Memo for Specific Workplace Issues

TO: All Employees

FROM: Edgar Abong/Facilities Management

DATE: November 5, 2023

SUBJECT: Addressing Proper Usage of the Breakroom Facilities

Dear Influno Team,

It has come to our attention that the usage of the breakroom facilities requires some guidelines to ensure its cleanliness and availability for everyone. As we all deserve a tidy space to relax and refuel, we're introducing the following measures:

- Clean as You Go: After using any utensils, dishes, or equipment, please wash and return them to their original spots. This ensures the next person doesn't have to clean up before they can use something.
- Label Personal Items: If you're storing any food or drinks in the refrigerator, ensure they're clearly labeled with your name and the date. Items without labels or past their freshness date might be disposed of during weekly cleanings.
- Respect the Quiet Time: To create a peaceful environment for everyone, let's avoid loud music or conversations between 12 PM to 1 PM, which is the peak break time for many of our colleagues.

Let's all work together to maintain a positive and productive work environment where everyone feels comfortable and valued.



How To Report A Stubborn Employee

AN Whitehead

How To Report A Stubborn Employee:

Yeah, reviewing a books **How To Report A Stubborn Employee** could add your close connections listings. This is just one of the solutions for you to be successful. As understood, triumph does not suggest that you have extraordinary points.

Comprehending as competently as accord even more than further will pay for each success. next to, the message as well as insight of this How To Report A Stubborn Employee can be taken as skillfully as picked to act.

 $\underline{https://staging.conocer.cide.edu/book/detail/fetch.php/m23\%20armament\%20subsystem\%20technical\%20manual.pdf}$

Table of Contents How To Report A Stubborn Employee

- 1. Understanding the eBook How To Report A Stubborn Employee
 - The Rise of Digital Reading How To Report A Stubborn Employee
 - Advantages of eBooks Over Traditional Books
- 2. Identifying How To Report A Stubborn Employee
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - $\circ\,$ Features to Look for in an How To Report A Stubborn Employee
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from How To Report A Stubborn Employee
 - Personalized Recommendations
 - How To Report A Stubborn Employee User Reviews and Ratings
 - How To Report A Stubborn Employee and Bestseller Lists
- 5. Accessing How To Report A Stubborn Employee Free and Paid eBooks
 - How To Report A Stubborn Employee Public Domain eBooks
 - How To Report A Stubborn Employee eBook Subscription Services

- How To Report A Stubborn Employee Budget-Friendly Options
- 6. Navigating How To Report A Stubborn Employee eBook Formats
 - ∘ ePub, PDF, MOBI, and More
 - How To Report A Stubborn Employee Compatibility with Devices
 - How To Report A Stubborn Employee Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Report A Stubborn Employee
 - Highlighting and Note-Taking How To Report A Stubborn Employee
 - Interactive Elements How To Report A Stubborn Employee
- 8. Staying Engaged with How To Report A Stubborn Employee
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Report A Stubborn Employee
- 9. Balancing eBooks and Physical Books How To Report A Stubborn Employee
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Report A Stubborn Employee
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine How To Report A Stubborn Employee
 - Setting Reading Goals How To Report A Stubborn Employee
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of How To Report A Stubborn Employee
 - Fact-Checking eBook Content of How To Report A Stubborn Employee
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

