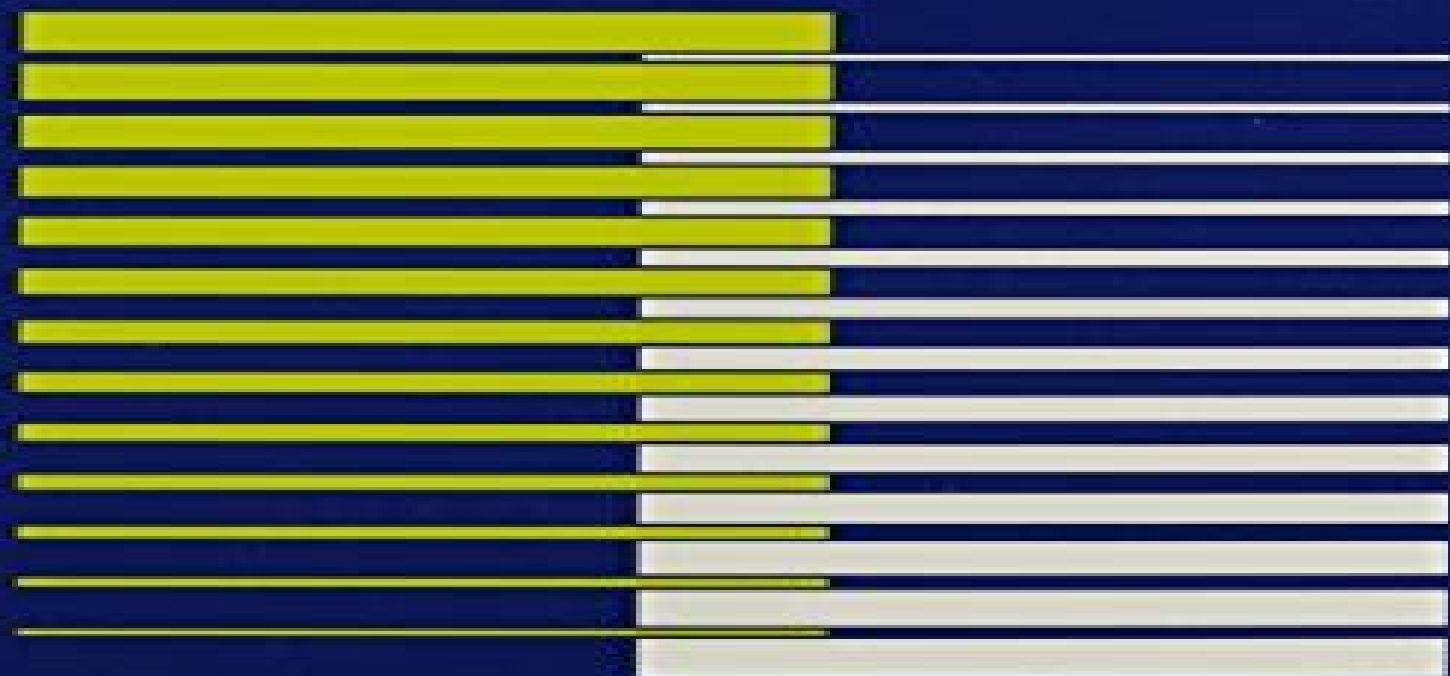


# TEAM POWER



*Making Library Meetings Work*

Barbara I. Dewey • Sheila D. Creth

# Team Power Making Library Meetings Work

**Michael Rajnik**



### **Team Power Making Library Meetings Work:**

**Team Power** Barbara I. Dewey, Sheila D. Creth, Barbara Hawkins, 1993 Designed to help members of library teams to collaborate and to accomplish their collective goals this handbook describes the methods and skills needed for effective meetings The book also explains the advances in telecommunications which mean librarians can exchange ideas without meeting

