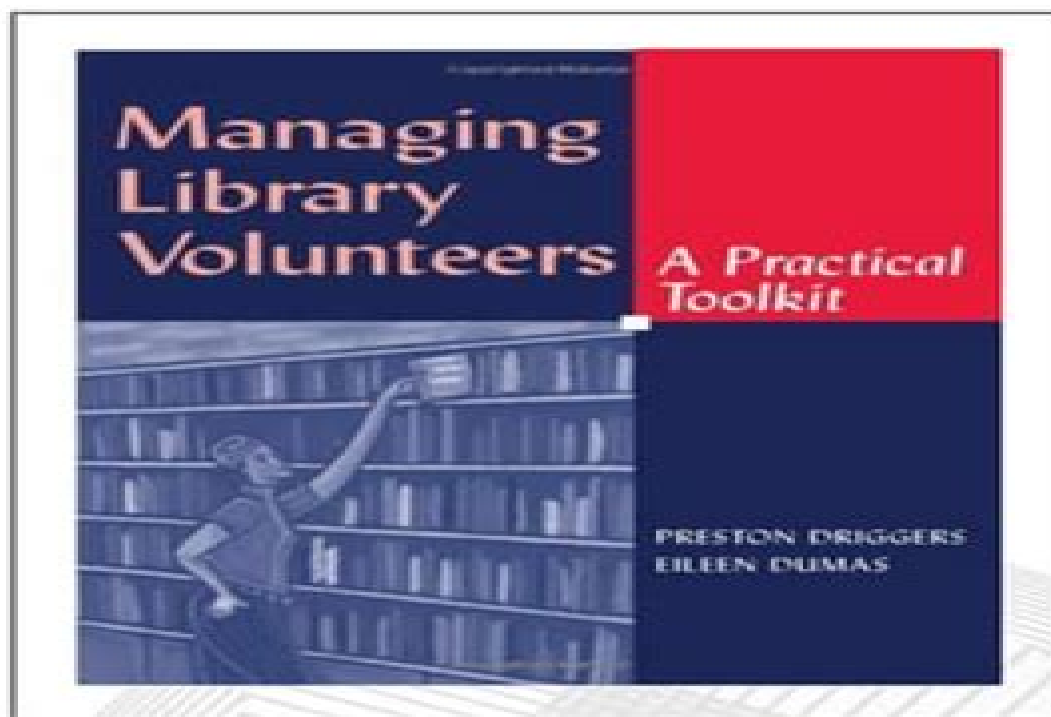


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Introduction to Public Librarianship, Third Edition Kathleen de la Pena McCook, Jenny S. Bossaller, Felton Thomas Jr., 2018-12-18 Put simply there is no text about public librarianship more rigorous or comprehensive than McCook's survey. Now the REFORMA Lifetime Achievement Award winning author has teamed up with noted public library scholar and advocate Bossaller to update and expand her work to incorporate the field's renewed emphasis on outcomes and transformation. This essential tool Library Journal remains the definitive handbook on this branch of the profession. It covers every aspect of the public library from its earliest history through its current incarnation on the cutting edge of the information environment including statistics, standards, planning, evaluations and results, legal issues, funding and politics, organization, administration and staffing, all aspects of library technology from structure and infrastructure to websites and makerspaces, adult services, youth services and children's services, associations, state library agencies and other professional organizations, global perspectives on public libraries and advocacy, outreach and human rights. Exhaustively researched and expansive in its scope, this benchmark text continues to serve both LIS students and working professionals. **Teen**

Volunteer Services in Libraries Kellie M. Gillespie, 2004 Aimed at both experienced and new volunteer managers, this guide offers practical advice about starting and maintaining effective teen volunteer programs in school and public libraries. With sensitivity for teens' special needs and their lack of experience in the workplace, it covers the basics of interviewing, training and supervising. Included are profiles of several library volunteer programs with sample forms and promotional materials, lively anecdotes from the library world and tips from successful managers of teen volunteers. **Colorado**

Libraries, 2004 **What They Don't Teach You in Library School** Elisabeth Doucett, 2011 This work covers a variety of library topics that are truly relevant to the day-to-day job, such as management, administration and marketing. **Build a**

Great Team Catherine Hakala-Ausperk, 2013-04-22 With library staffing levels and services cut to the bone, creating a team that communicates well and functions smoothly is more important than ever. Building on the model of her bestselling book *Be a Great Boss*, Hakala-Ausperk presents a handy self-guided tool to the dynamic role of team building. Organized in 52 modules designed to cover a year of weekly sessions but easily adaptable for any pace, this workbook will show you how to manage staff across different age groups and skill sets, improve communication between team members, mentor other staff members, keep your team organized in a culture of change. Suitable for all levels of management from first-line supervisors to library directors, this book lays out a clear path to learning the essentials of building and maintaining a first-rate team. **Be a**

Great Boss Catherine Hakala-Ausperk, 2011-01-07 To help library managers improve their skills and acumen, renowned speaker and trainer Hakala-Ausperk presents a handy self-study guide to the dynamic role of being a boss. **Managing**

