

The Practical Library Manager



Bruce E. Massis, MLS, MA

Practical Library Manager

Joan Giesecke



Practical Library Manager:

The Practical Library Manager Bruce E. Massis, 2003 This book is an essential primer for new library managers and directors In addition to providing an overview of the practical aspects of management it is a vital reference tool for managing your library and its staff The Practical Library Manager s informative text and comprehensive bibliographies of print and electronic resources can guide you to solutions to the issues that every fledgling library manager must deal with upon appointment You ll find up to date information on staffing training keeping up with new technology consortia and more

Library Management Bridgit McCafferty, 2021-05-26 Most professional librarians even recent graduates manage something whether it be a project service department or a whole library This book explains the different managerial roles at libraries looking at the levels of managers what they do and how they do it The goal is to explore the unique challenges faced by different types of library managers in order to prepare early and mid career librarians to step into new roles and to think about how they might progress toward upper management in a library The approach is practice driven with a particular focus on the soft skills that are needed to be successful as a manager Library Management A Practical Guide for Librarians features three parts project management middle management and upper management These sections cover the different kinds of challenges that face people at each level of their career exploring how these challenges can help prepare librarians for promotion to the next level The purpose of these sections is to show how management skills develop over the course of one s career and to explore how leaders changes from context to context Though each section focuses on a particular level of authority the lessons can be useful for and applied to all of the levels discussed For example the same librarian might fill different roles in different contexts A dean might serve as a library s executive but also manage a university wide project or a middle manager might step into the role of dean temporarily or might wonder what the next level of management would require

Library Management Bridgit McCafferty, 2021-05-26 Most professional librarians even recent graduates manage something whether it be a project service department or a whole library This book explains the different managerial roles at libraries looking at the levels of managers what they do and how they do it The goal is to explore the unique challenges faced by different types of library managers in order to prepare early and mid career librarians to step into new roles and to think about how they might progress toward upper management in a library The approach is practice driven with a particular focus on the soft skills that are needed to be successful as a manager Library Management A Practical Guide for Librarians features three parts project management middle management and upper management These sections cover the different kinds of challenges that face people at each level of their career exploring how these challenges can help prepare librarians for promotion to the next level The purpose of these sections is to show how management skills develop over the course of one s career and to explore how leaders changes from context to context Though each section focuses on a particular level of authority the lessons can be useful for and applied to all of the levels discussed For example the same

librarian might fill different roles in different contexts A dean might serve as a library's executive but also manage a university wide project or a middle manager might step into the role of dean temporarily or might wonder what the next level of management would require

Practical Strategies for Library Managers Joan Giesecke, 2001 Giesecki dean of libraries U of Nebraska Lincoln offers library managers practical and innovative strategies geared toward setting goals for the department and delivering first rate library services Mentoring team building decision making taking charge and working and communicating with staff at all levels are among the secrets she reveals *Library Management 101* Lisa K. Hussey, Diane L. Velasquez, 2019-04-09 In addition to providing students with a solid foundation in library management with its structured practical knowledge this impressive volume will also benefit experienced managers Practical and Effective Management of Libraries Richard Moniz, 2010 Aimed at library science students and librarians with newly assigned administrative duties the book is about improving one's thinking and decision making in a role as a library manager Most librarians get very little exposure to management issues prior to finding themselves in a management role Furthermore most library science students do not expect that they will need to understand management yet they quickly find that there is a need to understand this perspective to be effective at almost any library job Effective library management is about having some tools to make decisions such as a basic understanding of management theory and how it applies in the library environment understanding common traps we all fall into etc knowing yourself being able to motivate others fostering a diversity especially within workgroups being able to communicate effectively and having an understanding of one's organizational culture The book touches on all of these aspects of library management Provides a concise understanding of theories from management psychology etc and applies them to practical every day library issues Contains real world cases for considering how theoretical concepts might apply in real library related situations Cuts out much of the extraneous material often found in books of this kind and focuses more on what you actually need The Practical Library Trainer Ruth C Carter, Bruce E Massis, 2012-10-12 Develop a library staff training program that really works To stay on top of the lightning fast changes in the library field and provide your patrons with the best service possible you need to establish and sustain an effective program for training your staff The Practical Library Trainer examines the concept of the library as a learning place for patrons and staff offering a comprehensive view of training from an administrator's perspective Bruce E Massis author of The Practical Library Manager Haworth addresses the essential issues of how to develop a strong program of continuous instruction including customer service reporting recruitment and retention of staff The book focuses on the integration of staff training as a blended activity instead of an intervention quelling the notion of training as an add on to existing staff duties The current information rich environment provides your patrons with an abundance of resources to choose from for their research needs But they can't do it alone they need direction from a knowledgeable librarian who can recognize the pedigree currency and validity of licensed resources particularly those available through electronic means The Practical

