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# PUBLIC LIBRARIES

## Smart Practices in Personnel

PEGGY SULLIVAN  
and  
WILLIAM PTACEK

# Public Libraries Smart Practices In Personnel

**Rachel Sandford**



## **Public Libraries Smart Practices In Personnel:**

*Public Libraries, Smart Practices in Personnel* Peggy Sullivan, William Ptacek, 1982      **Public Libraries, Smart Practices in Personnel** Peggy Sullivan, William Ptacek, 1982      The Public Librarian's Human Resources Handbook David A. Baldwin, 1998-06-15 This is a practical guide to employment law relating to personnel recruitment and selection the employment relationship collective bargaining discrimination laws health safety and privacy and discipline and discharge for public librarians      *Personnel Administration in Libraries* Sheila D. Creth, Frederick Duda, 1989 A handbook for those responsible for library personnel administration This book deals with such topics as effective recruitment staffing patterns personnel planning labour relations performance appraisals salary administration the impact of new technology and legal issues      *ARBA Guide to Library Science Literature, 1970-1983* Donald G. Davis, Charles D. Patterson, 1987      *Florida Public Library Board Manual, 1988*, 1988      *Wilson Library Bulletin* Stanley Kunitz, Marie Duvernoy Loizeaux, 1982

**American Reference Books Annual** Bohdan S. Wynar, 1983 1970 issued in 2 vols v 1 General reference social sciences history economics business v 2 Fine arts humanities science and engineering      Reference Sources in Library and Information Services Gary R. Purcell, Gail A. Schlachter, 1984      **Library Management in Review** Special Libraries Association. Library Management Division, 1981      **Small Libraries** Sally Gardner Reed, 1991 Small public libraries strive to make available the same basic services as larger libraries but often with little political clout and with low budgets and sparse staff who are largely volunteers This book is written for the directors of these honest to goodness small libraries providing both a philosophical as well as a common sense basis for decision making Getting respect from the local government personnel management and staff development collection development library service and promotion and facility enhancement maintenance and development these are some of the chapters Also addressed are such issues as the problem employee the necessity of becoming comfortable in the political arena and the how if and when to make the automation decision Appendices provide sample documents for a library's Statement of Purpose worksheets for job descriptions and personnel policies a volunteer application form ALA documents Library Bill of Rights and Code of Ethics a list of discount book dealers and a sample meeting room policy      *Staff-Less Libraries* Carl Gustav Johannsen, 2017-02-28 Staff Less Libraries Innovative Staff Design considers the challenges of this approach its pros and cons identifies international experiences and discusses best practices It presents a step by step approach to implementing a staffless library and or services and seeks to inspire professionals to share experiences and optimize their library Staff less public libraries enabled by technological developments represent a significant and innovative aspect of the development of public libraries The concept radically enlarges the availability of user access to public libraries Some Danish public library branches have for example increased their weekly opening hours from 20 to 80 hours per week In Denmark the concept has been quite successful increasing the number of staff less libraries from 81 public library units in 2011 to 260 in 2014 From a longer view

however the staffless library concept contributes to the modernization of public libraries by further opening the library. Many library professionals have been surprised by the near absence of vandalism through the staffless opening hours. According to the latest trend, the staffless library model is gradually moving from thinly populated rural areas and suburban neighborhoods to urban contexts. This book explores the concept, hence furthering the debate. Presents and considers the idea of staffless libraries using evidence-based data. Considers the challenges, pros and cons of the staffless library. Identifies international experiences, best practices, and draws out a step-by-step approach to implementation. Iowa Trustees' Library Guide, 1985. Greening Libraries Monika Antonelli, Mark McCullough, 2012. It is difficult to turn on the television or read a news story today without learning about how green and sustainable practices are being implemented throughout society. Libraries are not exempt from these broader trends. In some cases, libraries and librarians have been at the forefront of these efforts. Greening Libraries provides library professionals with a collection of articles and papers that serve as a portal to understanding a wide range of green and sustainable practices within libraries and the library profession. The book's articles come from a variety of perspectives on a wide range of topics related to green practices, sustainability, and the library profession. Greening Libraries offers an overview of important aspects of the growing green library movement, including but not limited to green buildings, alternative energy, resources conservation, green library services, and practices, operations, programming, and outreach.