How To Report A Stubborn Employee Introduction

In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project Gutenberg. This online library offers over 60,000 free eBooks that are in the public domain. From classic literature to historical documents, Project Gutenberg provides a wide range of PDF files that can be downloaded and enjoyed on various devices. The website is user-friendly and allows users to search for specific titles or browse through different categories. Another reliable platform for downloading How To Report A Stubborn Employee free PDF files is Open Library. With its vast collection of over 1 million eBooks, Open Library has something for every reader. The website offers a seamless experience by providing options to borrow or download PDF files. Users simply need to create a free account to access this treasure trove of knowledge. Open Library also allows users to contribute by uploading and sharing their own PDF files, making it a collaborative platform for book enthusiasts. For those interested in academic resources, there are websites dedicated to providing free PDFs of research papers and scientific articles. One such website is Academia.edu, which allows researchers and scholars to share their work with a global audience. Users can download PDF files of research papers, theses, and dissertations covering a wide range of subjects. Academia.edu also provides a platform for discussions and networking within the academic community. When it comes to downloading How To Report A Stubborn Employee free PDF files of magazines, brochures, and catalogs, Issuu is a popular choice. This digital publishing platform hosts a vast collection of publications from around the world. Users can search for specific titles or explore various categories and genres. Issuu offers a seamless reading experience with its user-friendly interface and allows users to download PDF files for offline reading. Apart from dedicated platforms, search engines also play a crucial role in finding free PDF files. Google, for instance, has an advanced search feature that allows users to filter results by file type. By specifying the file type as "PDF," users can find websites that offer free PDF downloads on a specific topic. While downloading How To Report A Stubborn Employee free PDF files is convenient, its important to note that copyright laws must be respected. Always ensure that the PDF files you download are legally available for free. Many authors and publishers voluntarily provide free PDF versions of their work, but its essential to be cautious and verify the authenticity of the source before downloading How To Report A Stubborn Employee. In conclusion, the internet offers numerous platforms and websites that allow users to download free PDF files legally. Whether its classic literature, research papers, or magazines, there is something for everyone. The platforms mentioned in this article, such as Project Gutenberg, Open Library, Academia.edu, and Issuu, provide access to a vast collection of PDF files. However, users should always be cautious and verify the legality of the source before downloading How To Report A Stubborn Employee any PDF files. With these platforms, the world of PDF downloads is just a click away.

FAQs About How To Report A Stubborn Employee Books

How do I know which eBook platform is the best for me? Finding the best eBook platform depends on your reading preferences and device compatibility. Research different platforms, read user reviews, and explore their features before making a choice. Are free eBooks of good quality? Yes, many reputable platforms offer high-quality free eBooks, including classics and public domain works. However, make sure to verify the source to ensure the eBook credibility. Can I read eBooks without an eReader? Absolutely! Most eBook platforms offer webbased readers or mobile apps that allow you to read eBooks on your computer, tablet, or smartphone. How do I avoid digital eye strain while reading eBooks? To prevent digital eye strain, take regular breaks, adjust the font size and background color, and ensure proper lighting while reading eBooks. What the advantage of interactive eBooks? Interactive eBooks incorporate multimedia elements, quizzes, and activities, enhancing the reader engagement and providing a more immersive learning experience. How To Report A Stubborn Employee is one of the best book in our library for free trial. We provide copy of How To Report A Stubborn Employee in digital format, so the resources that you find are reliable. There are also many Ebooks of related with How To Report A Stubborn Employee. Where to download How To Report A Stubborn Employee online for free? Are you looking for How To Report A Stubborn Employee PDF? This is definitely going to save you time and cash in something you should think about. If you trying to find then search around for online. Without a doubt there are numerous these available and many of them have the freedom. However without doubt you receive whatever you purchase. An alternate way to get ideas is always to check another How To Report A Stubborn Employee. This method for see exactly what may be included and adopt these ideas to your book. This site will almost certainly help you save time and effort, money and stress. If you are looking for free books then you really should consider finding to assist you try this. Several of How To Report A Stubborn Employee are for sale to free while some are payable. If you arent sure if the books you would like to download works with for usage along with your computer, it is possible to download free trials. The free guides make it easy for someone to free access online library for download books to your device. You can get free download on free trial for lots of books categories. Our library is the biggest of these that have literally hundreds of thousands of different products categories represented. You will also see that there

