

A Practical Guide To The System Usability Scale Background Benchmarks Best Practices

A guide to the basics of information visualization that teaches nonprogrammers how to use advanced data mining and visualization techniques to design insightful visualizations. In the age of Big Data, the tools of information visualization offer us a microscope to help us make sense of the avalanche of data available on every subject. This book offers a gentle introduction to the design of insightful information visualizations. It is the only book on the subject that teaches nonprogrammers how to use open code and open data to design insightful visualizations. Readers will learn to apply advanced data mining and visualization techniques to make sense of temporal, geospatial, topical, and network data. The book, developed for use in an information visualization MOOC, covers data analysis algorithms that enable extraction of patterns and trends in data, with chapters devoted to “when” (temporal data), “where” (geospatial data), “what” (topical data), and “with whom” (networks and trees); and to systems that drive research and development. Examples of projects undertaken for clients include an interactive visualization of the success of game player activity in World of Warcraft; a visualization of 311 number adoption that shows the diffusion of non-emergency calls in the United States; a return on investment study for two decades of HIV/AIDS research funding by NIAID; and a map showing the impact of the HiveNYC Learning Network. Visual Insights will be an essential resource on basic information visualization techniques for scholars in many fields, students, designers, or anyone who works with data.

This title combines the many schools of thought on psychotherapy into one reader-friendly guide that coaches psychotherapists through the various techniques needed as the field expands. Unlike any other book on the market, this text considers all of the simultaneous advances in the field, including the neurobiology of emotions, the importance of the therapeutic relationship, mindfulness meditation, and the role of the body in healing. Written with genuine respect for all traditions from CBT to psychodynamics, the book unifies views of psychopathology and cure based on the notion of the mind-brain as an organ of affect regulation. The book accounts for the tasks that characterize psychotherapist activity in all therapies, how they are performed, and how they result in therapeutic change. The book also reviews the various pathologies seen in general practice and guides the reader to the specific therapist-patient interactions needed for their resolution. With its big-picture focus on clinical practice, Psychotherapy: A Practical Guide is a concise resource for students, psychotherapists, psychologists, residents, and all who seek to integrate what is new in psychotherapy.

The Four Agreements A Practical Guide to Personal Freedom Hay House, Inc

A Practical Guide for Informationists: Supporting Research and Clinical Practice guides new informationists to a successful career, giving them a pathway to this savvy, more technically advanced, domain-focused role in modern day information centers and libraries. The book's broad scope serves as an invaluable toolkit for healthcare professionals, researchers and graduate students in information management, library and information science, data management, informatics, etc. Furthermore, it is also ideal as a textbook for courses in medical reference services/medical informatics in MLIS programs. Offer examples (e.g. case studies) of ways of delivering information services to end users Includes recommendations, evidence and worksheets/take-aways/templates to be repurposed and adapted by the reader Aimed at the broad area of healthcare and research libraries

Describes the habits of more than fifty monsters, including Thri-keen, Yuan-ti, and Bewhir, and includes maps showing where these creatures

live.

Congressional Procedure, explains the legislative and congressional budget processes along with all aspects of Congress. Ideal for anyone who wants to know how Congress really works: federal executives, attorneys, lobbyists, media and public affairs staff, government affairs, policy and budget analysts, congressional staff, and students.

