

# RECRUITING LIBRARY STAFF

William E. Brown

# Recruiting Library Staff A Howtooit Manual For Librarians

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## **Recruiting Library Staff A Howtoit Manual For Librarians:**

*Recruiting Library Staff* Kathleen Low, 1999 From high level managers to custodial staff libraries large and small can face daunting challenges when recruiting applicants Are some ways better than others to attract a desirable candidate pool How can a manager target potential employees with the necessary characteristics and skills Which recruitment activities are the best fit for the library s needs and resources Are there hidden costs and potential pitfalls or benefits from job fairs commercial career events and other activities What perception do applicants have of the library and can should they be changed These questions and more are answered by this very practical how to Included are ready to use position description work sheets job descriptions announcements audit forms and much more Do and don t review checklists are included for each chapter

**Library and Information Science** Michael F. 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 In addition to compiling an invaluable list of sources Bemis digs deeper examining the strengths and weaknesses of key works A boon to researchers and practitioners alike this bibliography Includes coverage of subjects as diverse and vital as the history of librarianship its development as a profession the ethics of information science cataloging reference work and library architecture Encompasses encyclopedias dictionaries directories photographic surveys statistical publications and numerous electronic sources all categorized by subject Offers appendixes detailing leading professional organizations and publishers of library and information science literature This comprehensive bibliography of English language resources on librarianship the only one of its kind will prove invaluable to scholars students and anyone working in the field

**The Accidental Library Manager** Rachel Singer Gordon, 2005 Included are insights from working library managers at different levels and in various types of libraries addressing a wide range of management issues and situations Not to be missed comments from library staff about the qualities they appreciate and the styles and attitudes they find counterproductive in their own bosses Jacket

*Recruitment, Development, and Retention of Information Professionals: Trends in Human Resources and Knowledge Management* Pankl, Elisabeth, Theiss-White, Danielle, Bushing, Mary C., 2010-02-28 This book offers disparate yet important perspectives of various information professionals pertaining to recruitment retention and career development of individuals within organizations Provided by publisher

**Managerial Leadership for Librarians** G. Edward Evans, Holland Christie, 2017-10-11 Putting library management into the unique context of the not for profit world this work offers you invaluable guidance on how to manage your library effectively Managing a library presents a significantly different challenge than managing a small business a corporation or even a school or charity organization To be effective managers and excel in their careers librarians must understand their unique position in the social landscape and leverage that role to become influential leaders This guide shows librarians how to make the most of their inherent skills and develop new leadership strengths in order to become better library managers advance their careers

and sustain their libraries in spite of changing environments and shrinking budgets The book examines many facets of managerial leadership defines what managerial leadership is and describes how to assess and increase leadership skills The chapters also identify the constraints unique to libraries and explain how you can develop positive relationships with government boards turn a vision into a practical strategic plan and exercise fiscal control You will gain invaluable knowledge about fund raising developing political skills advocacy and lobbying and legal and ethical concerns specifically in the library environment The final section of the book is devoted to people skills understanding yourself and others developing staff collaboration negotiation meetings and presentations and creating future success **The Medical Library Association**

**Guide to Managing Health Care Libraries** Ruth Holst, Sharon A. Phillips, 2000 Many hospitals and health care organizations that were independent freestanding institutions are now part of large health systems that deliver patient care in a variety of inpatient ambulatory and community settings Vast changes in the U S health care system are reshaping how librarians provide services to physicians and other patient caregivers as well as to medical and allied health sciences students and faculty Twenty one experts have contributed to this groundbreaking text Their individual chapters offer specific practical advice on administrative issues planning and marketing financial management space planning collection development cataloging and classification document delivery audiovisual services every aspect of managing today's ever changing health care library Required reading for any librarian offering health care information to professionals faculty or consumers *Hiring Library Employees* Richard Rubin, 1993 Hiring is the single most important decision that an employer makes This far reaching guide covers general issues and ethical considerations legal issues policies and practices effective recruitment a 21 step implementation of the hiring process training and orientation and the implications of the Americans with Disabilities Act Appendixes supply sample policies and forms as well as a copy of the Uniform Guidelines on Employee Selection Procedures *Public Library Catalog* Juliette Yaakov, 2004 More than 8 000 books in the main volume More than 2 400 new titles in annual paperbound supplements More than 2 000 analytic entries for items in collections and anthologies

