



LIBRARIANS AS COMMUNITY PARTNERS

AN OUTREACH HANDBOOK

Edited by Carol Smallwood

Librarians As Community Partners An Outreach Handbook Carol Smallwood

Max A. van Balgooy



Librarians As Community Partners An Outreach Handbook Carol Smallwood:

Librarians as Community Partners Carol Smallwood, 2010 From Library Journal Thirty seven public school and academic librarians here share how we did outreach good and produce a joyful collection These examples will inspire and fire up staff involved with event planning programming and extending their library s presence and effectiveness in the community Beyond a bounty of ideas are practical suggestions and examples that can be used for the library to approach organizations groups and governmental entities for grant applications While the creative is foremost the financial and efficient are also addressed with the essential details of who did what how it was funded and the nature of follow up This reviewer s favorite example the Edible Book Contest comes complete with advice on cleanup and disasters VERDICT Success always requires resources dedication and much planning but even the smallest library with a handful of staff could benefit from this book Wherever there is a need to increase awareness of library services in the community or reach out to groups that are under utilizing your library this handbook can be useful J Sara Paulk Fitzgerald

The Frugal Librarian Carol Smallwood, 2011 The Frugal Librarian delivers innovative solutions for today s profound economic challenges Suzann Holland Director Monroe Public Library Monroe Wisconsin 2010 Winner of Public Libraries Feature Award

Writing and Publishing Carol Smallwood, 2010 Have you ever considered writing or reviewing for the library community Are you interested in publishing a book on your favorite author or hobby Do you need to write and publish for tenure If so Writing and Publishing is for you Practical how to guidance covering fiction poetry children s books magazines self publishing literary agents personal blogging and other topics will help you write As an expert for other library professionals Creative copy and information about your library Copy for websites blogs and online columns Bibliographic essays and lists Book reviews formal and informal Writing and Publishing will serve as a great resource whether in taking the anxiety out of writing or refining your style you ll use this book as much as your pen or keyboard

Interpreting African American History and Culture at Museums and Historic Sites Max A. van Balgooy, 2014-12-24 In this landmark guide nearly two dozen essays by scholars educators and museum leaders suggest the next steps in the interpretation of African American history and culture from the colonial period to the twentieth century at history museums and historic sites This diverse anthology addresses both historical research and interpretive methodologies including investigating church and legal records using social media navigating sensitive or difficult topics preserving historic places engaging students and communities and strengthening connections between local and national history Case studies of exhibitions tours and school programs from around the country provide practical inspiration including photographs of projects and examples of exhibit label text Highlights include Amanda Seymour discusses the prevalence of false nostalgia at the homes of the first five presidents and offers practical solutions to create a more inclusive nuanced history Dr Bernard Powers reveals that African American church records are a rich but often overlooked source for developing a more complete portrayal of individuals and communities Dr David Young

executive director of Cliveden uses his experience in reinterpreting this National Historic Landmark to identify four ways that people respond to a history that has been too often untold ignored or appropriated and how museums and historic sites can constructively respond Dr Matthew Pinsker explains that historic sites may be missing a huge opportunity in telling the story of freedom and emancipation by focusing on the underground railroad rather than its much bigger upper ground counterpart Martha Katz Hyman tackles the challenges of interpreting the material culture of both enslaved and free African Americans in the years before the Civil War by discussing the furnishing of period rooms Dr Benjamin Filene describes three micro public history projects that lead to new ways of understanding the past handling source limitations building partnerships and reaching audiences Andrea Jones shares her approach for engaging students through historical simulations based on the Fight for Your Rights school program at the Atlanta History Center A exhibit on African American Vietnam War veterans at the Heinz History Center not only linked local and international events but became an award winning model of civic engagement A collaboration between a university and museum that began as a local history project interpreting the Scottsboro Boys Trial as a website and brochure ended up changing Alabama law A list of national organizations and an extensive bibliography on the interpretation of African American history provide convenient gateways to additional resources

Pre- and Post-Retirement Tips for Librarians Carol Smallwood,2012 Smallwood s volume offers insight inspiration and tips for those already retired as well as those thinking about retiring *Creating Inclusive Library Environments* Michelle Kowalsky,John Woodruff,2016-10-31 Librarians are continually faced with challenges of how to best meet the needs of patrons with disabilities whether those patrons have physical or intellectual disabilities differing learning styles or even temporary problems which impact their access and may change over time And because planning considerations range from policies and organizational culture to facilities technologies and beyond librarians need a guide that covers everything areas that can be addressed quickly and easily as well as those that require long term strategies That guide is here Packed with research based best practices and handy checklists applicable to all types of libraries this comprehensive resource defines what makes environments barrier free whether physical or virtual and talks about how libraries can develop a user centered culture includes techniques for writing policies and procedures that are clear realistic and flexible provides strategies for setting up facilities training staff and maintaining daily operations discusses collaboration and outreach through community partnerships including ways to connect patrons with nonprofits and disability organizations offers programming and workshop ideas such as open houses tutorials and tours of the library delves into assistive technology website design making vendor purchased products accessible and other information technology issues and shares ideas for library assessment realigning strategies and staying current This planning guide will enable libraries to create and maintain a truly inclusive environment for all patrons **How to STEM** Carol Smallwood,Vera Gubnitskaia,2013-12-05 During the past few years groups like the President s Council of Advisors on Science and Technology Center for Education have been placing great

