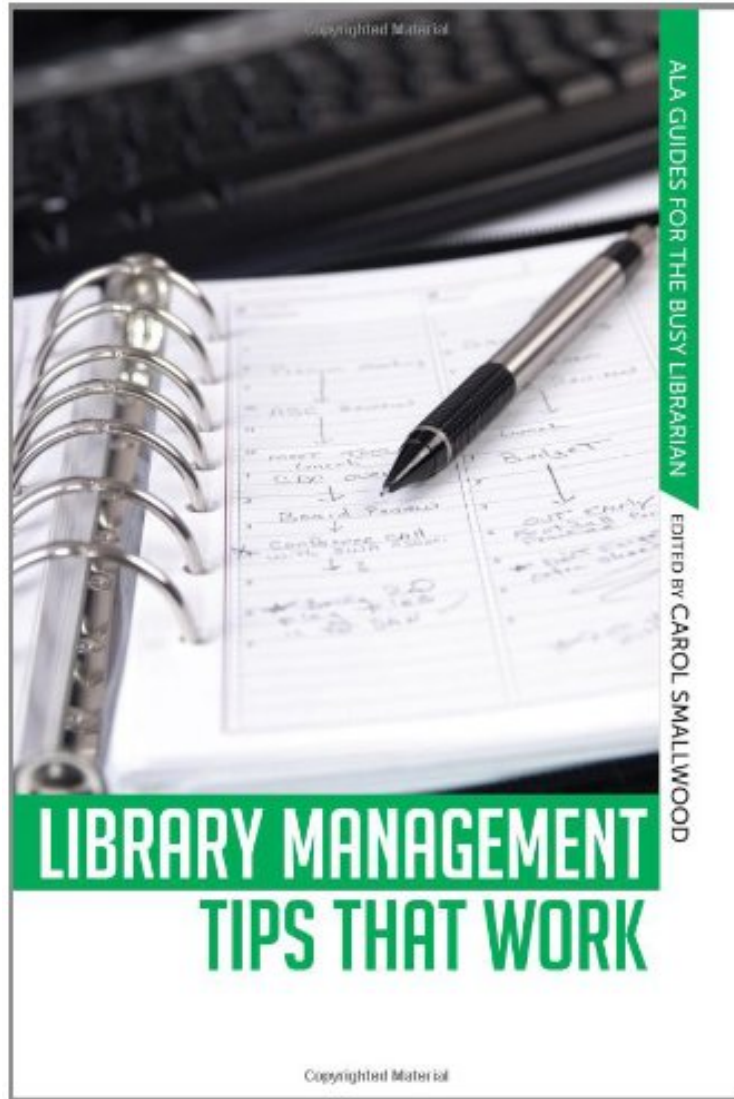


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## Library Management Tips That Work (ALA Guides for the Busy Librarian)

Carol Smallwood

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**Carol Smallwood : Library Management Tips That Work (ALA Guides for the Busy Librarian)** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Library Management Tips That Work (ALA Guides for the Busy Librarian):

1 of 1 people found the following review helpful. Five Stars By ouida charles Excellent book! Refer to it often! 3 of 3 people found the following review helpful. great management resource By Kerol Harrod 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.<sup>3</sup> of 3 people found the following review helpful. Excellent Guide for New and Experienced Managers By Heather Zabriskie 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

There is 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.

The wide range of advice provided in this book makes it a handy guide for anyone who has management responsibilities, regardless of the type of library. A pragmatic approach to issues that libraries confront every day is combined with sound guidance on how to make your library a model of successful operations and services. --Roberta Stevens, 2010-2011 President of the American Library Association Drawing from almost 30 practicing librarians in academic, public and school settings, Library Management Tips that Work provides both managers and directors with great practical advice on the challenges of running a library. This wide range of authors provides readers with excellent suggestions, best practices and practical advice to make the transition to manager or director much smoother. --Corey Seeman, Director, Kresge Business Administration Library, Ross School of Business, University of Michigan (Ann Arbor) 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, Youth Programs Coordinator, Orange County Library System, Orlando, Florida, 2010 Florida Library of the Year This book offers a wealth of information for any informational professional, management or otherwise ... Librarians should familiarize themselves with the subjects covered in this book, and then keep the title close at hand for when those issues arise. --Voice of Youth Advocates Managers looking for ways to improve communication and staffing techniques will find plenty to choose from in this collection of practical and pragmatic management tips. --Public Libraries This book offers a wealth of information for any informational professional, management or otherwise ... Librarians should familiarize themselves with the subjects covered in this book, and then keep the title close at hand for when those issues arise. --Voice of Youth Advocates Managers looking for ways to improve communication and staffing techniques will find plenty to choose from in this collection of practical and pragmatic management tips. --Public Libraries About the Author Carol Smallwood received her MLS from Western Michigan University and her MA in history from Eastern Michigan University. She is the author or editor of numerous books for the American Library Association, Scarecrow, McFarland, Libraries Unlimited, Pudding House Publications, Peter Lang, and others.