

Library Management Tips That Work

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The No-nonsense Guide to Leadership, Management and Team Working - Barbara Allan 2019-04-26

This book provides a straight forward and pragmatic guide to leadership, management and team working in contemporary library and information services. Contemporary managers and leaders in library and information services are working in a challenging context; dealing with multiple demands on their time, expertise and resources. This book translates theories in team work, management and leadership into practical guidance backed up with examples and case studies from current library and information workers globally. There is a focus on attitudes, values and practices that make for good leadership and management. The book covers: -analysing your environment, understanding culture and developing strategies -working in the senior team and making an impact -confident leadership and management, decision making, problem solving and managing crises -leading, managing and supervising your team, establishing working practices and conflict management -delegation, dealing with overload and evaluating outcomes -managing large and small projects and the people side of projects -innovation and management of the change process -communications, managing e-mails and text messages and effective use of social media -recruitment and selection and performance management -managing and leading complex teams including collaborative, multi-professional, partnership and virtual teams -budgeting, managing finances, tendering, crowdfunding and

taking part in audits -managing work/life balance, coaching and mentoring, emotional intelligence, resilience and mindfulness. The No-Nonsense Guide to Leadership, Management and Teamwork is a book that a new or aspiring manager or team leader will use to guide them through the first few years in their new role. It will also provide guidance and support to new or aspiring directors of library services and help them to navigate their way through decision making and problem solving at senior levels. In addition, individual practitioners who are struggling to understand the management and leadership practices that they are experiencing may find that it helps them to make sense of their current environment.

Lean Library Management - John J. Huber 2011

Libraries today face reduced budgets, increased customer expectations, and aggressive competition from web-based information sources. Management guru John Huber, a pioneer and leader in the Lean Manufacturing movement, has worked as a consultant with libraries across North America. In this new book, he show you how to apply Lean principles and practices--how making small, simple changes in everyday routines will reap large time- and money-saving results. You'll learn how to: create a culture of change ; define and streamline your library's service delivery chains ; transform everyday operations like placing customer reserves and technical service processes ; implement performance measures that can drive continuous improvement ; apply

Lean techniques in digital operations. Ten years of success-proven strategies and success stories from libraries where John Huber has partnered are included throughout. by learning and applying these principles, you library will dramatically improve efficiency, service performance, and service lead times. --Publisher's description.

HBR Management Tips Collection (2 Books) - Harvard Business Review 2020-12-08

Quick, practical management advice from Harvard Business Review to help you do your job better. Drawing from HBR's popular Management Tip of the Day newsletter, these concise, handy guides are packed with easy-to-read tips on a broad range of topics. Each book puts the best management practices and insights, from top thinkers in the field, right at your fingertips. Pick one up any time you have a few minutes to spare, and you'll have a fresh, powerful idea you can immediately put into action. This collection includes the original best-selling Management Tips and the newly released Management Tips 2.

How to Thrive as a Solo Librarian - Carol Smallwood 2011-09-16

How to Thrive as a Solo Librarian is a compilation of chapters by librarians offering advice to colleagues who must work alone or with very limited help. The contributors come from schools and colleges, special and corporate archives, public libraries, and seasoned LIS faculty across the United States and abroad who are familiar with the vigor, dedication, and creativity necessary for solo librarians. As noted in the Foreword, "In many ways, solo librarianship demands more communication and collaboration than librarians might experience in larger multi-employee libraries." Despite the fact that most of the authors are currently working alone in their library or archives, they do not work in a vacuum. These chapters aim to help librarians thrive in the demanding environment that exists for the solo librarian. Topics covered include time management, community involvement, public relations and marketing, professional development, internet-based ideas, administrative tasks, assessing and moving collections, and general overviews. How to Thrive as a Solo Librarian will be useful for all professionals and students in the field of librarianship.

Pre- and Post-Retirement Tips for Librarians - Carol Smallwood 2011-11-17

Smallwood's volume offers insight, inspiration, and tips for those already retired as well as those thinking about retiring.