Autism is in the public spotlight now more than ever as new research and information appears almost daily. Although in many ways this is a positive development it also presents challenges to families and practitioners who want to keep up with the latest developments and are left to sift through new information by themselves to see what is credible and relevant for them. Each of us needs a personal research assistant who can determine which information we need to pay attention to and let us know how it might affect our daily work and the children we are living with or serve. Since we each don't have our own research assistants on staff, I am delighted to recommend this wonderful book by Fred Volkmar and Lisa Wiesner. Both of these talented professional leaders have combined their scientific skills and understanding of the field with great practical experience and ideas about how research can be translated into clinical practice. The result is a book that provides the best and most comprehensive information about recent scientific developments and a splendid practical guide for how they are being implemented and what we are learning in the process. The issues are presented in all of their complexity but translated into language that is clear, direct, and easy to follow. The format also lends itself to understanding the complex issues and their implications through excellent charts, question and answer sections, and chapters that vary from describing diagnostic issues to stating very specifically how to expand and evaluate the services one is receiving. The comprehensive references and lists of additional resources also add greatly to the overall package. As a professional dedicated to understanding scientific advances and helping families and teachers to utilize them most effectively, I am very pleased to have an ally like this book available. I am very grateful to the authors for providing a very credible, practical, and relevant addition to our field to help the many advocates and family practitioners to better understand the exciting new developments and how they can be implemented in our day to day work. Those taking the time to read through this superb volume will find it time well spent that pays back dividends in many different ways. —FOREWORD by Gary B. Mesibov, Ph.D., Professor and Director of TEACCH, Treatment and Education of Autistic and Related Communication Handicapped Children University of North Carolina at Chapel Hill

A single-volume how-to reference to a broad range of key subjects features authoritative essays and advice on everything from personal finance and legal matters to home maintenance and gardening, in a guide that includes thorough indexing and subjects organized into such categories as Health and Fitness, Food and Drink, Travel, Everyday Science, Home and Garden, and more. 150,000 first printing.

A practical introduction to critical thinking across various disciplines Knowing how to think critically about what to believe and what to do is essential for success in both academic and professional environments. A Practical Guide to Critical Thinking introduces readers to the concepts, methods, and standards for thinking critically about reasons and arguments in virtually any area of practice. While most literature on critical thinking focuses on its formal applications within philosophy, this book offers a broad conception of critical thinking and explores its practical relevance to conducting research across a wide variety of disciplines, including business, education, and the biological sciences. While the book pursues an interdisciplinary approach to critical thinking, providing examples and illustrations from diverse subjects and

fields of research, it also provides strategies to help readers identify the methods and standards that are characteristic of critical thinking in their chosen branches of learning, in their workplace, and in their own lives. The concept of an argument is extended beyond its philosophical roots to include experimentation, testing, measurement, policy development and assessment, and aesthetic appreciation as activities that require critical thinking. The logical, core concepts of critical thinking are presented in a rigorous yet informal way, with creative and practical strategies for defining, analyzing, and evaluating reasons and arguments wherever they are found. Each chapter ends with a "Mistakes to Avoid" section as well as a variety of exercises designed to help readers integrate and extend the chapter's lessons. *A Practical Guide to Critical Thinking* is an excellent book for courses on critical thinking and logic at the upper-undergraduate and graduate levels. It is also an appropriate reference for anyone with a general interest in critical thinking skills.

From the award-winning author of *Culture Clash*, *Mine!*, and *Oh Behave!* A practical guide to the treatment of dog-dog aggression. This down-to-earth manual will teach you how to use behavior modification to retrain a dog that bullies other dogs or becomes fearful when approached by other dogs. Includes descriptions of common types of aggression, assessing prognosis, remedial socialization, on-leash manners training, proximity sensitivity, play style and skills, resource guarding, and prevention.

This practical guide for educational leaders explores how you can transform your school or district into a vibrant center of learning and socio-ecological responsibility with only three manageable actions: taking students outside, bringing nature inside, and cultivating a mindset of awareness, responsibility, and empathy. This book is rich in practical, attainable approaches and stories of real actions taken by leaders, teachers, parents, and community partners to design, lead, and manage a vibrant, flourishing, sustainable learning community. Authors Uline and Kensler take you on an inspirational journey through nine key leadership strategies for you to begin or expand your work towards whole school sustainability. In *The Four Agreements*, bestselling author don Miguel Ruiz reveals the source of self-limiting beliefs that rob us of joy and create needless suffering. Based on ancient Toltec wisdom, *The Four Agreements* offer a powerful code of conduct that can rapidly transform our lives to a new experience of freedom, true happiness, and love. • A New York Times bestseller for over a decade • Translated into 46 languages worldwide “This book by don Miguel Ruiz, simple yet so powerful, has made a tremendous difference in how I think and act in every encounter.” — Oprah Winfrey “Don Miguel Ruiz’s book is a roadmap to enlightenment and freedom.” — Deepak Chopra, Author, *The Seven Spiritual Laws of Success* “An inspiring book with many great lessons.” — Wayne Dyer, Author, *Real Magic* “In the tradition of Castaneda, Ruiz distills essential Toltec wisdom, expressing with clarity and impeccability what it means for men and women to live