emphasis on the significance of STEM science technology engineering and math education In brief the US is seen as falling behind the rest of the world in science and technology education In response the curricula have been revised in many educational institutions and school districts across the country It is clear that for STEM to be successful other community organizations most particularly libraries need to be closely involved in the process Library staff realize the importance of getting involved in STEM education but many have difficulty finding comprehensive information that will help them plan and successfully implement STEM direction in their organization This book is designed to meet that need It is timely and relevant How to STEM Science Technology Engineering and Math Education in Libraries is by and for libraries who are involved in contributing efforts into advancing these subjects It is organized in 9 parts including funding grant writing community partnerships outreach research and examples of specific programming activities Authors are drawn from the professional staffs of educational institutions libraries and non profit organizations such as science museums The book contains eight parts each emphasizing a different aspect of how to succeed with STEM Part 1 emphasizes how hands on activities that are both fun and educational can be used to further STEM awareness Parts 2 and 3 contain chapters on the uniting of STEM with Information Literacy Innovative collection development ideas are discussed in Part 4 and Part 5 focuses on research and publishing Outreach is the theme of Part 6 and the programs described in these chapters offer an array of ways to connect with students of all ages The final section of How to STEM Science Technology Engineering and Math Education in Libraries addresses the funding of these programs 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

The Collection All Around Jeffrey T. Davis, 2017-05-08 Public libraries mission skills and position in their communities make them ideal facilitators of public access to local resources In other words the collection is all around and libraries can help citizens discover historical cultural and natural riches that they might otherwise overlook

Breakthrough Branding Suzanne Walters, Kent Jackson, 2013-05-17 Branding provides a unique way for a library to distinguish itself its identity personality and image Drawing on five vividly unique case studies from libraries across the country Breakthrough Branding Positioning Your Library to Survive and Thrive shows how to mesh your library's brand deeply and seamlessly within your internal culture to leverage and better position your brand for the audiences you serve and develop and implement promotional strategies and tactics consistent with your objectives Experienced marketers and branding consultants Suzanne Walters and Kent Jackson offer clear advice regarding the art and science of library branding advocacy ethical considerations marketing management and evaluation throughout the book's three sections Branding explains what a brand is and how to assess develop and utilize your brand as an important institutional asset with insider tips on environmental scanning market research and situation analysis Positioning leads you through the process of

effectively addressing your target audiences Promotion helps you develop an integrated marketing communication strategy including how to craft on target messages leverage your online presence to inform and engage with community members and capitalize on traditional marketing channels with guidance on public relations event strategies email websites and more

Grassroots Library Advocacy Lauren Comito, Aliqae Geraci, Christian Zabriskie, 2012-08-09 When properly harnessed public engagement can be the most powerful force of all for library advocacy [Ace the Interview, Land a Librarian Job](#) Robin O'Hanlon, 2016-01-11 One of the most critical elements of achieving a successful career interviewing with poise and tenacity is a skill to be learned and this practical guide leads readers through that process step by step In a competitive job market all candidates need to prepare to succeed This certainly applies to job seekers looking for professional librarian positions in public academic and or special libraries especially recent MLIS graduates and mid career job changers Designed for today s competitive job market this practical guidebook provides job applicants with practical tips and effective strategies for successful interview preparation and execution specific to seeking librarian positions Unlike generic how to interview guides this book recognizes that there is no one size fits all interviewing method and teaches the techniques for excelling at the unique aspects of interviews for specific librarian positions such as reference librarian electronic resources librarian outreach librarian youth services librarian and adult programming librarian The book opens with an overview of what is expected during today s librarian interview followed by descriptions by four experienced library directors of what makes an interview truly great This guidebook includes 100 actual library interview questions to help readers best prepare for the specific position they seek and also contains a chapter that identifies mistakes all rookie librarians should avoid making

