

LIBRARY NEWS

JANUARY 2006



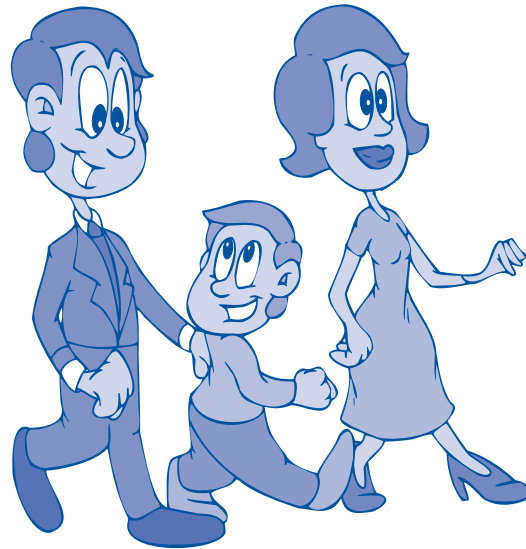
JUSTICE INSTITUTE
of BRITISH COLUMBIA

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Risk Watch!



For children aged 14 and under, the number-one health risk is not drugs or disease; the number-one health risk for them is injury. In Canada, injuries are the leading cause of death for children over one year of age. Sadly, the vast majority of these injuries are not random "accidents." They are predictable and preventable. With education, motivation, and the support of caring adults, children can learn to be much safer.

Thanks to the generosity of the B.C. Office of the Fire Commissioner, the Library now has the entire curriculum of the **Risk Watch** program, the first comprehensive injury prevention program available for use in schools. Developed by the National Fire Protection Association (NFPA) with co-funding from the Home Safety Council and in collaboration with a panel of respected safety and injury prevention experts, **Risk Watch** gives children and their families the skills and knowledge they need to create safer homes and communities.

The **Risk Watch** curriculum is divided into five age-appropriate teaching modules: Preschool-Kindergarten (**V3067**), Grades 1-2 (**V3068**), Grades 3-4 (**V3069**), Grades 5-6

(**V3070**), and Grades 7-8 (**V3071**). Each module addresses the following topics: motor vehicle safety; fire and burn prevention; choking, suffocation and strangulation prevention; firearms injury prevention; bike and pedestrian safety; poison prevention; falls prevention; and water safety. These topics represent the eight areas that pose the greatest risk for unintentional injury for kids aged 14 and under.

With **Risk Watch**, children practice making safer choices, resisting peer pressure to take dangerous chances, and influencing family members and others around them to take action to reduce risk. Each module includes an introductory video, a lesson plan, a student workbook on CD, a lesson card for every risk area, and step-by-step procedures for classroom activities. The activities combine education and imagination to help children acquire life-saving skills through experiential learning.

To borrow any or all of the **Risk Watch** modules, please contact the Library by phone, 604-528-5599; fax, 604-528-5593; or e-mail, library@jibc.bc.ca.

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New Books

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CONFLICT RESOLUTION

Complex Problems, Negotiated Solutions: Tools to Reduce Conflict in Community Development by Michael Warner. London, England: ITDG Publishing. (HN 49 C6 W37 2001)

Constructive Conflicts: From Escalation to Resolution by Louis Kriesberg. Lanham, Md.: Rowman & Littlefield. (HM 1121 K75 2003)

Negotiating Skills for Managers by Steven P. Cohen. New York: McGraw-Hill. (HD 58.6 C63 2002)

Working with Conflict: Skills and Strategies for Action by Simon Fisher. New York: Zed Books. (HM 1126 W67 2000)

CORRECTIONS

Conditional Sentencing in Canada: An Overview of Research Findings by Julian V. Roberts and Carol LaPrairie. Ottawa, Ont.: Canada Dept. of Justice. (HV 9279 R426 2000)

Jail Design Review: Handbook by Mark Goldman. Washington, D.C.: U.S. Dept. of Justice, National Institute of Corrections. (HV 8827 G643 2003)