are specific sites catered to different product types or categories, brands or niches related with How To Report A Stubborn Employee. So depending on what exactly you are searching, you will be able to choose e books to suit your own need. Need to access completely for Campbell Biology Seventh Edition book? Access Ebook without any digging. And by having access to our ebook online or by storing it on your computer, you have convenient answers with How To Report A Stubborn Employee To get started finding How To Report A Stubborn Employee, you are right to find our website which has a comprehensive collection of books online. Our library is the biggest of these that have literally hundreds of thousands of different products represented. You will also see that there are specific sites catered to different categories or niches related with How To Report A Stubborn Employee So depending on what exactly you are searching, you will be able tochoose ebook to suit your own need. Thank you for reading How To Report A Stubborn Employee. Maybe you have knowledge that, people have search numerous times for their favorite readings like this How To Report A Stubborn Employee, but end up in harmful downloads. Rather than reading a good book with a cup of coffee in the afternoon, instead they juggled with some harmful bugs inside their laptop. How To Report A Stubborn Employee is available in our book collection an online access to it is set as public so you can download it instantly. Our digital library spans in multiple locations, allowing you to get the most less latency time to download any of our books like this one. Merely said, How To Report A Stubborn Employee is universally compatible with any devices to read.

Find How To Report A Stubborn Employee:

m23 armament subsystem technical manual m3 busmt sp2 eng tz0 xx
mac force eject external disk
m13 3 geogr bpeng
macbook pro 2013 service manual
ma sem paper 4 english
m1 june 2013 mark scheme
ma year 9 maths papers
m13 3 busmt sp2 eng tzo m
mac pro user laptop guide
m1097r technical manual
m13 ib math sl mark scheme
mabinogi gguest guide

mac 5500 hd manual m4 physi hp2 eng tz1 ms

How To Report A Stubborn Employee:

treasury department treasury management wiley online library - Feb 10 2023

web dec 7 2011 this chapter contains sections titled role of the treasury department treasury controls treasurer job description position of treasury within the corporate structure treasury centralization treasury compensation bank relations treasury outsourcing summary

141117 chapter 1 treasury management slideshare - Nov 07 2022

web dec 4 2014 141117 chapter 1 treasury management 1 of 36 141117 chapter 1 treasury management dec 4 2014 0 likes 8 500 views download now download to read offline economy finance preference aubrey malacaste follow financial analyst at bangko sentral ng pilipinas recommended 141124 cash management cash forecasting aubrey

chapter 1 introduction to treasury management 1 - Jun 02 2022

web objective 1 discuss the reasons for the development of treasury operations describe the scope of treasury functions in a bank and contrast a bank treasury and a corporate treasury role of the treasurer the treasury department is concerned with managing the financial risks of a business

essentials of treasury management afponline - Jan 09 2023

web chapter 1 the role and organization of treasury management i introduction to the study of treasury management ii the role of treasury management treasury and its relationship to the corporate finance function treasury management objectives trends in treasury counterparty risk use of treasury technology

centralization of treasury management 2010 semantic scholar - May 01 2022

web the book consists of five parts 1 treasury management and its responsibilities chapter 1 4 2 decentralized treasury chapter 5 3 different phases of the centralization chapter 6 9 4 outsourcing chapter 10 5 regional treasury centres chapter 11 6

treasury management flashcards quizlet - Sep 05 2022

web what are the major objectives of treasury management chapter 1 maintain liquidity optimize cash resources maintain access to short term financing manage investments maintain access to medium and long term financing manage financial risk coordinate financial functions and share financial information manage external vendors 2

part 1 introduction to treasury management flashcards - Feb 27 2022

web chapter 1 role of treasury management learn with flashcards games and more for free

chapter 1 introduction to treasury management pdf scribd - Aug 16 2023

web chapter 1 introduction to treasury management 1 free download as word doc doc docx pdf file pdf text file txt or read online for free scribd is the world s largest social reading and publishing site

topic 1 introduction to treasury management pdf course hero - Jan 29 2022

web view notes topic 1 introduction to treasury management pdf from finance fn 307 at university of dar es salaam department of finance university of dar es salaam business school fn307 treasury finance chapter 2 problems xlsx 7 64eb89b3 97b3 4c0f b6fd 43fd43539324 jpeq 64eb89b3 97b3 4c0f b6fd

treasury management chapter 1 flashcards quizlet - Mar 31 2022

web treasury management chapter 1 term 1 22 treasury department click the card to flip definition 1 22 it is responsible for the collection of revenues and administration of state finances in private sector this department takes charge of the management of company s funds including receipts and disbursements click the card to flip flashcards

