

SUPERVISING STUDENT EMPLOYEES IN ACADEMIC LIBRARIES

David A. Baldwin

Supervising Student Employees In Academic Libraries

Susan L. Scheiberg, Shelley Neville



Supervising Student Employees In Academic Libraries:

Supervising Student Employees in Academic Libraries David A. Baldwin, 1991-09-15 Library administrators have taken the student work force for granted for a long time and are only now beginning to realize that this important group accounts for a significant portion of the operating budget Baldwin describes the role of student employees and the supervisor including hiring orientation and performance appraisal He discusses some common problems as well as corrective discipline and termination procedures A separate chapter is devoted to federal student aid programs because of their role in student employment The specific orientation of this well organized handbook makes it essential for any supervisor of student employees

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Effective Management of Student Employment David A. Baldwin, Frances C. Wilkinson, Daniel C. Barkley, 2000-01-15 Building on proven methods of effective supervision this book offers academic librarians a practical guide for the day to day challenges that arise in supervising student employees The authors describe the roles of employees and supervisors and review general management principles They then explain how to organize for student employment Hiring compensation orientation and training and supervision strategies are covered in addition to common problem areas performance appraisal employee employer rights corrective discipline and termination procedures A revision of Baldwin's *Supervising Student Employees in Academic Libraries* Libraries Unlimited 1991 this new work has been thoroughly updated It contains a complete list of job descriptions and detailed information on funding Answers to frequently asked questions and a glossary of financial aid terms conclude the book

Managing Student Workers in Academic Libraries Michael D. Kathman, Jane McGurn Kathman, 1983

Managing Student Workers in College Libraries Michael D. Kathman, 1986

Complete Guide for Supervisors of Student Employees in Today's Academic Libraries David A. Baldwin, Daniel C. Barkley, 2007-10-30 Where would a library be without its student employees In academic libraries the number of student employees in real numbers often exceeds the number of regular staff They assist users shelve materials and work as security staff many perform very technical and demanding work or provide the coverage needed for long hours of access to collections and services both physical and virtual Motivated by their appreciation for these unsung heroes Baldwin and Barkley cover the basics of good supervision with specific reference to student employees in libraries how to hire how to fire and everything in between An unparalleled compendium of facts advice and checklists

Managing Student Employees

in College Libraries, 1994 A survey of 150 college libraries focusing on policies and procedures the employment dismissal process orientation and training and supervision and performance reviews *Libraries and Student Assistants* William K. Black, 1995 Contributors from various disciplines examine conflicts in ethical issues related to elder abuse and suggest ways to address these differences and initiate moves toward consensus They review three cases of mistreatment from the perspectives of medicine social work law religion and ethics and identify ethical values and dilemmas touching on subjects such as autonomy legal competence and community based multidisciplinary care Of interest to social workers and health professionals Annotation copyright by Book News Inc Portland OR *Mentoring & Managing Students in the Academic Library* Michelle Reale, 2013-07-26 Most academic libraries could not operate without a host of part time student workers But employing students is different from filling a professional position with an experienced worker often their library employment will be their first job experience Since many student positions make them the public face of the library effective mentoring of such student employees is vital In this book Reale explores the challenges and opportunities involved in recruitment Her guide Shows how a library job can be more than just employment teaching students important responsibilities and life skills Covers the entire scope of a student's tenure at an academic library from bringing new hires on board and training them to disciplining student employees and the unpleasant but sometimes necessary task of firing Offers mentoring advice for helping students navigate the cultural contrasts irregular hours and other day to day issues faced by young people away from home for the first time With Reale's guidance supervising academic librarians can effectively mentor students while maintaining an enjoyable productive workplace that functions efficiently in support of the institution **International Students and Academic Libraries** Diane E. Peters, 2010-04-12 The growing emphasis on globalization in the context of higher education has resulted in changes in academic curricula increasing numbers of global partnerships and in more concentrated efforts to recruit international students at North American universities This book focuses on the impact of these efforts on academic libraries The introductory essay addresses issues faced by both international students and by librarians who work with them The student related issues include general culture shock communication and language concerns learning styles differences between libraries in North America and those in other parts of the world and library anxiety Library related issues include responding to language technological and cultural barriers responding to specific culture based concerns classroom communication outreach and staff training Suggestions are offered as to ways to make the relationship between students and librarians more positive and productive The annotated bibliography provides an overview of the literature on the topic covering such issues as basic library orientation bibliographic instruction information literacy collection development computers and the internet language and communication marketing and outreach reference services and staff development and training including staff exchanges and international visits Author and subject indexes are appended **Practical Strategies for Academic Library Managers** Frances C. Wilkinson, Rebecca L. Lubas, 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 A compilation of ideas from noted leaders in academic librarianship this book explores a wealth of topics including budgeting human resources facilities collections and IT There is also helpful advice that will help you navigate emerging areas of librarianship such as blended librarianship cross institutional collaboration and marketing the library You will learn how to manage lead and address specific library areas all at once Practical Strategies for Academic Library Managers Leading with Vision through All Levels is ideal for current professionals with an expanded scope of responsibilities and those who have had administrative duties for some time but are looking for new techniques for being a better manager The book includes an introduction written by the editors who are both associate deans in university libraries Each chapter is written by a different expert in the field providing a rich array of approaches and perspectives