A One-Day Snapshot of Aboriginal Youth in Custody across Canada by Steven Bittle. Ottawa, Ont.: Department of Justice Canada, Research and Statistics Division. (HV 9108 O547 2002)

Restorative Justice: Critical Issues edited by Eugene McLaughlin. Thousand Oaks, Calif.: Sage Publications. (HV 8688 R473 2003)

CRIME PREVENTION

Crime Prevention: Approaches, Practices, and Evaluations by Steven P. Lab. Cincinnati, Ohio: Anderson Publishing Co. (HV 7431 L33 2004)

Crime Reduction and Problem-Oriented Policing edited by Karen Bullock and Nick Tilley. Cullompton, Devon, UK: Willan. (HV 7431 C777 2003)

Effective Physical Security edited by Lawrence J. Fennelly. Burlington, MA.: Elsevier Butterworth-Heinemann. (HV 7431 E34 2004)

Understanding Crime Prevention by the National Crime Prevention Institute. Woburn, MA: Butterworth-Heinemann. (HV 7431 U52 2001)

EMERGENCY MANAGEMENT

Earthquake Damage in the San Francisco Area and Projection to Greater Vancouver: Client Report for Canada Mortgage & Housing Corporation by J.H. Rainer. Ottawa, Ont.: Institute for Research in Construction. (TA 654.6 E273 1990)

Emergency Response and Emergency Management Law: Cases and Materials by William C. Nicholson. Springfield, Ill.: Charles C. Thomas. (KF 3826 E5 N53 2003)

Tracking for Search and Rescue Dogs: A Practical Manual for Novice and Advanced Handlers by Boguslaw P. Gorny. Calgary, Alta.: Detselig Enterprises. (SF 428.75 G675 2003)

Well of Lies: The Walkerton Water Tragedy by Colin N. Perkel. Toronto, Ont.: M&S. (RA 593 C2 P475 2002)

EMERGENCY MEDICINE

EMS Field Training Officer by Robert G. Nixon. Upper Saddle River, N.J.: Pearson/Prentice Hall. (RA 645.5 N595 2004)

Handbook on Sensitive Practice for Health Professionals: Lessons from Women Survivors of Childhood Sexual Abuse prepared by Candice Schachter, Carol Stalker and Eli Teram. Ottawa, Ont.: Family Violence Prevention Unit, Health Canada. (RC 569.56 A28 M294 2001)

Managing Stress in Emergency Medical Services by Brian Luke Seaward. Boston, Mass.: Jones & Bartlett. (RA 645.5 S43 2000)

Principles of Patient Assessment in EMS by Bob Elling & Kirsten M. Elling. Clifton Park, N.Y.: Thomson/Delmar Learning. (RC 86.7 E435 2003)

FAMILY VIOLENCE

Child Custody & Domestic Violence: A Call for Safety and Accountability by Peter G. Jaffe, Nancy K.D. Lemon and Samantha E. Poisson. Thousand Oaks, Calif.: Sage Publications. (K 707 J34 2003)

Children's Exposure to Violence in Canada: What It Means for Parents: Research Report and Forum Proceedings by Paul Roberts, Louise Hanvey and Judi Varga-Toth. Ottawa, Ont.: Canadian Council on Social Development. (HQ 784 V55 R624 2003)

Current Controversies on Family Violence edited by Donileen R. Loseke, Richard J. Gelles and Mary M. Cavanaugh. Thousand Oaks, Calif.: Sage Publications. (HQ 809.3 U5 C87 2005)



New Books (*Cont'd*)

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FAMILY VIOLENCE (*Cont'd*)

Domestic Violence: The Criminal Justice Response by Eve S. Buzawa and Carl G. Buzawa. Thousand Oaks, Calif.: Sage Publications. (HV 6626.2 B89 2003)

FIRE

Harbour Burning: A Century of Vancouver's Maritime Fires by William A. Hagelund. Surrey, B.C.: Hancock House. (FC 3847.55 H234 2002)