treasury management the practitioner s guide book o reilly - Dec~08~2022

web this comprehensive book includes chapters covering the treasury department cash transfer methods cash forecasting cash concentration working capital management debt management equity management investment management foreign exchange risk management interest risk management clearing and settlement systems and

treasury management wikipedia - Dec 28 2021

web treasury management or treasury operations includes management of an enterprise s holdings with the ultimate goal of managing the firm s liquidity and mitigating its operational financial and reputational risk treasury management includes a firm s collections disbursements concentration investment and funding activities

essentials of treasury management 6th edition afponline - Apr 12 2023

web iii organization of essentials of treasury management iv notes on conventions used in this book v summary chapter 1 the role of treasury management i introduction ii the role and organization of treasury management iii finance and treasury organization iv corporate governance v summary chapter 2 regulatory and legal

chapter 1 treasury management of financial institutions - Jun 14 2023

web understand the implications of the basel iii accords on asset and liability management describe the controls and measures in treasury management to protect against overexposure errors and fraud manage conflicts of interest and other issues

treasury management the practitioner's guide steven m - Mar 11 2023

web treasury management the practitioner's guide shortens the treasurer's learn ing curve for all aspects of the position with chapters clustered into the general categories of cash management fi nancing risk management and treasury systems the

book is divided into four sections in part one we address the

chapter 1 treasury management flashcards quizlet - Aug 04 2022

web 1 maintain liquidity 2 optimize cash resources 3 maintain access to st financing 4 manage investments 5 manage access to medium and lt financing 6 manage risk 7 manage information and technology 8 collaborate with other depts and share financial information 9 manage external parties

tfm chapter 1 chapter 1 unit i introduction to treasury management - Jul 03 2022

web treasury management treasury management can be understood as the planning organizing and controlling holding funds and working capital of the enterprise in order to make the best possible use of the funds maintain firm9s liquidity reduce the overall cost of funds and mitigate operational and financial risk

theory practice of treasury risk management - Oct 06 2022

web treasury management chapter 1 introduction 227 chapter 2 treasury operations the global scenario 232 chapter 3 scope and functions of treasury management 1 nature of treasury assets and liabilities 236 2 objectives of treasury 239 3 organizational structure 240 chapter 4

chapter 1 treasury department treasury management the practitioner - Jul 15 2023

web this chapter explores these and other responsibilities of the treasury department as well as such key issues as treasury centralization bank relations outsourcing and performance metrics

treasury management wiley online books - May 13 2023

web feb 15 2010 treasury management the practitioner's guide treasury management the practitioner's guide describes all aspects of the treasury function this comprehensive book includes chapters covering the treasury department cash transfer methods cash forecasting cash concentration working capital management debt

magic the gathering concepts legends first look - May 31 2022

web oct 23 2018 dive deep into the archives of magic the gathering with an inside look at the origins of the characters planes creatures and lore of the world's most popular

magic legends wikipedia - Feb 25 2022

web nov 30 2018 over the course of 25 years magic the gathering has seen a lot of amazing worlds powerful creatures intriguing personalities and devastating events and

the art of magic the gathering concepts legends - Mar 29 2022

web dec $5\ 2018$ concepts legends is written by james wyatt a senior game designer and author of five dungeons dragons novels campaign settings and dungeon master s

magic the gathering concepts legends includes 4 double - May 11 2023

web magic the gathering concepts legends includes $4\ d$ the art of magic the gathering innistrad jun $20\ 2022$ magnificent hardcover art books featuring the incredible images

hasbro pulse con 2023 pre order date and time for - Aug 22 2021

viz see magic the gathering concepts legends - Aug 14 2023

web oct 23 2018 celebrating the 25th anniversary of magic this beautiful collector s hardcover book features artwork sketches and commentary showcasing the expansive world that

magic the gathering concepts legends psycho drive in - Jan 27 2022

web a channel that focuses on the artists their art and celebrated members of the magic the gathering community with interviews art commentary segments box openings the

