

ESSAYS ON THE LOG TRAINING

OF THE



Effective On The Job Training Developing Library Human Resources

Bill Katz



Effective On The Job Training Developing Library Human Resources:

Effective On-the-job Training Sheila D. Creth, 1986 Abstract Written as an aid to library supervisors this book is intended to suggest that there is the possibility of improving job training as well as establishing a better environment in which staff can learn and contribute Requiring a commitment from the supervisor the process of job training demands much time and energy The critical role of training staff resistance specific training needs planning implementation of training evaluation goal setting and other training related factors are analyzed Examples of actual job training plans are included along with performance exercises for supervisors and trainees Training Issues and Strategies in Libraries Paul M. Gherman, Frances O. Painter, 2019-12-05 This book first published in 1990 provides analysis applicable to any library regardless of size for the training and development of library personnel Contributors from varying types of libraries from a small private woman's college to a multinational bibliographic utility discuss training in busy public services departments address vendor and in house perspectives on training for online automated systems and examine leadership training This practical volume provides direction for library administrators who seek to establish a climate where well trained staff confidently and consistently perform their jobs successfully Effective Management of Student Employment David A. Baldwin, Frances C. Wilkinson, Daniel C. Barkley, 2000-01-15 Building on proven methods of effective supervision this book offers academic librarians a practical guide for the day to day challenges that arise in supervising student employees The authors describe the roles of employees and supervisors and review general management principles They then explain how to organize for student employment Hiring compensation orientation and training and supervision strategies are covered in addition to common problem areas performance appraisal employee employer rights corrective discipline and termination procedures A revision of Baldwin's *Supervising Student Employees in Academic Libraries* Libraries Unlimited 1991 this new work has been thoroughly updated It contains a complete list of job descriptions and detailed information on funding Answers to frequently asked questions and a glossary of financial aid terms conclude the book **Guide for Training Collection Development Librarians** American Library Association. Subcommittee on Guide for Training Collection Development Librarians, Susan L. Fales, Association for Library Collections & Technical Services. Administration of Collection Development Committee, 1996 Skillfully acquisitions and collection development plays a key role in creating exceptional libraries These authoritative resources provide the guidance you need to build and maintain the comprehensive high quality collection your customers demand Get expert advice on a selecting material from serial to CD ROMs b participating effectively in the budget process and c evaluating your existing collections and vendors Developed by ALA's Association for Library Collections selection and review processes weeding and deselection and navigating electronic networks The guide divides training into three skill levels supplies a curriculum framework matched to collection duties and identifies competencies achievable after training The American Public Library Handbook Guy A. Marco, 2011-11-29 A detailed reference work that documents every aspect

of the American public library experience through topical entries statistics biographies and profiles The American Public Library Handbook is the first reference work to focus on all aspects of the American public library experience providing a topical perspective through comprehensive essays and biographical information on important public librarians Based upon the author's own notes and extensive experience as well as library periodicals library reference books monographs textbooks Internet sources and correspondence with individual libraries this book comprises nearly 1 000 entries addressing all aspects of public library service Each topical essay considers terminology of the area covered its historical context and current concerns and issues Biographies highlight the philosophical perspective of the individuals covered while entries on specific libraries present timely data and interesting facts about each facility This unique handbook also offers up to date statistics historical highlights and information about programs and events of individual libraries

Doing the Work of Reference

Linda S Katz, 2013-10-18 Become more versatile competent and resourceful with these practical suggestions Becoming a first class reference librarian demands proficiency in a wide range of skills Doing the Work of Reference offers sound advice for the full spectrum of your responsibilities Though many aspects of a reference librarian's work are changing with astonishing speed the classic principles in this volume will never go out of date This comprehensive volume begins with hints for orienting yourself to a new job and concludes with ideas for serving the profession On the way Doing the Work of Reference covers such diverse topics as working with student assistants offering reference services to remote users and keeping up your professional development In addition you will find strategies for dealing with technological change not high tech information that will become obsolete before the ink is dry but ways of approaching the process of change that will work today next week and ten years from now Doing the Work of Reference will help you increase your competence in getting along with other staff members marketing the library to users and faculty handling ephemeral materials keeping students attention in library instruction courses maintaining good relations with faculty increasing your subject knowledge and much more This comprehensive guide is an essential handbook for librarians in the trenches Whether you are a new librarian or a veteran at the reference desk Doing the Work of Reference will help you burnish your skills

Supervising Student

Employees in Academic Libraries David A. Baldwin, 1991-09-15 Library administrators have taken the student work force for granted for a long time and are only now beginning to realize that this important group accounts for a significant portion of the operating budget Baldwin describes the role of student employees and the supervisor including hiring orientation and performance appraisal He discusses some common problems as well as corrective discipline and termination procedures A separate chapter is devoted to federal student aid programs because of their role in student employment The specific orientation of this well organized handbook makes it essential for any supervisor of student employees