Academic Library Services for Graduate Students Carrie Forbes, Peggy Keeran, 2020-06-05 Providing practical and theoretical chapters on academic library services for graduate students this volume helps information professionals support this often overlooked campus population to address their multiple roles and identities as students and as future faculty members or professionals As more and more students attend graduate programs many higher education institutions have established professional development programs to help graduate students learn the wide range of skills needed to be successful as both students and as future professionals or academics To presuppose that graduate students are proficient library users is a mistake Graduate students need and want help and many libraries are now offering specialized services for this diverse population Contributors to this edited volume provide case studies and practical advice on academic library services for graduate students that support their multiple roles on campus and address the complex social and emotional issues related to their other roles as parents working adults caretakers and more As academic libraries shift from functioning primarily as collections repositories to collaborating as key players in discovery and knowledge creation value added services for graduate students are even more central to libraries changing missions This book makes an important contribution to the ongoing professional conversation and is a useful tool for librarians who want to better support graduate students at their institutions

Maker Literacies for Academic Libraries Katie Musick Peery, 2021-02-11 Melding universities strategic goals with libraries teaching and learning mission the academic library makerspace can be a powerful catalyst for information literacy offering faculty partners a place for interdisciplinary experiential learning If you re pondering what it takes to get your makerspace into the curriculum this volume s relatable first hand accounts from librarians makerspace staff and faculty partners will give you the confidence to make the leap Contributors drawn from the IMLS funded Maker Literacies project describe pilots and assessment for a variety of demographics course subjects and makerspace equipment Guided by their experiences you ll be ready to fully partner with faculty through the course integration and assessment process Inside you ll learn why academic librarians are

uniquely situated to be leaders in the realm of makerspaces and makerspace literacy how the ACRL Framework informs maker competencies methods for using competencies and assessment in designing course assignments 5 steps for guiding faculty in creating assignments for makerspaces advice on developing a new staffing and service model to handle course wide use of the makerspace steps for taking students through concept design prototype and final product in a project management course how an ethical perspective engaged a women s history course toward the In Her Shoes project pedagogical strategies for integrating the makerspace into fine arts classes and ways to showcase makerspace outputs to generate excitement around campus

Resources in Education, 1989 *Jump Start Your Career in Library and Information Science* Priscilla K. Shontz, Steven J. Oberg, 2002 Priscilla Shontz presents advice and anecdotes gathered from research and interviews with more than seventy information professionals in a variety of library related careers The modular format allows a reader to peruse any chapter on its own and to read the chapters in his or her preferred order Seven broad topics are covered career planning job searching gaining experience and education developing interpersonal and leadership skills networking mentoring and writing for publication Related readings as well as helpful Web sites are included

BOOK JACKET **Profiles of Best Practices in Academic Library Interlibrary Loan** Paul Kelsey, 2009 The study profiles the interlibrary loan efforts of nine leading American colleges the University of Texas at Arlington Tulane University the University of Minnesota Indiana University Purdue University Indianapolis Brigham Young University the University of Tennessee Colorado State University Oberlin College and Stony Brook University The libraries interviewed shared their thoughts on a broad range of topics including but not restricted to workflow management productivity measures departmental organization budgets and spending trends service to distance learning students copyright and licensing issues measures for special collections automation and software use use of institutional repositories and open access publications shipping costs and procedures and many other facets of academic interlibrary loan management The purpose of the report is to define and diffuse best practices by profiling measures taken by nine leading institutions of higher education Although the report contains much useful quantitative information especially relating to budgets and employment the focus in this report is on a journalistic narrative explaining departmental goals procedures and practices and evaluating results