Library Trainer uses the goal of long range customer service as a starting point emphasizing the return on investment possibilities from blended training methods as a key to meeting your patrons high expectations of service The book also provides examples from outside the library community to demonstrate the importance of training on a non library setting and looks at future training issues The Practical Library Trainer examines types of staff training formal informal employer provided qualifying skill improvement strategies for recruiting and retaining a staff blended learning e training in house training how to use professional conferences as continuing education opportunities how to evaluate your training program a sample of an anywhere anytime education and training program and much more The Practical Library Trainer is an important resource for making sure your patrons get the most from your library and your staff

Practical Strategies for Academic Library Managers Frances C. Wilkinson, Rebecca L. Lubas, 2015-11-10 Looking for tips on how to work towards your overall vision while remaining productive on the frontlines The book gives you fresh ideas for balancing your managerial duties with day to day responsibilities in the academic library A compilation of ideas from noted leaders in academic librarianship this book explores a wealth of topics including budgeting human resources facilities collections and IT There is also helpful advice that will help you navigate emerging areas of librarianship such as blended librarianship cross institutional collaboration and marketing the library You will learn how to manage lead and address specific library areas all at once Practical Strategies for Academic Library Managers Leading with Vision through All Levels is ideal for current professionals with an expanded scope of responsibilities and those who have had administrative duties for some time but are looking for new techniques for being a better manager The book includes an introduction written by the editors who are both associate deans in university libraries Each chapter is written by a different expert in the field providing a rich array of approaches and perspectives

Project Management for Libraries Robin A. Buser, Miriam Pollack, 2014-10-02 Library work often involves coordinating projects with many tasks and many stakeholders where cost and time limitations can be seen as opportunities Effective project management is worth learning This book provides library staffers at every level whether in public academic school or special libraries with the basic tools of project management so that they can gain confidence and an expectation of success Part I covers the terminology the philosophy the resource management and the return on investment of project management Part II introduces the basics of the methodology designed by the Project Management Institute Part III discusses practical techniques for specific types of library projects gives an introduction to agile management features success stories in library project management and describes available software The book includes many examples of project management

Instructors considering this book for use in a course may request an examination copy here

Practical and Effective Management of Libraries Richard Moniz Jr., 2010-01-20 Aimed at library science students and librarians with newly assigned administrative duties the book is about improving one's thinking and decision making in a role as a library manager Most librarians get very little exposure to management issues prior to finding

themselves in a management role Furthermore most library science students do not expect that they will need to understand management yet they quickly find that there is a need to understand this perspective to be effective at almost any library job Effective library management is about having some tools to make decisions such as a basic understanding of management theory and how it applies in the library environment understanding common traps we all fall into etc knowing yourself being able to motivate others fostering a diversity especially within workgroups being able to communicate effectively and having an understanding of one's organizational culture The book touches on all of these aspects of library management Provides a concise understanding of theories from management psychology etc and applies them to practical every day library issues Contains real world cases for considering how theoretical concepts might apply in real library related situations Cuts out much of the extraneous material often found in books of this kind and focuses more on what you actually need