Library Programming Made Easy Michelle Demeter, Haley K. Holmes, 2019-04-30 Libraries are always looking for new ways to engage with their patrons and well planned programming is one way to accomplish this goal Library programming accomplishes this Successful programming can be found in offering a variety of events focusing activities on specific constituents and providing meaningful library experiences It can also be seen in advertising social media and the careful planning and execution of programs that ensure high quality engagement and participation This book provides in depth practical advice and examples of public and academic library programming activities Included in this volume are methods for identifying target audiences activities and ways to find and generate even more ideas tools for assessment and budgeting and tips on planning programs from inception to execution Chapters include Making a Case for Programming Discovering the Best Programs for Your Library Finding Programming Partners Funding and Budgeting Getting Organized and Executing Programs Advertising Your Programs for Success Public and Academic Library Programming Assessment and Evaluation Libraries use programming to build and maintain strong partnerships and collaborative opportunities that actively engage their users In addition to these community building measures programming can provide assessment tools that help inform future decision making within the library environment while also assuring quality events and activities Use this book to

attract new patrons highlight library services and resources and showcase the overall quality and value of your library

Creative Management of Small Public Libraries in the 21st Century Carol Smallwood, 2014-12-23 Creative Management of Small Public Libraries in the 21st Century is an anthology on small public libraries as centers of communities serving populations under 25 000 that make up most of the public library systems in the United States A wide selection of topics was sought from contributors with varied backgrounds reflecting the diversity of small public libraries The thirty two chapters are arranged Staff Programming Management Technology Networking Fundraising User Services and provide tools to lead a local public library with relevant and successful services This volume shares a common sense approach to providing a small in staff size or budget but mighty in impact and outcome public library service The contributors demonstrate that by turning the service delivery team outward to the community with enthusiasm and positive energy it is possible to achieve significant results Many chapters summarize best practices that can serve as checklists for the novice library director or as a review for the more seasoned manager working through new responsibilities Chapters are tactical focusing on specific issues for managers such as performance evaluations effective programming or e reader services Time management is crucial in a small or rural public library as well as the challenges associated with managing Friends and volunteers While most public libraries do not have the resources to satisfy customer expectations for instant gratification ultra convenience and state of the art technologies The authors of this book details strategies and methods for providing top notch customer service while moving beyond customer service to the creation of meaningful customer relationships This volume makes an important contribution to the literature by reminding us that public libraries transform communities of every size In fact never before has the role of the public library been a more critical thread in the fabric of community life **50+ Library Services**

Diantha Dow Schull, 2013-03-04 Adults over the age of 55 constitute some of the most engaged and frequent users of public libraries They may also be the most misunderstood As Baby Boomers continue to swell their ranks behavior and trends in older adults have changed dramatically in the last ten years and most literature on this topic is hopelessly out of date Schull co editor of Boomers and Beyond helps improve the situation by Presenting over a dozen case studies of public library programs for older adults spotlightin best practices that can be applied at other institutions Detailing a four year program presented by the Lifelong Access Libraries National Leadership Institute that trains librarians to meet the needs of people over the age of 50 Discussing issues such as creativity health financial planning heritage adn planning and intergenerational activities from the over 50 perspective laying out the trends and implications for libraries Including samples of materials that illustrate new approaches to policies staffing programs services partnerships and publicity Containing the keys to reshaping library services for older adults Schull s book needs to be in the collection of every public library **Serving Library Users from Asia** John Hickok, 2019-06-12 Asian populations are among some of the fastest growing cultural groups in the US While books on serving other target groups in libraries have been published e g disabled Latino seniors etc few books on serving

library users of Asian heritage have been written. Thus the timely need for this book. Rather than a generalized overview of Asians as a whole, this book has 24 separate chapters, each on 24 specific Asian countries, cultures of East, Southeast, and South Asia, with a wealth of resources for understanding, interacting with, and serving library users of each culture. Resources include cultural guides, both print and online, language helps with sample library vocabulary, Asian booksellers, nationwide cultural groups, professional literature, and more. Resources and suggestions are given for all three types of libraries: public, school, and academic, making this book valuable for all librarians. The demographics of each Asian culture, numbers, and distribution, plus history of immigration and international student enrollment, is also featured. As a bonus, each chapter spotlights a US public school and academic library providing model outreach to Asian library users. Additionally, this book provides a detailed description and analysis of libraries in each of the 24 Asian countries. The history, development, facilities, conditions, technology, classification systems, and more of public school and academic libraries are all discussed with detailed documentation. Country conditions influencing libraries and library use are also described. Literacy levels, reading cultures, languages, and writing systems, educational systems, and more. Based on the author's 15 years of research and travels to Asia, this work is a must-have for all librarians.

Library Management Tips that Work Carol Smallwood, 2011-06-30
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, including: How to create a job manual and keep staff accountable; Keeping your library board in the loop; Using numbers to make your case; Dealing with unreturned library materials; Methods for managing multiple libraries with one FTE librarian; Retaining services despite budget cuts and staff shortages; Public relations on a shoestring. Written by contributors from across the field, this eclectic guide offers best practices suitable for managers in all types of libraries.