Library Volunteers Preston Driggers, Eileen Dumas, 2011-01-13 Quality volunteers can make a world of difference in today's library, and this hands-on guide gives you everything you need to maximize your library's services and build a bridge between

your library and the community it serves The Library Association Record ,1988 Proceedings of the 22d 33d annual conference of the Library Association in volumes 1 12 proceedings of the 34th 44th 47th 57th annual conference issued as a supplement to volumes 13 23 new series volume 3 series 4 volume 1 **Library Volunteers** Allison Renner,2019-04-20

Volunteers are one of the most overlooked and underused resources available to nonprofits and other organizations This guide will help find willing volunteers in the community and utilize their skills in a way that benefits the volunteer as well as the organization Overseeing volunteers can be a daunting task On top of all of the other duties library staff are typically responsible for creating a volunteer program from scratch can seem nearly impossible The work doesn't stop once the program is created volunteers have to be trained and retained job duties have to be written assessed and refreshed the benefits of the program need to be documented and weighed While volunteer coordinator is easily a full time job it rarely is in the library or nonprofit world Anything that can make volunteer management easier on library and nonprofit staff will benefit everyone involved **Library Volunteers A Practical Guide for Librarians** covers every aspect of volunteer programs from creating to recruiting to retaining and keeping the opportunities fresh and appealing It has information pertaining to elementary age teenage and adult volunteers including innovative and unique volunteer positions that can be offered to them The book covers both school and public library settings but the information provided can be adapted slightly to benefit any organization that has a need for volunteer help It looks beyond the scope of the library to include information on outreach and partnering with community organizations to provide volunteer opportunities to library patrons and volunteers on a broader scale It is a complete handbook for library and nonprofit employees to use to solve any volunteer issue they might have **The Practical Library Manager** Ruth C Carter,Bruce E Massis,2013-04-15 Examine the nuts and bolts of successful management in today's rapidly evolving libraries 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 While there are many publications on library management The Practical Library Manager is one of very few to focus on the practical issues of staffing and the importance of continuous staff training Also unlike other books on the subject this book features a chapter that points you to relevant management texts originally written for the corporate world rather than the library profession The Practical Library Manager is the perfect single source to help you understand the challenges of staffing your library and training your staff explore new technology's impact on library workers and evaluate training programs to help them keep up ensure that your staff has the core competencies they'll need in the current climate build a virtual library decide whether your library should join a consortium and much more In the words of the author Today the most successful libraries in the country are those addressing the needs of both external and internal customers However it

takes more than technology to change the working relationship between the institution and its customer The guiding force for change must include a strong and respectful relationship between the library manager and staff Much of what is written in this book can assist the fledgling manager in creating an environment of trust teamwork and respect

Managing the One-Person Library Larry Cooperman,2014-12-09 Managing the one person library provides a useful and needed resource for solo librarians confronted with the challenges of running a small library The author uniquely focuses on topics encountered by solo librarians such as IT troubleshooting and library security Chapters on library management collection development serials management and library marketing are included to enable solo librarians to easily manage day to day operations in these areas and advise on how to respond to any challenges that should and will arise This book will provide a much needed resource manual that will allow solo librarians of all backgrounds and paraprofessionals to manage their collections as effectively as their larger librarian counterparts Written by a librarian with extensive solo library management in the field Targeted to all types of solo librarians e g medical law academic Essential reading for paraprofessional librarians who manage one person libraries

Making the Most of Teen Library Volunteers Becca Boland,2020-03-02 When teens volunteer at the library they gain new skills make connections and build their resumes while libraries benefit from a new generation of advocates This guide shows librarians how to establish or develop a teen volunteer program Advocating a flexible approach this book speaks to every library including both public and school libraries From small libraries with no budget to large libraries with seemingly endless budgets and everything in between all of the concepts covered can be scaled up or down to meet the needs of the community being served The book begins with the big picture discussing benefits to teens libraries and communities it then reviews volunteer types and volunteer possibilities for teens including the traditional roles of shelving and programming as well as passion led projects programming opportunities and special initiatives and drives Specific volunteer roles are described in depth with instructions for practical applications and concrete examples and experiences from various types of libraries illustrate principles discussed Readers will also learn how to establish volunteer partnerships within and outside of the library The book ends with a discussion of methods for evaluation and assessment

From Library Volunteer to Library Advocate Carla Campbell Lehn,2018-05-24 This guide will show you how to reinvigorate your library s volunteer program using your community as a resource Volunteers are essential to a library s well being but running a volunteer program is a complicated task that could often be done so as to bring more benefit to your library This book draws on the author s decades of experience in public libraries and the nonprofit arena and on cutting edge professional trends in volunteer management to show you how to tap into each of your volunteer s talents and match them to your library s needs Providing multiple tactics for improving your library s volunteer program the book covers redoubling your recruitment efforts to attract more volunteers more logically assigning roles and growing your relationships with volunteers In addition it addresses common problems with volunteers and potential barriers to success and explains how to

overcome them No matter what size your library its volunteer staff or its budget this practical book will help you to streamline your volunteer program and more effectively engage the community to transform your library into a flourishing community center

