

## Library Management Tips That Work

*As learning moves into a more innovative and technologically savvy environment, it becomes increasingly important that library education continues to adapt and understand the resources that are available. Advancing Library Education: Technological Innovation and Instructional Design aims to provide relevant theoretical frameworks, empirical research, and new understandings for those interested in Library and Information Science and the impact new techniques and technologies are having in this area. Librarians, academics, and researchers will benefit from this careful look into current advancements in their field.*

*As budgets for libraries continue to shrink, the key challenge facing the 21st century librarian is finding how to do more with less. This book 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 more.*

*Evans and new co-author Greenwell pay close attention to management in "new normal" straitened economic conditions and the pervasive impact of technology on a library manager's role.*

*Whether a single team manages electronic resources or responsibility is spread across your library, this book will be your go-to ERM reference.*

*A New Paradigm*

*The Librarian's Handbook*

*Case Studies*

*Libraries that Learn*

*Coping Strategies from the Professionals*

*Library Partnerships with Writers and Poets*

This 2nd edition of *Management* offers a fully updated collection of articles designed to guide both new and practicing school librarians. It gathers information about the issues and trends in the field, programming ideas, and advice from school library leaders. Contemporary articles from the past five years of School Library Connection bring this edition up to the present. Carefully curated chapters address today's best practices to improve school library programs, integrating technology considerations throughout each of the sections. Authors cover timely topics such as equity, diversity, and inclusion; budgets; copyright; librarian professional development; evaluation; and advocacy. Each chapter begins with an introduction to put issues into context and ends with activities that will help librarians further explore. All readers will appreciate this volume as "one-stop shopping" for readings that address best practices in light of major new guiding documents and standards in the school library field.

In addition to providing students with a solid foundation in library management, with its structured, practical knowledge this impressive volume will also benefit experienced managers.

"Included are insights from working library managers at different levels and in various types of libraries, addressing a wide range of management issues and situations. Not to be missed: comments from library staff about the qualities they appreciate - and the styles and attitudes they find counterproductive - in their own bosses."--Jaeket.