National Conference on Management of Modern Libraries (NACML) - K. Shivananda Bhat 2014-07-15

With the advent of the information and communication technologies, traditional library activities are undergoing transformation in a big way. Modern library's collection includes a vast array of information resources, databases, electronic journals, e-books, digital images, institutional repositories etc. To manage a modern library, library professionals need to have awareness and knowledge on management of electronic resources, federated and discovered tools for single click search, literature techniques, application of RFID and other technologies, user needs and knowledge on soft skills etc. Keeping these perspectives and issues in mind the National Conference on Management of Modern Libraries (NACML) was organized by SEARCH- The health science library in association with the department of Library and Information Science, Manipal University, Manipal The main objective of the conference was to provide an opportunity to LIS professional to explore the ways and means to manage the modern libraries where electronic resources are playing an important role in meeting the information needs of the users and to explore, discuss and share ideas and knowledge related to innovative modern library management systems to meet the needs of the changing environment. In five technical sessions under five different categories titled Technologies for Management, Best Practice in Modern Libraries, digital libraries and Role of Library Professionals in Management of Modern Libraries held over the two days, total 51 papers were presented at the conference. Various challenges and issues related to management of modern libraries were discussed in the technical sessions and some of the authors shared the best practices of their libraries. The author highlighted the importance of digital libraries and stressed the needs of various skills to work in digital environment. The papers presented in the conference

have been edited and brought out in the form of a conference proceedings.

Library Management Tips that Work - Carol Smallwood 2011-06-30
Written by contributors from across the field, this eclectic guide offers best practices suitable for managers in all types of libraries.

Library Management 101 - Lisa K. Hussey 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.

How to STEM - Carol Smallwood 2013-12-05

During the past few years, groups like the President's Council of Advisors on Science and Technology, Center for Education have been placing great emphasis on the significance of STEM (science, technology, engineering, and math) education. In brief, the US is seen as falling behind the rest of the world in science and technology education. In response, the curricula have been revised in many educational institutions and school districts across the country. It is clear that for STEM to be successful, other community organizations, most particularly libraries, need to be closely involved in the process. Library staff realize the importance of getting involved in STEM education, but many have difficulty finding comprehensive information that will help them plan and successfully implement STEM direction in their organization. This book is designed to meet that need. It is timely and relevant. *How to STEM: Science, Technology, Engineering, and Math Education in Libraries* is by and for libraries who are involved in contributing efforts into advancing these subjects. It is organized in 9 parts including funding, grant writing, community partnerships, outreach, research, and examples of specific programming activities. Authors are drawn from the professional staffs of educational institutions, libraries, and non-profit organizations such as science museums. The book contains eight parts, each emphasizing a different aspect of how to succeed with STEM. Part 1 emphasizes how hands-on activities that are both fun and educational can be used to further STEM awareness. Parts 2 and 3 contain chapters on the uniting of STEM with Information Literacy. Innovative collection development

ideas are discussed in Part 4 and Part 5 focuses on research and publishing. Outreach is the theme of Part 6 and the programs described in these chapters offer an array of ways to connect with students of all ages. The final section of *How to STEM: Science, Technology, Engineering, and Math Education in Libraries* addresses the funding of these programs. Librarians of all types will be pleased to discover easy-to-implement suggestions for collaborative efforts, many rich and diverse programming ideas, strategies for improving reference services and library instruction to speakers of English as a second language, marketing and promotional tips designed to welcome multicultural patrons into the library, and much more.

Disaster Planning for Special Libraries - Guy Robertson 2020-11-27
Disaster Planning for Special Libraries contains a guide for developing and maintaining disaster plans for small special libraries and related work units. This volume serves as a reference resource, not only for people who have never considered the disaster planning process, but also for experienced planners interested in a variety of approaches to different aspects of planning. The author discusses the role of the special librarian in the planning process and considers the relationship between special libraries and their host organizations. He emphasizes the importance of coordinating a special library's plan with any in place for its host organization, and encourages librarians to demonstrate their planning skills for organization-wide benefits. Early chapters summarize the initial phases of the planning process, which include preparedness and response measures. Subsequent chapters cover the assessment of damage to special library facilities and assets, the implications of declaring a disaster, the development of strategic alliances with key suppliers, orientation and training, succession planning, operational resumption, the normalization of library operations, and auditing a disaster plan. The concluding chapter discusses concerns that special librarians might have with regard to the future and its risks. Appendices include examples of a risk assessment and analysis and a risk mitigation program, a strike and protest plan, an emergency equipment inspection and audit report, a pandemic management program, and disaster

response manager's kit. Presents essential information in an accessible manner Considers the disaster-related needs and experiences of special library personnel Discusses a variety of risks to special libraries in different kinds of physical locations Offers different approaches to a broad range of disaster planning topics in special libraries Provides examples of essential planning documentation

Library and Information Science - Michael 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.

