

Create a Learning Resource Area For Your Company

By: Nanette Miner, Ed.D.

Creating an in-house library or resource area does not have to be a burdensome venture. You can start by gathering all of the individual subscriptions to which people within your organization subscribe; you may find that you are able to save the company a significant amount of money by canceling individual subscriptions and ordering periodicals and journals in the name of the company instead. Next, add all of the vendor-supplied resource materials that are undoubtedly scattered in different departments throughout your company. Finally, ask each manager within your company to add to an Amazon.com Wish List which you will begin in the company's name. As funds become available you can purchase books from this wish list to add to the library. You will probably want to organize the resources according to departments or topics such as:

- Management
- Customer service
- Sales
- Marketing/advertising
- Career management
- Operations manuals/operational topics
- Industry related topics
- Federal/state government references

You may also want to have an area in which you gather information regarding conferences and external training programs. An inventory kept on a clipboard and categorized in the same way as the resources (that is, by topic or department) should be periodically reviewed and organized to ensure that the library's inventory is maintained.

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For more information on this topic refer to **The Accidental Trainer: A Reference Manual for the Small, Part-Time, or One-Person Training Department**, Pfeiffer, ISBN 0-7879-8046-3