STAFF MANAGEMENT

IN

LIBRARY AND INFORMATION WORK

fourth edition

Peter Jordan and Caroline Lloyd

Routledge

Staff Management In Library And Information Work

Peter Jordan (Spécialiste des bibliothèques).),Noragh Jones

Staff Management In Library And Information Work:

   Staff Management in Library and Information Work Peter Jordan,Noragh Jones,1995 Recent research has been drawn upon throughout to fully revise this volume especially in the areas of staff motivation job satisfaction and workforce planning Of particular note are the many new examples featured of documentation now used by libraries particularly in the coverage of job descriptions recruitment staff selection and staff appraisal All topics highlighted by the changed Library Association requirements for achievement of its qualifications are covered and the chapter on staff appraisal has been completely re written to take account of the great progress made in libraries and information units since the last edition The section on staff supervision and interpersonal skills training has been reorganized and now encompasses time management conflict management and the management of stress With these new features bringing the book up to date it remains an indispensable guide for all library and information centre professionals and all those involved with the supervision and management of library and information staff   Staff Management in Library and Information Work Peter Jordan,Caroline Lloyd,2017-07-05 This standard text has been fully revised and updated for its fourth edition to reflect continuing technological changes as well as issues such as social inclusion lifelong learning and European employment legislation Chapter 1 on the working environment has been completely rewritten The present environment brings problems of staff motivation de professionalization and the loss of control Chapter 2 reminds readers of basic motivation theories now presented in a more logical sequence and how to deal with such problems Chapter 3 on workforce planning has been retitled Human Resource Planning and revised to take into account the modes of staffing appropriate for today s turbulent environment Effective human resource planning requires excellent selection and recruitment procedures best practice and developments in this area are explored in Chapters 4 Job Descriptions and Person Specifications and 5 Recruitment and Selection of Staff In Chapter 6 on staff appraisal more attention has been given to multi rating approaches such as 360 whereby different aspects of work can be assessed by different groups of people and to appraisal of junior by senior staff The last decade has seen increased emphasis on training and development to deliver high quality services in a climate of constant change Chapter 7 has therefore been reordered and expanded in order to reflect new approaches and changes in this area In Chapter 8 Staff Supervision and Interpersonal Skills recent emphasis on leadership and counselling skills are reflected as is the growing need to do more with less through enhanced time management and stress management techniques With this new edition this core guide brings professionals involved in managing library and information staff up to date with how to cope with the most pressing problems and challenges in today s fast changing environment   Staff Management in Library and Information Work Peter Jordan,Caroline Lloyd,2017-07-05 This standard text has been fully revised and updated for its fourth edition to reflect continuing technological changes as well as issues such as social inclusion lifelong learning and European employment legislation Chapter 1 on the working environment has been completely rewritten The present

environment brings problems of staff motivation de professionalization and the loss of control Chapter 2 reminds readers of basic motivation theories now presented in a more logical sequence and how to deal with such problems Chapter 3 on workforce planning has been retitled Human Resource Planning and revised to take into account the modes of staffing appropriate for today s turbulent environment Effective human resource planning requires excellent selection and recruitment procedures best practice and developments in this area are explored in Chapters 4 Job Descriptions and Person Specifications and 5 Recruitment and Selection of Staff In Chapter 6 on staff appraisal more attention has been given to multi rating approaches such as 360 whereby different aspects of work can be assessed by different groups of people and to appraisal of junior by senior staff The last decade has seen increased emphasis on training and development to deliver high quality services in a climate of constant change Chapter 7 has therefore been reordered and expanded in order to reflect new approaches and changes in this area In Chapter 8 Staff Supervision and Interpersonal Skills recent emphasis on leadership and counselling skills are reflected as is the growing need to do more with less through enhanced time management and stress management techniques With this new edition this core guide brings professionals involved in managing library and information staff up to date with how to cope with the most pressing problems and challenges in today s fast changing environment   *Staff Management in Library and Information Work* Peter Jordan (Spécialiste des bibliothèques).),Noragh Jones,1982   **Library Management in Electronic Environment** Krishan Kumar,2007 Over the years many of the libraries have become large and complex organisations presenting a challenge to a librarian Managing a large library is a highly specialised and complicated job Due to changing environment especially technological one his job has become very challenging A librarian in such an environment should have a managerial ability of a high order and possess different kinds of skills including technical skills in the application of information technology with adequate knowledge to solve multidimensional problems Keeping in view the requirements of students of library and information science the book presents a framework of basic knowledge of management in electronic environment Emphasis has been laid on basic issues and concepts of management Principles of management and theories of management have been explained Library routines have been described adequately keeping in view the application of information technology   **Library and Information Service Management: Innovative Approaches** Pasquale De Marco,2025-08-09 Library and Information Service Management Innovative Approaches provides a comprehensive overview of the field covering a wide range of topics from planning and managing library and information services to staffing directing and controlling these services It also discusses the impact of technology on libraries the legal and ethical environment of library and information services and the future of the field This book is written for library and information science students and professionals who want to learn more about the field It is also a valuable resource for anyone who is interested in the role of libraries and information services in society In this book you will learn about The different types of libraries and information services The planning and management of

