Training Evaluation Field Guide

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Implementing the Four Levels

Journeys of the World is proud to present its collection of beautiful Travel Photography books, with its first publication: "Journeys of Cinque Terre". This book features a wide variety of photography from all 5 villages, which make up this world renowned and protected area in North Western Italy (Cinque Terre). Regardless of how many countries you plan on visiting or have visited, it's very likely that you will encounter the vast majority of what is featured in our publication when visiting Cinque Terre. In Journeys of Cinque Terre, the photos were taken on the spot, with no prior arrangements and on the "go". Unlike many other publications, we don't stage or make prior arrangements for our photography. Our product also contains over 90% of photography. This is truly what makes this an exciting item. Journeys of Cinque Terre, along with all other products to come out, has been set up to promote the beauty of its chosen location. This item wants to promote the visual history of Cinque Terre, for both Esthetic and Educational purposes. We guarantee that our publication will satisfy any of your curiosities, through the magic of our lenses. For more info, also check out www.journeysoftheworld.com

The Field Guide to the 6Ds

Monitoring and Evaluation Training fills a gap in the literature by providing readers with a systematic approach to monitoring and evaluation (M&E) training for programs and projects. Bridging theoretical concepts with practical, how-to knowledge, authors Scott Chaplowe and J. Bradley Cousins draw upon the scholarly literature, applied resources, and over 50 years of combined experience to provide expert guidance for M&E training that can be tailored to different training needs and contexts, from training for professionals or non-professionals, to organization staff, community members, and other groups with a desire to learn and sustain sound M&E practices.

Impact Evaluation in Practice

In an environment where many organizations think of human capital assets as little more than expense items that impact the bottom line, this book will help human resource (HR) professionals initiate a shift toward a new culture in which management views employees as true partners in achieving organizational success. The Field Guide to Achieving HR Excellence through Six Sigma provides detailed guidance on how to utilize the Six Sigma methodology and the TLS Continuum to achieve the business model that is required to thrive in today's business environment. The book demonstrates a clear path to continuous improvement that is based on the practice of spreading quality throughout the organization so that it becomes everyone's responsibility. This book is the sequel to Achieving HR Excellence through Six Sigma. In this book, Daniel Bloom provides a road map on how to implement the concepts found in the first book. The book begins by explaining how to create an HR Center of Excellence and then provides an understanding of the define-measure-analyze-improve-control (DMAIC) process and its implementation for HR. This road map will help you determine where your organization is failing to meet the voice of the customer. The book presents proven Six Sigma solutions for initiating and sustaining organizational change as well as strategies that allow leadership to make adjustments to processes if your organization falls short of meeting the need of the customer. It includes case studies of organizations that have successfully utilized the Six Sigma methodology to improve workflow and correct HR issues including the actual project documents used to implement the methodology. A word of caution: If the reason you are looking to improve work flow is to find ways to reduce headcount, then this is not the book for you. Instead, if you are looking for a guide that can help you become a strategic partner, administrative expert, employee champion, and change agent, then fasten your seat belts and begin this worthwhile journey.

ATD's Action Guide To Talent Development

Written by physicians skilled at coaching colleagues in physician-patient communication, this pocket guide presents practical strategies for handling a wide variety of difficult patient interviews. Each chapter presents a hypothetical scenario, describes effective communication techniques for each phase of the interaction, and identifies pitfalls to avoid. The

presentation includes examples of physician-patient dialogue, illustrations showing body language, and key references. This edition includes new chapters on caring for physician-patients, communicating with colleagues, disclosing unexpected outcomes and medical errors, shared decision making and informed consent, and teaching communication skills. Other new chapters describe clinical attitudes such as patience, curiosity, and hope.

Field Guide to the Difficult Patient Interview

How can novice e-learning researchers and postgraduate learners develop rigorous plans to study the effectiveness of technology-enhanced learning environments? How can practitioners gather and portray evidence of the impact of e-learning? How can the average educator who teaches online, without experience in evaluating emerging technologies, build on what is successful and modify what is not? By unpacking the e-learning lifecycle and focusing on learning, not technology, Evaluating e-Learning attempts to resolve some of the complexity inherent in evaluating the effectiveness of e-learning. The book presents practical advice in the form of an evaluation framework and a scaffolded approach to an e-learning research study, using divide-and-conquer techniques to reduce complexity in both design and delivery. It adapts and builds on familiar research methodology to offer a robust and accessible approach that can ensure effective evaluation of a wide range of innovative initiatives, including those covered in other books in the Connecting with e-Learning series. Readers will find this jargon-free guide is a must-have resource that provides the proper tools for evaluating e-learning practices with ease.

