

PCTC

Library Links



Martin O' Malley, Governor
Anthony G. Brown, LT. Governor
Gary D. Maynard, Secretary
**Dept. of Public Safety and
Correctional Services**
G. Lawrence Franklin, Deputy Secretary
Mary L. Livers, Ph.D., Deputy Secretary
**Police and Correctional Training
Commissions**
Patrick L. Bradley, Executive Director

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[Thank You](#)

I wanted to thank all of you who came to the Library Open House on February 7. It was nice to have another opportunity to see and talk to people we don't often connect with and it was heartening to observe many people looking at the new acquisitions in the library. This event helped to boost circulation statistics since some of you even checked materials out. I hope that over time there will be many more items added to the collection. It was also great that many of the giveaways on display were claimed.

I'm sorry to say that I won't be able to host such a gathering every week!

[Did you know?](#)

Do you need to apply for or renew a passport? If you want to file e-taxes, do you know how to do that? The website formerly known as [firstgov.gov](#) has changed its name (like Prince) and it is [USA.gov](#). In addition to links to the legislative, judicial, and executive branches of our government, there are also links to federal agencies and courts. Regular citizens like you and me can find all kinds of useful information, even the steps for how to renew your driver's license. You can also apply for grants or look for government jobs at this web site. Be sure to check it out!

[This Just In](#)

Our most recent report that has been added to the **Report Index** is a publication from FEMA entitled [Are You Ready?: an In-Depth Guide to Citizen Preparedness](#). This guide is aimed at the general public and it focuses on how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a

disaster to protect citizens and their property. Especially useful is the information about preparing a disaster supplies kit for families to help them survive post-disaster.

In addition to the copy that has been incorporated into our **Reports** collection, copies are available at the circulation desk in the library (courtesy of Claude Nelson and the D.A.R.E. folks) for people to keep. Stop by and pick up your copy.

[On the Shelves](#)

This inaugurates a newsletter item that will appear in future issues, a brief look at some new items that are now part of our library collection.

The author, title, and call number of each resource are included for your convenience.

[Dictionary of Criminal Justice Terms](#)

Published by the American Correctional Association, this book presents terminology used throughout the various sectors of the criminal justice world. This thin, 129 page volume offers those who work in adult and juvenile corrections, law enforcement, education, counseling, parole and probation, and within the judicial system a substantial number of terms and their diverse usages in the context of criminal justice. While this listing of words and concepts is by no means exhaustive, those that do appear provide the user with a sense of the complexities of many of these terms across the field. By offering such a dictionary to the wide variety of individuals working in criminal justice, the American Correctional Association has made an important contribution to putting everyone on the same page. **(345.73 DIC)**

Supervising Difficult Employees—by Hal Wood

This volume is part of a package of materials that includes the video Improving Performance through Empowerment and its companion booklet and is organized in a self-study format. While not everyone functions in a supervisory capacity, all of us can benefit from learning about workplace issues and productivity, about the four primary personality types, and how personality plays a significant role in the workplace.

Likewise, we can continually try to improve interactions with our coworkers by brushing up on our relational skills. Mr. Wood identifies the dominant personality, the extrovert personality, the patient personality, and the conformist personality as the four main types, identifies the traits that are associated with each, and helps us to recognize those difficult behaviors that comprise each personality type in question. **(658.3 WOO)**

Journal Subscriptions

The library is always looking for new journal titles that will be of service to the greatest number of people here at PCTC. If anyone receives a sample copy of a periodical that fits this description, please bring it to my attention. If I agree that it will be an important addition to the library collection, I can submit a requisition for the purchase of a subscription.

This seems an appropriate time to announce that the library has just received its first issue of a new monthly publication entitled Personal Report for the Administrative Professional. This title was first suggested by Ann Kochanski, then by Heather Smith, and it has finally arrived.

New Items Received

These new books have arrived recently and will be added to our collection on the shelves.

- 1) The Field Training Concept in Criminal Justice Agencies - Glenn Kaminsky

363.2 KAM

- 2) Guide to Bogus Institutions and Documents

378.2 GUI

- 3) Law Dictionary for Nonlawyers – Daniel Oran

349.73 ORA

- 4) Leading at a Higher Level – Ken Blanchard

658.4 BLA

- 5) The New Encyclopedia of Group Activities – Lorraine L. Ukens

REF. 658.4 UKE

- 6) Criminal Investigation – Ronald F. Becker

363.25 BEC

Bureau of Justice Statistics

The following most recent items from the *Bureau of Justice Statistics* are now in the library.

Special Report – September 2006

“Mental Health Problems of Prison and Jail Inmates”

Special Report – October 2006

“Drug Use and Dependence, State and Federal Prisoners, 2004”

Bulletin – November 2006

“Probation and Parole in the United States, 2005”

Bulletin – November 2006

“Background Checks for Firearm Transfers, 2005”

Bulletin – November 2006

“Prisoners in 2005”

In Case You Didn't Know...

There are four machines located in the library that allow you to preview a video or DVD. They also come with headphones for your convenience. Two are located just as you enter the library; the other two are closer to the comfortable-seating area, around the corner from the current magazines display.

More Thanks

I want to extend my appreciation to Dan Setzer for his technical support in this endeavor.