Staff Development Library Administration and Management Association. Staff Development Committee,2001-03 Drawing on the expertise of thirty seven top experts with a variety of experiences from a wide range of libraries you will learn how to assess your library s needs and set realistic training goals create and budget for a training infrastructure enhance the existing skill set by building on core competencies and adapt proven assessment surveys to address specific issues

Library Volunteers--Worth the Effort! Sally Gardner Reed,2010-07-27 Faced with ever growing patron demands tight budgets and limited personnel libraries are relying more and more on volunteers to assist the paid staff But for every professional who manages volunteers there is a horror story a problem volunteer who lacked the talent commitment team spirit personality or available time to do the job How does the busy librarian develop and manage a successful volunteer program This is the guide to implementing and managing a volunteer program tailored to the needs of the individual library Issues such as recruitment and placement training development and evaluation and the challenging volunteer are discussed Sample applications advertisements press releases job descriptions and skills and aptitude tests are also included

Library Volunteers Welcome! Carol Smallwood,Lura Sanborn,2016-09-02 Volunteers are crucial to the daily operation of any library Finding and retaining the right people motivating them and matching their skills with projects is challenging This collection of 30 new essays brings together the experiences of numerous individuals across the U S providing ideas projects and best practices for volunteer recruiting and management The contributors among them library board members heads of special collections directors of state library associations outreach coordinators archivists and researchers discuss a broad range of topics in five sections recruitment and retention policies and process mentoring and empowering placement programs and responsibilities and outreach

Managing Student Assistants Kimberly Burke Sweetman,2007 Whether a volunteer intern work study student or part time employee students can be a valuable part of the library s staff With their benefits however come unique challenges Sweetman shares practical guidance for making the most of students in your organization

Library Volunteers Allison Renner,2019-04-20 Volunteers are one of the most overlooked and underused resources available to nonprofits and other organizations This guide will help find willing volunteers in the community and utilize their skills in a way that benefits the volunteer as well as the organization Overseeing volunteers can be a daunting task On top of all of the other duties library staff are typically responsible for creating a volunteer program from scratch can seem nearly impossible The work doesn t stop once the program is created volunteers have to be trained and retained job duties have to be written assessed and refreshed the benefits of the program need to be documented and weighed While volunteer coordinator is easily a full time job it rarely is in the library or nonprofit world Anything that can make volunteer management easier on library and nonprofit staff will benefit everyone involved Library Volunteers A

Practical Guide for Librarians covers every aspect of volunteer programs from creating to recruiting to retaining and keeping the opportunities fresh and appealing. It has information pertaining to elementary age, teenage and adult volunteers including innovative and unique volunteer positions that can be offered to them. The book covers both school and public library settings but the information provided can be adapted slightly to benefit any organization that has a need for volunteer help. It looks beyond the scope of the library to include information on outreach and partnering with community organizations to provide volunteer opportunities to library patrons and volunteers on a broader scale. It is a complete handbook for library and nonprofit employees to use to solve any volunteer issue they might have. *The Volunteer Management Handbook* Tracy D. Connors, 2011-09-23. Completely revised and expanded the ultimate guide to starting and keeping an active and effective volunteer program. Drawing on the experience and expertise of recognized authorities on nonprofit organizations, *The Volunteer Management Handbook* Second Edition is the only guide you need for establishing and maintaining an active and effective volunteer program. Written by nonprofit leader Tracy Connors, this handy reference offers practical guidance on such essential issues as motivating people to volunteer, their time and services, recruitment and more. Up to date and practical, this is the essential guide to managing your nonprofit's most important resource: its volunteers. Now covers volunteer demographics, volunteer program leaders and managers, policy making and implementation, planning and staff analysis, recruiting, interviewing and screening volunteers, orienting and training volunteers and much more. Up to date practical guidance for the major areas of volunteer leadership and management. Explores volunteers and the law, liabilities, immunities and responsibilities. Designed to help nonprofit organizations survive and thrive. *The Volunteer Management Handbook* Second Edition is an indispensable reference that is unsurpassed in both the breadth and depth of its coverage. **Success with Library Volunteers** Leslie Edmonds Holt, Glen E. Holt, 2013-12-12. Covering principles, practical guidelines and best practices for establishing and operating a successful library volunteer program in any type of library, this is a must-have resource for the 21st century librarian. In these tough economic times, librarians must maximize the potential of their volunteer programs. This innovative guide not only provides readers with the practical information they need to recruit, manage and retain effective volunteers but also demonstrates how to create a dynamic volunteer program, one that offers purposeful work and emphasizes rewards rather than rules and forms. Illustrated by best practices, this book also offers practical guidelines for evaluating the success of a volunteer program in terms of the library's benefit and in terms of the experience from the volunteer's point of view.

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