Monitoring and Evaluation Training

Evaluating E-Learning

Field Guide to Appropriate Technology is an all-in-one "hands-on guide" for nontechnical and technical people working in less developed communities. It has been developed and designed with a prestigious team of authors, each of whom has worked extensively in developing societies throughout the world. This field guide includes: Step-by-step instructions and illustrations showing how to build and maintain a vast array of appropriate technology systems and devices Unique coverage on healthcare, basic business and project management, principles of design, promotion, scheduling, training, microlending, and more Teachers, doctors, construction workers, forest and agricultural specialists, scientists and healthcare workers, and religious and government representatives will find this book a first source for advice Step-by-step instructions and illustrations showing how to build and maintain a vast array of appropriate technology systems and devices Unique coverage on healthcare, basic business and project management, principles of design, promotion, scheduling,

training, microlending, and more Teachers, doctors, construction workers, forest and agricultural specialists, scientists and healthcare workers, and religious and government representatives will find this book a first source for advice

A Field Guide to Ripple Effects Mapping

Traditional Birth Attendants

Sludge.

The Field Guide to Achieving HR Excellence through Six Sigma

Field Guide to Bedside Diagnosis, Second Edition enables students and physicians to navigate from the patient's symptoms and presenting signs to the diagnosis. The book covers 139 chief complaints and signs and is organized to parallel the diagnostic reasoning process: a differential overview of probable causes, a diagnostic approach for each differential, and the specific clinical findings that point to diagnosis. A collection of 192 full-color illustrations show diagnostically important observable signs. This edition includes thoroughly updated diagnostic approaches and quick-access Evidence-Based Medicine Physical Diagnosis tables indicating sensitivity, specificity, and likelihood ratios for findings.

Field Guide to Appropriate Technology

Organisation Development, as a field, is messy, imperfect and hard to get hold of - it is like nailing jelly to the wall. A Field Guide for Organisation Development offers a variety of perspectives and unparalleled experiences from practitioners and researchers who all share an interest and involvement in Organisation Development (OD). In it are multiple voices, mindsets and practices - not all of which necessarily agree with each other. Leading OD practitioners present a contemporary, practical guide that tackles the dilemmas and polarities that face anyone studying or practising within the OD arena, and encourages them to develop their own particular practice of OD in a way that is appropriate for their context, skills and preferences, while challenging them to look beyond what comes naturally. Here are new ways to support the growth and development of an organisation from modest endeavours that are small in scale to organisation-wide change programmes. A Field Guide for Organisation Development is as comprehensive a resource to support the practice of OD as can be found anywhere. It covers issues of organisational health as well as offering tools aimed at supporting practitioners to survive in the harsh realities of organisational life. It contains chapters on the OD practitioner, on groups, on culture, on data and evaluation. It offers perspectives on change, on the relationship between OD and HR, and on the use of external

consultants.

Complete Training Evaluation

Those committed to helping economically disadvantaged people in less developed communities will find all the information they need to provide basic needs such as water systems, food sources, medical supplies and anything else that enables a community to learn to sustain itself successfully.

Leaving Addie for Sam Field Guide

Make your foray into successive approximations successful and as easy as possible. In the 2012 bestseller, Leaving ADDIE for SAM, learning professionals were introduced to the Successive Approximation Model (SAM) and the Savvy Start--the key to a successful project kick-off. Together, these concepts incorporate contemporary Agile processes that simplify design and development, yielding more energetic and effective learning experiences. This companion Field Guide provides the job aids, tools, and templates you need to put the SAM methodology in motion and take your ISD practice to new heights. Complete with a foreword by Michael Allen, this book is an essential resource to create better, faster training products and "move the needle" on current training efforts. In this book, you will: * Apply the principles and concepts behind Leaving ADDIE for SAM. * Update your training products with these contemporary, Agile design processes. * Use the job aids, tools, and templates provided to work on actual projects.