Library Management Tips that Work - Carol Smallwood 2011

There's no shortage of library management books out there--but how many of them actually tackle the little details of day-to-day management, the hard-to-categorize things that slip through the cracks of a larger handbook? "Library Management Tips that Work" does exactly that, addressing dozens of such issues facing library managers, including: (1) How to create a job manual, and keep staff accountable; (2) Keeping your library board in the loop; (3) Using numbers to make your case; (4) Dealing with unreturned library materials; (5) Methods for managing multiple libraries with one fte librarian; (6) Retaining services despite budget cuts and staff shortages; and (7) Public relations on a shoestring.

This book is divided into five parts. Part I, The Manager Role, contains the following: (1) Beating the Clock: Adaptive Time Management in a Fluid Environment (Geoffrey P. Timms); (2) Creating Manuals for Job Duties (Holly Flynn); (3) How to Manage Serving Students of Generational Poverty (Kris Baughman and Rebecca Marcum Parker); (4) How to Protect Your Library from Employment Discrimination Claims (Michael A. Germano); (5) Managing Emergencies: What to Do When Basic or Big Disasters Strike (Sian Brannon and Kimberly Wells); (6) Creating a Staff Accountability System (Terry Ann Lawler); (7) Planning Ahead: Time Management in Defining Goals (Geoffrey P. Timms); (8) Transforming an Off-Campus Library from Empty Space to Award Winner in One Year (Seamus Scanlon); (9) When You're Not (Exactly) the Boss:

How to Manage Effectively in a "Coordinator" Role (Kim Becnel); and (10) Communication and Staff Awareness in the Branch Library (Jason Kuhl). Part ii, Running a Library, contains the following: (11) ASSURE-ing Your Collection (Roxanne Myers Spencer and Barbara Fiehn); (12) Billy Club: a Model for Dealing with Unreturned Library Materials (Suzann Holland); (13) Collaboration for Library Collection Acquisition (Lorette S.J. Weldon); (14) Community Partnerships: The Key to Providing Programs in a Recession (Ashanti White); (15) cvl Leads: Mentorship and Leadership (Robin Shader); (16) How to Manage a Student-Centric Library Service for Nontraditional Users (Seamus Scanlon); (17) Managing Overnight (Ken Johnson and Susan Jennings); (18) Managing More Than One School Library with One fte Librarian (Kris Baughman and Rebecca Marcum Parker); (19) Management Tips for Merging Multiple Service Points (Colleen S. Harris); (20) SuperStarz: An Experience in Grant Project Management (Vera Gubnitskaia); (21) Utilizing Retired Individuals as Volunteers (Ashanti White); and (22) Weeding as Affective Response, or "I Just Can't Throw This Out!" (Barbara Fiehn and Roxanne Myers Spencer). Part iii, Information Technology, contains the following: (23) Facebook for Student Assistants (Susan Jennings and Ken Johnson); (24) Improving Communication with Blogs (Alice B. Ruleman); (25) Improving Productivity with Google Apps (Suzann Holland); (26) Partnering with Information Technology at the Reference Desk: a Model for Success (Jeffrey A. Franks); (27) Putting Missing Pieces from the Collection Together with SharePoint (Lorette S.J. Weldon); (28) Real-Life Management Using Virtual Tools (Vera Gubnitskaia); (29) Session Control Software for Community Users in an Academic Library (Jeffrey A. Franks); (30) To Friend or Not to Friend: The Facebook Question (Kim Becnel); and (31) Why a Wiki? How Wikis Help Get Work Done (Alice B. Ruleman). Part iv, Staff, contains the following: (32) Millennials, Gen-X, Gen-Y, and Boomers, Oh My! Managing Multiple Generations in the Library (Colleen S. Harris); (33) Hiring and Training Graduate Assistants for the Academic Library (Erin O'Toole); (34) Managing for Emergencies: What to Do before, during, and after Disaster (Sian Brannon and Kimberly Wells); (35) Managing