Model Procedures Guide for Hazardous Materials Incidents prepared by the National Fire Service Incident Management System Consortium Model Procedures Committee. Stillwater, Okla.: Fire Protection Publications, Oklahoma State University. (TH 9446 H38 M64 2000)

The Rural Firefighting Handbook by Larry Davis and Dominic Colletti. Royersford, Pa.: Lyon's Publishing. (TH 9445 F35 D285 2002)

Technical Rescue Operations by Larry Collins. Tulsa, Okla.: PennWell Corp. (HV 551.3 C65 2004)

LEADERSHIP

AMC Guide to Outdoor Leadership by Alex Kosseff. Boston, Mass.: Appalachian Mountain Club Books. (GV 181.4 K67 2003)

Authentic Leadership: Rediscovering the Secrets to Creating Lasting Value by Bill George. San Francisco, Calif.: Jossey-Bass. (HD 57.7 G458 2003)

Geeks & Geezers: How Era, Values, and Defining Moments Shape Leaders by Warren G. Bennis and Robert J. Thomas. Boston, Mass.: Harvard Business School Press. (HD 57.7 B4578 2002)

Wisdom from the Ancients: Enduring Business Lessons from Alexander the Great, Julius Caesar, and the Illustrious Leaders of Ancient Greece and Rome by Thomas J. Figueira, T. Corey Brennan and Rachel Hall Sternberg. Cambridge, Mass.: Perseus Pub. (HD 31 F454 2001)

MOUNTAIN SAFETY

The ABCs of Avalanche Safety by Edward R. LaChapelle. Seattle, Wash.: Mountaineers Books. (QC 929 A8 L3 2003)

Mountain Sickness: Prevention, Recognition & Treatment by Peter H. Hackett. New York: American Alpine Club. (RC 103 A4 H33 1980)

MOUNTAIN SAFETY (*Cont'd*)

Mountaineering: The Freedom of the Hills edited by Steven M. Cox and Kris Fulsaa. Seattle, Wash.: Mountaineers Books. (GV 200 M688 2003)

Snowshoeing by Gene Prater. Seattle, Wash.: Mountaineers Books. (GV 853 P72 2002)

PERSONAL ACCOUNTABILITY

QBQ! The Question Behind the Question by John G. Miller. Denver, Colo.: Denver Press. (BF 611 M55 2001)

POLICE

Criminal Investigation by Wayne W. Bennett and Karen M. Hess. Belmont, Calif.: Wadsworth Pub. Co. (HV 8073 B43 2004)

Fair Cop: Learning the Art of Policing by Janet B.L. Chan. Toronto, Ont.: University of Toronto Press. (HV 7923 C426 2003)

Illusion of Order: The False Promise of Broken Windows Policing by Bernard E. Harcourt. Cambridge, Mass.: Harvard University Press. (HV 6025 H297 2001)

Motorcycle Accident Investigation by Albert T. Baxter. Jacksonville, Fla.: Institute of Police Technology and Management. (HE 5616.5 B39 1997)

TRAINING

ABCs of E-Learning: Reaping the Benefits and Avoiding the Pitfalls by Brooke Broadbent. San Francisco, Calif.: Jossey-Bass/Pfeiffer. (LB 1044.87 B75 2002)

Shaping School Culture: The Heart of Leadership by Terrence E. Deal and Kent D. Peterson. San Francisco, Calif.: Jossey-Bass Publishers. (LB 2805 D34 1999)

Simulations and the Future of Learning: An Innovative (and Perhaps Revolutionary) Approach to E-Learning by Clark Aldrich. San Francisco, Calif.: Pfeiffer. (LB 1029 S53 A43 2004)

A Study of the Retention of Skills and Knowledge Acquired in Basic Training by Robert Vineberg. Alexandria, Va.: U.S. Army Research Institute for the Behavioral and Social Sciences. (LB 2822.75 V554 1975)

Depression

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BOOKS

All Together Now: How Families Are Affected by Depression and Manic Depression. Ottawa, Ont.: Health Canada. (RC 537 A457 1999)