Field manual for performance evaluation and troubleshooting at municipal wastewater treatment facilities

Leaders want to see changes in behavior as a result of what people have learned and may expect these new behaviors to deliver results for the business. With the third edition of this book, readers have an opportunity to update their understanding of this classic evaluation framework and to learn from the case studies about how to effectively apply the framework to a variety of learning programs. Readers are presented with the tools and the know-how to tell their own story of value creation.---Foreword by Merrill C. Anderson, Ph.D, Chief Executive Officer, MetrixGlobal, LLC

The School Improvement Specialist Field Guide

Field Guide to Academic Leadership

While upbeat lingo abounds about "complementing strategic objectives" and "driving productivity," the fact is that most training does not make a significant enough impact on business results, and when it does, training professionals fail to make a convincing case about the value added to the bottom line. The vaunted "business partnership model" has yet to be realized—and in tough economic times, when the training budget is often the first to be cut, training is on trial for its very existence. Using a courtroom trial as a metaphor, Training on Trial seeks to get to the truth about why training fails and puts the business partnership model to work for real. Readers on both sides of the "courtroom" will learn how to stop viewing training as a cost center, and bridge the gulf between what learning functions deliver and what business units need to execute their strategies. A thought-provoking read for trainers and business unit leaders alike, Training on Trial provides a new application of the Kirkpatrick Four-Level Evaluation Model and a multitude of tips and techniques that allow lessons learned to be put into action now.

Running Randomized Evaluations

Systematic Evaluation

Practical guidelines for implementing the six disciplines of breakthrough learning The Six Disciplines of Breakthrough Learning has become a standard for companies serious about increasing the return on their investment in learning and development. Now the authors help workplace learning professionals apply the concepts of their bestselling book. With real-world applications, case studies, how-to guidelines, and practical advice and examples for implementing the 6Ds, The 6Ds Fieldbook: Beyond ADDIE will help organizations substantially increase the return on investment and decrease "learning scrap," the potential value that goes unrealized in many learning and development initiatives. Helps OD professionals apply the concepts of the bestselling Six Disciplines of Breakthrough Learning Includes all new case studies, examples, tools, and best practices in use by organizations that have successfully used the 6Ds Taps into the experience and expertise of 6Ds practitioners Linking to social media to enhance the lessons of the book, The 6Ds Fieldbook is an easy-to-use and widely-applicable guide to getting the most from learning and development.

The Four Levels of Evaluation

Each year, organizations spend millions of dollars trying out new innovations and improvements-and millions will be wasted if they can't quickly find out what's working and what is not. The Success Case Method offers a breakthrough evaluation technique that is easier, faster, and cheaper than competing approaches, and produces compelling evidence decision-makers can actually use. Because it seeks out the best stories of how real individuals have actually used innovations, The

Success Case Method can ferret out success no matter how small or infrequent. It can salvage the few ''gems'' of success from a larger initiative that is not doing well or find out how to make a partially successful effort even more successful. The practical methods and tools in this book can help those who initiate and foster change, including leaders, executives, managers, consultants, training directors, and anyone else who is trying to make things work better in organizations get the greatest returns for their investments.

Disaster Evaluation Research

Preparing Farmer Groups to Engage Successfully With Markets: A Field Guide for Five Key Skill Sets

Integrating theory with practice, A Field Guide for Social Workers: Applying Your Generalist Training helps students understand and overcome the challenges of field education. This comprehensive text provides the necessary tools to develop and demonstrate core competencies set forth by the Council on Social Work Education (CSWE) using the author's generalist field education approach grounded in generalist practice literature. Integrative activities and reflection questions directly apply generalist training to field experience. Students will be equipped to meet the goals of the field and realize their potential as generalist practitioners. Instructor Resources Free author-created resources for instructors are available with this text. Contact your rep to access these resources. Sample syllabi for both field instruction and seminar Learning plans Microsoft® Word® versions of each Integrative Activity for assignment

