

Managing the One-Person Library

Larry Cooperman



Managing The Public Library Professional Library Series

Adele M. Fasick



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

Small Public Library Management Jane Pearlmuter, Paul Nelson, 2012 Finally here s 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

Managing Public Libraries in the 21st Century Pat Woodrum, 1989 Prepare yourself for the challenges that are certain to be facing the public library system in the coming years Managing Public Libraries in the 21st Century predicts the types of management planning collections building funding and governing structures and services that will be needed in the 21st century The contributors address some of the most pressing questions with which the profession must be prepared to deal including What management skills will be required to administer the public library in the coming years How can educators best prepare their students for public library administration How will library funds be distributed in the future The answers to these and many other important questions are highlighted in this informative new book Public librarians as well as library school faculty and students will find this volume to be fascinating and indispensable Give 'em what They Want!

Baltimore County Public Library. Blue Ribbon Committee, 1992 Looks at how the BCPL handles such issues as facility design developing a common vision in the staff and evaluating collection use

Managing Children's Services in the Public Library Adele M. Fasick, 1998 This practical guide for planning and implementing children s services has been completely updated and revised reflecting the enormous changes in our society and the library profession Organized along the same lines as the first edition the book covers management within the department the relationship between the children s department and the larger institution and community relations Fasick addresses topics ranging from service plans goals and objectives policies and procedures to special events emergencies budgets funding efforts staff patrons communication and public relations This revised edition contains new material on writing grant proposals fund raising staff recruitment and training organizing Internet services and planning a Web site Sections on services to homeschoolers self care children and disabled persons have also been expanded An indispensable professional guide for children s librarians this book can also be used as a text in library and information studi

Strategic Library Management William Webb, Unravel the complexities of library management with this resource rich guide designed for today s career professionals While maintaining a friendly and conversational tone it delves deep into the core principles and methodologies in managing modern libraries You ll begin with an exploration of the fundamental principles of library management including mission setting user centricity stewardship and the importance of collaboration and accessibility The guide also navigates the terrain of intellectual property rights and

copyright issues providing the reader with the knowledge to ensure compliance while maximizing resource usage It sheds light on complex themes like user privacy data protection and inclusivity all of which play a pivotal role in today s digital age You ll be presented with practical insights into professional ethics disaster planning protection of library materials and the process of recovery after a disaster The guide emphasizes the value of continuous improvement innovation and strategic decision making based on data With a detailed focus on the evolving role of public libraries in the digital age this book provides strategies to adapt to changing user needs and expectations It concludes with real world case studies a template for a strategic plan and a comprehensive list of further readings and resources In essence this is a must have guide that not only teaches you what library management is but also shows you how to do it effectively This is an essential companion for library professionals aspiring to navigate the complexities of managing a library in today s ever evolving landscape

Library and Information Center Management Barbara B. Moran, Claudia J. Morner, 2017-11-16 This essential single volume textbook supplies a comprehensive introduction to library management that addresses all the functions of management specifically within the ever evolving modern library environment Strategic planning Facilities management Leadership ethics communication and motivation Human resources and staffing Change library development and innovation Marketing Measurement and evaluation Fiscal responsibility and control These are just some of the wide range of responsibilities and necessary skills of contemporary library managers not all of which are typically covered in detail in LIS educational programs Now updated and expanded for its ninth edition Libraries Unlimited s Library and Information Center Management is the core management text for library information science programs This latest text adds new information on grant writing as well as more about budgets marketing financial management assessment and evidence based management The authors include various real world examples from international settings to help readers understand and conceptualize the place of the library and information center in our global world Each chapter ends with two helpful sections that present numerous examples and opportunities to apply newly gained information Practice Your Skills and Discussion Questions