**Streamlining Library Services** Richard M. Dougherty, 2008-02-15 Despite technologies many basic library activities still lend themselves to analysis and improvement Author Richard Dougherty provides numerous examples and easy to apply tools and techniques that can be used to analyze what libraries are doing how they are doing it and how much time is required to do it These tools include block diagrams check sheets flow process charts work flow diagrams flow charts through put analysis self administered diary studies and work sampling techniques Specific examples from all areas of library operations are presented to illustrate how techniques can be applied to analyze what occurs at critical service areas Streamlining Library Services provides detailed information on how to diagnose problem areas using such tools as Pareto and fishbone charts use techniques such as brainstorming and focus groups organize a work flow study and build and present cost studies Special emphasis is placed on activities that should occur after the analysis is concluded including data analysis as well as reporting study results and making recommendations to management and guidelines are provided for managers and staff as they strive to streamline activities The final two chapters should be of special interest to managers The first chapter is devoted to implementation issues and strategies that must be addressed as new workflows and services are introduced and the latter chapter focuses on organizational change issues and strategies for building staff support toward change

**Public Speaking Handbook for Librarians and Information Professionals** Sarah R. Statz, 2010-07-27 Now more than ever librarians need good communication skills They are no longer unseen collectors classifiers and cultural guardians Information professionals are doing more public speaking at conferences in meetings classes book talks and countless other situations but many of them dislike even fear the thought of getting up in front of a group of people and giving a presentation Librarians and other information professionals can find in this work help in overcoming their hesitation Part one offers basic principles for better speech preparation and delivery discussing such topics as the importance of good listening skills to being a good speaker doing the necessary research beforehand applying organizational skills to a presentation engaging an audience practicing a presentation before actually giving it and putting oneself at ease among others Part Two discusses the specific situations in which librarians often have to communicate including interviews interpersonal communication library instruction meetings and presentations to large groups

*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     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     Fundamentals of Library Supervision, Third Edition Beth McNeil, 2017-11-21     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     The Role of the Academic Librarian Anne Langley, Edward Gray, K T L Vaughan, 2003-10-31 This book covers the practical side of being an academic librarian a role that has undergone a large degree of change in recent years It outlines and describes the skills necessary to succeed in these large and often complex organisations The book includes tools and techniques for an academic librarian for managing time meetings projects

publishing and research communications paper and electronic the basics of supervision and how to work in a large organisation The impact of the growth of electronic formats on the role of the academic librarian are discussed in detail Explains how in practical terms to stay organised communicate successfully network and navigate through an often politicised environment Applies business practices to the field of librarianship Shows how to use organisational behaviour techniques to manage yourself and your work      **Putting Service Into Library Staff Training** Joanne M. Bessler,1994 This guide should help library managers at all levels help their staff in caring for library patrons The work offers suggestions on attracting hiring training supervising and evaluating staff who combine proficiency in their specific jobs with sensitivity to patron needs      *Library Administration & Management* ,1995      **The Idaho Librarian** ,1993      *Communication, Relationships and Practices in Virtual Work* Long, Shawn,2010-06-30 This book provides exploration of the opportunities benefits and costs associated with virtual work addressing several communicative relational and practical issues associated with virtual work Provided by publisher      **Library Construction from a Staff Perspective** Staff of the Williamsburg Regional Library,2001-02-15 Written from the perspective of staff members who worked in the Williamsburg Regional Library system during four years of multiple construction projects this fresh and straight on text covers both new construction and renovation and additions The results at Williamsburg are exemplary one patron commented The building is a wedding of books and light which gives wings to the spirit As the Williamsburg staff relates their experiences the reader is guided through the construction The book a collaborative effort of the library s staff shares directly with the reader the knowledge gained in the process the reality of costs in choosing priorities working with architects contractors and project managers patron considerations and technology upgrades Also included are ideas for celebratory events fundraising and interaction with boards of directors and local government in building a team Appendices conclude the work with a summary timeline technology specifications and useful charts      *Making the Most of Teen Library Volunteers* Becca Boland,2020-03-02 When teens volunteer at the library they gain new skills make connections and build their resumes while libraries benefit from a new generation of advocates This guide shows librarians how to establish or develop a teen volunteer program Advocating a flexible approach this book speaks to every library including both public and school libraries From small libraries with no budget to large libraries with seemingly endless budgets and everything in between all of the concepts covered can be scaled up or down to meet the needs of the community being served The book begins with the big picture discussing benefits to teens libraries and communities it then reviews volunteer types and volunteer possibilities for teens including the traditional roles of shelving and programming as well as passion led projects programming opportunities and special initiatives and drives Specific volunteer roles are described in depth with instructions for practical applications and concrete examples and experiences from various types of libraries illustrate principles discussed Readers will also learn how to establish volunteer partnerships within and outside of the library The book ends with a discussion of methods for