The Contrarian Manager Robert P. Holley, 2022-12-12 This book on library management presents a contrarian view with a humanities focus that reflects the author's decades of practical experience as a library manager and professor of library science This collected volume presents the author's thoughts on teaching management to library science students his management philosophy and practical advice for library managers The columns strive to teach students and managers how to discover their strengths and weaknesses to collect as much objective evidence as possible to examine both traditional and non traditional solutions and to brutally monitor results as a learning experience The columns delve into subconscious motivation and avoid simplistic solutions that often do not consider the complexity of human behavior The final section includes columns on common library problems such as budgeting unions management perks promotion and search committees The Contrarian Manager presents the collected articles of Robert P Holley published in the Journal of Library Administration

Practical Tips for Successful Library Management Leo Appleton, 2015-08-23 Today's library and information service managers need to be multi skilled practitioners demonstrating knowledge and understanding of multiple professional disciplines while working in operational and strategic managerial and leadership capacities Managers need support in order to effectively work in such a diversity of professional environments and roles and this new book draws on an international field and all types of library sector to support library managers in their management and leadership vocations Practical Tips for Successful Library Management takes management theory and practice and places it within a library and information context so that readers can see how the practical tips provided can be applied in their own roles You will find flexible tips and implementation advice on topics including Leadership and self awareness Organisational awareness Project management Strategic and business planning Staying in touch with sector developments and innovations Time management Budget and people management Team working Quality assurance and performance measurement Liaison and communication Evaluation and responsiveness Career planning and work life balance As part of the Practical Tips for Library and Information Professionals series this book offers innovative tips and tried and tested best practice to enable library and

information managers to be excellent and effective managers Readership Anyone working as a library and information manager seeking a pragmatic and sensible approach to solving library management problems and aspiring to be a successful library manager *Practical and Effective Management of Libraries* Richard J. Moniz, 2010-01 Tight budgets and smaller staffs have unexpectedly thrust a number of librarians into leadership roles for which they may be unprepared In this timely new guidebook from experienced library director Richard J Moniz Jr both practicing librarians and Library and Information Science LIS students are given crucial methods for effective management Moniz offers tools to improve strategic thinking and enhance decision making skills as well as a fundamental explanation of management theory and its practical application in the library environment There are tips for avoiding common pitfalls motivating others fostering diversity communicating effectively and understanding the institution s organizational culture *Digital Information Strategies* David Baker, Wendy Evans, 2015-12-10 Digital Information Strategies From Applications and Content to Libraries and People provides a summary and summation of key themes advances and trends in all aspects of digital information at the present time This helpful resource explores the impact of developing technologies on the information world Written from an international perspective the book emphasizes key current topics and future developments The publication is based on a dynamic set of contents that respond to and anticipate what is happening and what may well happen in the field of digital information Presents a comprehensive overview of the major aspects of contemporary digital information provision Serves as a useful reference work for the subject area Features input written from an international perspective Explores the impact of developing technologies on the information world emphasizing key current topics and future developments **The Emerald Handbook of Modern Information Management** James M. Matarazzo, Toby Pearlstein, 2017-12-19 This handbook aims to be an integral text for students of library and information science and a ready reference for information professional practitioners The chapters provide a construct through which any information professional may learn about the major challenges facing them in the early part of the 21st century **Introduction to Health Sciences Librarianship** M. Sandra Wood, 2013-01-11 Get the foundational knowledge about health sciences librarianship The general term health sciences libraries covers a wide range of areas beyond medical libraries such as biomedical nursing allied health pharmacy and others Introduction to Health Sciences Librarianship provides a sound foundation to all aspects of these types of libraries to students and librarians new to the field This helpful guide provides a helpful overview of the health care environment technical services public services management issues academic health sciences hospital libraries health informatics evidence based practice and more This text provides crucial information every beginning and practicing health sciences librarian needs all in one volume Introduction to Health Sciences Librarianship presents some of the most respected librarians and educators in the field each discussing important aspects of librarianship including technical services public services administration special services and special collections This comprehensive volume provides all types of librarians with helpful