as peaceful warriors in the modern world.” — Dan Millman, Author, *Way of the Peaceful Warrior*

Positive Psychology will help you to look on the bright side and to find your place in the world around you. With expert encouragement and guidance, you will set out your own positive psychology project to discover your strengths, overcome negative attitudes, focus on what gives you purpose, and take control of your life choices. From savouring positive emotions to building better relationships and developing resilience, you will gain the tools to boost your mental and physical well-being and to find fulfilment in everyday life. This is the perfect concise start to making your life better.

A comprehensive resource to understanding the hand-press printing of early books *Studying Early Printed Books, 1450 - 1800* offers a guide to the fascinating process of how books were printed in the first centuries of the press and shows how the mechanics of making books shapes how we read and understand them. The author offers an insightful overview of how books were made in the hand-press period and then includes an in-depth review of the specific aspects of the printing process. She addresses questions such as: How was paper made? What were different book formats? How did the press work? In addition, the text is filled with illustrative examples that demonstrate how understanding the early processes can be helpful to today’s researchers. *Studying Early Printed Books* shows the connections between the material form of a book (what it looks like and how it was made), how a book conveys its meaning and how it is used by readers. The author helps readers navigate books by explaining how to tell which parts of a book are the result of early printing practices and which are a result of later changes. The text also offers guidance on: how to approach a book; how to read a catalog record; the difference between using digital facsimiles and books in-hand. This important guide:

Reveals how books were made with the advent of the printing press and how they are understood today
Offers information on how to use digital reproductions of early printed books as well as how to work in a rare books library

Contains a useful glossary and a detailed list of recommended readings
Includes a companion website for further research
Written for students of book history, materiality of text and history of information, *Studying Early Printed Books* explores the many aspects of the early printing process of books and explains how their form is understood today.

This book will help readers take the steps needed to set their museums on a path to being welcoming and accessible. It features a variety of actions that museums, regardless of their size or budget, can implement.

Teaching Online: A Practical Guide is a practical, concise guide for educators teaching online. This updated edition has been fully revamped and reflects important changes that have occurred since the second edition’s publication. A leader in the online field, this best-selling resource maintains its reader friendly tone and offers exceptional practical advice, new teaching examples, faculty interviews, and an updated resource section. New to this edition: new chapter on how faculty and instructional designers can work collaboratively expanded chapter on Open Educational Resources,

copyright, and intellectual property more international relevance, with global examples and interviews with faculty in a wide variety of regions new interactive Companion Website that invites readers to post questions to the author, offers real-life case studies submitted by users, and includes an updated, online version of the resource section. Focusing on the "how" and "whys" of implementation rather than theory, this text is a must-have resource for anyone teaching online or for students enrolled in Distance Learning and Educational Technology Masters Programs.

The Vaccine Handbook has a simple purpose- to draw together authoritative information about vaccines into a simple and concise resource that can be used in the office, clinic, and hospital. Not an encyclopedia or scientific textbook, The Vaccine Handbook gives practical advice and provides enough background for the practitioner to understand the recommendations and explain them to his or her patients. For each vaccine, the authors discuss the disease and its epidemiology, the vaccine's efficacy and safety, and the practical questions most frequently asked about the vaccine's use. The authors also discuss problems such as allergies, breastfeeding, dosing intervals and missed vaccines, and immunocompromised individuals. This handbook is also available electronically for handheld computers. See Media listing for details. This book provides experienced and detailed research-based guidance for library professionals charged with creating a comprehensive accessibility plan for their organization. This practical guide is designed to help librarians understand the challenging issues often inherent in the different types of accessibility barriers.