*Administering the School Library Media Center* Betty J. Morris, 2010-08-16 This is the most comprehensive textbook on school library administration available now updated to include the latest standards and address new technologies This reference text provides a complete instructional overview of the workings of the library media center from the basics of administration budgeting facilities management organization selection of materials and staffing to explanations on how to promote information literacy and the value of digital tools like blogs wikis and podcasting Since the publication of the fourth edition of *Administering the School Library Media Center* in 2004 many changes have altered the landscape of school library administration the implementation of NCLB legislation and the revision of AASL standards just to mention two The book is divided into 14 chapters each devoted to a major topic in school library media management This latest edition gives media specialists a roadmap for designing a school library that is functional and intellectually stimulating while leading sources

provide guidance for further research      The American Public Library Handbook Guy A. Marco, 2011-11-29 A detailed reference work that documents every aspect of the American public library experience through topical entries statistics biographies and profiles The American Public Library Handbook is the first reference work to focus on all aspects of the American public library experience providing a topical perspective through comprehensive essays and biographical information on important public librarians Based upon the author's own notes and extensive experience as well as library periodicals library reference books monographs textbooks Internet sources and correspondence with individual libraries this book comprises nearly 1 000 entries addressing all aspects of public library service Each topical essay considers terminology of the area covered its historical context and current concerns and issues Biographies highlight the philosophical perspective of the individuals covered while entries on specific libraries present timely data and interesting facts about each facility This unique handbook also offers up to date statistics historical highlights and information about programs and events of individual libraries      *The How-to-do-it Manual for Small Libraries* William A. Katz, 1988      Small Libraries Sally Gardner Reed, 2015-10-03 This fully revised and updated edition provides current information on automation and technology and on advocacy to help small public libraries strive to make available the same basic services as larger libraries 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 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      **The Bowker Annual Library and Book Trade Almanac 2000** R R Bowker Publishing, Bowker, 2000-05 As an on the job answer book a statistical information resource a planning and research guide and a directory and calendar The Bowker Annual Library and Book Trade Almanac 2000 delivers the hard to find industry news and information you need all year long This acclaimed must have resource provides Expert reviews of the key trends events and developments that will influence your work in 2000 and the years to come Plain English explanations of new legislation and changes in funding programs and how it will affect libraries Definitive statistics on book prices numbers of books published library expenditures average salaries and other budget crunching assistance A full calendar of events key organizations names and numbers of important individuals including e mail addresses and fax numbers and much more This fully updated reference tool makes it easy to stay on top of the developments that affect libraries booksellers and publishers alike and to find fast answers to the countless on the job questions you encounter You'll use it to Keep informed on the latest trends in networking the Internet and other advances Locate information on industry events and organizations Find lists of best books literary prizes winners and bestsellers Prepare budgets and justify requests Review recent legislation and regulations affecting your industry Learn about emerging trends needs problems and opportunities And that's just the beginning With The Bowker Annual 2000 on hand you won't spend hours or even days

tracking down needed library or book trade data because the information you need is right at your fingertips *Guide to Reference in Business and Economics* Steven W. Sowards, 2014-07-22 Focusing on print and electronic sources that are key to business and economics reference this work is a must have for every reference desk **Ace the Interview, Land a Librarian Job** Robin O'Hanlon, 2016-01-11