Librarians and Staff with Young Children (Holly Flynn); (36) Mentoring Graduate Assistants in the Academic Library (Erin O'Toole); (37) New Employee Orientation (Bradley Tolppanen and Janice Derr); (38) Discrimination in Employment: An Overview for Library Managers (Michael A. Germano); (39) Obtaining Compliance from Underperforming Employees: Talking It Through (Terry Ann Lawler); (40) Planning for Change: Ensuring Staff Commitment (Jason Kuhl); (41) Shadow and Learn: Knowing Your Staff (Robin Shader); and (42) Staff Shortages (Bradley Tolppanen and Janice Derr). Part v, Public Relations, contains the following: (43) No Surprises: Keeping Your Board in the Loop (Lynn Hawkins); (44) Board Meetings That Work (James B. Casey); (45) Library Partners: Cooperating with Other Nonprofits (John Helling); (46) Portraits in a Small Town: Balancing Access and Privacy with a Local History Photography Collection (John Helling); (47) Using Numbers to Make Your Case (James B. Casey); and (48) Staying in the Game: Public Relations on a Shoestring (Lynn Hawkins). An index is included.

Library Management Quarterly - 1998

Library Management 101 - Diane L. Velasquez 2013-07-10

Knowing the principles of general management is both useful and necessary for LIS students, but learning management techniques specific to the world of libraries is no less important. Created to fill a surprising educational void, this edited volume focuses on best practices from library management experts teaching in LIS programs across the country. Among the many topics discussed are Classic and contemporary theories of management, and how they apply to the library Human resource planning Marketing and public relations Negotiations, mediation, and financial management of the library Facilities management Information technology management and future trends Change management and organizational culture Ethics and confidentiality In addition to providing students with a solid foundation in library management, experienced managers will also benefit from the structured, practical knowledge included in this impressive volume.

Managing in the Middle - Robert Farrell (Professor) 2013

"Fully a third of all library supervisors are "managing in the middle: " reporting to top-level managers while managing teams of peers or paraprofessional staff in some capacity. This practical handbook is here to assist middle managers navigate their way through the challenges of multitasking and continual gear-shifting. The broad range of contributors from academic and public libraries in this volume help librarians face personal and professional challenges by Linking theoretical ideas about mid-level management to real-world situations Presenting ways to sharpen crucial skills such as communication, productivity, delegation, and performance management Offering specific advice on everything from supervision to surviving layoffs Being a middle manager can be a difficult job, but the range of perspectives in this book offer strategies and tips to make it easier."

Library Partnerships with Writers and Poets - Vera Gubnitskaia

2017-02-19

Libraries and writers have always had a close working relationship. Rapid advances in technology have not changed the nontechnical basis of that cooperation: author talks, book signings and readings are as popular as ever, as are workshops and festivals. This collection of 29 new essays from nearly 50 contributors from across the United States presents a variety of projects, programs and services to help librarians establish relationships with the literary world, promote literature to the public and foster creativity in their communities.

Practical Strategies for Academic Library Managers - Frances C.

Wilkinson 2015-11-10

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. * Presents the first approach to managing, leading, and practicing simultaneously * Incorporates chapters written by 10 different experts from organizations across the country * Addresses the need for professionals with expanding management roles to engage higher administration * Includes a foreword written by a former ALA president

Law Librarianship in Academic Libraries - Yemisi Dina 2015-04-10

In the last two decades, advancement in technology has transformed every aspect of librarianship. Law Librarianship in Academic Law Libraries discusses issues and model practices in academic law libraries. This text will help librarians and library school students understand the operation, resources and facilities that are available in the academic law library. It explains the practices and trends that are widely practiced in different parts of the world. This book describes the expectations of an aspiring professional with an interest in specializing in law librarianship; revealing facts pertaining to management and administration which are not necessarily taught in library schools. The first chapter introduces the history of academic law libraries, and defines law librarianship. The remaining chapters are dedicated to different aspects of law librarianship including the importance of emerging technologies and how they are implemented in the academic law libraries setting, finishing with a concluding chapter on global opportunities available for law librarians. Provides an insight to academic law librarianship practices Practical tips on building a career in academic law librarianship Describes in detail the education and professional development opportunities for academic law librarianship Features customized classification schemes that have been used in academic law libraries