Filter Operations Field Guide

A human disaster is defined as a hazardous event that overwhelms the capacity of the local community to respond to the needs of the affected population. Medical and public health responses aim to provide care efficiently and promptly but all too often, responses are hampered by recurring mistakes. Analysing the factors at play such as the scale and frequency of disasters and the variety of challenges they present, is central to developing more effective response plans. However the complexity of disasters often precludes reliable data collection, hampering the accuracy of the results, conclusions and recommendations required to improve responses. Disaster Evaluation Research: A field guide presents a new approach to the study of disaster by incorporating a mixed-methods research approach. This practical manual provides a range of reliable methods, robust approaches and proven techniques for the gathering and analyzing of data. Written by leading evaluation scientists with a wealth of experience, the authors present their 'EIGHT Step Model' for disaster evaluation studies. This framework applies evaluation science to disaster responses, helping scientists to select key stakeholders

effectively, write evaluation questions, use logic models and mixed-methods research design, prepare sampling plans, collect and analyse data, and prepare a final report. This guide also features useful tools for carrying out evaluations including; evaluation questions, indicators and data sources, resources, and questionnaires used in past evaluation studies. Using a clear, accessible and step-by-step style this practical manual is easy to use in the field and essential reading for medical and public health professionals involved in disaster preparedness and response, humanitarian relief workers, policy analysts, evaluation scientists and epidemiologists.

Women's International Network News

Since its creation in 1959, Donald Kirkpatrick's four-level model for evaluating training programs has become the most widely used approach to training evaluation in the corporate, government, and academic worlds. This new edition includes revisions and updates of the existing material, plus new case studies that show the four-level model in action.

Evaluating Training Programs

An updated edition of the bestselling classic Donald Kirkpatrick is a true legend in the training field: he is a past president of ASTD, a member of Training magazine's "HRD Hall of Fame," and the recipient of the 2003 "Lifetime Achievement Award in Workplace Learning and Performance" from ASTD In 1959 Donald Kirkpatrick developed a four-level model for evaluating training programs. Since then, the "Kirkpatrick Model" has become the most widely used approach to training evaluation in the corporate, government, and academic worlds. Evaluating Training Programs provided the first comprehensive guide to Kirkpatrick's Four Level Model, along with detailed case studies of how the model is being used successfully in a wide range of programs and institutions. This new edition includes revisions and updates of the existing material plus new case studies that show the four-level model in action. Going beyond just using simple reaction questionnaires to rate training programs, Kirkpatrick's model focuses on four areas for a more comprehensive approach to evaluation: Evaluating Reaction, Evaluating Learning, Evaluating Behavior, and Evaluating Results. Evaluating Training Programs is a how-to book, designed for practitiners in the training field who plan, implement, and evaluate training programs. The author supplements principles and guidelines with numerous sample survey forms for each step of the process. For those who have planned and conducted many programs, as well as those who are new to the training and development field, this book is a handy reference guide that provides a practical and proven model for increasing training effectiveness through evaluation. In the third edition of this classic bestseller, Kirkpatrick offers new forms and procedures for evaluating at all levels and several additional chapters about using balanced scorecards and "Managing Change Effectively." He also includes twelve new case studies from organizations that have been evaluated using one or more of the four levels--Caterpillar, Defense Acquisition University, Microsoft, IBM, Toyota, Nextel, The Regence Group, Denison University, and Pollack Learning Alliance.

Evaluating Training Programs

Stream Instability, Bridge Scour, and Countermeasures: A Field Guide for Bridge Inspectors

A collection of 13 Infolines on training evaluation, this work walks you through evaluation essentials, including establishing evaluation criteria, understanding various test types and styles, measuring training on-the-job, capturing behavior in the workplace, and demonstrating how training affects the bottom line.

Tackling Wicked Government Problems

"Once again, Bob Diamond has cut to the heart of the matter and has given us a field guide?actually a handbook?of real, hands-on academic leadership. He has assembled an elite group of contributors who provide insights and guidance, which will be useful for all academic leaders?new and old, public or private, CEO or assistant." -- Charles E. Glassick, senior associate emeritus, The Carnegie Foundatio

Field Guide to Appropriate Technology

FHWA Publication No. FHWA-NHI-08-0106. February 2009. Explains the behavior of rivers in order to recognize changing conditions associated with unstable streams or scour at bridge foundations that may threaten the stability of the bridge. Provides tips and guidance on what to look for with regard to both stream instability, including lateral instability, degradation, and aggradation, and scour at bridges, including contraction scour, pier scour, and abutment scour. Also covered are plans of action and countermeasures, such as monitoring, flood watches, bridge closures, and river training countermeasures.

