

Making Every Minute Count



**Time Management
for Librarians**

By Ann Nauman, Ph. D. & Marvene Dearman, Ed. S.
Library Learning Resources, Inc.

Making Every Minute Count Time Management For Librarians

Jody Condit Fagan, Jennifer Keach



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Making Every Minute Count Ann Keith Nauman, Marvene Dearman, 1991 **Web Project Management for Academic Libraries** Jody Condit Fagan, Jennifer Keach, 2009-12-04 Managing the process of building and maintaining an effective library website can be as challenging as designing the product itself Web Project Management for Academic Libraries outlines the best practices for managing successful projects related to the academic library website The book is a collection of practical real world solutions to help web project managers plan engage stakeholders and lead organizations through change Topics covered include the definition and responsibilities of a web project manager necessary roles for the project team effective communication practices designing project workflow executing the project and usability testing and quality control The techniques recommended are drawn from the experiences of the authors and from library and project management literature The book is an essential text for library staff working as project managers or on web teams library administrators library school faculty and students and web consultants working with libraries Field tested web project management guidance grounded in the literature of librarianship project management and web development Consideration of the special needs of academic libraries Practical step by step guidance for novices and experts in libraries of all sizes

Jump Start Your Career in Library and Information Science Priscilla K. Shontz, Robert R. Newlen, 2001-12-22 Jump Start Your Career in Library and Information Science is designed to help new librarians begin to manage a successful and satisfying career in the library and information science profession Although the first years are often overwhelming they can be the key to creating a successful career as a librarian or information professional Unless one is fortunate enough to have good mentors or strong support groups a new librarian may drift into an unsatisfying career This book emphasizes the value of defining one's own idea of success and of positioning one's self to be prepared to take advantage of opportunities that arise Although the book is aimed at students and new information professionals much of the advice may apply to a librarian at any stage of his or her career This book contains advice and anecdotes gathered from research and interviews with more than 70 information professionals in a variety of library related careers The book is written in a practical easy to read style The modular format allows a reader to read any chapter on its own or to read the chapters in any order choosing which ones are most relevant at any point The book covers eight broad topics career planning job searching gaining experience and education developing interpersonal skills and leadership skills networking mentoring and writing for publication Lengthy lists of related readings as well as related web sites are included to allow the reader to follow up on any topic Personal Development in the Information and Library Professions Sylvia Webb, Diana Grimwood-Jones, 2004-08-02 This guide looks at personal development from the perspective of the individual as well as the organization they work for The purpose of the book is to define personal development in the context of the information and library profession It discusses what personal development can contribute to the respective performances of the individual the information service and the employing

organization and ways in which this can be carried out The growing range of qualities and skills required by information workers in today's constantly changing working environment are discussed along with the role of the formal and informal continuing of education and training

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Self-development Aids for Supervisors and Middle Managers United States. Office of Personnel Management. Library, 1980

Going to University John McIlroy, Bill Jones, 1993

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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 **School Library Journal** ,1992 Training Bulletin ,1919

Training Bulletin United States. Training Service,1918 **Training Bulletin** Training Service. Labor Department,1919 **Quarterly Bulletin of the Providence Public Library** Providence Public Library (R.I.),1918

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