

SMALL LIBRARIES

SECOND EDITION

*A Handbook for
Successful Management*



SALLY GARDNER REED

Small Libraries A Handbook For Successful Management

Jicheng Xie



Small Libraries A Handbook For Successful Management:

Small Libraries Sally Gardner Reed, 2002-06-12 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

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includes worksheets models checklists and a variety of anecdotes and examples illustrating the suggestions in action

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