Facility Inspection Field Manual: A Complete Condition Assessment Guide

A Field Guide for Organisation Development

How can government leaders build, sustain, and leverage the cross-organizational collaborative networks needed to tackle the complex interagency and intergovernmental challenges they increasingly face? Tackling Wicked Government Problems: A Practical Guide for Developing Enterprise Leaders draws on the experiences of high-level government leaders to describe

and comprehensively articulate the complicated, ill-structured difficulties they face—often referred to as "wicked problems"—in leading across organizational boundaries and offers the best strategies for addressing them. Tackling Wicked Government Problems explores how enterprise leaders use networks of trusted, collaborative relationships to respond and lead solutions to problems that span agencies. It also offers several approaches for translating social network theory into practical approaches for these leaders to build and leverage boundary-spanning collaborative networks and achieve real mission results. Finally, past and present government executives offer strategies for systematically developing enterprise leaders. Taken together, these essays provide a way forward for a new cadre of officials better equipped to tackle government's twenty-first-century wicked challenges.

A Field Guide for Social Workers

Get Started Now. Take Action. Staying ahead of change in the world, your organization, and your profession requires action. You learned a lot to launch your organization's talent development effort. As you position it for the future, what you need to know grows exponentially. As futurist Ray Kurzweil once said, "If I take 30 steps linearly, I get to 30. If I take 30 steps exponentially, I get to a billion." How do you prepare for exponential growth? In ATD's Action Guide to Talent Development: A Practical Approach to Building Organizational Success, industry expert and bestselling author Elaine Biech lays out the steps you can take. The companion volume to ATD's Foundations of Talent Development: Launching, Leveraging, and Leading Your Organization's TD Effort, this book follows an eight-step framework for defining your organization's learning foundation through preparing for the future. You are your organization's trusted advisor, and Biech offers practical questions, organizational assessments, and tips for each step you must guide your organization through. She also presents the newest thinking from university educators and researchers that organizational experts have relied on for years, as well as from industry practitioners and luminaries in leadership and development. Open this book to any page. Jump in where you think it will be most beneficial to you or your organization. Whether you work inside a company or as an external consultant, whether you work for a large organization or a small one, whether you are launching your first talent development effort or fine-tuning a function that's been in action for decades—you are sure to find valuable concepts, designs, and ideas. Get started now. Take action. Table of Contents: I. Identify and Clarify the Organization's Learning Foundation 1. Your Organization's Learning Culture 2. Leaders Champion Learning 3. Employees Value Lifelong Learning 4. Everyone has a Learning Mindset 5. Clarifying Your Organization's Readiness II. Develop a Talent Development Strategy 6. Build a Business Case for Learning 7. Enhance Your Organizational and Industry Savvy 8. Expand Talent Development's Role 9. Partner with Business to Become Trusted Advisors III. Create an Operating Plan: 10. Align TD to the Organization's Needs 11. Manage the TD Function Like a Business 12. Balance Services and Budget 13. Leverage Technology for Learning IV. Reinforce an Organizational Talent Development Mindset 14. Evolving Your Organization's Learning Culture 15. How Your Organization Learns to Perform 16. Managers Develop their Employees 17. Employees are Accountable for Their

The Success Case Method

Traditional Birth Attendants

Evaluating Training Programs

This book offers an accessible introduction to the topic of impact evaluation and its practice in development. While the book is geared principally towards development practitioners and policymakers designing prospective impact evaluations, we trust that it will be a valuable resource for students and others interested in using impact evaluation. Prospective impact evaluations should be used selectively to assess whether or not a program has achieved its intended results, or to test alternatives for achieving those results. We consider that more and better impact evaluation will help strengthen the evidence base for development policies and programs around the world. If governments and development practitioners can make policy decisions based on evidence - including evidence generated through impact evaluation - our hope is that development resources will be spent more effectively, and ultimately have a greater impact on reducing poverty and improving people's lives. The three chapters in this handbook provide a non-technical introduction to impact evaluations, including "Why Evaluate" in Chapter 1, "How to Evaluate" in Chapter 2 and "How to Implement Impact Evaluations" in Chapter 3. These elements are the basic 'tools' needed in order to successfully carry out an impact evaluation. From a methodological standpoint our approach to impact evaluation is largely pragmatic: we think that the most appropriate methods should be identified to fit the operational context, and not the other way around. This is best achieved at the outset of the program, through the design of prospective impact evaluation that can be built into the project's implementation. We argue that gaining consensus between key stakeholders and identifying an evaluation design that fits

the political and operational context is as important as the method itself. We also believe strongly that impact evaluations should be upfront about their limitations and caveats. Finally, we strongly encourage policymakers and program managers to consider impact evaluations in a logical framework that clearly sets out the causal pathways by which the program works to produce outputs and influence final outcomes, and to combine impact evaluations with monitoring and selected complementary evaluation approach to gain a full picture of performance. This book builds on a core set of teaching materials developed for the "Turning Promises to Evidence" workshops organized by the office of the Chief Economist for Human Development (HDNCE) in partnership with regional units and the Development Economics Research Group (DECRG) at the World Bank.