Beat Depression with St. John's Wort by Steven Bratman. Rocklin, Calif.: Prima Pub. (RC 537 B747 1997)

Can I Catch it Like a Cold? A Story to Help Children Understand a Parent's Depression by Gretchen Kelbaugh; illustrated by Coral Nault. Toronto, Ont.: Centre for Addiction and Mental Health. (RC 537 K453 2002)

Coping with Depression by Sharon Carter and Lawrence Clayton. Center City, Mn.: Hazelden. (RC 537 C277 1995)

The Courage to Live by Ari Kiev. New York: T. Y. Crowell. (HV 6545 K53 1979)

Depression: What We Know by Brana Lobel and Robert M.A. Hirschfeld. Rockville, Md.: National Institute of Mental Health. (RC 537 L63 1984)

Feeling Good: The New Mood Therapy by David D. Burns. New York: HarperCollins. (RC 537 B87 1999)

Helping Your Child Cope with Depression and Suicidal Thoughts by Tonia K. Shamoo and Philip G. Patros. San Francisco, Calif: Jossey-Bass. (HV 6546 S48 1997)

"Major Depression" chapter in **Management of Mental Disorders** edited by Gavin Andrews. Darlinghurst, N.S.W.: World Health Organization Collaborating Centre for Mental Health and Substance Abuse. (RC 480 M255 2000 V.1)

Parenting Well When You're Depressed: A Complete Resource for Maintaining a Healthy Family by Joanne Nicholson. Oakland, CA: New Harbinger Publications. (HQ 755.8 P3919 2001)

AUDIOVISUAL MATERIALS

- V2982** **Beyond the Blues: Child and Youth Depression** (video, 56 minutes, 2004)
Statistics reveal that depression in children and youth is on the rise. Through the personal stories of three young people, this documentary traces the journey of depression, from early signs and symptoms, to assessment, diagnosis and treatment. (National Film Board of Canada)
- V2593 & V2594** **Depression: Helping Families Cope** (2 videos, 38 & 14 minutes + booklet, 2000)
This program is for use by families where one or both parents are depressed. It is a self-administered program for parents and children between 7 and 13 giving guidance on depression and helping the family avoid the risk of developing emotional and behavioral problems in response to the situation. One video is designed for parents (V2593); the other, for children (V2594). The booklet is a guide on effectively using the program. (Innovative Training Systems, Inc.)
- K006** **Feeling Good** (4 booklets, 4 charts, 5 sound cassettes, 1 video [60 minutes], 2002)
This kit presents Dr. David Burns' techniques to deal with depression, anxiety, and anger. It addresses the causes of chronic worrying, phobias, obsessions, panic attacks or crippling shyness and presents ways to deal with these symptoms and gain greater self-esteem. (Time-Life Video)
- V2623** **The Other Side of Blue: The Truth about Teenage Depression** (video, 32 minutes, 2000)
Four young Canadians tell their stories about depression and attempted suicide. Intercut with these testimonials are comments by psychiatrists Elyse Dubo and Marshall Korenblum, and social worker Linda A. Conn, who explain and describe teenage depression. (Distributed to B.C. post-secondary institutions by Image Media)

Earthquake Preparedness

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BOOKS

Earthquake! Preparing for the Big One: British Columbia by Graem Castell. Vancouver, B.C.: Pacific Rim Earthquake Preparedness Program. (HV 551.5 C26 C27 2002)

Earthquake Protection by Andrew Coburn and Robin Spence. Chichester, West Sussex, England: J. Wiley. (QE 539.2 S34 C63 2002)

Earthquakes Happen — Are You Ready? An Earthquake Preparedness Resource for Grades 8-12. Victoria, B.C.: Provincial Emergency Program. (QE 539.2 S34 E273 2002)

Emergency Preparedness Guide. Victoria, B.C.: BC Housing. (HV 551.2 E446 1997)

Lessons Learned over Time. Oakland, Calif.: Earthquake Engineering Research Institute. (QE 535.2 C18 L47 1999)

