

A How-To-Do-It Manual for Librarians

SUPERVISING STAFF

Marcia Trotta

Supervising Staff A Howtooit Manual For Librarians

John A. Moorman



Supervising Staff A Howtoit Manual For Librarians:

Supervising Staff Marcia Trotta, 2006 Offers tips on managing people including discussion of the supervisor's role running work teams implementing change managing crisis and using performance appraisals effectively **Library and Information Science** Michael F. 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 In addition to compiling an invaluable list of sources Bemis digs deeper examining the strengths and weaknesses of key works A boon to researchers and practitioners alike this bibliography Includes coverage of subjects as diverse and vital as the history of librarianship its development as a profession the ethics of information science cataloging reference work and library architecture Encompasses encyclopedias dictionaries directories photographic surveys statistical publications and numerous electronic sources all categorized by subject Offers appendixes detailing leading professional organizations and publishers of library and information science literature This comprehensive bibliography of English language resources on librarianship the only one of its kind will prove invaluable to scholars students and anyone working in the field *Managing Libraries And Information Centres: Strategies, Technologies, and Best Practices* Champeswar Mishra , Managing Libraries and Information Centres Strategies Technologies and Best Practices is a comprehensive practical guide designed for library professionals information managers and students pursuing library and information science This book explores the evolving role of libraries and information centres in the digital age emphasizing effective management strategies innovative technologies and globally recognized best practices Structured for both academic and professional use the book covers key areas such as planning staffing budgeting service delivery and digital resource management Readers will gain insight into modern tools and systems including automation integrated library systems and digital archiving solutions With its clear accessible approach this book serves as an essential resource for navigating the challenges of managing libraries and information centres in a rapidly changing information landscape **Managing Library Employees** Mary J. Stanley, 2008 Whether the HR function in your library is handled by an entire department or a single individual this nuts and bolts primer is a treasure trove of templates forms samples and checklists that you can start using today Organized in a Q A format for quick reference the author asks the everyday questions that few other guides bother to address How do you write a job description What kinds of questions should I ask in the interview How should star employees be recognized What are the most important elements in training staff How do we handle a Reduction in Force Every answer is specifically tailored to libraries particular needs and circumstances From the basics of hiring and firing training evaluation legal requirements recruitment and retention to hot topics like attracting minorities to librarianship the graying of the library workforce technologies useful for HR tasks and more this book gives you the full range of need to know information Particularly useful for students new professionals and occasional or accidental HR managers who need a reference to consult as issues arise this

book is the ideal go to guide for quick well informed advice useful summaries of the most important research and professional resources and proven HR tools for every kind of library

Job Stress and the Librarian Carol Smallwood,Linda Burkey Wade,2013-08-14 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

Competencies for Science Librarians David Stern,2013-10-18 This book explores the expectations and resources available to develop a set of important core skills needed for this profession Leading authorities in the field of librarianship offer their extensive experience and insight to help beginners to understand precisely what actual measurable skills are required to become a successful career science librarian Librarians currently working in the area will gain the data they need to be able to effectively collaborate with more experienced people Topics include reviews of key concepts basic skills terminology ACRL instruction competencies teams and assessment of services It also provides the latest knowledge on trends standards terminology professional associations and a brief literature review and recommended readings for familiarizing librarians with their job responsibilities Besides job competencies the book reviews collection development reference issues in depth research assistance cataloging and metadata faculty liaison and outreach career development concerns continuing education tracks and issues in collaboration assistance This source also provides extensive references and tables and figures to clearly present information This book is a valuable resource for beginners who wonder what they need to know as they start their careers or are considering this as an area of concentration and as a refresher and professional development track for current librarians working with more experienced people in the area This book was published as a special issue of Science Technology Libraries

Fundamentals of Library Supervision, Third Edition Beth McNeil,2017-11-21

Fundamentals of Library Supervision Joan Giesecke,Beth McNeil,2010 Today s workplace Becoming a manager Communication Work climate and the art of motivation Team work and group dynamics Inclusiveness and diversity Policies and the legal environment Hiring and interviewing Orientation and training Planning and organizing work Managing performance Budgeting basics Facilities space and safety Meeting management Managing rewards Project management Career management

Managerial Leadership for Librarians G. Edward Evans,Holland Christie,2017-10-11 Putting library management into the unique context of the not for profit world this work offers you invaluable guidance on how to manage your library effectively Managing a library presents a significantly different challenge than managing a small business a corporation or even a school or charity organization To be effective managers and excel in

their careers librarians must understand their unique position in the social landscape and leverage that role to become influential leaders This guide shows librarians how to make the most of their inherent skills and develop new leadership strengths in order to become better library managers advance their careers and sustain their libraries in spite of changing environments and shrinking budgets The book examines many facets of managerial leadership defines what managerial leadership is and describes how to assess and increase leadership skills The chapters also identify the constraints unique to libraries and explain how you can develop positive relationships with government boards turn a vision into a practical strategic plan and exercise fiscal control You will gain invaluable knowledge about fund raising developing political skills advocacy and lobbying and legal and ethical concerns specifically in the library environment The final section of the book is devoted to people skills understanding yourself and others developing staff collaboration negotiation meetings and presentations and creating future success Communicating Professionally, Third Edition Catherine Sheldrick Ross, Kirsti Nilsen, 2013-07-17 An updated and expanded version of the training guide Booklist called one of the most valuable professional publications to come off the presses in a long time the new third edition of Communicating Professionally is completely revised with new sections outlining the opportunities offered by contemporary communication media With more resource information on cross cultural communication including new applications of communication principles and the latest research based material on communication in general this comprehensive manual covers Fundamental skills such as listening speaking and writing Reading others nonverbal behavior How to integrate skills with tips for practicing Sense making a theory of information as communication Common interactions like speaking one on one working in groups and giving presentations Training others in communication skills including a special section on technology based training