School Library Management, 8th Edition - Carl A. Harvey II
2022-04-30

This 8th edition of School Library Management offers a fully updated collection of articles designed to guide both new and practicing school librarians. It gathers information about the issues and trends in the field, programming ideas, and advice from school library leaders. Contemporary articles from the past five years of School Library Connection bring this edition up to the present. Carefully curated chapters address today's best practices to improve school library programs, integrating technology considerations throughout each of the sections. Authors cover timely topics such as equity, diversity, and inclusion; budgets; copyright; librarian professional development; evaluation; and advocacy. Each chapter begins with an introduction to

put issues into context and ends with activities that will help librarians further explore. All readers will appreciate this volume as "one-stop shopping" for readings that address best practices in light of major new guiding documents and standards in the school library field.

Practical Tips for Successful Library Management - Leo Appleton
2022-04-30

This book draws on an international field and all types of library sector to support library managers in their management and leadership vocations. *Library and Information Center Management, 9th Edition* - Barbara B. Moran 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. • The latest edition of a best-selling core management text—now in its ninth edition—covering all the management functions of libraries and information centers • Supplies new discussion topics, examples of management challenges, and case studies • Provides a global perspective on library management • Contains new discussion topics and case studies and offers supplementary online materials • Includes "Chapter Takeaways," a list of topics that the reader should understand after reading the chapter; "Management on the Job" sections referencing a specific journal article that demonstrates the chapter topic; and "Talk about It" and "Practice Your Skills" segments that offer readers a chance to demonstrate what they are learning

Resources in Education - 1995-05

How to Thrive as a Solo Librarian - Carol Smallwood 2012

How to Thrive as a Solo Librarian is a compilation of chapters by librarians offering advice to colleagues who must work alone or with very limited help. The contributors come from schools and colleges, special and corporate archives, public libraries, and seasoned LIS faculty across the United States and abroad who are familiar with the vigor, dedication, and creativity necessary for solo librarians. As noted in the Foreword, "In many ways, solo librarianship demands more communication and

collaboration than librarians might experience in larger multi-employee libraries." Despite the fact that most of the authors are currently working alone in their library or archives, they do not work in a vacuum. These chapters aim to help librarians thrive in the demanding environment that exists for the solo librarian. Topics covered include time management, community involvement, public relations and marketing, professional development, internet-based ideas, administrative tasks, assessing and moving collections, and general overviews. How to Thrive as a Solo Librarian will be useful for all professionals and students in the field of librarianship.

Library Science and Administration: Concepts, Methodologies, Tools, and Applications - Management Association, Information Resources 2017-11-30

Effective administration of libraries is a crucial part of delivering library services to the public. To develop and implement best practices, librarians must be aware and informed of the recent advances in library administration. *Library Science and Administration: Concepts, Methodologies, Tools, and Applications* is a comprehensive reference source for the latest scholarly material on trends, techniques, and management of libraries and examines the benefits and challenges of library administration. Highlighting a range of pertinent topics such as digital libraries, information sciences, and academic libraries, this multi-volume book is ideally designed for academicians, researchers, practitioners, and librarians seeking current research on library science and administration.

Bringing the Arts into the Library - Carol Smallwood 2014

Using a library's facilities to bring arts to the community is not only a valuable service, but also a wonderful marketing and outreach opportunity, a tangible way to show the public that libraries offer value, thus shoring up grassroots support. Editor Smallwood has combed the country finding examples of programs implemented by a variety of different types of libraries to enrich, educate, and entertain patrons through the arts. Her book shares such successful efforts as Poetry programs in the public library Gatherings for local authors at the

community college Creative writing in middle schools Multicultural arts presentations at the university library Initiatives to fight illiteracy through the arts The amazing creativity and resourcefulness found in each example provide practical models which can be adapted to any library environment, inspiring librarians looking for unique programming ideas.

