to effectively manage digital content. Many of the important advances in digitization of materials have little to do with the efforts of archivists. Archives and the Digital Library concentrates specifically on the developments in the world of archives and the digitization of the unique content of information resources archivists deal with on a constant basis. This resource reviews the current issues and challenges, effective user assessment techniques, various digital resources projects, collaboration strategies, and helpful best practices. The book is extensively referenced and includes helpful illustrative figures. Topics in Archives and the Digital Library include: a case study of LSTA-grant funded California Local History Digital Resources Project expanding the scope of traditional archival digitations projects beyond the limits of a single institution a case study of the California Cultures Project the top ten themes in usability issues case studies of usability studies, focus groups, interviews, ethnographic studies, and web log analysis developing a reciprocal partnership with a digital library the technical challenges in harvesting and managing Web archives metadata strategies to provide descriptive, technical, and preservation related information about archived Web sites long-term preservation of digital materials building a trusted digital repository collaboration in developing and supporting the technical and organizational infrastructure for sustainability in both academic and state government the Archivists' Toolkit software application Archives and the Digital Library is timely, important reading for archivists, librarians, library administrators, library information educators, archival educators, and students.

In Tom Kundig: Works, the celebrated Seattle-based architect presents nineteen new projects, from Hawaii to New York City. Kundig's award-winning houses, known for their rugged yet elegant and welcoming style, are showcased in lush photography with drawings and sketches, and appear alongside his commercial work—from multistory complexes to the Tacoma Art Museum to a line of hardware (handles, door pulls, hinges, and more). In firsthand accounts, Kundig describes the projects and his design process with many personal anecdotes, making Tom Kundig: Works as much memoir as monograph. The book also includes an introduction by design editor Pilar Viladas and in-depth conversations with Kundig's frequent collaborators—"gizmologist" Phil Turner and contractor Jim Dow (Schuchart/ Dow)—and clients (Bigwood Residence and Studhorse).

The European Arctic and Alpine regions are experiencing large environmental changes. These changes may have socio-economic effects if the changes affect the bioproduction, which form the basis for the marine and terrestrial food chains. This uniquely multidisciplinary book presents the various aspects of contemporary environmental changes in Arctic and Alpine Regions.

This is a comprehensive directory and bibliographic guide to Russian archives and manuscript repositories in the capital cities of Moscow and St. Petersburg. It is an essential resource for any researcher interested in Russian sources for topics in diplomatic, military, and church history; art; dance; film; literature; science; ethnolography; and geography. The first part lists general bibliographies of relevant reference literature, directories, bibliographic works, and specialized subject-related sources. In the following sections of the directory, archival listings are grouped in institutional categories. Coverage includes federal, ministerial, agency, presidential, local, university, Academy of Sciences, organizational, library, and museum holdings. Individual entries include the name of the repository (in Russian and English), basic information on location, staffing, institutional history, holdings, access, and finding aids. More comprehensive and up-to-date than the 1997 Russian Version, this edition includes Web-site information, dozens of additional

repositories, several hundred more bibliographical entries, coverage of reorganization issues, four indexes, and a glossary.