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: (1) How to create a job manual, and keep staff accountable; (2) Keeping your library board in the loop; (3) Using numbers to make your case; (4) Dealing with unreturned library materials; (5) Methods for managing multiple libraries with one IT librarian; (6) Retaining services despite budget cuts and staff shortages; and (7) Public relations on a shoestring. This book is divided into five parts. Part I, The Manager Role, contains the following: (1) Beating the Clock: Adaptive Time Management in a Fluid Environment (Geoffrey P. Timms); (2) Creating Manuals for Job Duties (Holly Flynn); (3) How to Manage Serving Students of Generational Poverty (Kris Baughman and Rebecca Marcum Parker); (4) How to Protect Your Library from Employment Discrimination Claims (Michael A. Corns); (5) Managing Emergencies: What to Do in Basic or Big Disasters Strike (Sian Brannon and Kimberly Wells); (6) Creating a Staff Accountability System (Terry Ann Lawler); (7) Planning Ahead: Time Management in Defining Goals (Geoffrey P. Timms); (8) Transforming an Off-Campus Library from Empty Space to Award Winner in One Year (Seamus Scanton); (9) When You're Not (Exactly) the Boss: How to Manage Effectively in a "Coordinator" Role (Kim Becele); and (10) Communication and Staff Awareness in the Branch Library (Jason Kuhl). Part II, Running a Library, contains the following: (11) ASSURE-ing Your Collection (Roxanne Myers Spencer and Barbara Fiehn); (12) Billy Club: a Model for Dealing with Unreturned Library Materials (Suzann Holland); (13) Collaboration for Library Collection Acquisition (Lorette S.J. Weldon); (14) Community Partnerships: The Key to Providing Programs in a Recession (Ashanti White); (15) cvl Leads: Mentorship and Leadership (Robin Shader); (16) How to Manage a Student-Centric Library Service for Nontraditional Users (Seamus Scanton); (17) Managing Overnight (Ken Johnson and Susan Jennings); (18) Managing More Than One School Library with One IT Librarian (Kris Baughman and Rebecca Marcum Parker); (19) Management Tips for Merging Multiple Service Points (Colleen S. Harris); (20) SuperStarz: An Experience in Grant Project Management (Vera Gubnitskaia); (21) Utilizing Retired Individuals as Volunteers (Ashanti White); and (22) Weeding as Affective Response, or "I Just Can't Throw This Out!" (Barbara Fiehn and Roxanne Myers Spencer). Part III, Information Technology, contains the following: (23) Facebook for Student Assistants (Susan Jennings and Ken Johnson); (24) Improving Communication with Blogs (Alice B. Ruleman); (26) Partnering with Information Technology at the Reference Desk: a Model for Success (Jeffrey A. Franks); (27) Putting Missing Pieces from the Collection Together with SharePoint (Lorette S.J. Weldon); (28) Real-Life Management Using Virtual Tools (Vera Gubnitskaia); (29) Session Control Software for Community Users in an Academic Library (Jeffrey A. Franks); (30) To Friend or Not to Friend: The Facebook Question (Kim Becele); and (31) Why a Wiki? How Wikis Help Get Work Done (Alice B. Ruleman). Part IV, Staff, contains the following: (32) Millennials, Gen-X, Gen-Y, and Boomers, Oh My! Managing Multiple Generations in the Library (Colleen S. Harris); (33) Hiring and Training Graduate Assistants for the Academic Library (Erin O'Toole); (34) Managing for Emergencies: What to Do before, during, and after Disaster (Sian Brannon and Kimberly Wells); (35) Managing Librarians and Staff with Young Children (Holly Flynn); (36) Mentoring Graduate Assistants in the Academic Library (Erin O'Toole); (37) New Employee Orientation (Bradley Tolppanen and Janice Derr); (38) Discrimination in Employment: An Overview for Library Managers (Michael A. Germano); (39) Obtaining Compliance from Underperforming Employees: Talking It Through (Terry Ann Lawler); (40) Planning for Change: Ensuring Staff Commitment (Jason Kuhl); (41) Shadow and Learn: Knowing Your Staff (Robin Shader); and (42) Staff Shortages (Bradley Tolppanen and Janice Derr). Part V, Public Relations, contains the following: (43) No Surprises: Keeping Your Board in the Loop (Lynn Hawkins); (44) Board Meetings That Work (James B. Casey); (45) Library Partners: Cooperating with Other Nonprofits (John Helling); (46) Portraits in a Small Town: Balancing Access and Privacy with a Local History Photography Collection (John Helling); (47) Using Numbers to Make Your Case (James B. Casey); and (48) Staying in the Game: Public Relations on a Shoestring (Lynn Hawkins). An index is included.

Tips and Tools That Work

Managing in the Middle

Advancing Library Education

So You're Going to Run a Library

Concepts, Methodologies, Tools, and Applications

Management Basics for Information Professionals

*Some students are more "challenging" than most. This book helps school librarians prevent, deal with, and overcome discipline problems they may face when communicating with K–12 students.*

*Library Services for Multicultural Patrons provides librarians of all types who want to better serve the multicultural groups in their communities with 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.*

*Practicing academic, public, school and special librarians and LIS faculty in the United States offer practical how-to essays on managing stress as working librarians. Creative methods of diffusing stress are emphasized, adaptive to various types of libraries and job descriptions. The book is divided into several parts: Defusing and Reducing Conflict at Work; Stress Management; Library Programs for Patrons and Staff; Balancing the Professional and the Personal; Juggling*

*Responsibilities; Easing Stress on a Budget; Overcoming Challenges; and Navigating Career Transitions. Facing budget and staff cuts, increasingly diverse patrons, and rapidly changing technology, librarians have stressful jobs and this collection helps meet a concrete need.*