This book is the most practical clinical guide on Acceptance and Commitment Therapy (ACT said as one word, not as initials) yet available. It is designed to show how the ACT model and techniques apply to various disorders, settings, and delivery options. The authors of these chapters are experts in applying ACT in these various areas, and it is intriguing how the same core principles of ACT are given a nip here and a tuck there to fit it to so many issues. The purpose of this book, in part, is to emboldened researchers and clinicians to begin to apply ACT wherever it seems to fit. The chapters in the book demonstrate that ACT may be a useful treatment approach for a very wide range of clinical problems. Already there are controlled data in many of these areas, and soon that database will be much larger. The theory underlying ACT (Relational Frame Theory or "RFT"-and yes, here you say the initials) makes a powerful claim: psychopathology is, to a significant degree, built into human language. Further, it suggests ways to diminish destructive language-based functions and ways of augmenting helpful ones. To the extent that this model is correct, ACT should apply to a very wide variety of behavioral issues because of the centrality of language and cognition in human functioning.

This useful book is designed to teach natural resources professionals how to be more effective in solving conservation and environmental policy problems. Its presentation of basic concepts, case studies, and "real world concerns" provides a deeper understanding of the policy process and makes the book an invaluable aid for students and practitioners in such fields as wildlife biology, conservation biology, forestry, range management, ecosystem management, and sustainable development. Susan G. Clark begins by describing the challenges faced by natural resources professionals. She then explains how the substance and process of policy analysis and decision making can be improved by using a policy sciences framework that takes into account biological, social, political, and institutional considerations. Finally she reflects on how issues of human rights and morality should affect natural resources management and policy analysis. The book is very user-friendly. This essential new text is designed for courses in contemporary moral issues, applied ethics, and leadership. Emphasizing personal choice in the study of ethics, the authors take the reader on a journey of self-discovery rather than a mere academic survey of the field of ethics. A

Practical Guide to Ethics: Living and Leading with Integrity helps students develop their skills in ethical decision-making and put those decisions into effective practice. Its unique focus on leadership, especially the moral dimensions of understanding one's own values, teaches students to understand and, through dialog and negotiation, communicate their own beliefs as a step to building coalitions with those who may hold different views. It is also distinctive in combining ethical theory with both multicultural ethics (Confucianism, Hinduism, Islam, feminism) and a practical orientation to moral decision-making and leadership.

Managing previously unmanaged collections can be challenging. The process of securing the collection and making it accessible needs the mindset of a collections manager as well as the one of a project manager. The target audience are museum professionals with a basic training in collections care that are confronted with collections that are either large in numbers (1000+ artifacts) or stored confusingly, or both. The book is a step-by-step guide how to approach this situation, assuming that there's nothing to start with but a collection that has to be accessioned and the person who is assigned to do it. It is about how to bring order into the chaos, to define what is needed in terms of time, money, staff and material, to spot facility issues and potential dangers, and to use the power of networking to solve an otherwise unsolvable task. Many chapters conclude with "logical exits," the points at which the collection is in a condition that allows you to leave it for the next curator to take over. A common issue is that time frames are often so tight that the target of having the collection in good shape at the end of a contract or at a fixed date can't be met. Another common scenario may be that other projects become more important and you have to stop working on the collection, which might sound familiar to many directors of small museums. "Logical exits" are the points you can do this without risking that everything you've done so far or since the last "logical exit" was a waste of time. For contractors those "logical exits" might serve as orientation points when negotiating the work that has to be done on the collection.

Presents a guide to the world of fairies, including their physical characteristics, language, names, homes, chores, and games, and such parts of Feywild as the Crystal Mountains, Garden of Dreams, and the Forever Court.

This guidebook will help you discover the oracular nature of the runes and how to use them as a magickal tool for insight, protection, and luck.

