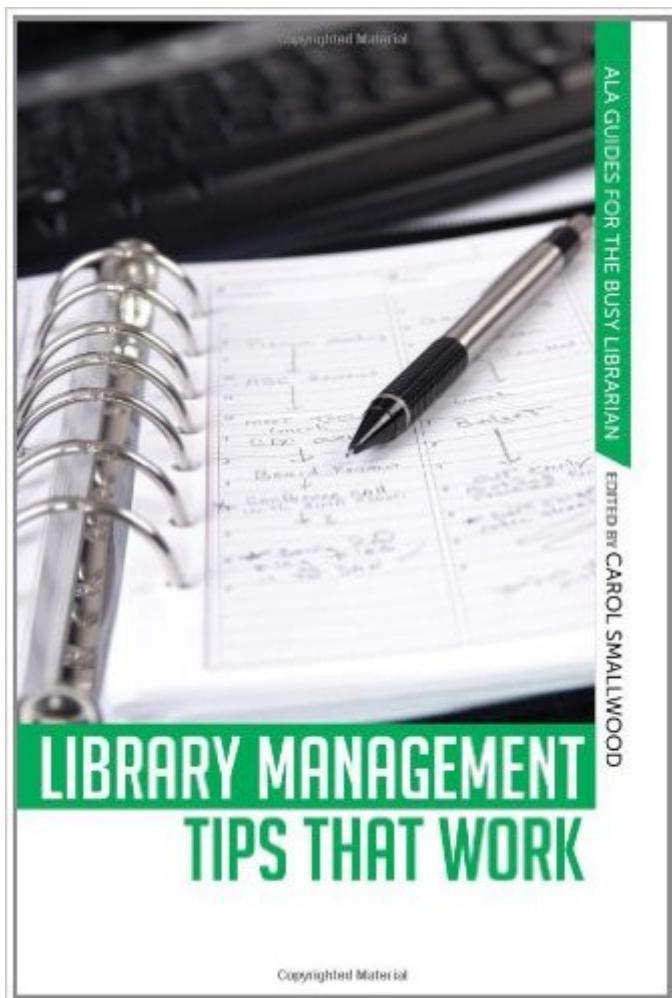


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# Library Management Tips That Work (ALA Guides For The Busy Librarian)



## Synopsis

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

- 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.

## Book Information

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Average Customer Review: 5.0 out of 5 stars See all reviews (4 customer reviews)

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## Customer Reviews

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.

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

Management encompasses every facet of library life. This book interprets management broadly and is designed for library employees at every level. The tips are both practical and implementable.

Excellent book! Refer to it often!

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