magic the gathering concepts legends includes 4 d 2023 - Apr 10 2023

web dive deep into the archives of magic the gathering with an inside look at the origins of the characters planes creatures and lore of the world's most popular trading card game

concepts and legends magic the gathering exactly what you - Nov 24 2021

web oct 31 2021 magic legends was a free to play arpg action role playing game created as a collaboration between wizards of the coast cryptic studios and perfect world it

magic the gathering concepts legends includes 4 d pdf pdf - Aug 02 2022

web nov 5 2018 see inside magic the gathering concepts legends buff ly 2zvj1cldelve into magic the gathering concepts legends

magic the gathering concepts and legends mtg wiki - Jul 13 2023

web find many great new used options and get the best deals for magic the gathering concepts legends includes 4 double sided collectibl at the best online prices at

magic the gathering concepts legends includes 4 d - Oct 04 2022

web nothing lacking extraordinary within the captivating pages of magic the gathering concepts legends includes 4 d pdf a literary masterpiece penned with a renowned

save 36 on the ultimate guide to magic the gathering lore - $\mbox{\ensuremath{Apr}}\xspace$ 2022

web gameplay magic legends was an action role playing game rpg similar to diablo where the player directs their character by pointing and clicking to locations on screen to either

magic the gathering concepts and legend review - Jul 01 2022

web oct 30 2018 concepts legends pulls from the art and design teams sketch books and notes to focus on where the worlds

and lore of magic the gathering started 25

magic the gathering concepts legends includes 4 d pdf - Nov 05 2022

web feb $24\ 2023$ merely said the magic the gathering concepts legends includes $4\ d$ is universally compatible with any devices to read a wizard of earthsea ursula k le guin

magic legends mtg wiki - Sep 22 2021

magic the gathering concepts legends includes 4 d johnny - Dec 06 2022

web this magic the gathering concepts legends includes 4 d as one of the most functioning sellers here will unquestionably be accompanied by the best options to review the art of

magic the gathering concepts legends loading ready run - Jan 07 2023

web jun 6 2023 magic the gathering the various realms of magic the gathering s storied multiverse have served as host to countless epic battles and dramatic cataclysms and

review magic the gathering concepts legends bleeding - Dec 26 2021

web nov 6 2018 30 2 2k views 4 years ago magic the gathering is celebrating 25 years and viz media is recognizing the event with this officially licensed illustrated history exploring

celebrate 25 years of magic with magic the gathering - Oct 24 2021

web sep 12 2023 there will be new merch for fans of marvel star wars transformers g i joe power rangers dungeons dragons and magic the gathering and all will be be

magic the gathering concepts legends includes 4 double - Jun 12 2023

web find many great new used options and get the best deals for magic the gathering concepts legends includes 4 double sided images at the best online prices at

the art of magic the gathering concepts legends - Feb 08 2023

web if you point toward to download and install the magic the gathering concepts legends includes 4 d it is totally simple then since currently we extend the colleague to buy and

magic the gathering concepts legends includes 4 d michael - Sep 03 2022

web in this video we talk about viz media article on the new magic the gathering concepts and legend consider supporting on patreon patreon com deedsinstagram h

magic the gathering concepts and legends the - Mar 09 2023

web nov 2 2018 see inside our new release buff ly 2qhw7de reach into the archives of magic the gathering concepts legends with loadingreadyrun chapters

loading interface goodreads - Nov 24 2021

web strategy and reality collide in peter fey s gripping history of aircraft carrier uss oriskany s three deployments to vietnam with carrier air wing 16 cvw 16 its tours coincided

bloody sixteen on apple books - Sep 22 2021

bloody sixteen the uss oriskany and air wing 16 during the - May 11 2023

web dec 29 2021 bloody sixteen the uss oriskany and air wing 16 during the vietnam war by peter fey lin coln potomac books 2018 393 pp on the morning of 23 july

project muse bloody sixteen - Jan 07 2023

web may 1 2020 strategy and reality collide in peter fey s gripping history of aircraft carrier uss oriskany s three deployments to vietnam with carrier air wing 16 cvw 16 its

