

SMALL LIBRARIES

SECOND EDITION

*A Handbook for
Successful Management*



SALLY GARDNER REED

Small Libraries A Handbook For Successful Management

J Rink



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

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

Administration of the Public Library Alice Gertzog, Edwin P. Beckerman, 2003 Now available in paperback The Administrative of the Public Library is a comprehensive approach to contemporary public library concerns It combines theory and practical advice as it addresses in a simple logical clear and jargon free fashion public library policies procedures resources and human relations Based on the premise that library administration entails not only familiarity with management principles but intimate knowledge of the products and processes for which it is responsible the book covers input functions collection development technology technical services public services outreach information circulation youth readers as well as important traditional management topics staff directors finance buildings and public relations All of these are developed within a system political historical and social context The text uses as its model Guy R Lyle's Administration of the College Library and is designed for students and practicing librarians alike

The Branch Librarians' Handbook Vickie Rivers, 2014-11-18 Libraries are integral parts of communities and patrons have visited them in record numbers over recent years According to the American Library Association 64 percent of people surveyed in the United States have visited their local libraries in the past year Branch librarians especially are striving to meet the various needs of their communities in addition to books and Internet access many branch libraries have videos books on tape and CD DVDs and even art prints

available to their patrons This handbook covers a wide variety of issues that the branch librarian must deal with every day Chapters are devoted to mission statements the Dallas Public Library and Dayton Metro Library mission statements are highlighted as examples library systems boards of trustees friends of libraries administration bosses professionalism professional organizations time management effective supervision staffs security guards computer databases courier services branch management collection development service desks homeschoolers Spanish speaking patrons homeless patrons problem patrons community programming and outreach

The Volunteer Library Linda S. Fox, 1999-01-01 Even a small public library can demand tremendous personal and material investments In communities struggling to find the means to support a library an institution started and staffed by volunteers inspired by a love for books and learning can be an ideal solution However the intricacies of such an undertaking may seem overwhelming This work provides practical tested advice on planning developing and maintaining the volunteer based library A valuable guide for any library that enlists volunteers in any capacity the book includes worksheets models checklists and a variety of anecdotes and examples illustrating the suggestions in action

New Directions in Reference Bryon D. Anderson, 2012-12-06 Design and deliver traditional reference services in new and innovative ways Librarians work in an environment of constant change created by new technology budget restraints inflationary costs and rising user expectations New Directions in Reference examines how they can use new and innovative methods to design and deliver traditional reference services in a wide range of settings The book s contributors relate first hand experiences in libraries large and small public and academic and urban and rural dealing with a variety of changes including virtual reference music reference self service interlibrary loan e mail reference and copyright law Change isn t new to libraries but the accelerated pace of change is Traditional lines that have existed between library departments have been erased and traditional notions about general and specialized reference services have been reconsidered New Directions in Reference documents how librarians are re thinking their roles and responsibilities to keep pace with the ongoing process of evolution that borders on revolution New Directions in Reference examines the skills needed to manage and evaluate virtual reference services the basics of modern copyright law and the Digital Millennium Copyright Act DMCA the changes in users sources and modes of access in music reference services the use of interlibrary loan management software that allows patrons to request track and renew borrowed materials online the Ask A Librarian e mail reference service the Government Printing Office and government information online and much more New Directions in Reference also includes case studies involving the new Martin Luther King Jr Library in San Jose California and the impact of Personal Digital Assistants PDAs in providing references services for medical libraries This important book is an essential professional resource for public academic and special librarians especially those providing reference services

Library Volunteers--Worth the Effort! Sally Gardner Reed, 2010-07-27 Faced with ever growing patron demands tight budgets and limited personnel libraries are relying more and more on volunteers to assist the paid staff But for every professional who

manages volunteers there is a horror story a problem volunteer who lacked the talent commitment team spirit personality or available time to do the job How does the busy librarian develop and manage a successful volunteer program This is the guide to implementing and managing a volunteer program tailored to the needs of the individual library Issues such as recruitment and placement training development and evaluation and the challenging volunteer are discussed Sample applications advertisements press releases job descriptions and skills and aptitude tests are also included *Seminar on Basic Documentation Practices*, 1992 Application of new technology to the management of scientific and technical information relies upon a thorough grounding in basic concepts The acquisition storage retrieval and dissemination of material is becoming ever more complex and is a process which requires an understanding of how knowledge is perceived by the end user the mechanics of data transfer and the principles of responsible information exchange In addition the proliferation of information and the variety of media currently available make clear objectives and practical solutions essential The AGARD Technical Information Panel TIP has produced a number of publications aimed at establishing and raising the standard of information management This Seminar brings together expert speakers to update the information in these publications and to contribute towards the further improvement in basic documentation practices This Seminar sponsored by the Technical Information Panel of AGARD has been implemented by the Consultant and Exchange Programme ANNOTATION Seminar on Basic Documentation Practices Translation Stinet

Encyclopedia of Business Information Sources Linda D. Hall, 2008 Each updated edition of this detailed resource identifies nearly 35 000 live print and electronic sources of information listed under more than 1 100 alphabetically arranged subjects industries and business concepts and practices Edited by business information expert James Woy

Guide to Library and Information Agency Management Charles Curran, Lewis Miller, 2005 This guide identifies major concerns and involves interested parties in thoughtful consideration and discussion of challenges and opportunities embedded in managerial and administrative practice By talking about the management of information places and with managers and managers to be authors Curran and Miller provide a more thorough and realistic outlook on the managerial experience The authors assert that Information agencies of all stripes share a common purpose The act of deciding is the primary administrative managerial responsibility Knowledge Management must replace mere acquisition storage and dissemination The budget process is every bit as important as the budget document Interpersonal issues dominate Meetings soak up time Tackling many issues that other management books won't touch e.g. sex in the office place cliques emphasis on political behavior specific mistakes that cripple managers and managing contradictions and paradoxes this book is an excellent resource for all administrators

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