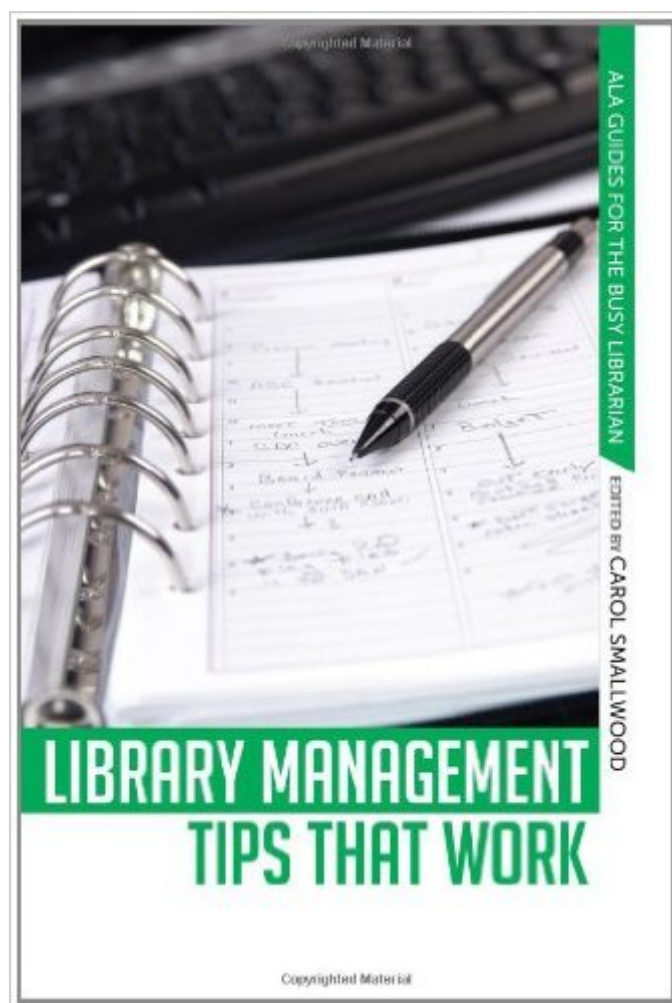


The book was found

Library Management Tips That Work (ALA Guides For The Busy Librarian)



Synopsis

There s no shortage of library management books out there but how many of them actually tackle the little details of day-to-day management, the hard-to-categorize things that slip through the cracks of a larger handbook? Library Management Tips that Work does exactly that, addressing dozens of such issues facing library managers, includingHow to create a job manual, and keep staff accountableKeeping your library board in the loopUsing numbers to make your caseDealing with unreturned library materialsMethods for managing multiple libraries with one FTE librarianRetaining services despite budget cuts and staff shortagesPublic relations on a shoestringWritten by contributors from across the field, this eclectic guide offers best practices suitable for managers in all types of libraries.

Book Information

Series: Ala Guides for the Busy Librarian

Paperback: 208 pages

Publisher: American Library Association (July 25, 2011)

Language: English

ISBN-10: 0838911218

ISBN-13: 978-0838911211

Product Dimensions: 6 x 0.4 x 9 inches

Shipping Weight: 9.6 ounces (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 starsÂ Â See all reviewsÂ (4 customer reviews)

Best Sellers Rank: #1,658,277 in Books (See Top 100 in Books) #717 inÂ Books > Politics & Social Sciences > Social Sciences > Library & Information Science > Library Management #1032 inÂ Books > Textbooks > Humanities > Library & Information Science #1787 inÂ Books > Politics & Social Sciences > Social Sciences > Library & Information Science > General

Customer Reviews

Managers know only one constant, and that is unpredictability. This is especially true in libraries, where managers are called upon to manage volunteers, student interns, librarians, paraprofessionals, and more. Then throw in different viewpoints from different generations and levels of technology, a flow of patrons that can change from one day to the next, tightening budgets, public relations, staff changes, and that's just the beginning. This wide-ranging anthology deals effectively with the unique challenges of library management from a variety of perspectives and experiences. A must-have sourcebook for the well-seasoned or the brand-new library manager.

From internal staff management to grant and project management, this collection serves as an excellent guide for the new and experienced manager and offers insight into a variety of situations faced by those who oversee projects, people, facilities, and more. Heather Zabriskie Assistant Manager, Technical Services Orange County Library System Orlando, Florida

Management encompasses every facet of library life. This book interprets management broadly and is designed for library employees at every level. The tips are both practical and implementable.

Excellent book! Refer to it often!

[Download to continue reading...](#)

Library Management Tips That Work (ALA Guides for the Busy Librarian) Build a Great Team: One Year to Success (Ala Guides for the Busy Librarian) Young Adult Literature in Action: A Librarian's Guide, 2nd Edition: A Librarian's Guide (Library and Information Science Text Series) The Daily Note Planner For Busy People: Make Use Of Your Time Effectively With This Easy To Follow Note Planning Guide (Note Taking, Time Management, Management ... Management For Dummies, Stress Reduction) Reference Skills for the School Librarian: Tools and Tips, 3rd Edition Young Adult Literature in Action: A Librarian's Guide, 2nd Edition (Library and Information Science Text) Top 30 Easy Vegan Slow Cooker Recipes For Busy Women: Amazing Vegan Recipes For Weight Loss And Healthy Eating: Slow Cooker, Slow Cooker Cookbook, Slow ... Cooker Recipes Cookbook For Busy Women 1) Time Management: 16 Surefire Ways To Stop Procrastination And Double Productivity: End Procrastination and Be Productive With Time Management Skills and Tips That Work Grow Fruit Indoors Box Set: 22 Cultivating Tips to Make Your Own Garden With Extra Gardening Tips To Grow Your Favorite Exotic Fruits Plus Tips How to ... Set, Grow Fruit Indoors, Gardening Tips) Courage to Change-One Day at a Time in Alá 'Anon II: Part 2 Manual de seÃ alÃ©tica: Estudio prÃ¡ctico en universidades latinoamericanas (Spanish Edition) El ala radical del Islam: El Islam polÃ-tico: realidad y ficciÃ n (Spanish Edition) Americanah (Ala Notable Books for Adults) Â¡Maldito musulmÃ¡n! (LA SOMBRA DE ALÃ• BEY nÂº 2) (Spanish Edition) The Readers' Advisory Guide to Horror (ALA Readers' Advisory Series) The Readers' Advisory Handbook (ALA Readers' Advisory) Work Systems: The Methods, Measurement & Management of Work Librarian's Guide to Online Searching: Cultivating Database Skills for Research and Instruction, 4th Edition The Sexy Librarian's Big Book of Erotica Meaningful Metrics: A 21st Century Librarian's Guide to Bibliometrics, Altmetrics, and Research Impact