*The LITA Leadership Guide will help librarians at every level of the career ladder and will supplement leadership and skill-based training workshops. Library leadership teams interested in the development of their staff as a means of improving their organizational performance will find it to provide context for growth, training, and collaboration.*

*Marketing Your Library*

*Library Science and Administration: Concepts, Methodologies, Tools, and Applications*

*School Library Management, 8th Edition*

*Project Management in Libraries*

*Library and Information Center Management, 9th Edition*

*School Library Management, 7th Edition*

Although the 21st century library is competing with numerous web-based resources, its clients can benefit from using its research assistance, physical and online holdings, and physical space, so they need to understand what the library offers. Marketing the 21st Century Library systematically and concisely teaches students and practitioners how to and why they should market and promote academic libraries. Librarians need to use marketing not only to advertise and promote resources, but also to boost the profession and the role we play. The book introc marketing concepts, followed by the history of library marketing. Subsequent chapters guide readers through a series of tools and resources so they can create their own marketing plans, concluding with an exploration of resources, services and further readings. Includes web extras, tables, problem and solution exercises Contains extensive references to real-world examples of good practice Details practical examples and case summaries from leading libraries Explores the importance of marketing and promoting academic libraries Provides resources for readers

help create marketing plans

Smallwood's volume offers insight, inspiration, and tips for those already retired as well as those thinking about retiring.

This book compiles selected articles from Library Media Connection to help school librarians and pre-service librarians learn about how to implement best practices for school library management. • An outstanding LIS textbook that addresses the latest standards, guidelines, and technoloies for the field and offers a blueprint for developing a strong school library program • A comprehensive listing of resources that includes websites, blogs, videos, and books • Articles written by distinguished practitioners and industry icons • Suggestions for using new technology to achieve learning outcomes • A compilation of the most useful articles from Library Media Connection

Using a library's facilities to bring arts to the community is not only a valuable service, but also a wonderful marketing and outreach opportunity, a tangible way to show the public that libraries offer value, thus shoring up grassroots support. Editor Smallwood has combed the country finding examples of programs implemented by a variety of different types of libraries to enrich, educate, and entertain patrons through the arts. Her book shares such successful efforts as Poetry programs in the public library Gatherings for local authors at the community college writing in middle schools Multicultural arts presentations at the university library initiatives to fight illiteracy through the arts The amazing creativity and resourcefulness found in each example provide practical models which can be adapted to any library environment, inspiring librarians looking for unique programming ideas.

Library Management in Disruptive Times

Practical Strategies for Academic Library Managers

Managing Libraries for Multicultural Patrons

A Practical Guide

Essays on Career Improvement Through Classes, Workshops, Conferences and More

Management Basics for Information Professionals, Third Edition

*It is an exciting time to be a librarian. Advances in technology have let libraries expand far beyond walls and lead the way in information delivery, while transforming the physical library into a place where customers can connect to information in new ways. It is also a challenging time to be a librarian. With continual change as the new normal, staying current can seem overwhelming. Even as they face budget shortfalls and staff reductions, librarians are tasked with finding the time and resources to keep abreast of rapid changes. This book offers a cornucopia of practical advice about how to acquire new skills (and formal and informal credentials) through all stages of a career. The 27 essays cover formal and online education, conferences, fellowships, workshops, networking, teaching, mentoring, balancing personal with professional lives, and money matters—and are filled with practical, honest and real-world advice.*

*This essential, single-volume textbook supplies a comprehensive introduction to library management that addresses all the functions of management, specifically within the ever-evolving modern library environment. • The latest edition of a best-selling core management text—now in its ninth edition—covering all the management functions of libraries and information centers • Supplies new discussion topics, examples of management challenges, and case studies • Provides a global perspective on library management • Contains new discussion topics and case studies and offers supplementary online materials • Includes "Chapter Takeaways," a list of topics that the reader should understand after reading the chapter; "Management on the Job" sections referencing a specific journal article that demonstrates the chapter topic; and "Talk about It" and "Practice Your Skills" segments that offer readers a chance to demonstrate what they are learning*

