

# Small Libraries: A Handbook for Successful Management

Reed, Sally Gardner

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# Small Libraries A Handbook For Successful Management

**Vickie Rivers**

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

Small Libraries Sally Gardner Reed,2002-06-12 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 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

### **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

Small Libraries Sally Gardner Reed,1991 Small public libraries strive to make available the same basic services as larger libraries but often with little political clout and with low budgets and sparse staff who are largely volunteers 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 Getting respect from the local government personnel management and staff development collection development library service and promotion and facility enhancement maintenance and development these are some of the chapters Also addressed are such issues as the problem employee the necessity of becoming comfortable in the political arena and the how if and when to make the automation decision Appendices provide sample documents for a library s Statement of Purpose worksheets for job descriptions and

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Humanities and Social Sciences Division,1995    **The Medical Library Association Guide to Managing Health Care**

**Libraries** Ruth Holst,Sharon A. Phillips,2000 Many hospitals and health care organizations that were independent freestanding institutions are now part of large health systems that deliver patient care in a variety of inpatient ambulatory and community settings Vast changes in the U S health care system are reshaping how librarians provide services to physicians and other patient caregivers as well as to medical and allied health sciences students and faculty Twenty one

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**International Labour Documentation** International Labour Office. Central Library and Documentation Branch,1992  
*Association Men* ,1891      **LLA Bulletin** Louisiana Library Association,1993      The Unabashed Librarian ,1999

The Enigmatic Realm of **Small Libraries A Handbook For Successful Management**: Unleashing the Language is Inner Magic

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