From concept to closure, A Practical Guide to Drafting Contracts provides detailed instruction for drafting contracts. Moreover, it teaches readers how to adapt existing contracts and forms to the specific needs of their client--as is frequently done by lawyers in legal practice. Step-by-step instruction and examples unpack the purpose of each provision for a wide range of contracts and integrate the basic principles that apply to both domestic and international transactions. Practice exercises further develop students' drafting skills, as well as their working knowledge of the language and syntax of contract law. New to the Second Edition: Enhanced coverage of negotiating and drafting contracts in the United States Mind-mapping exercises that help learners think deeply about key contract provisions and their effect on other important aspects of the contract New contract simulations and drafting exercises Clear signposting of text and exercises specifically written for non-native speakers Professors and students will benefit from: Step-by-step instruction through the entire drafting process In-depth explanations and helpful examples Insights into the strategic decisions behind drafting contracts Hands-on exercises that: Raise awareness of commonly occurring contract provisions Encourage use of phrasing appropriate to audience and purpose Build familiarity with the legal principles of contracts Provide practice modifying forms and contracts drafted by other parties Discussion of U.S. law regarding key contract provisions

and drafting issues Online Student Resources including: Additional exercises A wealth of sample APA contracts, Consulting Agreements, and Distribution Contracts that students are encouraged to mine for appropriate language and provisions in the process of drafting new contracts

A Practical Guide to Teaching and Learning contains a compilation of fifteen main ideas or concepts that will help teachers to become better at what they do to help learners reach their potential. Each concept is a common sense approach that is backed by research and provides an understanding of what a teacher should know and be able to do as an effective professional in their classroom. Ultimately, it is the teacher behaviors that have an impact on the student behaviors, and each chapter provides sound suggestions and tips to set the teaching and learning relationship up for success. At the end of the chapters, there are Reflection Scenarios to assist the reader in thinking through possible issues and assist the reader in applying the concept to situations in their own practice. There are also guiding questions to stimulate personal reflection and may be helpful if using the book for a book study for professional learning community dialog and discussion.

The Fifth Edition of the highly praised Practical Guide for Medical Teachers provides a bridge between the theoretical aspects of medical education and the delivery of enthusiastic and effective teaching in basic science and clinical medicine. Healthcare professionals are committed teachers and this book is an essential guide to help them maximise their performance. This highly regarded book recognises the importance of educational skills in the delivery of quality teaching in medicine. The contents offer valuable insights into all important aspects of medical education today. A leading educationalist from the USA joins the book's editorial team. The continual emergence of new topics is recognised in this new edition with nine new chapters: The role of patients as teachers and assessors; Medical humanities; Decision-making; Alternative medicine; Global awareness; Education at a time of ubiquitous information; Programmatic assessment; Student engagement; and Social accountability. An enlarged group of authors from more than 15 countries provides both an international perspective and a multi-professional approach to topics of interest to all healthcare teachers.

This inspiring book--tackling topics such as gender identity, social media, and addiction--empowers parents and Christian leaders to lead kids through culture's toughest challenges with clarity and confidence.

Identify your dreams. Achieve your goals. Enjoy the process. A Practical Guide to the Psychology of Success will help you to identify your personal vision of success, building goals around what you really want and what you have the potential to achieve. With the benefit of expert insights, real-life case studies and powerful techniques, you'll build day-to-day strategies to help define your goals, overcome obstacles and reach your full potential - whether it's making a personal change, achieving a sporting goal, or putting a business plan into practice.

