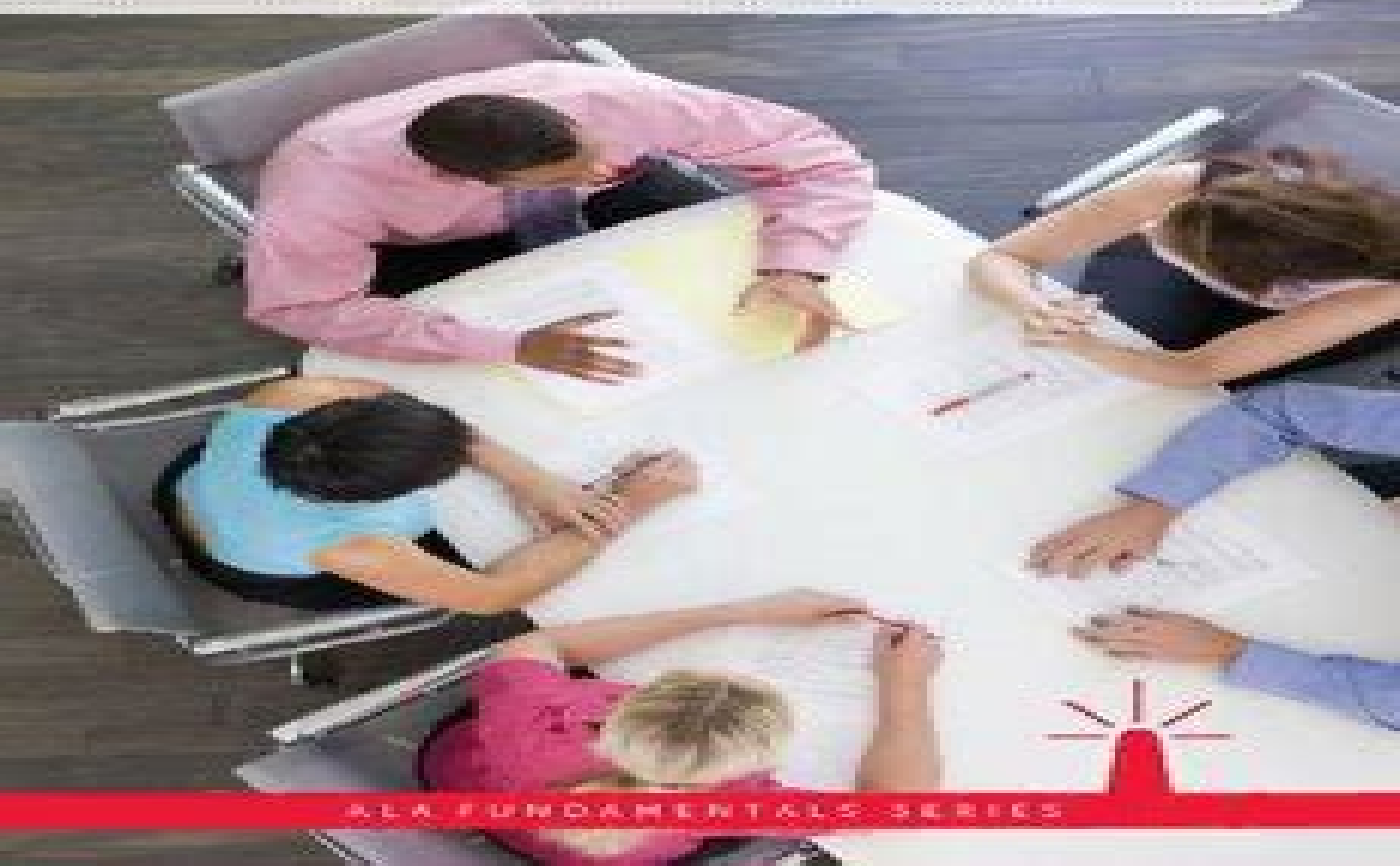


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Library Supervision

JOAN GISECKE & BETH NICHEIL

2ND EDITION



ALA FUNDAMENTALS SERIES

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Joan Giesecke, Beth McNeil



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The Fundamentals of Library Supervision Beth McNeil, 2017-05-03 You're about to become a library supervisor. In addition to excitement you may also feel some uncertainty. Mentor, creator, monitor, and negotiator are some of the roles a supervisor must play, and wearing that many hats is a challenge that requires discipline and organization and a healthy sense of humor. This newly updated and revised edition of a classic text will give you the grounding to supervise, manage, and lead with confidence. A perfect handbook for those just moving into a supervisory position and a welcome refresher for current managers, this resource focuses on daily real-world issues, offering discussion of how to foster a positive work environment by determining the character of your organization, dozens of sample interview questions suitable for different contexts, and other pointers on the hiring process, advice on supervising all different kinds of employees from those with structural personalities to creative types, tactics for leading productive and focused staff meetings, guidance on how to develop shared accountability, overcoming the decision dilemma so common in group settings, and other strategies for building successful teams. Easy to follow tips for making email a genuine productivity tool, methods for meeting deadlines through backward planning, 11 steps for developing a clear and balanced performance appraisal, techniques for actively addressing complaints, and examples of non-monetary staff rewards such as flexible scheduling, job enrichment, and celebrations. Guiding supervisors through the intricate process of managing others, this to-the-point handbook addresses the fundamental issues facing those taking on this position.