Living with Earthquakes in the Pacific Northwest by Robert S. Yeats. Corvallis, Or.: Oregon State University Press. (QE 535.2 U6 Y43 2004)

Preventing the Nightmare: Designing a Model Program to Encourage Owners of Homes and Apartments to Do Earthquake Retrofits. Oakland, Calif.: Association of Bay Area Governments. (QE 539.2 S34 P745 1999)

Some Buildings Just Can't Dance: Politics, Life Safety, and Disaster by Richard Stuart Olson, Robert A. Olson, and Vincent T. Gawronski. Stanford, Conn.: Jai Press. (HV 600 1989 C18 O47 1999)

VIDEOS

- V2000** **Are You Ready? A Plan for How to Survive a Natural Catastrophe** (video, 23 minutes, 1998)
Southwestern British Columbia is an area which is subject to natural disasters: volcanoes, earthquakes and tsunamis. Shell Busey shows the viewer how to plan for and survive a natural catastrophe. (CHECK TV and Artray Film and Video)
- V2036** **The Big One at 1** (video, 30 minutes, 1998)
This video was designed to raise the public's awareness of the effect of an earthquake in the Greater Victoria area so that they will become better prepared. (Provincial Emergency Program)
- V2738** **Earthquake Preparedness: Are You Ready?** (video, 10 minutes, 2002)
Discusses the risk of earthquakes in B.C., how to prepare for them, and steps to follow in their event. The focus of this program is on buildings — what to do in and around buildings and how to exit and re-enter. (Black Tusk Video Inc.)
- V2111** **Is Your Home Earthquake Resistant?** (video, 25 minutes, 1998)
This program gives a background to the earthquake situation in B.C. and gives detailed information on how to protect one's home. Experts show actions that must be taken to improve a home's chances of surviving an earthquake. Topics include the following: seismic upgrade, bolting the house to the foundations, how to reinforce walls, earthquake preparedness kits, and how to shut off the gas supply. (Oh Boy Productions)
- V2339** **Stand Up to the Quake: Get Your Home in Shape** (video, 17 minutes, 1999)
This video describes the process for structural earthquake retrofitting of residential housing. It provides viewers with helpful hints on how to do the work themselves and suggests the type of work a qualified contractor would provide. (Association of Bay Area Governments)

New Audiovisual Materials

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- D027** **Advanced Concealed Carry** (DVD, 110 minutes, 1996)
Lenny Magill explores advanced concealment and shooting techniques designed to help you survive a real gunfight. This DVD includes the following topics: shooting on the move; 5-step drawing technique; and six top methods of carry and concealment. (GunVideo)
- V3076 or D043** **American Heat, November 2005: The Firefighter Life Safety Initiatives**
(video or DVD, 30 minutes, 2005)
This program, available in VHS or DVD format, reviews the 16 firefighter life safety initiatives that were developed at the Firefighter Life Safety Seminar hosted by the National Fallen Firefighters Foundation and the U.S. Fire Administration on April 14, 2004. Implementation practices and recommendations for each initiative are presented and the relationship between the initiatives and firefighter deaths and injuries is discussed. (Primedia Workplace Learning)
- V3043 or D020** **Best Interests: An Introduction to Grievance Mediation** (video or DVD, 26 minutes, 2002)
This program shows the steps in the mediation process based on a case study including the pre-mediation discussion and the specific steps in the process: introduction, issues, interests, options and final agreement. This program, available in VHS or DVD format, is intended to be used in mediation training and awareness sessions. (Public Service Staff Relations Board)
- D036** **Circles of Support and Accountability** (DVD, 40 minutes, 1999)
This DVD contains the following three programs: *No More Victims: Accountability and Community Safety*; *Forging a Community*; and *No One is Disposable*. These programs are designed for the promotion of Circles of Support and Accountability (COSA), the recruitment and training of volunteers, and the education of professionals and the faith community. (Correctional Service Canada)
- V3057** **Crystal Meth: To Die For** (video, 13 minutes, 2005)
Cheap, easily available and highly addictive, crystal methamphetamine has become the drug of choice for children as young as ten. Cooked up using recipes found on the Internet, crystal meth usage is on the rise in our community and nationwide. (The New VI)
- V3022** **The Developing Person** (video, 28 minutes, 2003)
This program introduces students to the scientific study of human development. It discusses the contexts and influences in which humans develop, focusing on Urie Bronfenbrenner's ecological model of development. It explores some of the major psychological theories (psychoanalytic, learning, behaviourism, and cognitive). It concludes with an introduction of the life-span perspective, which considers that development occurs throughout a human's life. (Distributed to B.C. post-secondary institutions by Image Media)
- V3020** **Getting to Know You** (video, 28 minutes, 2003)
This program focuses on social and emotional development that occurs in the first two years of life. Researchers who study the psychosocial development of babies are interested in the factors that play a role in shaping a child's emotions and personality. This video covers temperament, social referencing, and attachment. It examines face-to-face social play as an early example of emotional interaction, and how parents and babies influence each other through synchrony. It considers developmental psychologist Mary Ainsworth's research on attachment. (Distributed to B.C. post-secondary institutions by Image Media)

