

The Practical Library Manager

An abstract graphic design featuring a grid of squares in shades of blue and yellow. A prominent yellow diagonal line runs from the upper right towards the lower left, intersecting the grid. The background is a solid light blue.

Bruce E. Massis, MLS, MA

Practical Library Manager

**Library Bureau, Library Bureau. Library
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Practical Library Manager:

The Practical Library Manager Bruce E. Massis, 2003 This book is an essential primer for new library managers and directors In addition to providing an overview of the practical aspects of management it is a vital reference tool for managing your library and its staff The Practical Library Manager s informative text and comprehensive bibliographies of print and electronic resources can guide you to solutions to the issues that every fledgling library manager must deal with upon appointment You ll find up to date information on staffing training keeping up with new technology consortia and more

The Practical Library Manager Ruth C Carter, Bruce E Massis, 2013-04-15 Examine the nuts and bolts of successful management in today s rapidly evolving libraries This book is an essential primer for new library managers and directors In addition to providing an overview of the practical aspects of management it is a vital reference tool for managing your library and its staff The Practical Library Manager s informative text and comprehensive bibliographies of print and electronic resources can guide you to solutions to the issues that every fledgling library manager must deal with upon appointment While there are many publications on library management The Practical Library Manager is one of very few to focus on the practical issues of staffing and the importance of continuous staff training Also unlike other books on the subject this book features a chapter that points you to relevant management texts originally written for the corporate world rather than the library profession The Practical Library Manager is the perfect single source to help you understand the challenges of staffing your library and training your staff explore new technology s impact on library workers and evaluate training programs to help them keep up ensure that your staff has the core competencies they ll need in the current climate build a virtual library decide whether your library should join a consortium and much more In the words of the author Today the most successful libraries in the country are those addressing the needs of both external and internal customers However it takes more than technology to change the working relationship between the institution and its customer The guiding force for change must include a strong and respectful relationship between the library manager and staff Much of what is written in this book can assist the fledgling manager in creating an environment of trust teamwork and respect *Library Management 101* Lisa K. Hussey, Diane L. Velasquez, 2019-04-09 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

Inherent Strategies in Library Management Masanori Koizumi, 2017-03-31 Inherent Strategies in Library Management describes general and specific strategies for libraries based on core library values and does so through concrete research Many strategic management books for libraries introduce concepts of business management to the library world but often neglect traditional library culture and core values This book reexamines management through the lens of libraries themselves rather than relying on strategies borrowed from the business world in an attempt to bring to light the factors and decision making processes behind how librarians have run their libraries over the past fifty decades In other

words their decisions can be regarded as inherent management born naturally from the core foundations considerations and operations of libraries In addition this book investigates the broad influences of business management theories on libraries including a discussion on the advantages and disadvantages of their use Presents management strategies for libraries based on core library values Provides detailed analysis on the effects of business management theories on libraries Lays down the fundamental rules for managing libraries Explains various management analysis methods Bridges the gap between library core values and business efficiency

Library Management Bridgit McCafferty, 2021-05-26 Most professional librarians even recent graduates manage something whether it be a project service department or a whole library This book explains the different managerial roles at libraries looking at the levels of managers what they do and how they do it The goal is to explore the unique challenges faced by different types of library managers in order to prepare early and mid career librarians to step into new roles and to think about how they might progress toward upper management in a library The approach is practice driven with a particular focus on the soft skills that are needed to be successful as a manager

Library Management A Practical Guide for Librarians features three parts project management middle management and upper management These sections cover the different kinds of challenges that face people at each level of their career exploring how these challenges can help prepare librarians for promotion to the next level The purpose of these sections is to show how management skills develop over the course of one's career and to explore how leaders change from context to context Though each section focuses on a particular level of authority the lessons can be useful for and applied to all of the levels discussed For example the same librarian might fill different roles in different contexts A dean might serve as a library's executive but also manage a university wide project or a middle manager might step into the role of dean temporarily or might wonder what the next level of management would require

Practical and Effective Management of Libraries Richard Moniz, 2010 Aimed at library science students and librarians with newly assigned administrative duties the book is about improving one's thinking and decision making in a role as a library manager Most librarians get very little exposure to management issues prior to finding themselves in a management role Furthermore most library science students do not expect that they will need to understand management yet they quickly find that there is a need to understand this perspective to be effective at almost any library job Effective library management is about having some tools to make decisions such as a basic understanding of management theory and how it applies in the library environment understanding common traps we all fall into etc knowing yourself being able to motivate others fostering a diversity especially within workgroups being able to communicate effectively and having an understanding of one's organizational culture The book touches on all of these aspects of library management Provides a concise understanding of theories from management psychology etc and applies them to practical every day library issues Contains real world cases for considering how theoretical concepts might apply in real library related situations Cuts out much of the extraneous material often found in books of this kind and focuses more on what you actually

