

3. Read critically. Evaluate everything you read - over time you will build up a framework of who said what and where. Poor material is often as useful as good material - you can contrast bad material with good or highlight inadequacies in previous research.

4. Get organised. When you are reading and collating reams of information it is imperative that you keep track of what you have read. Number all your reading material and then buy some blank postcards and a filing box. On the postcards write down the references of each document along with the number that you have given the work. Keep the postcards in alphabetical order of author and keep the reading material in numerical order. This way you can cross reference and find anything quickly.

5. Be polite. When contacting potential research candidates manners are everything. You have very little to offer them - they have much to offer you. Make the experience for them as pain free as possible and find ways to make it enjoyable for them. Do not burn bridges - you not only ruin things for yourself but also others trying to conduct research.

6. Keep going. There will be times you want to quit. There will be times when you just can not face revising work that you have already revised a hundred times. There will be times when you lose all interest in what you are doing. There will be times when you no longer care about getting this work in. At that point eat some chocolate, breathe deeply and keep going. It does end eventually.

References

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Book Reviews

Line, Maurice B., MacKenzie, Graham, and Sturges, Paul (eds.) LIBRARIANSHIP AND INFORMATION WORK WORLDWIDE 1999. London, Bowker Saur. 1999. 353 pages, hardback, 24 cms. ISBN: 1 85739 297 3 Price £105.

The latest, and eighth, in this series of reviews of professional activities worldwide provides an invaluable overview of the current scene, supplemented by full, and extremely useful bibliographies. The latter, in many ways, are the most valuable part of the series since they provide an up to date literature survey in a manageable format, organized under the selected topics that constitute each chapter.

As did its predecessors, this volume opens with an overview of the current scene, provided this time by Jack Meadows. He sees the information world in a state of transition, and highlights factors such as the increasing move to electronic formats of publication, the trend towards digitization as a solution both to conservation and storage problems, and the ever-increasing scope of the electronic library.

As in every issue, national, academic and public libraries each have a chapter dedicated to their recent developments and a new slant is provided on government information. This year a global overview considers not only the right of the public to know what governments are doing and the need to make information widely available; it also considers the rôle of government printers, deposit libraries and the Web in disseminating information. The problem that this last presents in denying access to many is not overlooked. It is a pity that Nurcombe's book on official publications which takes a similarly global view and was published in 1997 by the same publishers as this survey, is not included in the bibliography.

Education and training is a new feature and the authors, Joy Kirk and Svetlana Sellers, both from Sydney, one a teacher and the other a student, discuss the frequency with which Schools have changed their names to include Information, or to