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Customer Service For Dummies

Jiyuan Zhang



Customer Service For Dummies:

Customer Service For Dummies Karen Leland, Keith Bailey, 2011-03-03 Customer Service For Dummies Third Edition integrates the unbeatable information from Customer Service For Dummies and Online Customer Service For Dummies to form an all in one guide to customer loyalty for large and small businesses alike The book covers the fundamentals of service selling and presents up to date advice on such fundamentals as help desks call centers and IT departments Plus it shows readers how to take stock of their customer service strengths and weaknesses create useful customer surveys and learn from the successes and failures of businesses just like theirs Karen Leland and Keith Bailey Sausalito CA are cofounders of Sterling Consulting Group an international consulting firm specializing in quality service consulting and training for such clients as Oracle IBM Avis and Lucent

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Foundations of Library Services Hali R. Keeler, 2021-03-12 Trained library support staff play a critical role in assisting the user in locating and interpreting the resources available in libraries To do so requires the knowledge and practice of library missions and roles in different types of libraries and the delivery of that information to an increasingly diverse clientele The plethora of resources available today requires that support staff understand and implement the basic principles of information services as well as the responsibility and relationships among library departments and functional areas *Foundations of Library Services* is both a text for professors who teach in library support staff programs and an introductory reference manual for support staff who work in libraries As part of the Library Support Staff Series this updated edition will guide the LSS to be able to Understand the mission and role of the library in its community Be familiar with the ethics and values of the profession including those of the Library Bill of Rights the ALA Code of Ethics freedom of information confidentiality of library records and privacy issues Know the responsibility and relationships among library departments Practice the basic principles of circulation including interlibrary loan current cataloging and classification systems and acquisitions and collection development policies Understand how libraries are governed and funded within their organizations or government structures Realize the value of cooperation to enhance services Practice quality customer service Communicate and promote the library s values and services Recognize and respond to diversity in user needs

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