



ALA GUIDES FOR THE BUSY LIBRARIAN

PATRICIA TUNSTALL

HIRING, TRAINING, AND SUPERVISING LIBRARY SHELVERS

Hiring Training And Supervising Library Shelves

Patricia Tunstall

George M. Eberhart



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Hiring, Training, and Supervising Library Shelves Patricia Tunstall, 2010 Provides practical advice to help you hire test train and retain shelves **The Transformed Library** Jeannette Woodward, 2013 Are libraries extinct In these times of economic downturn and digital availability what could provide libraries with a reason for being In order to provide a vital presence on Facebook and Google you must provide a true sense of connection with the library s friends **Library Programs and Services** G. Edward Evans, Margaret Zarnosky Saponaro, Holland Christie, Carol Sinwell, 2015-06-30 Covering every essential topic ranging from circulation and literacy instruction to reference and security this benchmark text provides an up to date broadly based view of library public service and its functions Supplying essential foundational reading for students of library public services as well as an up to date overview for practitioners who wish to refresh their knowledge or acquaint themselves with a new area of responsibility this book s broad and solid coverage will benefit anyone concerned with developing or maintaining the public face of the library A revision and expansion of Libraries Unlimited s Introduction to Library Public Services Seventh Edition this edition has new chapters covering such topics as e resources collections print and other media and facilities and funding Additionally every chapter has been substantially updated and reorganized to better reflect the role of technology in library services today The book begins with background information on public services in libraries and an analysis of the library s public service philosophy Then the authors delve into staffing and assessment of services moving logically to major functional areas of public services reference instruction document delivery circulation and reserves collections programming safety and security issues and facilities and funding Real life anecdotes from public academic and school libraries illustrate principles and concepts throughout the book For each topic the authors detail its role and philosophy and offer key points to remember references and lists for further reading *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 Managerial Leadership for Librarians G. Edward Evans, Holland Christie, 2017-10-11 Putting library management into the unique context of the not for profit world this work offers you invaluable guidance on how to manage your library effectively Managing a library presents a significantly different challenge than managing a small business a corporation or even a school or charity organization To be effective managers and excel in their careers librarians must understand their unique position in the social landscape and leverage that role to become

influential leaders This guide shows librarians how to make the most of their inherent skills and develop new leadership strengths in order to become better library managers advance their careers and sustain their libraries in spite of changing environments and shrinking budgets The book examines many facets of managerial leadership defines what managerial leadership is and describes how to assess and increase leadership skills The chapters also identify the constraints unique to libraries and explain how you can develop positive relationships with government boards turn a vision into a practical strategic plan and exercise fiscal control You will gain invaluable knowledge about fund raising developing political skills advocacy and lobbying and legal and ethical concerns specifically in the library environment The final section of the book is devoted to people skills understanding yourself and others developing staff collaboration negotiation meetings and presentations and creating future success

The Whole Library Handbook 5 George M. Eberhart, 2013-04-23 The Whole Library Handbook now in its fifth edition is an encyclopedia filled with facts tips lists and resources essential for library professionals and information workers of all kinds all carefully handpicked to reflect the most informative practical up to date and entertaining examples of library literature Organized in easy to find categories this unique compendium covers all areas of librarianship from academic libraries to teen services from cataloging to copyright and from gaming to social media Selections include Facts and figures on library workers Bookmobile guidelines 100 great libraries of the world Job search and recruitment techniques and advice on how to deal with tough economic times Tips on writing articles and book reviews Fun with cataloging rules Famous librarians favorite books Covering a huge spectrum of librarianship this one of a kind volume is both educational and entertaining

What They Don't Teach You in Library School Elisabeth Doucett, 2011 This work covers a variety of library topics that are truly relevant to the day to day job such as management administration and marketing

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

Be a Great Boss Catherine Hakala-Ausperk, 2011-01-07 To help library managers improve their skills and acumen renowned speaker and trainer Hakala Ausperk presents a handy self study guide to the dynamic role of being a boss

Build a Great Team Catherine Hakala-Ausperk, 2013-04-22 With library staffing levels and services cut to the bone creating a team that communicates well and functions smoothly is more important than ever Building on the model of her bestselling book Be A Great Boss Hakala