The Successful Academic Librarian Gwen Meyer Gregory, 2005 The role of academic librarian is far from cut and dried There are numerous job classifications and widely varying academic focuses and cultures to contend with While every academic librarian is expected to meet the research needs of an institution s faculty and students many are expected to assume other obligations as part of a faculty or tenure system Given the many variants library school alone cannot prepare individuals for every aspect and flavor of academic librarianship and intrepid librarians who find themselves in new places and positions face unique challenges The Successful Academic Librarian is an antidote to the stress and burnout that almost every academic librarian experiences at one time or another In its pages Gwen Meyer Gregory and nearly 20 of her peers take a

practical approach to a range of critical topics Their advice war stories tips techniques and inspiration will help you thrive in your academic library career from back cover

Transforming Serials Susan L. Scheiberg, Shelley Neville, 2021-03-24 Get an inside look at the changing world of serials management Transforming Serials The Revolution Continues Parts I and II will help you navigate the changing landscape in serials with a unique collection of fresh insights new techniques and tools and practical solutions The book documents NASIG's 17th Annual Conference 2002 Williamsburg Virginia examining the ongoing effects technology has on scholarly communications and serial publications the rapid changes in presentation of information and seamless interfaces the evolving skills publishers vendors and librarians need in dealing with information seekers and the need for cooperation and communication among publishers vendors and librarians Topics addressed in the conference's workshops and presentations included MARC21 e journals ILS conversion AACR2 subsidized unmediated ordering SUMO aggregated databases library and Internet standards and Web based tracking systems Transforming Serials examines the future of information access and distribution the future of digitized materials and new roles for public service librarians These conference proceedings of the North American Serials Interest Group Inc NASIG reflect the diverse interests of the serials community promoting communication information and continuing education about serials and the broader issues of scholarly communication Topics discussed in the book include the future of information access and distribution the future of digitized materials open URL and SFX open linking e journal subscription management systems managing electronic serials outsourcing and new products in the marketplace e journals and citation patterns cataloging serials reproductions cataloging serials for consortium catalogs periodical check in and much more Transforming Serials The Revolution Continues Parts I and II is an essential resource for anyone who's joined the revolution in serials management including librarians publishers vendors educators database producers and library systems representatives

Managing the Small College Library Rachel Applegate, 2010-09-16 This book helps directors of small college libraries to plan staff and organize their facilities and make the right decisions to effectively contribute to their college's mission The purpose of this book is to provide the director of a small college library typically defined as a facility managed by one to seven librarians with information on every important managerial function specific to their facilities This content will be much more useful for these library specialists than that of management books covering generic library management or targeted towards large academic settings Managing the Small College Library covers the key responsibilities of the small college library director personnel planning budgeting and serving key constituencies The author draws upon her in depth knowledge of bureaucratic political and human resources managerial theory to explain how librarians can advance the mission of their library It also includes an in depth discussion of tenure and academic status for librarians and examines the effects of both public and religious affiliation

Peer-Assisted Learning in Academic Libraries Erin Rinto, John Watts, Rosan Mitola, 2017-07-05 Written specifically for academic librarians and library administrators this book identifies the myriad benefits of peer assisted learning exploring how the implementation of peer

assisted learning benefits information literacy instruction cocurricular outreach and reference services In this era of accountability and stretched budgets in higher education librarians need to make instructional programming both highly effective and sustainable Peer assisted learning is a methodology that has long been accepted in teaching but is relatively new as applied to academic library instruction outreach and reference This book brings together the most innovative applications of peer assisted learning in these contexts explaining specific ways to apply peer assisted learning in a variety of academic library settings for maximum benefit This guidebook begins with an extensive literature review of the theoretical underpinnings of peer assisted learning and the various benefits these programs can provide academic librarians and peer mentors The bulk of the book s content is organized into three sections that address the subjects of information literacy instruction cocurricular outreach and reference services separately Each section showcases real world examples of peer assisted learning at a variety of academic institutions Through these case studies readers can fully understand the development implementation and assessment of a peer assisted learning program and librarians and administrators will see the practical benefits of enriching the experiences of student employees Practitioners will receive inspiration and guidance through chapters that discuss training activities identify lessons learned and explain the implications for further research

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