

Managing the One-Person Library

Larry Cooperman



Managing The Public Library Professional Library Series

Walker, Joseph



Managing The Public Library Professional Library Series:

Managing the Public Library Donald J. Sager, 1984 A handbook of practical guidance for public library administrators serving a population between 5 000 and 500 000 Offers valuable insight into the available alternatives for competing for more adequate support developing effective staff taking advantage of new technology communicating effectively with communities and expanding usefulness to the clientele Acidic paper Annotation copyrighted by Book News Inc Portland OR

The Whole Library Handbook 5 George M. Eberhart, 2013-04-23 The Whole Library Handbook now in its fifth edition is an encyclopedia filled with facts tips lists and resources essential for library professionals and information workers of all kinds all carefully handpicked to reflect the most informative practical up to date and entertaining examples of library literature Organized in easy to find categories this unique compendium covers all areas of librarianship from academic libraries to teen services from cataloging to copyright and from gaming to social media Selections include Facts and figures on library workers Bookmobile guidelines 100 great libraries of the world Job search and recruitment techniques and advice on how to deal with tough economic times Tips on writing articles and book reviews Fun with cataloging rules Famous librarians favorite books Covering a huge spectrum of librarianship this one of a kind volume is both educational and entertaining

Small Public Library Management Jane Pearlmuter, Paul Nelson, 2012 Finally here is a handbook that includes everything administrators need to keep a handle on library operations freeing them up to streamline and improve how the organization functions

IFLA Public Library Service Guidelines Christie Koontz, Barbara Gubbin, 2010-07-30 The public library is the prime community access point designed to respond to a multitude of ever changing information needs These guidelines are framed to provide assistance to library and information professionals in most situations They assist to better develop effective services relevant collections and accessible formats within the context and requirements of the local community In this exciting and complex information world it is important for professionals in search of knowledge information and creative experience to succeed This is the 2nd edition of The Public Library Service IFLA UNESCO Guidelines for Development

Fundamentals of Collection Development and Management, Fourth Edition Peggy Johnson, 2018-07-23 Technical Services Quarterly declared that the third edition must now be considered the essential textbook for collection development and management the first place to go for reliable and informative advice For the fourth edition expert instructor and librarian Johnson has revised and freshened this resource to ensure its timeliness and continued excellence Each chapter offers complete coverage of one aspect of collection development and management including numerous suggestions for further reading and narrative case studies exploring the issues Thorough consideration is given to traditional management topics such as organization of the collection weeding staffing and policymaking cooperative collection development and management licenses negotiation contracts maintaining productive relationships with vendors and publishers and other important purchasing and budgeting topics important issues such as the ways that changes in

information delivery and access technologies continue to reshape the discipline the evolving needs and expectations of library users and new roles for subject specialists all illustrated using updated examples and data and marketing liaison activities and outreach As a comprehensive introduction for LIS students a primer for experienced librarians with new collection development and management responsibilities and a handy reference resource for practitioners as they go about their day to day work the value and usefulness of this book remain unequaled *Fundamentals of Collection Development and Management* Peggy Johnson, 2018-01-16 As a comprehensive introduction for LIS students a primer for experienced librarians with new collection development and management responsibilities and a handy reference resource for practitioners as they go about their day to day work the value and usefulness of this book remain unequaled

Staff Management in Library and Information Work Peter Jordan, Caroline Lloyd, 2017-07-05 This standard text has been fully revised and updated for its fourth edition to reflect continuing technological changes as well as issues such as social inclusion lifelong learning and European employment legislation Chapter 1 on the working environment has been completely rewritten The present environment brings problems of staff motivation de professionalization and the loss of control Chapter 2 reminds readers of basic motivation theories now presented in a more logical sequence and how to deal with such problems Chapter 3 on workforce planning has been retitled Human Resource Planning and revised to take into account the modes of staffing appropriate for today's turbulent environment Effective human resource planning requires excellent selection and recruitment procedures best practice and developments in this area are explored in Chapters 4 Job Descriptions and Person Specifications and 5 Recruitment and Selection of Staff In Chapter 6 on staff appraisal more attention has been given to multi rating approaches such as 360 whereby different aspects of work can be assessed by different groups of people and to appraisal of junior by senior staff The last decade has seen increased emphasis on training and development to deliver high quality services in a climate of constant change Chapter 7 has therefore been reordered and expanded in order to reflect new approaches and changes in this area In Chapter 8 Staff Supervision and Interpersonal Skills recent emphasis on leadership and counselling skills are reflected as is the growing need to do more with less through enhanced time management and stress management techniques With this new edition this core guide brings professionals involved in managing library and information staff up to date with how to cope with the most pressing problems and challenges in today's fast changing environment

Public Library Administration Transformed Karen Starr, Patrick Ragains, 2018-09-18 Public libraries have historically faced challenges as viable units in local government As society struggles with issues related to the scope and effectiveness of government librarians must ask How and why will communities support public libraries in the 21st century Public Library Administration Transformed covers public library administration in a comprehensive and detailed manner Chapters cover administrative functions of the library public finance administrative law library governance human resources leadership strategic planning program management and evaluation marketing and public relations intergovernmental

relationscooperative government The discipline of public administration develops skills that are vital to successful libraries Grounded in the context of public administration this book provides a framework for future library services focusing on effective public sector skills organizational and service innovation information technology readers and the full range of library constituents Suitable for use in public library classes exam copies are available to qualified instructors of such courses upon request