general practical and theoretical knowledge about this profession The book's unique A Day in the Life of feature describes typical days of health sciences librarians working in special areas such as reference or consumer health and offers anyone new to the field a revealing look at what a regular workday is like The text is packed with useful figures screen captures tables and references Topics discussed in Introduction to Health Sciences Librarianship include overview of health sciences libraries health environment collection development of journals books and electronic resources organization of health information access services information services and information retrieval information literacy health informatics management of academic health sciences libraries management and issues in hospital libraries library space planning specialized services Introduction to Health Sciences Librarianship provides essential information for health sciences librarians medical librarians beginning and intermediate level health sciences medical librarians and any health sciences librarian wishing to review the field This crucial volume belongs in every academic health sciences library hospital library specialized health library biomedical library and academic library *Libraries Beyond Their Institutions* Rita Pellen, William Miller, 2014-06-03 Discover collaborative possibilities for your library beyond mere memberships in bibliographic utilities *Libraries Beyond Their Institutions Partnerships That Work* illustrates the remarkable range of cooperative activities in which libraries are engaged in order to provide the best possible service Increasingly librarians recognize the need to link their institutions to the world around them as part of their obligation to enhance the integration of digital information not only for students in academic settings but also throughout all levels of society An excellent companion and complement to *Libraries Within Their Institutions Creative Collaborations* Haworth from the same editors this unique book examines the variety of ways librarians work with community organizations government agencies professional organizations minority communities and city governments in their efforts to serve not just students in academic settings but all of society *Libraries Beyond Their Institutions Partnerships That Work* reflects the growing understanding of the key role played by libraries in the development of civil society This unique book examines the variety of possibilities for collaborations outside institutions including the ways librarians function in a variety of other campus settings such as writing centers teaching excellence centers and academic departments in support of teaching learning and research partnerships with graduate school and information resources management to preserve theses and dissertations electronically promoting civic partnerships initiating a campus wide information literacy resource and partnering with government agencies to form a data literacy program *Libraries Beyond Their Institutions Partnerships That Work* provides practical information on collaborative training programs to develop baseline competencies in academic libraries to support data services the Chicano Latino Network and the Community Digital Initiative developing an international presence through digital resource sharing successful models of statewide library consortia technology based partnerships promoting K 20 information literacy collaborations between the United States Patent and Trademark Office and patent and trademark depository libraries PTDL the development of AgEcon

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The End of Wisdom? Wendy Evans, David Baker, 2016-11-22 The End of Wisdom The Future of Libraries in a Digital Age assembles opinion pieces forecasts strategy options and case studies from leading worldwide politicians academics educators authors publishers captains of industry senior public sector workers library directors IT gurus and other key players in the field of information provision who discuss their views on the hypothesis surrounding the end of libraries and the death of books The contributions ranging in length from 500 to 2000 words are analyzed and summarized to create a rich picture of current trends and likely futures for libraries of all types with digital options discussed in detail Focuses on the key issue facing library and information services for the foreseeable future Takes a much broader view by asking a wide range of key people and representative stakeholders and user groups for their view of the future of libraries of all kinds Presents a comprehensive analysis of likely directions and options for libraries library managers and users Includes a route map for the future Builds on the successful approaches adopted in A Handbook of Digital Library Economics and Libraries and Society

The Accidental Librarian Pamela H. MacKellar, 2008 An American librarian who has worked in a wide range of situations over the past quarter century MacKellar offers a guide for people who find themselves working as a librarian but have had no training in the field Among her topics are what libraries and librarians are developing a collection retrieving and disseminating information management essentials removing barriers public access computers and librarian certification

The Image and Role of the Librarian Linda S Katz, 2003-06-27 Get a unique insight into the image problems librarians face The Image and Role of the Librarian addresses all aspects of professional identity for librarians including professional roles cultural images popular perceptions and future trends The book examines historical representations stereotypes and popular culture icons and the r

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