



ALA GUIDES FOR THE BUSY LIBRARIAN

EDITED BY CAROL SMALLWOOD

LIBRARY MANAGEMENT TIPS THAT WORK

Library Management Tips That Work Carol Smallwood

Robert Farrell, Kenneth Schlesinger



Library Management Tips That Work Carol Smallwood:

Library Management Tips that Work Carol Smallwood, 2011-06-30 Written by contributors from across the field this eclectic guide offers best practices suitable for managers in all types of libraries [Library Management 101](#) Diane L. Velasquez, 2013-07-10 Knowing the principles of general management is both useful and necessary for LIS students but learning management techniques specific to the world of libraries is no less important Created to fill a surprising educational void this edited volume focuses on best practices from library management experts teaching in LIS programs across the country Among the many topics discussed are Classic and contemporary theories of management and how they apply to the library Human resource planning Marketing and public relations Negotiations mediation and financial management of the library Facilities management Information technology management and future trends Change management and organizational culture Ethics and confidentiality In addition to providing students with a solid foundation in library management experienced managers will also benefit from the structured practical knowledge included in this impressive volume

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 layoffs Being a middle manager can be a difficult job but the range of perspectives in this book offer strategies and tips to make it easier *Time and Project Management Strategies for Librarians* Carol Smallwood, Jason Kuhl, Lisa Fraser, 2013-05-16 As budgets for libraries continue to shrink the key challenge facing the 21st century librarian is finding how to do more with less Learning how to increase productivity within the constraints of a difficult economy librarians can benefit from the insights of fellow professionals and others who have succeeded in making the most of what they have *Time and Project Management Strategies for Librarians* features more than thirty essays that provide valuable tips for the professional who must cope with increasing demands upon their resources Librarians will get tips on how to identify the most important tasks for the library eliminate non essential functions and processes increase reliance on volunteers interns and students optimize daily routines and schedule staff effectively increase productivity through the use of social media and email increase project and time management skills and personal productivity through setting and meeting goals With productivity tips for all librarians from the newly hired to the most seasoned veteran this volume will help libraries provide better service to their users and also show librarians how to give this service without losing their personal lives and their sanity *LIS Career Sourcebook* G. Kim Dority, 2012-10-03 A must have guide of

professional development resources for library staff at every phase of their career from those just entering the field to paraprofessionals building a career trajectory to seasoned librarians looking to explore additional career options Thousands of students graduate with a Master of Library and Information Science degree every year Unfortunately budget cuts at libraries diminish available job opportunities and prompt administrators to hire less qualified and less expensive professionals However armed with the right information library science professionals can successfully build and sustain a resilient library and information science LIS career inside or outside the traditional library setting LIS Career Sourcebook Managing and Maximizing Every Step of Your Career provides a chapter by chapter overview of key career stages and strategies and identifies for each the best information resources to help readers develop a successful LIS career The author lays out the typical stages that workers are likely to encounter as they move through their professional life highlighting important issues associated with each stage and providing insights and resources for making smart career choices along the way Covering the entire career lifespan from entry level to retirement the resources cited will help readers make informed choices about career options professional development and personal career satisfaction *Library Services for Multicultural Patrons* Carol Smallwood, Kim Becnel, 2013 Increasingly libraries are struggling to deal with a growing diversity in the cultural background of their patrons Problems arising from this cultural diversity afflict all library types school public and academic Library Services for Multicultural Patrons is by and for all libraries that are striving to provide multicultural services to match the growing diversity in the cultural background of patrons The book is designed to offer helpful tips and practical advice to academic public and school librarians who want to better serve the multicultural groups in their communities The contributors to the book are themselves practicing librarians and they share creative ideas for welcoming multicultural patrons into libraries and strategies for serving them more effectively Librarians will find in these chapters tried and true tips and techniques for marketing and promotion improving reference services for speakers of English as a second language and enhancing programming that they can easily implement in their own libraries and communities The chapters are divided into the following categories for ease of access 1 Getting Organized and Finding Partners 2 Reaching Students 3 Community Connections 4 Applying Technology 5 Outreach Initiatives 6 Programming and Events and 7 Reference Services Librarians of all types will be pleased to discover easy to implement suggestions for collaborative efforts many rich and diverse programming ideas strategies for improving reference services and library instruction to speakers of English as a second language marketing and promotional tips designed to welcome multicultural patrons into the library and much more **Helpful Hints for the School Library** Carol Smallwood, 1993 Looking for the way to get the most out of your time Need help organizing your administrative efforts How about some innovative collection management ideas A school library veteran offers tips for effective time management and maximizing organizational skills Hints on administration vertical files collection management sharing information display ideas and bulletin boards are all included The resource

guide gives sources of information on a variety of topics e g biology Native Americans with addresses Marketing Your Library Carol Smallwood,Vera Gubnitskaia,Kerol Harrod,2014-01-10 Concise how to case studies from practicing public school academic and special librarians provide proven strategies to improve brand management campaign organization community outreach media interaction social media and event planning and implementation Intended for the novice and the old hand individuals and large staffs this valuable guide provides librarians with the effective marketing tools necessary to help their libraries thrive in these challenging times *Library Media Connection* ,1998 **The One-person Library** ,1990 Tips and Other Bright Ideas for School Librarians Linworth Publishing, Inc. Staff,1991 Contains suggestions for school libraries compiled from the Tips and other bright ideas column of The Book report magazine for librarians

Recycling Tips for Teachers and Librarians Carol Smallwood,1995 Tips for recycling at home and in the classroom and library as well as curriculum aids class activities and sample lesson plans *Guides to Library Collection Development* John Thomas Gillespie,Ralph J. Folcarelli,1994-08-15 Intended to enhance collection development in school public and college libraries this volume lists and annotates approximately 1 500 significant bibliographies published from 1985 through 1993 with some earlier but still useful publications Annotations indicate scope of the work size often the number of entries kinds of material included purpose arrangement nature of entries indexes special features and a recommendation Author title and subject indexes provide easy access to the entries With its deep and comprehensive coverage this work will help not only in the process of selecting and acquiring materials for the library but also in the process of identification of items for reference readers advisory interlibrary loan and collection evaluation *Library Developments* ,1995 The Vertical File and Its Alternatives Clara Loewen Sitter,1992 A step by step guide to working with vertical files and its alternatives based on Shirley Miller s Vertical Files and its Satellites second edition Libraries Unlimited 1979 this volume introduces new resources new products and new techniques and serves as a guide to specific kinds of supplementary materials The general approach and the coverage of topics has been changed placing the emphasis on alternatives *Library Journal* ,1994-07

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