Crash Course in Library Budgeting and Finance Leslie Edmonds Holt, 2016-08-22
Concise, informative, and well-indexed, this book helps readers get the big picture as well as the considerable number of details involved in managing the finances for a library. For all libraries, money is critical to decision-making about technology, staffing, and collections. As a result, informed budgeting is critically important for any library to succeed. This book explains library finance in a practical, engaging way, using examples of real situations in different types of libraries to teach key points. Written by authors with years of experience in budgeting and financial planning within a variety of library settings, and in teaching library management or fundraising at the university level, **Crash Course in Library Budgeting and Finance** makes it painless to learn how to properly manage money in any library environment. The book addresses the entire process of financial planning, from a general conceptual overview of library budgeting to the details of generating and spending income, and describes best practices for implementing financial controls. Subjects covered include building construction and capital projects, fund-raising, capital campaigns, moving to fee-based services, extending and

developing earned income financial best practices and assessment and evaluation The authors also make recommendations regarding when and how to share relevant financial information throughout the organization and with constituents throughout the book Better Serving Teens through School Library-Public Library Collaborations Cherie P.

Pandora, Stacey Hayman, 2013-08-15 In this practical guidebook experienced librarians a public librarian and a school librarian share advice and ideas for extending resources containing costs and leveraging capabilities between school and public libraries offering insights and strategies to overcome today's economic challenges The current economic crisis has had a drastic impact on both public and school libraries As budgets shrink resources become scarcer and the job of the librarian becomes harder The conundrum of doing more with less challenges even the most seasoned professionals whose institutions face service cutbacks disappointed patrons and possible job eliminations or closures This book asserts that a collaboration between school and public libraries can effectively serve the needs of two populations teens and the community at large while minimizing the cost to do so Better Serving Teens through School Library Public Library Collaborations offers thought provoking advice and ideas for practical use in real world libraries The authors provide step by step guidance for those who wish to start strengthen or extend a partnership with colleagues at a sister library covering topics ranging from teen advisory boards and collaborative programs to homework help and professional development Veterans in the field as well as beginners can utilize the wealth of tools within including worksheets timelines and checklists to leverage the capabilities of other agencies to fortify both their own and their institutions value **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 *Adult Programs in the Library, Second Edition* Brett W. Lear, 2013-06-11

Programming is an important means of not only drawing new people to the library but also better serving existing patrons Lear's invaluable guide to adult programs is back and better than ever with refreshed expanded content and new ideas to reinvigorate programs and give them a 21st century spin This edition includes Updated chapters on basics such as funding

crafting guidelines topic selection publicity post program evaluations and more A new section on technology with ideas for online book discussions offering programs via Skype and turning programs into podcasts Methods for tailoring programs for specific groups such as men baby boomers and seniors A collection of five star programs from libraries around the country that can be easily adapted Walking the reader through every aspect of adult programming this new edition of a tried and true book is truly a librarian s best friend

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Librarians As Community Partners An Outreach Handbook Carol Smallwood Introduction

In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project Gutenberg. This online library offers over 60,000 free eBooks that are in the public domain. From classic literature to historical documents, Project Gutenberg provides a wide range of PDF files that can be downloaded and enjoyed on various devices. The website is user-friendly and allows users to search for specific titles or browse through different categories. Another reliable platform for downloading Librarians As Community Partners An Outreach Handbook Carol Smallwood free PDF files is Open Library. With its vast collection of over 1 million eBooks, Open Library has something for every reader. The website offers a seamless experience by providing options to borrow or download PDF files. Users simply need to create a free account to access this treasure trove of knowledge. Open Library also allows users to contribute by uploading and sharing their own PDF files, making it a collaborative platform for book enthusiasts. For those interested in academic resources, there are websites dedicated to providing free PDFs of research papers and scientific articles. One such website is Academia.edu, which allows researchers and scholars to share their work with a global audience. Users can download PDF files of research papers, theses, and dissertations covering a wide range of subjects. Academia.edu also provides a platform for discussions and networking within the academic community. When it comes to downloading Librarians As Community Partners An Outreach Handbook Carol Smallwood free PDF files of magazines, brochures, and catalogs, Issuu is a popular choice. This digital publishing platform hosts a vast collection of publications from around the world. Users can search for specific titles or explore various categories and genres. Issuu offers a seamless reading experience with its user-friendly interface and allows users to download PDF files for offline reading. Apart from dedicated platforms, search engines also play a crucial role in finding free PDF files. Google, for instance, has an advanced search feature that allows users to filter results by file type. By specifying the file type as "PDF," users can find websites that offer free PDF downloads on a specific topic.

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