bloody sixteen the uss oriskany and air wing 16 - Jul 13 2023

web pp xi xiv preface pp xi xiv jstor org stable j ctt2204rg1 4 maps pp xv xviii maps

bloody sixteen the uss oriskany and air wing 16 during the - Apr 10 2023

web fey portrays theoriskanyand its heroes in an indelible memorial to the fallen of cvw 16 in hopes that the lessons learned from such strategic disasters are not forgotten in today s

bloody sixteen the uss oriskany and air wing 16 - Dec 06 2022

web the valor and battle accomplishments displayed by oriskany s aviators are legendary but the story of their service has been lost in the disastrous fray of the war itself fey portrays

bloody sixteen the uss oriskany and air wing 16 during the - Dec 26 2021

web u of nebraska press 2018 history 416 pages 1 review reviews aren t verified but google checks for and removes fake content when it s identified strategy and reality

bloody sixteen the uss oriskany and air wing 16 during the - May 31 2022

web may 1 2018 bloody sixteen the uss oriskany and air wing 16 during the vietnam war is a magnificent chronicle of their adventures this book sets the stage on the air

bloody sixteen the uss oriskany and air wing 16 during the - Sep 03 2022

web military buy new 33 95 rrp 69 99 save 36 04 51 select delivery location only 2 left in stock uk imports may differ from local products additional terms apply learn

bloody sixteen the uss oriskany and air wing 16 during the - Apr 29 2022

web may 1 2018 strategy and reality collide in peter fey s gripping history of aircraft carrier uss oriskany s three

deployments to vietnam with carrier air wing 16 cvw 16 its

bloody sixteen the uss oriskany and air wing 16 during the - Nov 05 2022

web summary strategy and reality collide in peter fey s gripping history of aircraft carrier uss oriskany s three deployments to vietnam with carrier air wing 16 cvw 16 its tours

bloody sixteen the uss oriskany and air wing 16 during the - Jul 01 2022

web bloody sixteen the uss oriskany and air wing 16 during the vietnam war is a magnificent chronicle of their adventures this book sets the stage on the air war over

bloody sixteen the uss oriskany and air wing 16 - Mar 09 2023

web may 1 2018 1 review reviews aren t verified but google checks for and removes fake content when it s identified strategy and reality collide in peter fey s gripping history of

bloody sixteen the uss oriskany and the air wing 16 during - Jun 12 2023

web feb 4 2019 this book is a first class addition to the historiography of the role played by naval aviation during the vietnam war peter fey has catalogued the operations of the

bloody sixteen nebraska press - Oct 04 2022

web bloody sixteen the uss oriskany and air wing 16 during the vietnam war by

professional reading bloody sixteen the uss oriskany and air - Aug 02 2022

web select search scope currently catalog all catalog articles website more in one search catalog books media more in the stanford libraries collections articles journal

bloody sixteen the uss oriskany and air wing 16 - Feb 08 2023

web apr 9 2018 bloody sixteen the uss oriskany and air wing 16 during the vietnam war book peter fey 2018 published by university of nebraska press view summary

bloody sixteen the uss oriskany and air wing 16 - Aug 14 2023

web may 1 2018 bloody sixteen the uss oriskany and air wing 16 during the vietnam war is a magnificent chronicle of their adventures this book sets the stage on the air

bloody sixteen the uss oriskany and air wing 16 during the - Jan 27 2022

web discover and share books you love on goodreads

bloody sixteen the uss oriskany and air wing 16 during the - Oct 24 2021

bloody sixteen the uss oriskany and air wing 16 during the - Feb 25 2022

web bloody sixteen the uss oriskany and air wing 16 during the vietnam war fey peter mclain john amazon com tr kitap

bloody sixteen the uss oriskany and air wing 16 during the - $Mar\ 29\ 2022$

web jul 30 2018 buy bloody sixteen the uss oriskany and air wing 16 during the vietnam war illustrated by fey peter isbn 9781612349794 from amazon s book