Fundamentals of Library Supervision Joan Giesecke, Beth McNeil, 2005-01-03 Annotation Library managers and supervisors face staffing decisions every day. When priorities change quickly, whether relating to diversity, legal challenges, new technology, or simply a desire to build an exciting team and bring people together to do their best, it takes more than good intentions to achieve results. Two experienced library managers explain how to create a productive workplace as they weave practical advice and expert commentary into an easy-to-use resource. Drawing both from common sense and from the experience and insights of the pros, they address an increasingly turbulent library environment. They focus on daily real-world practices with specific strategies for brand new supervisory staff and proven advice on practical supervisory issues like hiring, firing, interviewing, and training. Guiding supervisors through the intricate process of managing others, this comprehensive handbook addresses the fundamental issues facing new managers. It also serves as a welcome refresher and reference for experienced managers facing new challenges in the complex and changing environments in their libraries.

Adapted from cover

Fundamentals of Library Supervision Joan Giesecke, Beth McNeil, 2010 Today's workplace. Becoming a manager. Communication. Work climate and the art of motivation. Team work and group dynamics. Inclusiveness and diversity. Policies and the legal environment. Hiring and interviewing. Orientation and training. Planning and organizing work. Managing performance. Budgeting basics. Facilities space and safety. Meeting management. Managing rewards. Project management. Career management.

Fundamentals of Library Instruction Monty L. McAdoo, 2012-04-09

About the Author Dr Monty L McAdoo is Instructional Services Librarian of the Baron Fomess Library at Edinboro University of Pennsylvania in Edinboro Pennsylvania His research interests include faculty understanding and use of information literacy and information technology He is also interested in the philosophy of library and information science McAdoo earned his master s degree in library science at the University of Pittsburgh Pittsburgh and his doctorate of education in administration and leadership studies at Indiana University of Pennsylvania

Fundamentals of Planning and Assessment for Libraries Rachel A. Fleming-May, Regina Mays, 2021-07-23 The concepts of planning and assessment are intrinsically linked and understanding them is essential for raising the library s profile and strengthening its position among stakeholders and the community Even if you re an LIS student or are new to the profession or if planning or assessment are not your primary areas of responsibility you still have a role to play in the success of organizational efforts Fleming May has more than a decade of experience in planning and assessment initiatives and instruction and Mays was her institution s first assessment librarian their primer draws from theory research and their first hand observations to illuminate such topics as characteristics of bad planning strategy that can help to illustrate a better approach reasons why using economic models like ROI fall short how to mix the three types of planning guidelines to ensure that assessment is meaningful and actionable tips for creating effective surveys emphasizing users needs with a critical assessment framework data analysis for surveys interviews focus groups and observation four questions to ask about audience level before you develop a report a sample 3 year assessment plan that can be customized and seven steps for developing a culture of ongoing assessment

Fundamentals of Reference Carolyn M. Mulac, 2012-07-02 An excellent training tool for both new and experienced staff Fundamentals of Reference will quickly become your fundamental reference **Fundamentals for the Academic Liaison** Richard Moniz, Jo Henry, Joe Eshleman, 2014-03-21 A core resource for any LIS student or academic librarian serving as a liaison this handbook lays out the comprehensive fundamentals of the discipline helping librarians build the confidence and cooperation of the university faculty in relation to the library **Fundamentals of Electronic Resources Management** Alana Verminski, Kelly Marie Blanchat, 2017-05-30 This guide to ERM fundamentals will prove invaluable both as a primer for those preparing to enter the field as well as a ready reference for current practitioners

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completely revised with new sections outlining the opportunities offered by contemporary communication media With more resource information on cross cultural communication including new applications of communication principles and the latest research based material on communication in general this comprehensive manual covers Fundamental skills such as listening speaking and writing Reading others nonverbal behavior How to integrate skills with tips for practicing Sense making a theory of information as communication Common interactions like speaking one on one working in groups and giving presentations Training others in communication skills including a special section on technology based training

The Accidental Librarian Pamela H. MacKellar, 2008 An American librarian who has worked in a wide range of situations over the past quarter century MacKellar offers a guide for people who find themselves working as a librarian but have had no training in the field Among her topics are what libraries and librarians are developing a collection retrieving and disseminating information management essentials removing barriers public access computers and librarian certification

The Newbery & Caldecott Medal Books Horn Book, Inc, 2001

LIS Career Sourcebook G. Kim Dority, 2012-10-03 A must have guide of professional development resources for library staff at every phase of their career from those just entering the field to paraprofessionals building a career trajectory to seasoned librarians looking to explore additional career options Thousands of students graduate with a Master of Library and Information Science degree every year Unfortunately budget cuts at libraries diminish available job opportunities and prompt administrators to hire less qualified and less expensive professionals However armed with the right information library science professionals can successfully build and sustain a resilient library and information science LIS career inside or outside the traditional library setting