Training on Trial

While substantial advances have been made in the L&D profession over the last decade, evaluation remains by far the weakest part of the L&D cycle. Most organisations wish to evaluate the impact of their investment in training but few do it well, and the lack of effective methods is one of the key barriers. Complete Training Evaluation addresses these issues by providing practitioner friendly but academically robust information and guidance on how to evaluate all forms of learning and development. It draws on the author's own multidisciplinary research along with his practical experience of working with private and public sector organisations carrying out evaluation. The book provides practitioners with accessible 'how-to' knowledge and tools to undertake evaluations of both formal and informal learning. Full of case studies and practical examples of application of methods and insights, Complete Training Evaluation equips practitioners with a range of approaches that can be used depending on the training programme, capacity and capability.

Field Guide to Bedside Diagnosis

Improve student achievement by transforming schools as an SIS expert! Deb Page and Judith Hale, SIS authorities, guide new and transitioning school improvement specialists in applying high-leverage practices that result in systemic, sustainable, schoolwide improvement. With easy-to-use tools and protocols, both in the guide and online, this book offers the voice and counsel of a trusted coach while addressing how to: Establish enduring interventions with viable tools and methods Use time-tested processes to teach 21st-century skills to educators and students alike Seamlessly align improvement practices to the updated Institute for Performance Improvement Standards Transition smoothly into the school improvement specialist role

Info-line Guide to Training Evaluation

In today's global, competitive environment, it's no question that we need to evaluate-and prove the value of-our training programs. That, of course, is easier said than done. Fortunately, the four-level evaluation model simplifies what can be a complex process. This Infoline explains in detail each of the four evaluation levels, what resources you need for each level, and which programs you should evaluate.

Systematic Evaluation

Get longer, safer system operating life for every facility maintenance dollar! How do you efficiently manage facility infrastructure? You turn to this hands-on, answer-packed, time- and money-saving guide designed for every facility manager who has to do more with less. It shows you how to conduct seamless facility condition inspections that provide an overall snapshot of the current condition of your facility, generating enormous amounts of priceless information that will help you reduce or eliminate downtime and keep your facility humming. This comprehensive, portable toolkit packs everything you need to: * Continually assess the condition status of every aspect of a building: all of its systems and equipment, components and subcomponents *Identify deficiencies before they become major problems * Get better performance from every system

Baseline Selling

Kirkpatrick's Four Levels of Training Evaluation

This book provides a comprehensive yet accessible guide to running randomized impact evaluations of social programs. Drawing on the experience of researchers at the Abdul Latif Jameel Poverty Action Lab, which has run hundreds of such evaluations in dozens of countries throughout the world, it offers practical insights on how to use this powerful technique, especially in resource-poor environments. This step-by-step guide explains why and when randomized evaluations are useful, in what situations they should be used, and how to prioritize different evaluation opportunities. It shows how to design and analyze studies that answer important questions while respecting the constraints of those working on and benefiting from the program being evaluated. The book gives concrete tips on issues such as improving the quality of a study despite tight budget constraints, and demonstrates how the results of randomized impact evaluations can inform policy. With its self-contained modules, this one-of-a-kind guide is easy to navigate. It also includes invaluable references and a checklist of the common pitfalls to avoid. Provides the most up-to-date guide to running randomized evaluations of social programs, especially in developing countries Offers practical tips on how to complete high-quality studies in even the most challenging environments Self-contained modules allow for easy reference and flexible teaching and learning

Comprehensive yet nontechnical

ROMANCE ACTION & ADVENTURE MYSTERY & THRILLER BIOGRAPHIES & HISTORY CHILDREN'S YOUNG ADULT FANTASY HISTORICAL FICTION HORROR LITERARY FICTION NON-FICTION SCIENCE FICTION