a practical look at automation, demonstrating features generally automated in large corporations and explains how they may be used in different ways, or not used at all, by smaller companies. The Internet Encyclopedia in a 3-volume reference work on the internet as a business tool, IT platform, and communications and commerce medium. This guide breaks down the components of government documents librarianship into manageable, easy to understand parts. Lisa Ennis, a “tried by fire” documents librarian, begins by looking at career opportunities in both Federal Depository Libraries (FDLs) and non-depository libraries with government document collections. She discusses skills and traits; networking and training options; managing and administering people, paperwork, and collections; and both public service and technical service issues. She provides essential background on the GPO and the FDLP, covering the shift to a digital environment and publication of the new Electronic FDL Manual. Ennis's informative coverage is matched by an enthusiastic “can-do” approach that will appeal to any librarian considering or already engaged in government documents work. The rules of engagement have changed. In today's digital world, interdependence is power and e-business is based on collaboration. E-business helps businesses of all sizes better support customers, suppliers, and trading partners. Emerging e-business leadIntroduces XML fundamentals and examines the XML strategies of over two dozen companies, documenting real-world application designs with diagrams and sample code. Provides information on manuscript preparation, punctuation, spelling, quotations, captions, tables, abbreviations, references, bibliographies, notes, and indexes, with sections on journals and electronic media.