

Serving the Difficult Customer

Kitty Smith

Serving The Difficult Customer A Howtoit Manual For Library Staff

Kitty Smith



Serving The Difficult Customer A Howto do it Manual For Library Staff:

Helping the Difficult Library Patron Linda S Katz, 2013-10-31 This insightful book shows you how to deal with an issue as old as the library profession interacting with problem patrons It looks at this fact of life that affects almost every facet of library work and provides practical solutions some developed within the field and some borrowed from other professions that will improve reference services for those you serve and make the work of your library staff less stressful more productive and increasingly meaningful Helping the Difficult Library Patron New Approaches to Examining and Resolving a Long Standing and Ongoing Problem examines the nature of the problem from historical and demographic perspectives ways of dealing with the problem in academic and public libraries competency based training techniques that will empower your frontline staff the impact of new technologies such as cellular phones and the Internet and ways of dealing with the new breeds of difficult patrons that come with them solutions from our colleagues what we can learn from the perspectives of others psychotherapists businesspeople and corporate managers you even get a Zen Buddhist viewpoint effective ways to utilize community resources such as campus and local police and much much more Nowhere in the library literature have so many practitioners and educators combined their efforts to examine and provide solutions to this ageless problem Library administrators staff and educators will find Helping the Difficult Library Patron a matchless resource

Serving the Difficult Customer Kitty Smith, 1993 You know who she means the complainer the know it all someone taking out a bad day on a captive librarian but also lonely seniors latchkey kids and homeless people not to mention co workers now and again Suggests behavioral approaches and resources available to avoid defensiveness and self blame and turn the encounter into one of shared problem solving Acidic paper Annotation copyright by Book News Inc Portland OR

The Library Security and Safety Guide to Prevention, Planning, and Response Miriam B. Kahn, 2008 Security planning part of disaster response and continuous operations planning is the key to proactively addressing potential safety issues

Library and Information Science Michael Bemis, 2014-03-03 This unique annotated bibliography is a complete up to date guide to sources of information on library science covering recent books monographs periodicals and websites and selected works of historical importance

Protecting Library Staff, Users, Collections, and Facilities Pamela J. Cravey, 2001 We live in an age when every library in every community must address security issues ranging from theft to the safety of staff and patrons Pamela Cravey s Protecting Library Staff Users Collections And Facilities is a pragmatic step by step instructional guide for insuring staff and patron safety securing general and special collections electronic files and systems and coping with the legal issues raised by various security measures Libraries are deftly guided through the complexities of modern security while being given practical recommendations for planning and executing a sound and responsible library security package The key is to consider security a process rather than an event Protecting Library Staff Users Collections And Facilities is a superbly presented how to manual that is very highly recommended reading for librarians and library

board members for urban suburban rural public academic corporate governmental and private library systems **Library Services to the Incarcerated** Sheila Clark, Erica MacCreaigh, 2006-08-30 Learn how to provide exemplary library service to individuals in prison or jail by applying the public library model when working with inmate populations These authors a jail librarian and an outreach librarian offer a wealth of insights and ideas answering questions about facilities and equipment collection development services and programming computers and the Internet managing human resources including volunteers and inmate workers budgeting and funding and advocacy within the facility and in the community The approach is practical and down to earth with numerous examples and anecdotes to illustrate concepts More than 2 million adults are serving time in correctional facilities and hundreds of thousands of youth are in juvenile detention centers There are more than 1 300 prisons and jails in the United States and about a third as many juvenile detention centers Inmates as much or more than the general population need information and library services They represent one of the most challenging and most grateful populations you as a librarian can work with This book is intended to aid librarians whose responsibilities include serving the incarcerated either as full time jail or prison librarians or as public librarians who provide outreach services to correctional facilities It is also of interest to library school students considering careers in prison librarianship The authors a jail librarian and an outreach librarian show how you can apply the public library model to inmate populations and provide exemplary library service They offer a wealth of ideas answering questions about facilities and equipment collection development services and programming computers and the Internet managing human resources including volunteers and inmate workers budgeting and funding and advocacy within the facility and in the community The approach is practical and down to earth with numerous examples and anecdotes to illustrate ideas **Emerging Solutions in Reference Services**

John Duncan Edwards, 2001 This book describes ways in which technology can help law librarians and offers solutions for the special problems posed by new technology looking at issues related to Web design setting up online reference services virtual library tours and Internet training for patrons There is also material on handling problem patrons drafting enforceable rules avoiding the unauthorized practice of law and cross training reference personnel This work has been co published simultaneously as Legal Reference Services Quarterly vol 19 nos 1 2 2001 Edwards is professor of law and director of the Law Library at Drake University Law School c Book News Inc Emerging Solutions in Reference Services John D.