This book will get librarians writing by dispelling the mythos surrounding "scholarly writing" by providing practical tools and advice. Though the authors have extensive experience as scholars, this book is written in a friendly, approachable, non-intimating manner. "Read it with someone you hate." —Jon Stewart A hilarious look at the races of the world—capturing the proud history and bright

future of racism in one handy, authoritative, and deeply offensive volume. Whether you're laughing, cringing, or some combination of the two, *A Practical Guide to Racism* is sure to entertain. According to C. H. Dalton, a professor of racist studies and an expert on inferior people of all ethnicities, genders, religions, and sexual preferences, everyone should be hated. *A Practical Guide to Racism* takes a satirical look at long-standing stereotypes and draws them out to their mad and illogical conclusions. At its core, this deeply sarcastic body of evidence suggests that, by the standards of racism, every race is terrible in its own right. *A Practical Guide to Racism* contains sparkling bits of wisdom on such subjects as:

- The good life enjoyed by blacks, who shuffle through life unhindered by the white man's burdens, to become accomplished athletes, rhyme smiths, and dominoes champions
- A close look at the bizarre, sweet-smelling race known as women, who are not very good at anything - especially ruling the free world
- The sad story of the industrious, intelligent Jews, whose entire reputation is sullied by their taste for the blood of Christian babies
- A crucial manual to Arabs, a people so sensitive they are liable to blow up at any time. Literally.

If you are considering a career in ophthalmology, this book is for you. Ophthalmology is among the most popular and rewarding specialties in medicine. This book is packed full of useful strategies to maximise your chances of securing an ophthalmic specialist training (OST) post in the United Kingdom. Each step of the application process is covered, based on official guidance and the author's first-hand experience. An overview of the OST Person Specification and Multi-Specialty Recruitment Assessment (MSRA) is provided. The Evidence Folder (portfolio) is covered in detail, with targeted strategies for boosting scores across all sections. Interview preparation material is provided for the in-person interview format, including critical appraisal, improving patient care (audit and quality improvement), communication skills and clinical knowledge. Interview preparation material is also provided for the 2021 online interview (patient consultation). Three mock interviews with solutions/guidance are provided for both the in-person and online interview formats. The author also gives a candid account of his own journey in ophthalmic specialist training, plus 'a week in the life of an ophthalmology trainee'. This book is unique in its broad, easy-to-access approach to preparation strategies, theory and practice for aspiring ophthalmologists applying for OST posts in the UK.

The Second Edition of this comprehensive "how to" text has been completely revised and updated. This text outlines the basics of case management and illustrates some of the pitfalls encountered in the field of case management. The book provides information on the new Case Management Standards, supplies standard definitions and guidelines of case management for the practicing case manager, and presents information on caring for clients in a wide variety of health care settings. New to this edition--chapters focusing on Quality Reviews and Risk Management with a strong emphasis on Continuous Quality Improvement (CQI), ethical and legal issues, and various case studies.

The modern dependence upon information technology and the corresponding information security regulations and requirements force companies to evaluate the security of their core business processes, mission critical data, and supporting IT environment. Combine this with a slowdown in IT spending resulting in justifications of every purchase, and

security professionals are forced to scramble to find comprehensive and effective ways to assess their environment in order to discover and prioritize vulnerabilities, and to develop cost-effective solutions that show benefit to the business. A Practical Guide to Security Assessments is a process-focused approach that presents a structured methodology for conducting assessments. The key element of the methodology is an understanding of business goals and processes, and how security measures are aligned with business risks. The guide also emphasizes that resulting security recommendations should be cost-effective and commensurate with the security risk. The methodology described serves as a foundation for building and maintaining an information security program. In addition to the methodology, the book includes an Appendix that contains questionnaires that can be modified and used to conduct security assessments. This guide is for security professionals who can immediately apply the methodology on the job, and also benefits management who can use the methodology to better understand information security and identify areas for improvement.

A critically acclaimed book about commissioning used worldwide. Read and see reviews from the US, Canada, Australia and Denmark at www.CxGuideline.com. This book is written by an experienced commissioning manager reviews activities and documents in the commissioning process from the start of the construction process through to the end, with practical examples. This guide shows how you can implement commissioning and gives you the tools you need to get started. It also ensures that you will be in compliance with ASHRAE's Standard 202 and ASHRAE Guideline 0-2019, as well as the Danish commissioning standard DS3090. It guides you with tips and tricks to handle the challenges you'll face during the commissioning process - from the Owner's Project Requirements (OPR) to the test paradigms for system integration tests. Thomas Toftgaard Jarløv has multiple commissioning certifications: CxAP, CxM, and QCxP. He also runs www.CxWiki.dk, the Danish wiki on commissioning; and www.CxPlanner.com, which offers international commissioning software.