Library Services for Multicultural Patrons - Carol Smallwood 2013
Library Services for Multicultural Patrons provides librarians of all types who want to better serve the multicultural groups in their communities with easy-to-implement suggestions for collaborative efforts, many rich and diverse programming ideas, strategies for improving reference services and library instruction to speakers of English as a second language, marketing and promotional tips designed to welcome multicultural patrons into the library, and much more.

LIS Career Sourcebook: Managing and Maximizing Every Step of Your Career - G. Kim Dority 2012-10-03

A must-have guide of professional development resources for library staff at every phase of their career—from those just entering the field, to paraprofessionals building a career trajectory, to seasoned librarians looking to explore additional career options. • A career lifecycle approach to building a career in the library and information sciences field • Practical guidance and resources for every stage of a career • Resource annotations detail the importance of a particular source • A comprehensive list of resources for further reading

Advancing Library Education - Ari Sigal 2013-03-31

As learning moves into a more innovative and technologically savvy environment, it becomes increasingly important that library education continues to adapt and understand the resources that are available. *Advancing Library Education: Technological Innovation and Instructional Design* aims to provide relevant theoretical frameworks, empirical research, and new understandings for those interested in Library and Information Science and the impact new techniques and technologies are having in this area. Librarians, academics, and researchers will benefit from this careful look into current advancements in their field.

Time and Project Management Strategies for Librarians - Carol Smallwood 2013-05-16

As budgets for libraries continue to shrink, the key challenge facing the 21st century librarian is finding how to do more with less. This book features more than thirty essays that provide valuable tips for the professional who must cope with increasing demands upon their resources. Librarians will get tips on how to identify the most important tasks for the library; eliminate non-essential functions and processes; increase reliance on volunteers, interns, and students; optimize daily routines; and more.

School Library Management, 7th Edition - Gail K. Dickinson 2015-01-26

This book compiles selected articles from Library Media Connection to help school librarians and pre-service librarians learn about how to implement best practices for school library management. • An outstanding LIS textbook that addresses the latest standards, guidelines, and technologies for the field and offers a blueprint for developing a strong school library program • A comprehensive listing of resources that includes websites, blogs, videos, and books • Articles written by distinguished practitioners and industry icons • Suggestions for using new technologies to achieve learning outcomes • A compilation of the most useful articles from Library Media Connection

A History of ALA Policy on Intellectual Freedom - Office for Intellectual Freedom (OIF) 2015-07-01

Collecting several key documents and policy statements, this supplement to the ninth edition of the Intellectual Freedom Manual traces a history of ALA's commitment to fighting censorship. An introductory essay by Judith Krug and Candace Morgan, updated by OIF Director Barbara Jones, sketches out an overview of ALA policy on intellectual freedom. An important resource, this volume includes documents which discuss such foundational issues as The Library Bill of Rights Protecting the freedom to read ALA's Code of Ethics How to respond to challenges and concerns about library resources Minors and internet activity Meeting rooms, bulletin boards, and exhibits Copyright Privacy, including the retention of library usage records

Career Opportunities in Library and Information Science - T. Allan Taylor 2009

Whether you're a student or a professional ready for a career change, you'll find in this invaluable book everything you need to know to start an exciting career or alter the direction of your current career in library and/or information science. Features include a quick-reference Career Profile for each job summarizing its notable features, a Career Ladder illustrating frequent routes to and from the position described, and a comprehensive text pointing out special skills, education, training, and various associations relevant to each post. Appendixes list educational institutions, periodicals and directories, professional associations, and useful industry Web sites.

So You're Going to Run a Library - Dave Sutton 1995

Designed to help novices get started in providing basic-level services to patrons of their library, this book separates professional tasks from others, indicating when expertise is needed above and beyond the use of common sense and natural organization skills. The author's A-to-Z approach covers the entire realm of a librarian's responsibilities, offering simple and straightforward advice on topics that range from shelf arrangement, classification systems, and reference services to collection development, staff management, and self-evaluation. With a multitude of ideas, tips, and guidelines and an annotated bibliography of professional reading, a glossary, a list of library abbreviations, job descriptions, evaluation forms, and a list of professional associations, the book is a treasury of information for beginners.