Edwards, 2013-10-18 How can you enhance reference services without adding staff Modern law librarians are under growing pressure to keep up with new technologies deal instantly with the demands of patrons keep the library safe and user friendly and generally offer the best possible service while keeping costs down Emerging Solutions in Reference Services Implications for Libraries in the New Millennium is a very practical guide for coping with rapidly changing technology and increasing demands for services Its sane well researched advice and suggestions can help you deal with the hectic days and nights behind the reference desk Emerging Solutions in Reference Services suggests up to date innovative ways to deal with

the traditional issues confronting librarians including handling problem patrons and ensuring security assigning reference responsibilities teaching patrons at the reference desk or on library tours drafting enforceable rules avoiding the unauthorized practice of law charging or not charging fees for services cross training reference personnel Some of the traditional problems of law librarians are solved by computers others are actually exacerbated by the new technologies available In addition to finding ways that technology can help law librarians Emerging Solutions in Reference Services offers solutions for the special problems posed by new technology including questions of Web design setting up online reference services virtual library tours Internet training for patrons and ensuring technological competency of staff In these days of decreasing budgets and increasing demands for services Emerging Solutions in Reference Services is an invaluable resource for the librarian caught in the middle

Defusing the Angry Patron Rhea Joyce Rubin,2000 Does dealing with angry customers eat up staff time increase stress at public service desks and undermine morale This work introduces the many causes and faces of anger as well as practical techniques for dealing with angry patrons It covers handling frustration and confrontative behaviour

New Directions in Technical Services Peggy Johnson,1997 Find out what s new and what s hot in your field with this invaluable guide to the most important current technical services issues and resources This easy to use source guides you to valuable recent information essential for success

Recent Acquisitions Ohio State University. College of Law. Library,1995

Communicating Professionally, Third Edition Catherine Sheldrick Ross,Kirsti Nilsen,2013-07-17 An updated and expanded version of the training guide Booklist called one of the most valuable professional publications to come off the presses in a long time the new third edition of Communicating Professionally is completely revised with new sections outlining the opportunities offered by contemporary communication media With more resource information on cross cultural communication including new applications of communication principles and the latest research based material on communication in general this comprehensive manual covers Fundamental skills such as listening speaking and writing Reading others nonverbal behavior How to integrate skills with tips for practicing Sense making a theory of information as communication Common interactions like speaking one on one working in groups and giving presentations Training others in communication skills including a special section on technology based training

Footnotes* ,2000

Preparing Staff to Serve Patrons with Disabilities Courtney Deines-Jones,Connie Van Fleet,1995 This manual provides the library manager with the background techniques and tools needed to prepare frontline staff to meet the challenge of providing one on one and general service excellence to patrons with disabilities in compliance with the Americans with Disabilities Act ADA

Public Library Catalog ,1999

Stellar Customer Service Mou Chakraborty,2016-08-29 From librarians to volunteer workers staff to student workers all library personnel need to deliver great customer service This book presents innovative instructional methods that will inspire you to take a fresh approach to customer service training Customer service is one of the most critical staff development training areas in the library world

Every member of a library's staff who interacts with the public needs the specialized skills and tools to work with a diverse clientele. This book addresses the need for staff training for various kinds of libraries covering public and academic libraries of various sizes, medical libraries, law libraries, and state organization and joint use libraries. Each chapter of *Stellar Customer Service Training: Library Staff to Exceed* provides practical advice and creative solutions for showing staff how to handle customer service issues. The book identifies the essential skills and tools staff at all levels, from librarians and staff to student workers and volunteers, must have to contribute to your library's success. Readers will learn innovative training methods, see how a wide range of libraries have approached this perennial staff issue, and get excited about approaching their own customer service training in fresh new ways. Library & Information Science Abstracts, 1995. *Training Library Staff and Volunteers to Provide Extraordinary Customer Service* Julie Todaro, Mark Smith, 2006. A guide to training library staff that covers customer service essentials, general training guidelines, preparation, assessing and anticipating the needs of patrons, tracking and responding to feedback, planning self-development days, instituting continuous learning, and more. Includes resource tools. *The Bowker Annual* Dave Bogart, 1997. **Bulletin of the Medical Library Association** Medical Library Association, 2001.

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