*Reflecting the rapidly changing information services environment, the third edition of this bestselling title offers updates and a broader scope to make it an even more comprehensive introduction to library management. Addressing the basic skills good library managers must exercise throughout their careers, this edition includes a completely new chapter on management ethics. Evans and Allice also pay close attention to management in "new normal" straitened economic conditions and offer updates on technological topics like social media. Among the areas covered are The managerial environment, including organizational skill sets, the importance of a people-friendly organization, and legal issues Managerial skills such as planning, accountability, trust and delegation, decision making, principles of effective organizational communication, fostering change and innovation, quality control, and marketing Key points on leadership, team-building, and human resource management Budget, resource, and technology management Why ethics matter Tips for planning a library career, with a look at the work/life debate*

*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.*

*Strategies for a Positive, Productive Workplace*

*Conflict Management for Libraries*

*Skills and Knowledge for an Uncertain future*

*Managing the One-Person Library*

*Library Management 101*

*Positive Classroom Management Skills for School Librarians*

This title provides tips and tricks for being a successful library manager. Topics tackled include: leadership, political awareness, people management, strategic planning and many more.

This book is a user-friendly guide for K–12 librarians, teachers, and school library media specialists that covers all major areas in reference, from the reference interview to encyclopedias and dictionaries.

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.

Finally, here's a handbook that includes everything administrators need to keep a handle on library operations, freeing them up to streamline and improve how the organization functions.

A Guide to Key Literature and Sources

The LITA Leadership Guide

The Librarian as Entrepreneur, Leader, and Technologist

Library Management for the Digital Age

A Library Management Primer

Small Public Library Management

How to Thrive as a Solo Librarian is a compilation of chapters by librarians offering advice to colleagues who must work alone or with very limited help. The contributors come from schools and colleges, special and corporate archives, public libraries, and seasoned LIS faculty across the United States and abroad who are familiar with the vigor, dedication, and creativity necessary for solo librarians. As noted in the Foreword, "In many ways, solo librarianship demands more communication and collaboration than librarians might experience in larger multi-employee libraries." Despite the fact that most of the authors are currently working alone in their library or archives, they do not work in a vacuum. These chapters aim to help librarians thrive in the demanding environment that exists for the solo librarian. Topics covered include time management, community involvement, public relations and marketing, professional development, internet-based ideas, administrative tasks, assessing and moving collections, and general overviews. How to Thrive as a Solo Librarian will be useful for all professionals and students in the field of librarianship.

Managing the one-person library provides a useful and needed resource for solo librarians confronted with the challenges of running a small library. The author uniquely focuses on topics encountered by solo librarians, such as IT troubleshooting and library security. Chapters on library management, collection development, serials management, and library marketing are included to enable solo librarians to easily manage day-to-day operations in these areas, and advise on how to respond to any challenges that should (and will) arise. This book will provide a much-needed resource manual that will allow solo librarians of all backgrounds, and paraprofessionals, to manage their collections as effectively as their larger librarian counterparts. Written by a librarian with extensive solo library management in the field Targeted to all types of solo librarians (e.g., medical, law, academic) Essential

Looking for tips on how to work towards your overall vision while remaining productive on the frontlines? The book gives you fresh ideas for balancing your managerial duties with day-to-day responsibilities in the academic library. • Presents the first approach to managing, leading, and practicing simultaneously • Incorporates chapters written by 10 different experts from organizations across the country • Addresses the need for professionals with

expanding management roles to engage higher administration • Includes a foreword written by a former AIA president

Written by contributors from across the field, this eclectic guide offers best practices suitable for managers in all types of libraries.

Leading with Vision Through All Levels

The Time Is Now

Bringing the Arts into the Library

On Time, on Budget, on Target

Managing and Maximizing Every Step of Your Career

Presents a collection of articles on such topics as planning, budgets, collection development, facilities, circulation, and technology.

