

**Small Libraries**  
**A Handbook for**  
**Successful Management**  
**SALLY GARDNER REED**

**McFarland**

# Small Libraries A Handbook For Successful Management

**Vickie Rivers**



## **Small Libraries A Handbook For Successful Management:**

**Small Libraries** Sally Gardner Reed, 2015-10-03 This fully revised and updated edition provides current information on automation and technology and on advocacy to help small public libraries strive to make available the same basic services as larger libraries This book is written for the directors of these honest to goodness small libraries providing both a philosophical as well as a common sense basis for decision making Appendices provide sample documents for a library s Statement of Purpose worksheets for job descriptions and personnel policies a volunteer application form ALA documents Library Bill of Rights and Code of Ethics a list of discount book dealers and a sample meeting room policy

**The Volunteer Library** Linda S. Fox, 1999-01-01 Even a small public library can demand tremendous personal and material investments In communities struggling to find the means to support a library an institution started and staffed by volunteers inspired by a love for books and learning can be an ideal solution However the intricacies of such an undertaking may seem overwhelming This work provides practical tested advice on planning developing and maintaining the volunteer based library A valuable guide for any library that enlists volunteers in any capacity the book includes worksheets models checklists and a variety of anecdotes and examples illustrating the suggestions in action

**The Branch Librarians' Handbook** Vickie Rivers, 2014-11-18 Libraries are integral parts of communities and patrons have visited them in record numbers over recent years According to the American Library Association 64 percent of people surveyed in the United States have visited their local libraries in the past year Branch librarians especially are striving to meet the various needs of their communities in addition to books and Internet access many branch libraries have videos books on tape and CD DVDs and even art prints available to their patrons This handbook covers a wide variety of issues that the branch librarian must deal with every day Chapters are devoted to mission statements the Dallas Public Library and Dayton Metro Library mission statements are highlighted as examples library systems boards of trustees friends of libraries administration bosses professionalism professional organizations time management effective supervision staffs security guards computer databases courier services branch management collection development service desks homeschoolers Spanish speaking patrons homeless patrons problem patrons community programming and outreach

*Administration of the Public Library* Alice Gertzog, Edwin P. Beckerman, 2003 Now available in paperback The Administrative of the Public Library is a comprehensive approach to contemporary public library concerns It combines theory and practical advice as it addresses in a simple logical clear and jargon free fashion public library policies procedures resources and human relations Based on the premise that library administration entails not only familiarity with management principles but intimate knowledge of the products and processes for which it is responsible the book covers input functions collection development technology technical services public services outreach information circulation youth readers as well as important traditional management topics staff directors finance buildings and public relations All of these are developed within a system political historical and social context The

text uses as its model Guy R Lyle s Administration of the College Library and is designed for students and practicing librarians alike

**New Directions in Reference** Bryon D. Anderson,2012-12-06 Design and deliver traditional reference services in new and innovative ways Librarians work in an environment of constant change created by new technology budget restraints inflationary costs and rising user expectations New Directions in Reference examines how they can use new and innovative methods to design and deliver traditional reference services in a wide range of settings The book s contributors relate first hand experiences in libraries large and small public and academic and urban and rural dealing with a variety of changes including virtual reference music reference self service interlibrary loan e mail reference and copyright law Change isn t new to libraries but the accelerated pace of change is Traditional lines that have existed between library departments have been erased and traditional notions about general and specialized reference services have been reconsidered New Directions in Reference documents how librarians are re thinking their roles and responsibilities to keep pace with the ongoing process of evolution that borders on revolution New Directions in Reference examines the skills needed to manage and evaluate virtual reference services the basics of modern copyright law and the Digital Millennium Copyright Act DMCA the changes in users sources and modes of access in music reference services the use of interlibrary loan management software that allows patrons to request track and renew borrowed materials online the Ask A Librarian e mail reference service the Government Printing Office and government information online and much more New Directions in Reference also includes case studies involving the new Martin Luther King Jr Library in San Jose California and the impact of Personal Digital Assistants PDAs in providing references services for medical libraries This important book is an essential professional resource for public academic and special librarians especially those providing reference services

*American Reference Books Annual* Bohdan S. Wynar,2003 1970 issued in 2 vols v 1 General reference social sciences history economics business v 2 Fine arts humanities science and engineering

**Wisconsin Public Library Standards** Wisconsin. Department of Public Instruction,2005

**Seminar on Basic Documentation Practices** ,1992 Application of new technology to the management of scientific and technical information relies upon a thorough grounding in basic concepts The acquisition storage retrieval and dissemination of material is becoming ever more complex and is a process which requires an understanding of how knowledge is perceived by the end user the mechanics of data transfer and the principles of responsible information exchange In addition the proliferation of information and the variety of media currently available make clear objectives and practical solutions essential The AGARD Technical Information Panel TIP has produced a number of publications aimed at establishing and raising the standard of information management This Seminar brings together expert speakers to update the information in these publications and to contribute towards the further improvement in basic documentation practices This Seminar sponsored by the Technical Information Panel of AGARD has been implemented by the Consultant and Exchange Programme ANNOTATION Seminar on Basic Documentation Practices Translation Stinet

*Library Trends*, 1994     List of Books for High School Libraries Including Handbook of School Library Practice Ohio State Library, 1925     *Reinvention of the Public Library for the 21st Century* William L. Whitesides, 1998 This volume on the challenges public libraries may face in the 21st century covers such strategic and technological issues as fund raising pursuit of a community based mission and the combination of new and old media Lists of additional readings and questions for discussion are included     **Public Libraries**, 1993     *Preview*, 1991     **Library Developments**, 1987     LLA Bulletin Louisiana Library Association, 1993     *Michigan Library Bulletin*, 1926     *Wisconsin Library Bulletin*, 1919     *Channel*, 1981     *The Small Library Manager's Handbook* Alice Graves, 2014-10-16 The Small Library Manager's Handbook is for librarians working in all types of small libraries It covers the everyday nuts and bolts operations that all librarians must perform Following an introduction 27 chapters are arranged in six major parts Management including staffing working with volunteers and annual reports Marketing including social networking and how to prove your library's worth to your boss Money including budgeting and grant writing Services including reference and circulation Collection Development including assessment and weeding and Professional Development including free webinars YouTube videos and networking Each chapter is written by an expert The chapter authors work in academic public and special libraries They work in hospitals prisons museums colleges courthouses and corporations Their libraries consist of books across the Library of Congress or Dewey Decimal system and they work in specialized libraries that use a limited range of cataloging possibilities Librarians in small libraries wear many hats This handbook written by experts who are small librarians themselves will help all small librarians to do multiple jobs at the same time     *The Bowker Annual Library and Book Trade Almanac 2004* Information Today, Incorporated, 2004-05 As an on the job answer book a statistical information resource a planning and research guide and a directory and calendar The Bowker Annual Library and Book Trade Almanac 2004 delivers the hard to find industry news and information you need This acclaimed must have resource provides the following Expert reviews of the key trends events and developments that will influence your work in 2004 and the years to come Clear explanations of new legislation and changes in funding programs and how this will affect libraries Definitive statistics on book prices numbers of books published library expenditures average salaries and other budget crunching assistance A full calendar of events key organizations names and numbers of important individuals including e mail addresses and fax numbers and much more This fully updated reference tool makes it easy to stay on top of the developments that affect libraries booksellers and publishers alike and to find fast answers to the countless on the job questions you encounter

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