Ausperk presents a handy self guided tool to the dynamic role of team building Organized in 52 modules designed to cover a year of weekly sessions but easily adaptable for any pace this workbook will show you how to Manage staff across different age groups and skill sets Improve communication between team members Mentor other staff members Keep your team organized in a culture of change Suitable for all levels of management from first line supervisors to library directors this book lays out a clear path to learning the essentials of building and maintaining a first rate team Library and Information Science Michael F. Bemis,2014-03-03 This unique annotated bibliography is a complete up to date guide to sources of information on library science covering recent books monographs periodicals and websites and selected works of historical importance In addition to compiling an invaluable list of sources Bemis digs deeper examining the strengths and weaknesses of key works A boon to researchers and practitioners alike this bibliography Includes coverage of subjects as diverse and vital as the history of librarianship its development as a profession the ethics of information science cataloging reference work and library architecture Encompasses encyclopedias dictionaries directories photographic surveys statistical publications and numerous electronic sources all categorized by subject Offers appendixes detailing leading professional organizations and publishers of library and information science literature This comprehensive bibliography of English language resources on librarianship the only one of its kind will prove invaluable to scholars students and anyone working in the field Mentoring in the Library Marta K. Lee,American Library Association,2011-03-03 With librarians at all levels in mind noted reference librarian and researcher Marta Lee offers her ideas for an experience with establishing a formal mentoring process at the library Page 4 of cover **Supervision and Management** Marie Keen Shaw,Hali R. Keeler,2018-09-18 Many library support staff LSS who do not have management training will assume supervisory roles in library services during their careers This book is written to help LSS understand support and apply the basic principles of library supervision and management in their work on the topics of regulations and bylaws hiring staff performance expectations leadership and professional learning Readers will learn how to engage in effective decision making and participate in productive library meetings The importance of library policies and procedures are explained through many practical examples The scope of the book addresses many different aspects and examples of library management and how LSS can seek supportive roles to enhance library services and programs Chapters are written on these topics Basic regulations and bylawsPrinciples of managementHiringStaff performance expectationsLeadership professional learningLibrary policies and proceduresThe book also addresses budget fundraising and grants partnerships community demographics marketing goal management customer service conducting meetings and effective decision making This book is aligned with the revised ALA LSSC competency standards for management and supervision and may be used as a textbook by instructors of Library Science programs or as a reference manual for library support staff who are learning on the job about the ever changing environment of working with others *Supervision and Management* Marie Keen Shaw,Hali R.

Keeler, 2018-09-18 Many library support staff LSS who do not have management training will assume supervisory roles in library services during their careers This book is written to help LSS understand support and apply the basic principles of library supervision and management in their work on the topics of regulations and bylaws hiring staff performance expectations leadership and professional learning Readers will learn how to engage in effective decision making and participate in productive library meetings The importance of library policies and procedures are explained through many practical examples The scope of the book addresses many different aspects and examples of library management and how LSS can seek supportive roles to enhance library services and programs Chapters are written on these topics Basic regulations and bylaws Principles of management Hiring Staff performance expectations Leadership professional learning Library policies and procedures The book also addresses budget fundraising and grants partnerships community demographics marketing goal management customer service conducting meetings and effective decision making This book is aligned with the revised ALA LSSC competency standards for management and supervision and may be used as a textbook by instructors of Library Science programs or as a reference manual for library support staff who are learning on the job about the ever changing environment of working with others [The Fundamentals of Library Supervision](#) Beth McNeil, 2017-05-03

You're about to become a library supervisor In addition to excitement you may also feel some uncertainty Mentor creator monitor and negotiator are some of the roles a supervisor must play and wearing that many hats is a challenge that requires discipline and organization and a healthy sense of humor This newly updated and revised edition of a classic text will give you the grounding to supervise manage and lead with confidence A perfect handbook for those just moving into a supervisory position and a welcome refresher for current managers this resource focuses on daily real world issues offering discussion of how to foster a positive work environment by determining the character of your organization dozens of sample interview questions suitable for different contexts and other pointers on the hiring process advice on supervising all different kinds of employees from those with structural personalities to creative types tactics for leading productive and focused staff meetings guidance on how to develop shared accountability overcoming the decision dilemma so common in group settings and other strategies for building successful teams easy to follow tips for making email a genuine productivity tool methods for meeting deadlines through backward planning 11 steps for developing a clear and balanced performance appraisal techniques for actively addressing complaints and examples of non monetary staff rewards such as flexible scheduling job enrichment and celebrations Guiding supervisors through the intricate process of managing others this to the point handbook addresses the fundamental issues facing those taking on this position

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