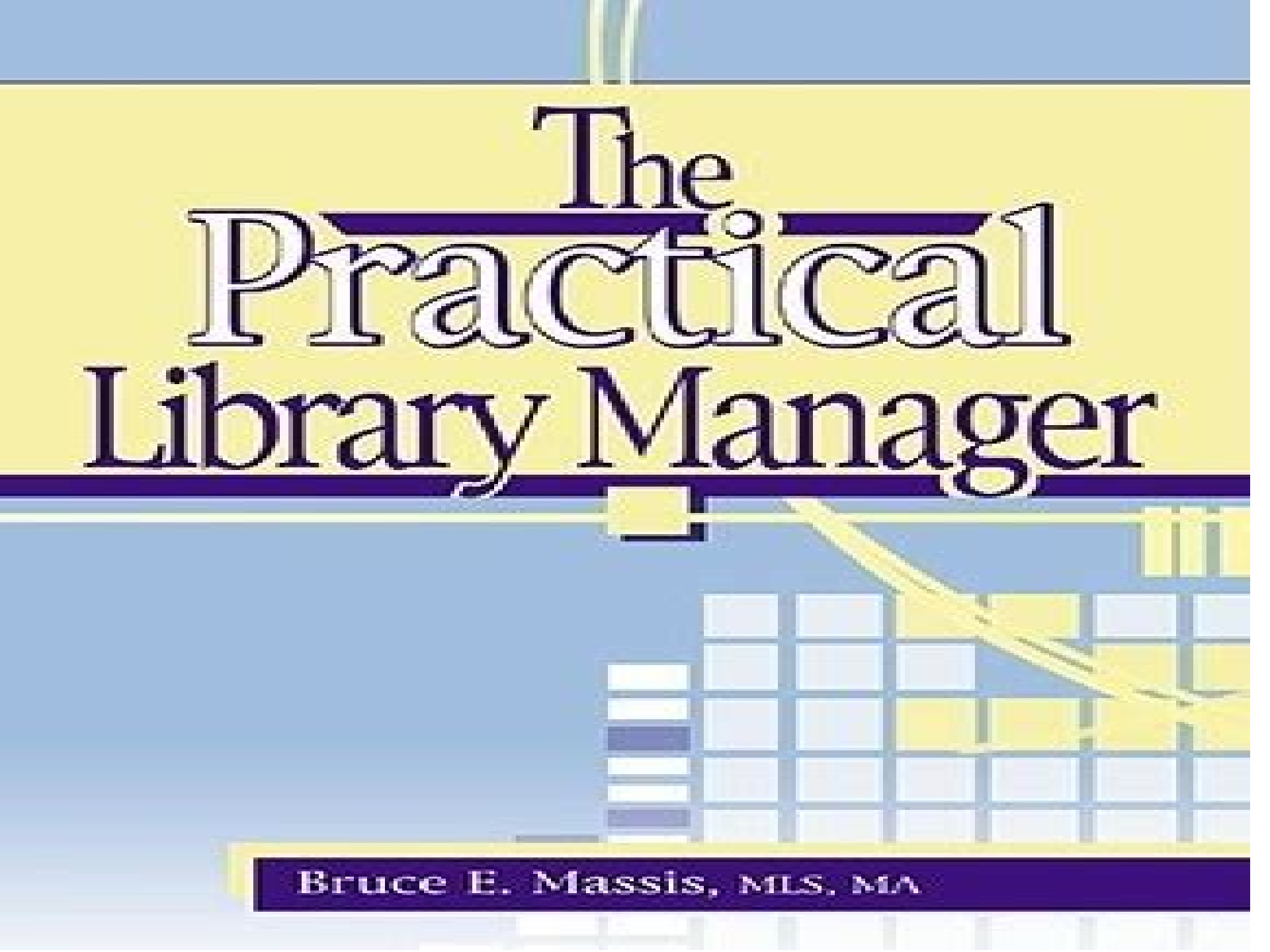


The Practical Library Manager



Bruce E. Massis, MLS, MA

Practical Library Manager

Richard Moniz



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Practical Strategies for Library Managers Joan Giesecke, 2001 Giesecki dean of libraries U of Nebraska Lincoln offers library managers practical and innovative strategies geared toward setting goals for the department and delivering first rate library services Mentoring team building decision making taking charge and working and communicating with staff at all levels are among the secrets she reveals