library and information services The staffing and directing of library and information services The control of library and information services The impact of technology on libraries The legal and ethical environment of library and information services The future of library and information services This book is divided into 10 chapters Each chapter covers a different topic related to library and information services The chapters are 1 The Evolving Landscape of Library and Information Services 2 Planning and Managing Library and Information Services 3 Staffing Library and Information Services 4 Directing Library and Information Services 5 Controlling Library and Information Services 6 Technology and Library and Information Services 7 The Political Economic and Social Environment of Library and Information Services 8 The Legal Environment of Library and Information Services 9 The Ethical Environment of Library and Information Services 10 The Future of Library and Information Services Each chapter is divided into five sections Each section covers a different topic related to the chapter topic The sections are 1 Introduction 2 Discussion 3 Case Study 4 Conclusion 5 References This book is a valuable resource for anyone who wants to learn more about library and information services It is written in a clear and concise style and it is packed with information What s new in this edition This new edition of Library and Information Service Management has been thoroughly revised and updated to reflect the latest trends and developments in the field Some of the new features of this edition include A new chapter on the future of library and information services Expanded coverage of technology and its impact on libraries Updated information on the legal and ethical environment of library and information services New case studies and examples throughout the book This new edition of Library and Information Service Management is the most comprehensive and up to date book on the market It is a valuable resource for anyone who wants to learn more about the field or for anyone who wants to stay up to date on the latest trends and developments If you like this book write a review

Communication Informatics and Librarianship in India S. P. Agrawal,Pushpa Rani Sharma,1992 *The Academic Library and Its Users* Peter Jordan,2017-03-02 The many recent changes in higher and further education mean that it is more important than ever to analyse the needs of academic library users and both promote and provide the service they require This constructive book pervaded throughout by the impact of IT on the learning environment surveys the influences on today s academic library and explains how to increase user satisfaction through quality management The author focuses particularly on users behaviour in the library the problems they cause or encounter and how libraries cope The book examines the varying needs of undergraduate and graduate mature and part time students overseas students franchised students distance learners and other groups with special needs explaining ways in which these needs can be identified and the service evaluated One chapter is devoted to research and researchers information demands The particular requirements of subject communities and their consequences for academic libraries are also investigated as well as the requirements of teaching staff and ways in which the library can work with them The author emphasizes the importance of user education programmes and explains how to promote the library effectively with limited resources For librarians heads of services and

senior library managers in further and higher education and those such as subject librarians responsible for specific student groups this book provides a comprehensive and realistic guide to providing and promoting a quality service Students of librarianship and information management will gain valuable insight from this book into user analysis and improving the performance of information provision *Library & Information Science Abstracts* ,2005 **Managing Knowledge for Global and Collaborative Innovations** Samuel Kai Wah Chu,Samuel Chu,2010 Networked and interconnected world improving communication collaboration and knowledge sharing between people and organization is very important This book provides an insight into knowledge management practices and their applications to a wide range of complex issues

Library Automation in Transitional Societies Andrew W. Mellon Foundation,2000 This is a collection of papers from a 1997 conference that attempted to assess the Andrew W Mellon Foundation s efforts to modernize Eastern European libraries after the fall of communism Looking primarily at Hungary Poland the Czech Republic and Slovakia the international panel of contributors cover library automation library policy and management strategy Handbook of Research on Inventive Digital Tools for Collection Management and Development in Modern Libraries Thanuskodi, S.,2015-07-17 The quality of library collections depends heavily on the initial assessment requirements An accurate assessment assists with meeting the goals and missions of the library but the introduction of digital media and resources is accompanied with new challenges in measuring the effective use of the library s collection The Handbook of Research on Inventive Digital Tools for Collection Management and Development in Modern Libraries details how libraries strive to bridge traditional collections with their new digital counterparts Providing real world examples and analysis of the modern library this publication is a timely reference source for professionals and researchers in the fields of library and information science as well as executives interested in information and organizational development Managing Change for Library Support Staff Anne Goulding,1996 In today s library environment the only constant seems to be change This book describes how external and internal organizational changes have specifically affected library support staff who being at the sharp end of the service have to cope with the effects of change on a daily basis Library managers need to inform themselves on how change affects the working experiences of staff and how in the face of uncertainty and upheaval they can ensure those staff remain motivated and committed Drawing upon case study and interview data the author discusses who library support staff are and why library managers should be particularly concerned about their welfare the changing working environment of library support staff work design working conditions the organizational climate workforce planning and equal opportunities The result is a rich picture of the current state of support staff roles in today s libraries **Supervising and Leading Teams in ILS** Barbara Allan,2007 Anyone wishing to be a successful supervisor must learn the interpersonal skills of communication assertiveness and the psychology of motivation in order to build a successful team with a positive ethos This book provides a practical guide to supervisory skills for team leaders and supervisors in library and information work Although reference is