New Audiovisual Materials (*Cont'd*)

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- V3065** **The Heart of EMS: Cardiac Emergencies** (video, 60 minutes, 2005)
This episode of *Emergency Medical Update* provides a comprehensive review of the essentials of cardiac emergencies. The program progresses from normal anatomy and physiology to pathophysiology and recognition of common cardiac-related events that EMS personnel respond to and treat. It also presents current research trends and treatment modalities. (Primedia Workplace Learning)
- V3058** **The Ins and Outs of Technical Rescue** (video, 59 minutes, 2005)
Emergency personnel occasionally face rescue situations requiring specific skills that exceed their training. This episode of *Emergency Medical Update* explains some of the dangers involved in high-angle, confined-space, and swiftwater rescue situations and discusses the role of nontechnician EMS personnel during these rescues. It presents simulations and actual rescues and shows how quickly even a situation that appears simple can turn deadly for the untrained rescue team. (Primedia Workplace Learning)
- V3052 or
D025** **Marihuana Grow Operation: Training Video** (video or DVD, 10 minutes, 2005)
This Winnipeg Police Service program follows an officer through a house containing a marihuana grow operation. It is available in both VHS and DVD formats. (Winnipeg Police Service)
- V3048** **My So-Called Life-Work Balance** (video, 10 minutes, 2005)
This program examines the difficulties people have balancing work and life. It features interviews with parents, employees, human resources and work-life balance experts, and employers. It points out that workplaces do sometimes offer daycare and wellness programs, but asserts that there's little concrete support for the complex demands of life and work, or willingness to tackle the main cause of this imbalance: an ever-increasing workload. The result is stress leave, disability claims, higher absenteeism, increasing employee turnover, and spiraling drug and benefits costs. (Distributed to B.C. post-secondary institutions by Image Media)
- V3047** **School of Hope: Teaching Kids with Fetal Alcohol Syndrome** (video, 13 minutes, 2002)
Originally broadcast as part of CBC's *The National* with Peter Mansbridge on June 13, 2002, this program features an innovative program at David Livingstone School, a public elementary school in Winnipeg, for Fetal Alcohol Syndrome (FAS) students. A few years earlier, teachers had decided to take on the responsibility for learning about and adapting to their students' particular physical and mental needs. They designed two special classrooms and used other tools to help with light and sound sensitivities to create a calming environment, and tailored teaching and feedback techniques to compensate for the challenges FAS children have in learning and gaining social acceptance. (CBC Educational Sales)
- V3019** **A Scientific Approach** (video, 28 minutes, 2003)
This video introduces the student to research methodology — how scientists explore and gain knowledge to understand human development. It considers the ethics of conducting and reporting scientific research and emphasizes the importance of approaching questions and problems and testing ideas and theories from many different perspectives. This video is part of a tele-course based on the textbook *The Developing Person through the Life Span* by Kathleen Stassen Berger. (Distributed to B.C. post-secondary institutions by Image Media)

Done in Fifty Minutes!