evaluation and assessment      Information-Powered School Sandra Hughes-Hassell, Anne Wheelock, 2001-06 Provides articles and tools for school librarians to teach children information literacy discussing such topics as curriculum mapping collection mapping information powered professional development community engagement and resource development      **Libraries Publish** Stephanie Katz, 2021-01-11 In this book author Stephanie Katz founding editor of the award winning literary journal 805 Lit Art shares practical tools and advice for starting successful creative publishing projects Publishing benefits libraries by providing high quality content to patrons showcasing local writers and faculty and creating buzz for the library These endeavors can be launched at any type and size of library often for little to no cost Libraries Publish teaches libraries how to publish literary magazines book review blogs local anthologies picture books library professional journals and even novels You ll learn how to run a writing contest or writer in residence program form community partnerships with other literary organizations find funding navigate legal considerations market your publication and more Each chapter contains detailed information on how to start your project including comprehensive checklists recommendations for free software and legal considerations Social media strategies as well as tips for facilitating student or teen run projects are also covered If your library wants to start a publishing project this book will be your go to resource      **Library Journal** Melvil Dewey, Richard Rogers Bowker, L. Pylodet, Charles Ammi Cutter, Bertine Emma Weston, Karl Brown, Helen E. Wessells, 1891 Includes beginning Sept 15 1954 and on the 15th of each month Sept May a special section School library journal ISSN 0000 0035 called Junior libraries 1954 May 1961 Issued also separately      **Make a Big Impact @ Your School Board Meeting** Margaux DelGuidice-Calemmo, Rose M. Luna, 2012-05-15 This book details effective strategies for promoting a library beyond the building level in order to make an impact with the influential individuals who make the key decisions that directly affect the school district and library program Make a Big Impact Your School Board Meeting was inspired by the authors experiences speaking at local and national library conferences on the topic of making presentations to school boards and forging relationships with key administrators It became clear that many librarians are unsure how to create a comprehensive marketing plan and are simply too busy with their day to day tasks to tackle this daunting project This book is written specifically for K 12 librarians in the field It can also serve as an instructional tool for school library certification programs It spotlights the importance of ongoing advocacy and leadership teaches school librarians how to demonstrate the tremendous value of their library programs and how they directly impact student achievement and showcases library specific marketing techniques that can be used during good and poor economic times By using the straightforward methods and tools provided librarians will greatly improve their ability to avoid detrimental budget cuts to their programs      What Every Library Director Should Know Susan Carol Curzon, 2023-06-05 In this unconventional management book author Susan Carol Curzon presents a different take on traditional library management tools Through personal narrative and anecdotes from other working professionals Curzon presents the many everyday challenges one meets as a library manager The unwritten rules

strategies and bits of wisdom only learned on the job Behavioral nuances Political strategies Mentor like advice Subtle communication codes Regardless of the professional setting management is management and wisdom is wisdom What Every Library Director Should Know is the insider s view of vital actions behaviors and strategies needed to succeed in every type of library This second edition has been significantly revised to emphasize diversity inclusion remote work and virtual services

**Recent Acquisitions** Ohio State University. College of Law. Library,1996

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## **Team Power Making Library Meetings Work Introduction**

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