made to relevant management concepts its strength is that it translates theory into practice and the focus is decidedly on the latter This is very much a how to guide for anyone wishing to develop a supervisory role in an ILS context Each topic is covered in a practical and down to earth manner and is illustrated by examples and case studies from different types of ILS The text also offers self development inventories and checklists Key topics covered are working as a supervisor or team leader motivation confident supervision managing the whole team managing work delegation and monitoring giving feedback and praise communication skills for supervisors managing difficult situations training and development the supervisor and human resource management gaining support as a supervisor or team leader   Resources in Education ,1997   **Subject Guide to Communication, Informatics and Librarianship in India** S. P. Agrawal,Pushpa Rani Sharma,1994   **Knowledge Management** Jennifer A. Bartlett,2021-05-15 While librarians and information professionals are experts at providing resources to users managing their own internal working knowledge and information can be a challenge As information environments continue to become more complex librarians and other information professionals must build on the existing expertise and skills within their organizations to keep them relevant to the information needs of their patrons and communities Knowledge management KM is an intentional set of strategies intended to capture preserve and use human knowledge from employees to further the goals of an organization Knowledge Management A Practical Guide for Librarians will help librarians recognize organize communicate and leverage both the tacit and explicit knowledge already in their organizations for the benefit of themselves and their users Topics covered include Why knowledge management is important in libraries and information organizationsThe knowledge management lifecycle capturing organizing storing sharing and updating knowledgeCapturing tacit and explicit knowledge and getting staff buy inTools and methods for recording and developing organizational information flowFacilitating the transfer of organizational knowledge and expertisePromoting knowledge innovation and learning Knowledge Management is intended to help individual librarians and library managers in all library settings academic public school special etc to think critically about their existing knowledge management environments with an eye toward improving existing procedures or implementing a KM program This guide will provide readers with basic background information and useful targeted exercises and examples to help them develop knowledge management programs in their own organizations   Bibliographie Mensuelle. Partie I, Livres, Documents Officiels, Publications en Série United Nations Library (Geneva, Switzerland),1995   **Personnel Literature** United States. Office of Personnel Management. Library,1984   **Managing Information Services** Sue Roberts,Jennifer Rowley,2004 This sophisticated primer draws together in an accessible form the principles of management as they need to be understood by library and information professionals Written by a practising library manager and a management academic the text introduces and applies the latest management concepts to library management practice Since most libraries are part of a wider organization their management practice will be influenced by that organizational setting whether the setting be a

university a local authority or a business Responding effectively within this organizational context is a key theme that runs through this text Library management is concerned with managing collections people services resources information and finance but managers also need to work beyond the confines of the library They need to understand and influence their environment to respond to the power and politics of a situation to contribute to strategic direction in arenas related to knowledge management learning and information and to promote their own careers The scene is set through the first two chapters on management and organizations respectively The first chapter covers the nature of management management roles and competencies and reviews the range and scope of library management The second chapter focuses on the organizational context in which management is performed The core of the book is a series of chapters in some of the key areas that constitute the management role people and their behaviour and management marketing and user relationships quality management finances and resources environment and context and strategy and planning Each chapter is well illustrated with relevant examples checklists and models Chapters conclude with a list of further reading and a list of review topics which can be used as the basis for revision for study purposes or as a prompt to encourage reflection on the content of the book for the professional reader Key areas covered management and managing organizations people in organizations human resource management marketing and user relationships quality management finance and resources environment and context strategy and planning Readership This book will be a key text for students of library and information management designed to introduce them to the practice experience and theoretical principles of library management In particular it should prepare them for their first posts as library managers and alert them to the challenges and rewards of management Practising library managers will also benefit from revisiting some of the topics covered in the book

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