Public Library Collection Development in the Information Age Annabel Stephens, 1998-08-21 Public Library Collection Development in the Information Age discusses the increasing amounts of information that are used in collection development Case studies interviews and research are the basis for this book s suggestions to improve your collection methods without straining your library s budget It will help you acquire the most useful materials while sharing information with collaborating libraries to offer patrons the latest and largest variety of resources Discussing a topic that is scarcely addressed in collection literature this book explores ways in which one informational medium the Internet impacts materials budgets selection tools and alternative sources of information during the selection process Offering methods that apply to libraries of different sizes and financial capability Public Library Collection Development in the Information Age provides you with ideas and suggestions for the improvement of collection development methods including examining how libraries use information to plan and budget

for collection development developing a budget method that takes several factors into consideration such as population impact property tax revenues circulation reference needs and client needs centralizing selections in order to allocate additional staff time and to choose resources patrons want without sacrificing the utility of local collections building public library collections with the assistance of vendors and the five levels of vendor participation using the conspectus method to assess and organize the collections of small libraries for easier access researching three public libraries in the United Kingdom to determine how varying levels of automation affect patron resources and services To help you integrate the appropriate electronic resources into collection development policies and procedures Public Library Collection Development in the Information Age discusses which formats access methods pricing schemes and differences in scope will best meet your selection needs Containing proven strategies that will target your collection priorities and criteria to evaluate the use and effectiveness of electronic resources this book will help revise your collection development methods to satisfy the informational needs of patrons

The Practical Library Manager Ruth C Carter, Bruce E Massis, 2013-04-15 Examine the nuts and bolts of successful management in today's rapidly evolving libraries This book is an essential primer for new library managers and directors In addition to providing an overview of the practical aspects of management it is a vital reference tool for managing your library and its staff The Practical Library Manager's informative text and comprehensive bibliographies of print and electronic resources can guide you to solutions to the issues that every fledgling library manager must deal with upon appointment While there are many publications on library management The Practical Library Manager is one of very few to focus on the practical issues of staffing and the importance of continuous staff training Also unlike other books on the subject this book features a chapter that points you to relevant management texts originally written for the corporate world rather than the library profession The Practical Library Manager is the perfect single source to help you understand the challenges of staffing your library and training your staff explore new technology's impact on library workers and evaluate training programs to help them keep up ensure that your staff has the core competencies they'll need in the current climate build a virtual library decide whether your library should join a consortium and much more In the words of the author Today the most successful libraries in the country are those addressing the needs of both external and internal customers However it takes more than technology to change the working relationship between the institution and its customer The guiding force for change must include a strong and respectful relationship between the library manager and staff Much of what is written in this book can assist the fledgling manager in creating an environment of trust teamwork and respect

Small Public Library Management, Second Edition Cindy Fesemyer, Christina Jones, 2025-11-05 Most libraries in the US are small in size and rural in location And since most of them don't require a degree to be hired as Library Director many new hires step into the position with limited management or librarianship experience This handbook will quickly get new directors up to speed on managing staff drafting budgets crafting policies overseeing a building and its

collections and strengthening the library's place in the community. The authors with years of small library management experience between them offer expert guidance on all those topics and many more besides. Small public library directors at all stages of their career as well as their board members and library trustees will benefit from this handbook's up to date perspectives on what it takes to run your library in today's post pandemic politically polarized technologically advanced socially isolated world. Receive to the point advice on governance strategic planning human resources policy development facilities services and programs and other foundational tasks. Become informed on how to safeguard intellectual freedom handle challenges to materials and programming and protect patron privacy. Get pointers on broadening their personal network understanding what outside resources are available and spearheading effective advocacy and community engagement. Learn from real life Success Stories and On the Job words of wisdom sprinkled throughout the text and find adaptable templates self enrichment activities and other tools to facilitate ongoing professional development.

Creative Management of Small Public Libraries in the 21st Century Carol Smallwood, 2014-12-23 **Creative Management of Small Public Libraries in the 21st Century** is an anthology on small public libraries as centers of communities serving populations under 25 000 that make up most of the public library systems in the United States. A wide selection of topics was sought from contributors with varied backgrounds reflecting the diversity of small public libraries. The thirty two chapters are arranged Staff Programming Management Technology Networking Fundraising User Services and provide tools to lead a local public library with relevant and successful services. This volume shares a common sense approach to providing a small in staff size or budget but mighty in impact and outcome public library service. The contributors demonstrate that by turning the service delivery team outward to the community with enthusiasm and positive energy it is possible to achieve significant results. Many chapters summarize best practices that can serve as checklists for the novice library director or as a review for the more seasoned manager working through new responsibilities. Chapters are tactical focusing on specific issues for managers such as performance evaluations effective programming or e reader services. Time management is crucial in a small or rural public library as well as the challenges associated with managing Friends and volunteers. While most public libraries do not have the resources to satisfy customer expectations for instant gratification ultra convenience and state of the art technologies. The authors of this book details strategies and methods for providing top notch customer service while moving beyond customer service to the creation of meaningful customer relationships. This volume makes an important contribution to the literature by reminding us that public libraries transform communities of every size. In fact never before has the role of the public library been a more critical thread in the fabric of community life.

