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“Perhaps no place in any community is so totally democratic as the town library. The only entrance requirement is interest.”

~ Lady Bird Johnson

(Retrieved from http://www.useful-information.info/quotations/library_quotes.html#information, accessed on 3/15/12)

A New DVD

We have recently added to our collection a DVD entitled “On Common Ground,” produced by the Sikh American Legal Defense and Education Fund (SALDEF) and sponsored by the U.S. Department of Justice, Community Relations Service. This is a 17-minute instructional video that would be well-suited to a short training or a police roll-call session. Its main purpose is to educate law enforcement personnel about the five “articles of faith” that are integral to the Sikh religion. This is critical because since 9/11, Sikhs have been victimized because of their appearance and attire; many people have wrongly confused them with Muslims. Please feel free to come and borrow this DVD (**DVD 365.973 ONC**) for use in your classes.

SALDEF wants to disseminate that they have a partnership with the law enforcement community, and they are willing and able to visit federal, state, and local agencies to provide training about Sikh Americans and their religious and

cultural practices. The agency is just down the road in Washington, DC and they can be reached at 1 202 393 2700.

More additions

Also added to our collection are the following publications from the U.S. Department of Justice, Office of Community Oriented Policing Services.

- Gun Violence Among Serious Young Offenders—Anthony A. Braga
- Bullying in Schools—Rana Sampson
- Underage Drinking—Kelly Dedel
- Graffiti—Deborah Lamm Weisel

One copy of each of these has been put on the shelves. There are extra copies of each of them available in the event that someone is interested in owning one. Please let me know by phone or e-mail if you wish to claim a copy.

Thanks go to Mark Radcliff for providing these to us.

Resource Material for Staff

A number of books have been purchased and added to our library shelves that offer guidance in the development of certain organizational/administrative skills and in the various ways that employees can interact productively and professionally with their colleagues and managers.

You'll find the titles in our first installment listed below in no particular order. They are:

Building a Partnership with Your Boss—Wisinski (**650.1 WIS**)

The Carolina Way: Leadership Lessons from a Life in Coaching—Smith (**796.323 SMI**)

The Definitive Personal Assistant & Secretarial Handbook: a Best-Practice Guide for All Secretaries, PAs, office managers and executive assistants—France (**651 FRA**)

Managing Your Manager: How to Get Ahead with Any Type of Boss—Dufour (**650.1 DUF**)

Administrative Excellence: Revolutionizing Our Value in the Workplace—Meyer (**651.3 MEY**)

The Valuable Office Professional: for Administrative Assistants, Office Managers, Secretaries, and Other Support Staff—Burke (**651.3 BUR**)

Managing Up: How to Forge an Effective Relationship with Those Above You—Badowski (**650.1 BAD**)

Taking Minutes of Meetings—Gutmann (**658.4 GUT**)

The Art of Taking Minutes—Benson (**651.77 BEN**)

Administrative Assistant's and Secretary's Handbook, 4th ed.—Stroman (**651.3 STR**)

Professional Office Procedures, 5th ed.—Cooperman (**651.023 COO**)

50 Training Activities for Administrative, Secretarial, and Support Staff—Sansom (**651 SAN**)

These materials will be shelved separately from the rest of the library's collection and will be located between the Legal Reference and the Fun Reading areas. I hope that these items listed will be of interest to many.

As always, if anyone can offer recommendations for additional materials to be included in this part of our collection, I would be very happy to consider them for purchase.

Did you know that...

- the Boston Public Library became one of, if not the first library of significant size to open its doors to the public (in 1895). Any resident of the state of Massachusetts may borrow materials or conduct research at this library. This is inscribed on the wall of the main branch of the BPL: "The Commonwealth requires the education of the people as the safeguard of order and liberty." (located on <http://www.funtrivia.com/en/World/Libraries-6826.html>)
- the concept and reality of bookmobile service started in Hagerstown, Maryland in April, 1905 when Mary L. Titcomb, the Librarian of the **Washington County Free Library**, sent out the first book wagon in the United States from that library. The wagon, which was pulled by two horses, was designed by Titcomb to hold 200 books on the outside with storage for more on the inside.

(located on
<http://www.libraryhistorybuff.com/bookmobile.htm>)

New website of interest

The Bureau of Justice Assistance recently launched their new website www.bja.gov, and it has lots of useful information and many new features. If interested, a user can register on the website and then receive information customized to the specific profile that has been created.

There is a lot to see and explore here, and I recommend you check it out.