Research Methods in Library and Information Science, 7th Edition - Lynn Silipigni Connaway 2021-05-31

The seventh edition of this frequently adopted textbook features new or expanded sections on social justice research, data analysis software, scholarly identity research, social networking, data science, and data visualization, among other topics. It continues to include discipline experts' voices. The revised seventh edition of this popular text provides instruction and guidance for professionals and students in library and information science who want to conduct research and publish findings,

as well as for practicing professionals who want a broad overview of the current literature. Providing a broad introduction to research design, the authors include principles, data collection techniques, and analyses of quantitative and qualitative methods, as well as advantages and limitations of each method and updated bibliographies. Chapters cover the scientific method, sampling, validity, reliability, and ethical concerns along with quantitative and qualitative methods. LIS students and professionals will consult this text not only for instruction on conducting research but also for guidance in critically reading and evaluating research publications, proposals, and reports. As in the previous edition, discipline experts provide advice, tips, and strategies for completing research projects, dissertations, and theses; writing grants; overcoming writer's block; collaborating with colleagues; and working with outside consultants. Journal and book editors discuss how to publish and identify best practices and understudied topics, as well as what they look for in submissions. Features new or expanded sections on social justice research; virtual collaboration, data collection, and dissemination; scholarly communication; computer-assisted qualitative and quantitative data analysis; scholarly identity research and guidelines; data science; and visualization of quantitative and qualitative data Provides a broad and comprehensive overview and update, especially of research published over the past five years Highlights school, public, and academic research findings Relies on the coauthors' expertise in research design, securing grant funding, and using the latest technology and data analysis software

Positive Classroom Management Skills for School Librarians - Kay Bishop 2012-01-30

Some students are more "challenging" than most. This book helps school librarians prevent, deal with, and overcome discipline problems they may face when communicating with K-12 students.

Small Public Library Management - Jane Pearlmuter 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.

Continuing Education for Librarians - Carol Smallwood, 2013-01-30

It is an exciting time to be a librarian. Advances in technology have let libraries expand far beyond walls and lead the way in information delivery, while transforming the physical library into a place where customers can connect to information in new ways. It is also a challenging time to be a librarian. With continual change as the new normal, staying current can seem overwhelming. Even as they face budget shortfalls and staff reductions, librarians are tasked with finding the time and resources to keep abreast of rapid changes. This book offers a cornucopia of practical advice about how to acquire new skills (and formal and informal credentials) through all stages of a career. The 27 essays cover formal and online education, conferences, fellowships, workshops, networking, teaching, mentoring, balancing personal with professional lives, and money matters—and are filled with practical, honest and real-world advice.

Management Basics for Information Professionals, Third Edition - G. Edward Evans 2013

Reflecting the rapidly changing information services environment, the third edition of this bestselling title offers updates and a broader scope to make it an even more comprehensive introduction to library management. Addressing the basic skills good library managers must exercise throughout their careers, this edition includes a completely new chapter on management ethics. Evans and Alire also pay close attention to management in "new normal" straitened economic conditions and offer updates on technological topics like social media. Among the areas covered are The managerial environment, including organizational skill sets, the importance of a people-friendly organization, and legal issues Managerial skills such as planning, accountability, trust and delegation, decision making, principles of effective organizational communication, fostering change and innovation, quality control, and marketing Key points on leadership, team-building, and human resource management Budget, resource, and technology management Why ethics matter Tips for planning a library career, with a look at the work/life debate

Library Management for the Digital Age - Julie Todaro 2014-06-05

This revolutionary introduction to library management is the first conceived in and written for a digital age. Library Management for the Digital Age covers hierarchies, policies, communication, working relationships, facilities, human resources, settings, customer services, budgeting, and emergency management.

Job Stress and the Librarian - Linda Burkey Wade 2013-08-03

Practicing academic, public, school and special librarians and LIS faculty in the United States offer practical how-to essays on managing stress as working librarians. Creative methods of diffusing stress are emphasized,

adaptive to various types of libraries and job descriptions. The book is divided into several parts: Defusing and Reducing Conflict at Work; Stress Management; Library Programs for Patrons and Staff; Balancing the Professional and the Personal; Juggling Responsibilities; Easing Stress on a Budget; Overcoming Challenges; and Navigating Career Transitions. Facing budget and staff cuts, increasingly diverse patrons, and rapidly changing technology, librarians have stressful jobs and this collection helps meet a concrete need.