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Moving Materials Valerie Horton, Bruce Smith, 2010 A guide to contemporary logistics management for libraries It teaches the impact of pricing on delivery services managing in house delivery systems and the value of outsourcing physical delivery to a carrier service

Public Library Administration Transformed Karen Starr, Patrick Ragains, 2018-09-18 Public libraries have historically faced challenges as viable units in local government As society struggles with issues related to the scope and effectiveness of government librarians must ask How and why will communities support public libraries in the 21st century Public Library Administration Transformed covers public library administration in a comprehensive and detailed manner Chapters cover administrative functions of the library public finance administrative law library governance human resources leadership strategic

planningprogram management and evaluationmarketing and public relationsintergovernmental relationscooperative government The discipline of public administration develops skills that are vital to successful libraries Grounded in the context of public administration this book provides a framework for future library services focusing on effective public sector skills organizational and service innovation information technology readers and the full range of library constituents Suitable for use in public library classes exam copies are available to qualified instructors of such courses upon request What They Don't Teach You in Library School Elisabeth Doucett,2011 This work covers a variety of library topics that are truly relevant to the day to day job such as management administration and marketing **Senior High School Library Catalog**,2006 *ALA Glossary of Library and Information Science* Michael Levine-Clark,Toni Carter Dean,2013-05-21 This fourth edition of ALA Glossary of Library and Information Science presents a thorough yet concise guide to the specific words that describe the materials processes and systems relevant to the field of librarianship **Assessing Service Quality** Peter Hernon,Ellen Altman,2010-01-19 This classic book is brought fully up to date as Hernon and Altman integrate the use of technology into the customer experience They offer solid practical ideas for developing a customer service plan that meets the library s customer focused mission vision and goals challenging librarians to think about customer service in new ways

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In some sort of consumed by screens and the ceaseless chatter of immediate interaction, the melodic splendor and psychological symphony developed by the written term frequently fade in to the back ground, eclipsed by the relentless sound and distractions that permeate our lives. Nevertheless, nestled within the pages of **Fundamentals Of Library Supervision Ala Fundamentals Series** an enchanting literary treasure full of organic feelings, lies an immersive symphony waiting to be embraced. Crafted by an outstanding musician of language, that captivating masterpiece conducts visitors on a psychological trip, well unraveling the hidden melodies and profound affect resonating within each carefully crafted phrase. Within the depths of the touching review, we shall explore the book is main harmonies, analyze their enthralling publishing type, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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Table of Contents Fundamentals Of Library Supervision Ala Fundamentals Series

1. Understanding the eBook Fundamentals Of Library Supervision Ala Fundamentals Series
 - The Rise of Digital Reading Fundamentals Of Library Supervision Ala Fundamentals Series
 - Advantages of eBooks Over Traditional Books
2. Identifying Fundamentals Of Library Supervision Ala Fundamentals Series
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Fundamentals Of Library Supervision Ala Fundamentals Series
 - User-Friendly Interface

4. Exploring eBook Recommendations from Fundamentals Of Library Supervision Ala Fundamentals Series
 - Personalized Recommendations
 - Fundamentals Of Library Supervision Ala Fundamentals Series User Reviews and Ratings
 - Fundamentals Of Library Supervision Ala Fundamentals Series and Bestseller Lists
5. Accessing Fundamentals Of Library Supervision Ala Fundamentals Series Free and Paid eBooks
 - Fundamentals Of Library Supervision Ala Fundamentals Series Public Domain eBooks
 - Fundamentals Of Library Supervision Ala Fundamentals Series eBook Subscription Services
 - Fundamentals Of Library Supervision Ala Fundamentals Series Budget-Friendly Options
6. Navigating Fundamentals Of Library Supervision Ala Fundamentals Series eBook Formats
 - ePub, PDF, MOBI, and More
 - Fundamentals Of Library Supervision Ala Fundamentals Series Compatibility with Devices
 - Fundamentals Of Library Supervision Ala Fundamentals Series Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Fundamentals Of Library Supervision Ala Fundamentals Series
 - Highlighting and Note-Taking Fundamentals Of Library Supervision Ala Fundamentals Series
 - Interactive Elements Fundamentals Of Library Supervision Ala Fundamentals Series
8. Staying Engaged with Fundamentals Of Library Supervision Ala Fundamentals Series
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Fundamentals Of Library Supervision Ala Fundamentals Series
9. Balancing eBooks and Physical Books Fundamentals Of Library Supervision Ala Fundamentals Series
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Fundamentals Of Library Supervision Ala Fundamentals Series
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Fundamentals Of Library Supervision Ala Fundamentals Series
 - Setting Reading Goals Fundamentals Of Library Supervision Ala Fundamentals Series
 - Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Fundamentals Of Library Supervision Ala Fundamentals Series
 - Fact-Checking eBook Content of Fundamentals Of Library Supervision Ala Fundamentals Series
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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