One of the most critical elements of achieving a successful career interviewing with poise and tenacity is a skill to be learned and this practical guide leads readers through that process step by step In a competitive job market all candidates need to prepare to succeed This certainly applies to job seekers looking for professional librarian positions in public academic and or special libraries especially recent MLIS graduates and mid career job changers Designed for today's competitive job market this practical guidebook provides job applicants with practical tips and effective strategies for successful interview preparation and execution specific to seeking librarian positions Unlike generic how to interview guides this book recognizes that there is no one size fits all interviewing method and teaches the techniques for excelling at the unique aspects of interviews for specific librarian positions such as reference librarian electronic resources librarian outreach librarian youth services librarian and adult programming librarian The book opens with an overview of what is expected during today's librarian interview followed by descriptions by four experienced library directors of what makes an interview truly great This guidebook includes 100 actual library interview questions to help readers best prepare for the specific position they seek and also contains a chapter that identifies mistakes all rookie librarians should avoid making **Introduction to Health Sciences Librarianship** M. Sandra Wood, 2013-01-11

Get the foundational knowledge about health sciences librarianship The general term health sciences libraries covers a wide range of areas beyond medical libraries such as biomedical nursing allied health pharmacy and others Introduction to Health Sciences Librarianship provides a sound foundation to all aspects of these types of libraries to students and librarians new to the field This helpful guide provides a helpful overview of the health care environment technical services public services management issues academic health sciences hospital libraries health informatics evidence based practice and more This text provides crucial information every beginning and practicing health sciences librarian needs all in one volume Introduction to Health Sciences Librarianship presents some of the most respected librarians and educators in the field each discussing important aspects of librarianship including technical services public services administration special services and special collections This comprehensive volume provides all types of librarians with helpful general practical and theoretical knowledge about this profession The book's unique A Day in the Life of feature describes typical days of health sciences librarians working in special areas such as reference or consumer health and offers anyone new to the field a revealing look at what a regular workday is like The text is packed with useful figures screen captures tables and references Topics discussed in Introduction to Health Sciences Librarianship include overview of health sciences libraries health environment collection development of journals books and electronic resources organization of health information access services information services and

information retrieval information literacy health informatics management of academic health sciences libraries management and issues in hospital libraries library space planning specialized services Introduction to Health Sciences Librarianship provides essential information for health sciences librarians medical librarians beginning and intermediate level health sciences medical librarians and any health sciences librarian wishing to review the field This crucial volume belongs in every academic health sciences library hospital library specialized health library biomedical library and academic library *The Academic Library Administrator's Field Guide* Bryce Nelson, 2014-07-01 The daily administration of an academic library often leaves you needing quick advice on the topic at hand Nelson an experienced administrator writing from first hand knowledge delivers such advice in 30 topical chapters Each chapter begins with an Assertion a one sentence summary allowing you to rapidly scan the book and find what you need When you re on the job you can dip into this guide for ready to use guidance on the full range of administrator responsibilities such as How to think and act politically Preparing staff for safety and security procedures Influencing student and faculty s perception of the library as a basic component of education Fostering librarians professional identity as teachers Communicating effectively from email messages to meetings Assessment and systematic collection of data Commentary sections in each chapter offer observations and interpretation with abundant examples of useful advice If you want to dig further into a topic a Readings section points you to resources Packed with insight about the day to day operations of the academic library Nelson s guide will be invaluable to new and experienced administrators alike

*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 *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     Interlibrary Loan Practices Handbook Virginia Boucher, 1997 In this new edition of the definitive Interlibrary Loan Practices Handbook edited by Cheri T Weible and Karen Janke expert contributors clearly explain the complexities of getting materials for patrons from outside the library This collection presents a complete view of the interlibrary loan ILL process with contributions from all areas of the technical services community providing Guidance on how to do ILL efficiently and effectively with advice on being a considerate borrower and lender Details of preferred staffing and management techniques showing how best practices can be implemented at any institution Discussion of important issues that can fall between the cracks such as hidden copyright issues and the logistics of lending internationally As consortia and other library partnerships share ever larger fractions of their collections this book gives library staff the tools necessary for a smoothly functioning ILL system



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