**The Complete Guide to Personal Digital Archiving** Brianna H. Marshall, 2018-12-13. Scholars and scrapbookers alike need your help with saving their most important digital content. But how do you translate your professional knowledge as a librarian or archivist into practical skills that novices can apply to their own projects? The Complete Guide to Personal Archiving will show you the way, helping you break down archival concepts and best practices into teachable solutions for your patrons' projects. Whether it's a researcher needing to cull their most important email correspondence or an empty nester transferring home movies and photographs to more easily shared and mixed digital formats, this book will show you how to offer assistance, providing explanations of common terms in plain language, quick non-technical solutions to frequent patron requests, a look at the 3-2-1 approach to backing up files, guidance on how to archive Facebook posts, and other social media methods for capturing analog video from obsolete physical carriers like MiniDV. Proven workflows for public-facing transfer stations as used at the Washington D.C. Memory Lab and the Queens Library mobile scanning unit, talking points to help seniors make proactive decisions about their digital estates, perspectives on balancing core library values with the business goals of Google, Amazon, Facebook, and other dominant platforms, and additional resources for digging deep into personal digital archiving. Featuring expert contributors working in a variety of contexts, this resource will help you help your patrons take charge of their personal materials.

**Library Programs and Services** G. Edward Evans, Margaret Zarnosky Saponaro, Holland Christie, Carol Sinwell, 2015-06-30. Covering every essential topic ranging from circulation and literacy instruction to reference and security, this benchmark text provides an up-to-date

broadly based view of library public service and its functions Supplying essential foundational reading for students of library public services as well as an up to date overview for practitioners who wish to refresh their knowledge or acquaint themselves with a new area of responsibility this book s broad and solid coverage will benefit anyone concerned with developing or maintaining the public face of the library A revision and expansion of Libraries Unlimited s Introduction to Library Public Services Seventh Edition this edition has new chapters covering such topics as e resources collections print and other media and facilities and funding Additionally every chapter has been substantially updated and reorganized to better reflect the role of technology in library services today The book begins with background information on public services in libraries and an analysis of the library s public service philosophy Then the authors delve into staffing and assessment of services moving logically to major functional areas of public services reference instruction document delivery circulation and reserves collections programming safety and security issues and facilities and funding Real life anecdotes from public academic and school libraries illustrate principles and concepts throughout the book For each topic the authors detail its role and philosophy and offer key points to remember references and lists for further reading

**Bridging the Scholar-Practitioner Gap in Human Resources Development** Hughes, Claretha, 2016-03-17 Human resource professionals are an essential part of an organization by helping to establish a rapport between employees and their managers and providing individual support they ensure the overall well being and success of an establishment However in certain sectors such as academia or industrial settings their role still remains unclear Bridging the Scholar Practitioner Gap in Human Resources Development examines the knowledge breach in the role of human resources professionals and the pivotal role they play in an organization Featuring timely research future implications and practical applications of theoretical assumptions this publication is a pivotal source for professionals practitioners academics and researchers interested in the impact human resources specialists have in organizational settings

**Creating the Sustainable Public Library** Gary L. Shaffer, 2018-03-15 Transform any public library into a truly sustainable organization not just environmentally sustainable but economically and socially sustainable as well by following the directions and practices described in this book Sustainability in the context of ensuring the long term success of a public library involves more than green initiatives and conserving resources sustainability for libraries also describes efforts to increase their institutions relevance to their communities as well as to make their programs socially equitable and economically feasible a substantial challenge This book is a powerful tool that public librarians library directors and library managers can use to create a Triple Bottom Line TBL sustainable library to lead sustainability initiatives in their community and to identify and adjust their current practices that are considered sustainable to improve performance The chapters focus on the elements of library sustainability separately first addressing economic and environmental sustainability before examining the aspects of internal workforce and external community facing social sustainability The author presents numerous case studies throughout the

book that enable readers to better understand how the sustainability principles described play out in the real world **The Southeastern Librarian** ,1983 Emerging Technology-Based Services and Systems in Libraries, Educational Institutions, and Non-Profit Organizations Chiu, Dickson K. W.,Ho, Kevin K. W.,2023-08-10 The global economy and organizations are evolving to become service oriented and driven by technology and this is not just limited to commercial work Further study on this evolution is required to fully understand the phenomenon Emerging Technology Based Services and Systems in Libraries Educational Institutions and Non Profit Organizations covers IT enabled creation curation representation communication storage retrieval analysis and use of records documents files data learning objects and other contents It also acts as a forum for interdisciplinary and emerging topics such as socio information studies educational technologies knowledge management big data artificial intelligence personal information protection digital literacy other media and technology innovation topics in their applications to libraries as well as other areas such as education information government and NGOs Due to this it is ideal for industry professionals librarians administrators policymakers higher education faculty researchers academicians scholars practitioners instructors and students

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