



Information is our forté

Practice Area Profile

Cadence Group draws on more than 20 years of experience in library science, information architecture, and technology solutions to help clients get valuable information to people who need it the most.



GSA Contract Holder

Benefits

- ▶ Gain ready access to qualified library staff
- ▶ Improve operating efficiencies
- ▶ Reduce content procurement costs
- ▶ Improve access to quality information
- ▶ Gain greater research productivity
- ▶ Improve service to patrons

Virtual/Physical Libraries

Information Challenge

All functional areas in an organization become swamped with excess work from time to time. Your library/information center is no different.

There may also be times when you do not have enough work to warrant the hiring of another full-time employee, whether the work is cataloging, processing, reference research, or loose-leaf filing. How can you get the excess work completed without adding to long-term overhead costs?

In addition, virtual libraries are becoming more prevalent due to reduced research budgets, shrinking onsite libraries, and the proliferation of online content. What is the most economical way for you to launch and manage a virtual library/information center?

Cadence Group Solution

Cadence Group® is a seasoned information management (IM) company that has extensive experience helping virtual and physical libraries run more efficiently and provide better service to patrons.

Our virtual/physical library offering includes a range of solutions — from placement of library staff under the direction of your library manager to the complete outsourcing of projects and library functions.

Whether you need cataloging, loose-leaf filing, a library assessment, or complete library management, Cadence Group helps you design, maintain, and make the most of your virtual/physical library or information center.

Library Staffing

Cadence Group recruiters have an extensive bank of resumes and a network of contacts throughout the library community. We can quickly find credentialed librarians, library paraprofessionals, professional researchers, catalogers, and web content managers to staff your organization.

Using thorough interviews, testing, and background checks, we ensure candidates

match the skill sets and experience levels that you desire.

With Cadence Group's Staffing services, you resolve problems with gaps in coverage, reduce labor costs to only the hours needed, eliminate the frustration in dealing with unknowledgeable recruiters, and improve service to patrons. Library Staffing services provide the following capabilities.

Cataloging

To effectively organize information tailored to your needs, Cadence Group creates and maintains catalog records either in your computer system or in OCLC. As a part of the cataloging process, our staff edits your existing bibliographic record and attaches the appropriate holdings.

Loose-Leaf Filing

Our library specialists update your materials on a weekly, monthly, or annual basis with the most current information available including pocket parts, page and chapter revisions, and new volumes. We also contact publishers to acquire missing updates, cancel, renew, or create subscriptions, and maintain a steady flow of information.

Other Library Staffing Services

Cadence Group's resources develop and maintain library collections, provide training on technology solutions, manage the acquisition of new materials, and develop streamlined systems for organizing libraries. Other services include evaluating library resources, determining the best format (paper vs. electronic) for your needs, and handling library vendors and publishers.

Library Consulting

Whether you need to start a new collection or determine which existing library functions need improvement, Cadence Group's Consulting services can help.

Consulting services include implementation planning, requirements definition, and development of policies and guidelines for new

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To learn how you can improve library operating efficiencies and provide better service to patrons, please contact Cadence Group at 404-874-0544, ext. 113 or by e-mail at info@cadence-group.com.



collections as well as assessments of ongoing library operations.

Our assessments start with interviewing staff about current processes and procedures and reviewing documentation. Then we consider best practices and make recommendations for specific improvements. Assessments cover all functional areas, including reference services, collections, interlibrary loans, circulation, and more.

You receive a comprehensive set of recommendations for improvement and best practices compliance.

Library Outsourcing: Virtual Libraries

For virtual libraries and information centers, Cadence Group provides In-fortéSM, an enterprise, outsourcing solution that cost-effectively acquires decision-support information through product evaluation and aggregation of content purchases. Targeted information is then organized and presented to employees using search, browse, and push technologies. In-forté can save you as much as 30% by eliminating:

- ▶ Redundancies in content purchases
- ▶ Duplication of vendors contracts
- ▶ Excess physical space
- ▶ Administrative overlap

Benefits

With Cadence Group's library solutions you have ready access to seasoned library staff — for just the amount of time you need. This keeps overhead costs down while increasing your productivity and enabling you to better service patrons. Our Consulting solutions help you improve operating efficiencies and meet best practice standards.

With In-forté, our virtual library/information center solution, you reduce content procurement costs, improve access to quality information, and gain greater research productivity — leaving you time to concentrate on your core competencies.

Doing Business with Cadence Group

Cadence Group has more than 20 years' experience servicing a variety of clients including corporations, law firms, technology

companies, libraries, health care organizations, and state and federal government agencies.

For each assignment, Cadence Group determines the service agreement that best fits your current information needs and budget — with updated assessments for future considerations.

Whether you need research, records management, taxonomy development, knowledge management, or the staff to run a virtual/physical library, Cadence Group offers the requisite Staffing, Consulting, and Outsourcing services to fill your needs.

- ▶ **Staffing** services help you quickly find qualified information specialists when you need them for as long as you need them — for temp, temp-to-hire, and direct-hire placements.
- ▶ **Consulting** services help you define your IM needs, develop custom solutions, and train users in new processes and systems.
- ▶ **Outsourcing** services provide a cost-effective way to run an IM business operation outside your core competencies. With outsourcing solutions, we take care of everything — management, staffing, and day-to-day operations — saving you as much as 30% on the cost of running many business operations.
- ▶ **Government Relations** — Cadence Group has the necessary government agreements to conduct business with the federal or local governments. This includes a five-year GSA schedule contract and registrations with PRO-Net and the Central Contractor Registration System of the Department of Defense.
- ▶ **Partnerships** — Cadence Group forms partnerships with software vendors, Internet Service Providers, and other IT companies. We help our partners integrate their technology solutions with our proven information and knowledge management services.

For More Information

To discuss your need for virtual/physical library solutions, please contact Cadence Group at 404-874-0544, ext. 113 or by e-mail at info@cadence-group.com.