Fundamentals of Collection Development & Management Peggy Johnson, 2004 Taking a fresh approach this comprehensive guide outlines the step by step process of collection development and management. Expert librarian Peggy Johnson offers tips for organizing and staffing conceiving policy and creating budgets and developing marketing and evaluating collections.

Fundamentals of Collection

Development and Management Peggy Johnson, 2018-03-30 For this new fourth edition expert instructor and librarian Peggy Johnson has revised and fully updated this textbook to provide a timely and valuable new resource for LIS students and professionals Each chapter offers complete introductory coverage of one aspect of collection development and management before including numerous suggestions for further reading and study A range of practical case studies are included to illustrate and explore all of the issues discussed Content covered includes traditional management topics including organization of the collection demonstrating value 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 changes in information delivery and access technologies and how they continue to reshape the discipline the evolving needs and expectations of library users new roles for subject specialists marketing liaison activities and outreach This book will be useful as a comprehensive introduction and learning tool for LIS students a timely update 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 Some Aspects of Public Library Management

John Adams Lowe, 1926 **Handbook of Research on Inventive Digital Tools for Collection Management and Development in Modern Libraries** Thanuskodi, S., 2015-07-17 The quality of library collections depends heavily on the initial assessment requirements An accurate assessment assists with meeting the goals and missions of the library but the introduction of digital media and resources is accompanied with new challenges in measuring the effective use of the library's collection The Handbook of Research on Inventive Digital Tools for Collection Management and Development in Modern Libraries details how libraries strive to bridge traditional collections with their new digital counterparts Providing real world examples and analysis of the modern library this publication is a timely reference source for professionals and researchers in the fields of library and information science as well as executives interested in information and organizational development

Library Management Problems Today Wayne Disher, 2021-03-25 Here's the first comprehensive case studies in library management book to be published since 1981 The book uses case studies gleaned from TODAY'S library world to help students take analytical approaches to library problems Much research points to the fact that students are more inductive than deductive reasoners Therefore books like this which provide actual examples to explore and think about are far more useful than many of the existing texts which start with theory and basic principles Case studies are often used in business law and medical schools This book will facilitate instructors pushing want students to explore how what they have learned applies to real world situations Cases are organized in six sections that parallel basic library management functions Planning Organizing Leading Controlling Staffing Communicating Each section features case studies each with the case description and three responses from library leaders from a wide variety of library types and sizes Library Management Problems Today Case Studies will allow students to put themselves in the center of actual library problems and ask What

would I do **Supervision and Management** Marie Keen Shaw, Hali R. Keeler, 2018-09-18 Many library support staff LSS who do not have management training will assume supervisory roles in library services during their careers This book is written to help LSS understand support and apply the basic principles of library supervision and management in their work on the topics of regulations and bylaws hiring staff performance expectations leadership and professional learning Readers will learn how to engage in effective decision making and participate in productive library meetings The importance of library policies and procedures are explained through many practical examples The scope of the book addresses many different aspects and examples of library management and how LSS can seek supportive roles to enhance library services and programs Chapters are written on these topics Basic regulations and bylaws Principles of management Hiring Staff performance expectations Leadership professional learning Library policies and procedures The book also addresses budget fundraising and grants partnerships community demographics marketing goal management customer service conducting meetings and effective decision making This book is aligned with the revised ALA LSSC competency standards for management and supervision and may be used as a textbook by instructors of Library Science programs or as a reference manual for library support staff who are learning on the job about the ever changing environment of working with others

Manual of Library Economy James Duff Brown, 1903 Organization, Administration, and Management of the Los Angeles Public Library Los Angeles (Calif.). Bureau of Budget and Efficiency, 1951 Quarterly Bulletin of the Providence Public Library Providence Public Library (R.I.), 1924

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