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A Selection of Readings for Librarians



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The Management Process Ruth J. Person, 1983 **The Management Process** Ruth J. Person, 1983 *American Reference Books Annual* Bohdan S. Wynar, 1984 1970 issued in 2 vols v 1 General reference social sciences history economics business v 2 Fine arts humanities science and engineering *The Small Library Manager's Handbook* Alice Graves, 2014-10-16 The Small Library Manager's Handbook is for librarians working in all types of small libraries It covers the everyday nuts and bolts operations that all librarians must perform Following an introduction 27 chapters are arranged in six major parts Management including staffing working with volunteers and annual reports Marketing including social networking and how to prove your library's worth to your boss Money including budgeting and grant writing Services including reference and circulation Collection Development including assessment and weeding and Professional Development including free webinars YouTube videos and networking Each chapter is written by an expert The chapter authors work in academic public and special libraries They work in hospitals prisons museums colleges courthouses and corporations Their libraries consist of books across the Library of Congress or Dewey Decimal system and they work in specialized libraries that use a limited range of cataloging possibilities Librarians in small libraries wear many hats This handbook written by experts who are small librarians themselves will help all small librarians to do multiple jobs at the same time **Collection Development and Management for 21st Century Library Collections** Vicki L. Gregory, 2019-01-25 Packed with discussion questions activities suggested references selected readings and many other features that speak directly to students and library professionals Gregory's Collection Development and Management for 21st Century Library Collections is a comprehensive handbook **The Special Librarian as a Supervisor Or Middle Manager** Martha J. Bailey, 1986

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Publications - American Library Association American Library Association, 1989 College and Research Libraries, 1985 Includes section Book reviews Mar 1940 Developing an Outstanding Core Collection Carol Alabaster, 2010-02-26 Carol Alabaster focuses on developing a collection with high quality materials while saving time and money *Managing a Library Binding Program* Association of Research Libraries, 1993 Library binding is one of the activities typically included in newly created preservation departments but librarians continue to discover that transforming a traditional binding program into one that better meets preservation objectives requires considerable investment of time This resource guide is intended to help libraries review their binding activities from a preservation perspective through the following 1 suggesting a strategy for gaining expertise through reading and observation 2 outlining a plan for evaluating the library's and the binder's practices and policies 3 presenting a strategy for initiating change and 4 identifying issues that merit attention and discussion Thirty six articles dealing with a binding program and relations with a binder are presented A bibliography lists an additional 18 sources for further reading SLD *Library Literature*, 1985 Library Literature H.W. Wilson Company, 1934

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