Library Management 101 Lisa K. Hussey, Diane L. Velasquez, 2019-04-09 In addition to providing students with a solid foundation in library management with its structured practical knowledge this impressive volume will also benefit experienced managers

The Practical Library Trainer Ruth C Carter, Bruce E Massis, 2012-10-12 Develop a library staff training program that really works To stay on top of the lightning fast changes in the library field and provide your patrons with the best service possible you need to establish and sustain an effective program for training your staff The Practical Library Trainer examines the concept of the library as a learning place for patrons and staff offering a comprehensive view of training from an administrator's perspective Bruce E Massis author of The Practical Library Manager Haworth addresses the essential issues of how to develop a strong program of continuous instruction including customer service reporting recruitment and retention of staff The book focuses on the integration of staff training as a blended activity instead of an intervention quelling the notion of training as an add on to existing staff duties The current information rich environment provides your patrons with an abundance of resources to choose from for their research needs But they can't do it alone they need direction from a knowledgeable librarian who can recognize the pedigree currency and validity of licensed resources particularly those available through electronic means The Practical Library Trainer uses the goal of long range customer service as a starting point emphasizing the return on investment possibilities from blended training methods as a key to meeting your patrons high expectations of service The book also provides examples from outside the library community to demonstrate the importance of training on a non library setting and looks at future training issues The Practical Library Trainer examines types of staff training formal informal employer provided qualifying skill improvement strategies for recruiting and retaining a staff blended learning e training in house training how to use professional conferences as continuing education opportunities how to evaluate your training program a sample of an anywhere anytime education and training program and much more The Practical Library Trainer is an important resource for making sure your patrons get the most from your library and your staff

Practical and Effective Management of Libraries Richard Moniz, 2010 Aimed at library science students and librarians with newly assigned administrative duties the book is about improving one's thinking and decision making in a role as a library manager Most librarians get very little exposure to management issues prior to finding themselves in a management role Furthermore most library science students do not expect that they will need to understand management yet they quickly find that there is

a need to understand this perspective to be effective at almost any library job Effective library management is about having some tools to make decisions such as a basic understanding of management theory and how it applies in the library environment understanding common traps we all fall into etc knowing yourself being able to motivate others fostering a diversity especially within workgroups being able to communicate effectively and having an understanding of one s organizational culture The book touches on all of these aspects of library management Provides a concise understanding of theories from management psychology etc and applies them to practical every day library issues Contains real world cases for considering how theoretical concepts might apply in real library related situations Cuts out much of the extraneous material often found in books of this kind and focuses more on what you actually need

Practical Strategies for Academic Library Managers Frances C. Wilkinson, Rebecca L. Lubas, 2016 Looking for tips on how to work towards your overall vision while remaining productive on the frontlines The book gives you fresh ideas for balancing your managerial duties with day to day responsibilities in the academic library A compilation of ideas from noted leaders in academic librarianship this book explores a wealth of topics including budgeting human resources facilities collections and IT There is also helpful advice that will help you navigate emerging areas of librarianship such as blended librarianship cross institutional collaboration and marketing the library You will learn how to manage lead and address specific library areas all at once Practical Strategies for Academic Library Managers Leading with Vision through All Levels is ideal for current professionals with an expanded scope of responsibilities and those who have had administrative duties for some time but are looking for new techniques for being a better manager The book includes an introduction written by the editors who are both associate deans in university libraries Each chapter is written by a different expert in the field providing a rich array of approaches and perspectives

Project Management for Libraries Robin A. Buser, Miriam Pollack, 2014-10-02 Library work often involves coordinating projects with many tasks and many stakeholders where cost and time limitations can be seen as opportunities Effective project management is worth learning This book provides library staffers at every level whether in public academic school or special libraries with the basic tools of project management so that they can gain confidence and an expectation of success Part I covers the terminology the philosophy the resource management and the return on investment of project management Part II introduces the basics of the methodology designed by the Project Management Institute Part III discusses practical techniques for specific types of library projects gives an introduction to agile management features success stories in library project management and describes available software The book includes many examples of project management Instructors considering this book for use in a course may request an examination copy here

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