Information Technology and Collection Management for Library User Environments

Walker, Joseph,2013-11-30 Times have changed and library institutions struggle to maintain relevancy in the Information Age With the inescapable presence of harnessing technologies for information management and access the role of the library has increased in importance within academic institutions and public communities Information Technology and Collection Management for Library User Environments brings into focus the new responsibility libraries have in meeting patron needs specifically with the use of emerging technologies Highlighting the concepts of collection management library space planning and information technologies this book is a critical guide for library professionals para professionals as well as researchers who wish to meet the diverse needs of patrons in ever changing societies *Collection Development and Management for 21st Century Library Collections* Vicki L. Gregory,2019-07-03 Packed with discussion questions activities suggested additional references selected readings and many other features that speak directly to students and library professionals Gregory s *Collection Development and Management for 21st Century Library Collections* is a comprehensive handbook that also shares myriad insightful ideas and approaches valuable to experienced practitioners This new second edition brings an already stellar text fully up to date presenting top to bottom coverage of the impact of new technologies and developments on the discipline including discussion of e books open access globalization self publishing and other trends needs assessment policies and selection sources and processes budgeting and fiscal management collection assessment and evaluation weeding with special attention paid to electronic materials collaborative collection development and resource sharing marketing and outreach self censorship as a component of intellectual freedom professional ethics and other legal issues diversity and ADA issues preservation and the future of the field Additional features include updated vendor lists samples of a needs assessment report a collection development policy an approval plan and an electronic materials license

Management of Sci-tech

Libraries Ellis Mount,1984 **Quarterly Bulletin of the Providence Public Library** Providence Public Library (R.I.),1924 **Wisconsin Library Service Record** ,1977

Technology-Centered Academic Library Partnerships and Collaborations

Doherty, Brian,2016-06-09 In order to meet the needs of a changing and demanding society many academic institutions face great competition for highly coveted yet dwindling resources Traditionally libraries were a centralized focus on any campus however these facilities are now facing budget cuts and decreased resources forcing them to seek out the necessary partnerships to obtain the support needed to continue to provide services to students and staff Technology Centered Academic Library Partnerships and Collaborations examines cooperation efforts employed by librarians

allowing them to provide more services and resources to their patrons with an emphasis on the digital tools and resources being used in such collaborations Featuring research on various types of partnerships and institutional relationships as well as the overall benefits of these collaborations this publication is an essential reference source for librarians researchers academic administrators advanced level students and information technology professionals **Revolutionizing the**

Development of Library and Information Professionals: Planning for the Future Hines, Samantha

Schmehl,2013-10-31 As more associations struggle with limited professional development funding the opportunities for library and information experts to advance their skills are being examined in a more effective and cost efficient manner Revolutionizing the Development of Library and Information Professionals Planning for the Future examines the future of library professional development by investigating the aspects that make these development events worthwhile This book is essential for library association personnel educational institutions and management personnel in large library systems to aid in determining future trends in professional development opportunities for their staff IFLA Public Library Service Guidelines Christie Koontz,Barbara Gubbin,2010 The public library is the prime community access point designed to respond to a multitude of ever changing information needs These guidelines are framed to provide assistance to library and information professionals in most situations They assist to better develop effective services relevant collections and accessible formats within the context and requirements of the local community In this exciting and complex information world it is important for professionals in search of knowledge information and creative experience to succeed This is the 2nd edition of The Public Library Service IFLA UNESCO Guidelines for Development Resources in Education ,1998

Collection Management for Youth Sandra Hughes-Hassell,2020-12-08 With a renewed emphasis on facilitating learning supporting multiple literacies and advancing equity and inclusion the thoroughly updated and revised second edition of this trusted text provides models and tools that will enable library staff who serve youth to create and maintain collections that provide equitable access to all youth And as Hughes Hassell demonstrates the only way to do this is for collection managers to be learner centered confidently acting as information guides change agents and leaders Based on the latest educational theory and research this book presents the argument for why collection management decisions and practices should focus on equity exploring systemic inequities educational paradigm shifts developments in the information environment and other key factors lays out the theoretical foundation for developing and managing a library collection that facilitates learning supports the development of multiple literacies and provides equitable access to an increasingly diverse group of young learners touches upon current competencies and standards by AASL YALSA and ALSC uses a learner centered and equity perspective to cover core issues and criteria such as selection and removal of materials budgeting and cooperation among libraries shows how a business viewpoint can assist the learner centered collector in articulating the central significance of the collection to learning discusses how library staff can work collaboratively to create policy and negotiate budgets and includes

customizable tools and templates including a Stakeholder Contact SWOT Analysis Decision Making Model for Selecting Resources and Access Points that Support Learning and Advance Equity and Collection Development Analysis Worksheet This resource will be as useful to current school librarians and supervisors youth librarians in public libraries and educators as it will to LIS students **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 *Designing and Deploying RFID Applications* Cristina Turcu,2011-06-15 Radio Frequency Identification RFID a method of remotely storing and receiving data using devices called RFID tags brings many real business benefits to today world s organizations Over the years RFID research has resulted in many concrete achievements and also contributed to the creation of communities that bring scientists and engineers together with users This book includes valuable research studies of the experienced scientists in the field of RFID including most recent developments The book offers new insights solutions and ideas for the design of efficient RFID architectures and applications While not pretending to be comprehensive its wide coverage may be appropriate not only for RFID novices but also for engineers researchers industry personnel and all possible candidates to produce new and valuable results in RFID domain

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