A Practical Guide to the Safety Profession: The Relentless Pursuit will help reshape the way we talk about safety, prompt action, and engage workers from all levels of an organization. The book includes real-life experiences and characters that are relatable to anyone who has worked in the safety and health field for any amount of time. It will provide answers for every safety professional who has ever asked: "Is this actually making people safer?" It shines a light on ineffective practices that drive a wedge between the safety professional and the people they support and then provides meaningful alternative practices. Features Provides a streamlined process for eliminating high impact hazards Emphasizes concepts that are immediately actionable with little to no investment costs Includes real-life studies and examples

A Practical Guide to Finding Treatments That Work for People with Autism provides a logical, culturally sensitive, and values-based resource to aid practitioners in making informed decisions on the most effective treatment for any given

client at any given time. By providing multiple illustrative examples, practitioners will learn to use their professional judgment to integrate the best available evidence with client values and context. This will increase the efficacy of autism treatments, with the goal of producing meaningful gains across a range of skills. Presents a detailed description of the evidence-based practice of applied behavior analysis as it applies to ASD Offers a decision-making framework that helps clinicians integrate the best available evidence with client values and context Guides practitioners through the process of assessing treatment outcomes that fit with client values and contextual variables Provides concrete examples for various age groups

Written at an introductory level, and featuring engaging case examples, this book reviews the theory and practice of personal and egocentric network research. This approach offers powerful tools for capturing the impact of overlapping, changing social relationships and contexts on individuals' attitudes and behavior. The authors provide solid guidance on the formulation of research questions; research design; data collection, including decisions about survey modes and sampling frames; the measurement of network composition and structure, including the use of name generators; and statistical modeling, from basic regression techniques to more advanced multilevel and dynamic models. Ethical issues in personal network research are addressed. User-friendly features include boxes on major published studies, end-of-chapter suggestions for further reading, and an appendix describing the main software programs used in the field.

The Practical Guide to the United States Constitution offers an accurate but entertaining look at the founding documents. It covers the how's, what's, and why's of the United States Constitution, but with a side of fun. The mission is simple: to make the Constitution so easy to understand that even a career politician can grasp it. This Practical Guide covers the underlying concepts of natural rights and consent-based government. Hint: it's not to subpoena and investigate each other. The book also clarifies how each of the three primary founding documents, the Declaration of Independence, the Constitution, and the Bill of Rights, work together to define the goals, theory, and mechanics of the American system. The heart of this constitutional owners' manual is a simplified walk through the contents and meaning of the founding documents. If you've ever wanted to know what the Constitution really says, this book is for you.

Are your collections up for grabs? Does the spouse of one of your trustees have too much to say about developing the exhibition schedule? How much is too much public participation? Where does a curator's authority begin and end? With money increasingly difficult to raise, is a museum more likely to accede to potential funders' demands even when those demands might compromise the museum's integrity? When a museum is struggling with debilitating debt, should the sale of selected items from its collections and the use of the resulting proceeds bring the museum into a more stable financial position? When a museum attempts to build its attendance and attract local visitors by crowdsourcing

exhibitions, is it undermining its integrity? Ethical questions about museum activities are legion, yet they are usually only discussed when they become headlines in newspapers. Museum staff respond to such problems under pressure, often unable to take the time required to think through the sensitive and complex issues involved. Grounded in a series of case studies, *A Practical Guide to Museum Ethics* confronts types of ethical dilemmas museums face and explores attempts to resolve them in chapters dealing with accessibility, disability, and diversity; collections; conflict of interest; governance; management; deaccessioning; and accountability and transparency. Suitable for classroom use as well as a professional reference, here is a comprehensive, practical guide for dealing with ethical issues in museums.

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