Introduction to Health Sciences Librarianship M. Sandra Wood, 2013-01-11 Get the foundational knowledge about health sciences librarianship The general term health sciences libraries covers a wide range of areas beyond medical libraries such as biomedical nursing allied health pharmacy and others Introduction to Health Sciences Librarianship provides a sound foundation to all aspects of these types of libraries to students and librarians new to the field This helpful guide provides a helpful overview of the health care environment technical services public services management issues academic health sciences hospital libraries health informatics evidence based practice and more This text provides crucial information every beginning and practicing health sciences librarian needs all in one volume Introduction to Health Sciences Librarianship presents some of the most respected librarians and educators in the field each discussing important aspects of librarianship including technical services public services administration special services and special collections This comprehensive volume provides all types of librarians with helpful general practical and theoretical knowledge about this profession The book's unique A Day in the Life of feature describes typical days of health sciences librarians working in special areas such as reference or consumer health and offers anyone new to the field a revealing look at what a regular workday is like The text is

packed with useful figures screen captures tables and references Topics discussed in Introduction to Health Sciences Librarianship include overview of health sciences libraries health environment collection development of journals books and electronic resources organization of health information access services information services and information retrieval information literacy health informatics management of academic health sciences libraries management and issues in hospital libraries library space planning specialized services Introduction to Health Sciences Librarianship provides essential information for health sciences librarians medical librarians beginning and intermediate level health sciences medical librarians and any health sciences librarian wishing to review the field This crucial volume belongs in every academic health sciences library hospital library specialized health library biomedical library and academic library Recruitment, Development, and Retention of Information Professionals: Trends in Human Resources and Knowledge Management Pankl, Elisabeth, Theiss-White, Danielle, Bushing, Mary C., 2010-02-28 This book offers disparate yet important perspectives of various information professionals pertaining to recruitment retention and career development of individuals within organizations Provided by publisher *Running a Small Library* John A. Moorman, 2006 How can a small library with a few or even one staff members and very limited resources be managed successfully Learn the issues facing all types of small libraries The Medical Library Association Guide to Managing Health Care Libraries Ruth Holst, Sharon A. Phillips, 2000 Many hospitals and health care organizations that were independent freestanding institutions are now part of large health systems that deliver patient care in a variety of inpatient ambulatory and community settings Vast changes in the U S health care system are reshaping how librarians provide services to physicians and other patient caregivers as well as to medical and allied health sciences students and faculty Twenty one experts have contributed to this groundbreaking text Their individual chapters offer specific practical advice on administrative issues planning and marketing financial management space planning collection development cataloging and classification document delivery audiovisual services every aspect of managing today s ever changing health care library Required reading for any librarian offering health care information to professionals faculty or consumers **Staffing the Modern Library** John M. Cohn, Ann L. Kelsey, 2005 Cohn Kelsey explore changes undergone by libraries since the advent of technology the Web offer new strategies for personnel organisation They define 21st century library competencies develop competency based job descriptions offer other ideas for achieving a lean organisation Reference and Information Services Melissa A. Wong, Laura Saunders, 2020-05-04 This revised and updated sixth edition of Reference and Information Services continues the book s rich tradition covering all phases of reference and information services with less emphasis on print and more emphasis on strategies and scenarios Reference and Information Services is the go to textbook for MSLIS and i School courses on reference services and related topics It is also a helpful handbook for practitioners Authors include LIS faculty and professionals who have relevant degrees in their areas and who have published extensively on their topics The first half of the book provides an overview of reference services and

techniques for service provision including the reference interview ethics instruction reader s advisory and services to diverse populations including children This part of the book establishes a foundation of knowledge on reference service and frames each topic with ethical and social justice perspectives The second part of the book offers an overview of the information life cycle and dissemination of information followed by an in depth examination of information sources by type including dictionaries encyclopedias indexes and abstracts as well as by broad subject areas including government statistics and data health and legal information This second section introduces the tools and resources that reference professionals use to provide the services described in the first half of the text

The Complete RFID Handbook Diane Marie Ward,2007 This work offers everything you need to help make the big RFID decision hottest debates in libraries today This practical and straight forward manual lays out all the information you need to make a decision about whether or not RFID belongs in your library and how to select a vendor and implement the technology if the answer is yes Diane Marie Ward one of the nation s foremost experts in this area shows you how to develop a plan for specific types of libraries public academic special government and more solicit a request for proposal work with vendors implement and maintain your system assure patron privacy market new services educate staff and patrons and assess the success of your program equipment tags readers security gates networks and uses inventory self check in and out material handling and sorting security The companion DVD demonstrates the technology

Mentoring in the Library Marta K. Lee,American Library Association,2011-03-03 With librarians at all levels in mind noted reference librarian and researcher Marta Lee offers her ideas for an experience with establishing a formal mentoring process at the library Page 4 of cover

Managing in the Middle Robert Farrell,Kenneth Schlesinger,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 layoffsBeing a middle manager can be a difficult job but the range of perspectives in this book offer strategies and tips to make it easier

The Accidental Library Manager Rachel Singer Gordon,2005 Included are insights from working library managers at different levels and in various types of libraries addressing a wide range of management issues and situations Not to be missed comments from library staff about the qualities they appreciate and the styles and attitudes they find counterproductive in their own bosses Jacket

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