need **Project Management for Libraries** Robin A. Buser, Miriam Pollack, 2014-10-02 Library work often involves coordinating projects with many tasks and many stakeholders where cost and time limitations can be seen as opportunities. Effective project management is worth learning. This book provides library staffers at every level whether in public academic school or special libraries with the basic tools of project management so that they can gain confidence and an expectation of success. Part I covers the terminology, the philosophy, the resource management and the return on investment of project management. Part II introduces the basics of the methodology designed by the Project Management Institute. Part III discusses practical techniques for specific types of library projects, gives an introduction to agile management features, success stories in library project management and describes available software. The book includes many examples of project management. Instructors considering this book for use in a course may request an examination copy here **Decision Making for Library Management** Michael R. W. Bommer, Ronald W. Chorba, 1982 **Practical Tips for Successful Library Management** Leo Appleton, 2015-08-23 Today's library and information service managers need to be multi-skilled practitioners demonstrating knowledge and understanding of multiple professional disciplines while working in operational and strategic managerial and leadership capacities. Managers need support in order to effectively work in such a diversity of professional environments and roles and this new book draws on an international field and all types of library sector to support library managers in their management and leadership vocations. *Practical Tips for Successful Library Management* takes management theory and practice and places it within a library and information context so that readers can see how the practical tips provided can be applied in their own roles. You will find flexible tips and implementation advice on topics including Leadership and self awareness, Organisational awareness, Project management, Strategic and business planning, Staying in touch with sector developments and innovations, Time management, Budget and people management, Team working, Quality assurance and performance measurement, Liaison and communication, Evaluation and responsiveness, Career planning and work life balance. As part of the *Practical Tips for Library and Information Professionals* series, this book offers innovative tips and tried and tested best practice to enable library and information managers to be excellent and effective managers. Readership: Anyone working as a library and information manager seeking a pragmatic and sensible approach to solving library management problems and aspiring to be a successful library manager *Librarianship as a Profession* Henry Richard Tedder, 1884 *Practical and Effective Management of Libraries* Richard J. Moniz, 2010-01 Tight budgets and smaller staffs have unexpectedly thrust a number of librarians into leadership roles for which they may be unprepared. In this timely new guidebook from experienced library director Richard J. Moniz Jr, both practicing librarians and Library and Information Science LIS students are given crucial methods for effective management. Moniz offers tools to improve strategic thinking and enhance decision making skills as well as a fundamental explanation of management theory and its practical application in the library environment. There are tips for avoiding common pitfalls, motivating others, fostering diversity.

communicating effectively and understanding the institution's organizational culture **Library Management** Gertrude C. Pomahac, 1969 Transactions and Proceedings of the ... Annual Meeting of the Library Association of the United Kingdom Library Association, 1886 **Academic Library Management** Maurice Bernard Line, British Council, 1990 A collection of over 30 papers covering all aspects of academic librarianship from the management angle Topics discussed range from the functions and objectives of academic libraries of different kinds to the management of cataloguing the acquisition of books and journals and marketing **Knowledge Management** Jennifer A. Bartlett, 2021-05-15 While librarians and information professionals are experts at providing resources to users managing their own internal working knowledge and information can be a challenge As information environments continue to become more complex librarians and other information professionals must build on the existing expertise and skills within their organizations to keep them relevant to the information needs of their patrons and communities Knowledge management KM is an intentional set of strategies intended to capture preserve and use human knowledge from employees to further the goals of an organization Knowledge Management A Practical Guide for Librarians will help librarians recognize organize communicate and leverage both the tacit and explicit knowledge already in their organizations for the benefit of themselves and their users Topics covered include Why knowledge management is important in libraries and information organizations The knowledge management lifecycle capturing organizing storing sharing and updating knowledge Capturing tacit and explicit knowledge and getting staff buy in Tools and methods for recording and developing organizational information flow Facilitating the transfer of organizational knowledge and expertise Promoting knowledge innovation and learning Knowledge Management is intended to help individual librarians and library managers in all library settings academic public school special etc to think critically about their existing knowledge management environments with an eye toward improving existing procedures or implementing a KM program This guide will provide readers with basic background information and useful targeted exercises and examples to help them develop knowledge management programs in their own organizations **Learn Library Management a Practical Study Guide for New Or Busy Managers in Libraries and Other Information Agencies Second North American Edition** Bob Pymm, Damon Hickey, 2007 Reprint Originally published Lanham Md Scarecrow Press Inc 2003 *Classified Illustrated Catalog of the Library Bureau* Library Bureau, Library Bureau. Library Department, 1893 A handbook of library fittings and supplies **Classified Illustrated Catalog of the Library Department of Library Bureau** , 1893 *Documents of the Senate of the State of New York* New York (State). Legislature. Senate, 1887 *The Churchman* , 1898

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