Libraries and writers have always had a close working relationship. Rapid advances in technology have not changed the nontechnical basis of that cooperation: author talks, book signings and readings are as popular as ever, as are workshops and festivals. This collection of 29 new essays from nearly 50 contributors from across the United States presents a variety of projects, programs and services to help librarians establish relationships with the literary world, promote literature to the public and foster creativity in their communities.

Effective administration of libraries is a crucial part of delivering library services to the public. To develop and implement best practices, librarians must be aware and informed of the recent advances in library administration. Library Science and Administration: Concepts, Methodologies, Tools, and Applications is a comprehensive reference source for the latest scholarly material on trends, techniques, and management of libraries and examines the benefits and challenges of library administration. Highlighting a range of pertinent topics such as digital libraries, information sciences, and academic libraries, this multi-volume book is ideally designed for academicians, researchers, practitioners, and librarians seeking current research on library science and administration.

Your library already contains organizational knowledge—both in your employees and in your institution; this book will lead you towards guiding, fostering, and organizing that knowledge for improved organizational fitness.

101 Ideas for Successful Library Management

TERMS and the Transition to Open

Library Management Tips that Work

Library and Information Science

Reference Skills for the School Librarian: Tools and Tips, 3rd Edition

Pre- and Post-Retirement Tips for Librarians

Library Management Tips that WorkAmerican Library Association

Designed to help novices get started in providing basic-level services to patrons of their library, this book separates professional tasks from others, indicating when expertise is needed above and beyond the use of common sense and natural organization skills. The author's A-to-Z approach covers the entire realm of a librarian's responsibilities, offering simple and straightforward advice on topics that range from shelf arrangement, classification systems, and reference services to collection development, staff management, and self-evaluation. With a multitude of ideas, tips, and guidelines and an annotated bibliography of professional reading, a glossary, a list of library abbreviations, job descriptions, evaluation forms, and a list of professional associations, the book is a treasury of information for beginners.

After a research survey, the expert authors examined the common causes of workplace conflict in libraries. The authors have developed 17 scenarios of conflict, along with realistic ways to manage them.

"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."

Technological Innovation and Instructional Design

The Accidental Library Manager

Time and Project Management Strategies for Librarians

Job Stress and the Librarian

Marketing the 21st Century Library

Techniques for Electronic Resource Management

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.

Is the traditional library business model a victim of disruptive digital technologies? Library Management in Disruptive Times identifies the key skills and attitudes needed by the library leaders of today and tomorrow and delivers a balanced view of the future of the profession. Contributed to by expert professional library leaders and educators from across the globe, this edited collection offers thought-provoking perspectives on the challenge of the current operating environment across a range of library sectors. Library professional associations and geographic regions. Each author brings their own particular area of expertise and perspective on to consider the effects of disruptive change in libraries globally. Key topics covered include - Leading change - Management fads and their impact on libraries - User engagement - The value of collaboration and consortia - Library management and the global economic crisis - Agile management techniques - The role of professional associations in redefining the profession - Developing management skills on the job -

Planning for the future. This dynamic collection helps readers to envision the purpose and value of future libraries and to see change as a rare opportunity to create truly new roles for librarians. Readership: This will be essential reading for library managers, directors and aspiring leaders throughout the world.

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. • A career lifecycle approach to building a career in the library and information sciences field • Practical guidance and resources for every stage of a career • Resource annotations detail the importance of a particular source • A comprehensive list of resources for further reading

This revolutionary introduction to library management is the first conceived in and written for a digital age. Library Management for the Digital Age covers hierarchies, policies, communication, working relationships, facilities, human resources, settings, customer services, budgeting, and emergency management.

How to Thrive as a Solo Librarian

Strategies to Encourage Library Use

Keys to Managing Organizational Knowledge

School Library Management

LIS Career Sourcebook: Managing and Maximizing Every Step of Your Career

Continuing Education for Librarians