If you have fifty minutes you can learn critical business and professional development skills ... with a little help from the *Crisp Fifty-Minute* series. The workbooks in this series are designed to deliver intensive knowledge in a concise, memorable format. Packed with activities, planning tools, self-evaluations, and effective, real-life examples, these widely acclaimed, easy-to-follow lessons can be used in a self-paced format, whenever you have the time.

We all know honorable people; but they aren't necessarily leaders. We also know many "leaders" who aren't exactly honorable. In **Leading Honorably: 50 Tips for Effecting Positive Change**, Marlene Caroselli explores how to become a better leader by taking honorable action. She discusses techniques for aligning leadership ability and ethical practices; explores win/win/win results for immediate and distant communities; presents the communication skills outstanding leaders possess; and demonstrates how to motivate others to effect positive change. (HD 57.7 C276 2005)

With today's speed of doing business, change in the workplace

has become an everyday reality. Major changes such as mergers, takeovers, and layoffs can leave employees feeling confused, fearful, or disheartened. Cynthia D. Scott and Dennis T. Jaffe address this in their book **Managing Change at Work: Leading People through Organizational Transitions**. This book helps managers work through organizational change with strategies for providing positive leadership while dealing effectively with resistance and other trouble spots. It includes competency assessments to help managers become adept change leaders who will inspire and motivate their employees. (HD 58.8 S389 2004)

In **Managing Personal Change**, Cynthia D. Scott and Dennis T. Jaffe explore the personal side of large and small changes in our lives. We're all confronted with changes daily whether we are "ready or not," leaving many of us feeling overwhelmed, confused, or uncertain about the future. This book will help you understand your own reactions to change and suggests ways you can respond more positively and productively through transition periods. (BF 471 S267 2004)

To get a new job, secure a promotion, publicize your favorite cause, or build a business, you need to network. In **Networking for Success: The Art of Establishing Personal Contacts**, Nancy Flynn provides the tools for networking success. Everyone already has a personal networking style; this book helps you to understand your style, and design an approach that will work for you. It explains the fundamentals of successful networking and helps you to define your networking goals and create a strategic action plan. It explores traditional networking tools and techniques and discusses how to use electronic media to expand your network. It also includes strategies

for overcoming networking challenges and roadblocks that can derail career success. (HM 741 F59 2003)

Training is one of those things that often gets rushed or put off because of the pressures of the moment. All too often, new employees flounder and sometimes fail because on-the-job training is poorly designed or even nonexistent. **On-the-Job Training** by Robert Steinbach is designed to help managers plan and conduct successful on-the-job training. It focuses on planned, job-specific training conducted at the work site by a supervisor or an experienced fellow employee, using the actual equipment, tools, and processes of a specific job. The book focuses on the why and the how of getting new employees "up to speed" and increasing the capacity of existing employees to contribute to the organization. (HF 5549.5 T7 S743 2005)

E-mail is more prevalent today than ever. Its instantaneous nature makes it a convenient, time-saving tool for businesses. However, it is also more important than ever to take the time to write messages that are secure as well as clear and error-free. **Writing Effective E-Mail: Improving Your Electronic Communication** by Nancy Flynn and Tom Flynn will help you do just that. It starts with the basics of composing and formatting e-mail messages effectively. It looks at Cybermanners as well as managing e-mail overload. The book emphasizes how to avoid workplace disasters such as lost sales, customer-service nightmares and even lawsuits triggered by careless or poorly written e-mail. It will also guide you in writing a comprehensive and effective e-mail policy for your organization. (HE 7551 F595 2003)

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It is distributed free of charge to firefighters, paramedics, police officers, Corrections Branch personnel & Provincial Emergency Program coordinators within BC.

For more information, contact the Editor, Christine Babec, at 604-528-5595.