Continuing Education of Reference Librarians Bill Katz, 2019-12-06 This book first published in 1990 addresses the concerns of librarians that they must be informed and educated in order to excel in their work It focuses on specific types of training for librarians

Authorities explain pioneering programs in California and Maryland which deal with teaching basic reference tools to beginning librarians and paraprofessionals They also discuss the role of multitype networks in continuing education as the most cost and time efficient means available today and the use of self directed contract learning as a method that requires long term planning and rewards in contrast to the immediate results of a short term plan of education The management perspective of continuing education is also included Working library directors offer their observations on sound inspirational approaches to continuing education They also examine the critical role department heads play as mentor to beginning reference librarians *Communicating Professionally, Third Edition* Catherine Sheldrick Ross, Kirsti Nilsen, 2013-07-17 An updated and expanded version of the training guide Booklist called one of the most valuable professional publications to come off the presses in a long time the new third edition of *Communicating Professionally* is 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

Continuing Education of Reference Librarians William A. Katz, 1990 Here is a crucial book on the neglected issue of continuing education of reference librarians For librarians seeking to enhance and maintain a high level of quality reference work and for managers who must assure that their staffs receive the basics in continuing education this is essential reading *Continuing Education of Reference Librarians* addresses the concerns of all librarians that they must be informed and educated in order to excel in their work In the first several chapters of this comprehensive volume on the job librarians focus on the increased need for nontraditional approaches to continuing education and training of reference staff They offer practical ways of making additional training both useful and relatively easy to carry out within the library setting Teachers of reference offer suggestions for contending with current formal courses and they also examine the responsibilities of not only the reference librarian but also the bibliographer and faculty member in staying abreast of current trends Also in this broad based look at continuing education is a list of critical skills most librarians expect of their reference people including reference interview techniques mastery of basic reference sources and an understanding of new technologies a review of the most revolutionary change in teaching reference librarianship in the last 100 years the online search and a discussion on ethics including the need for librarians to be aware of the basic documents of the American Library Association and more importantly the need to treat all library users equally in terms of access and service regardless of status and personal prejudice *Continuing Education of Reference Librarians* focuses on specific types of training for librarians Authorities explain pioneering programs in California and

Maryland which deal with teaching basic reference tools to beginning librarians and paraprofessionals They also discuss the role of multitype networks in continuing education as the most cost and time efficient means available today and the use of self directed contract learning as a method that requires long term planning and rewards in contrast to the immediate results of a short term plan of education The management perspective of continuing education is also included Working library directors offer their observations on sound inspirational approaches to continuing education They also examine the critical role department heads play as mentor to beginning reference librarians Agricultural Libraries Information Notes ,1986

New Automation Technology for Acquisitions and Collection Development Rosann Bazirjian,2019-12-06 This book first published in 1995 describes how automation is changing the face of acquisitions as librarians know it and making the future uncertain yet exciting It documents how libraries have increasingly moved to powerful second generation interfaceable or integrated systems that can control all aspects of library operations The libraries presented as examples show that increasing user expectations the siren call of cyberspace and network connectivity and administrative faith in the savings to be obtained from electronic technical services continue to drive the migration to higher level library management systems

Encyclopedia of Library and Information Science Allen Kent,Harold Lancour,1997-09-16 The Biological Literature to An Uncertainty Principle for Information Seeking A Qualitative Approach Reference and Information Services Richard E. Bopp,Linda C. Smith,2011-05-23 Reflecting the dramatic changes shaped by rapidly developing technologies over the past six years this new fourth edition of Reference and Information Services takes the introduction to reference sources and services significantly beyond the content of the first three editions In Part I Concepts and Processes chapters have been revised and updated to reflect new ideas and methods in the provision of reference service in an era when many users have access to the Web In Part II Information Sources and Their Use discussion of each source type has been updated to encompass key resources in print and on the Web where an increasing number of freely available sources join those purchased or licensed by libraries A number of new authors are contributors to this new edition bringing to their chapters their experience as teachers of reference and as practitioners in different types of libraries Discussions of services in Part I integrate digital reference as appropriate to each topic such as how to conduct a reference interview online using instant messaging Boxes interspersed in the text are used to present scenarios for discussion to highlight key concepts or to present excerpts from important documents Discussions of sources in Part II place more emphasis on designing effective search strategies using both print and digital resources The chapter on selection and evaluation of sources addresses the changing nature of reference collections and how to evaluate new types of sources Each chapter concludes with an updated list of additional readings to guide further study A new companion website will provide links to Web accessible readings and resources as well as additional scenarios for discussion and example search strategies to supplement those presented in the text **The University of Michigan Library Newsletter** ,1986 Helping the Difficult Library Patron Linda S Katz,2013-10-31 This

insightful book shows you how to deal with an issue as old as the library profession interacting with problem patrons It looks at this fact of life that affects almost every facet of library work and provides practical solutions some developed within the field and some borrowed from other professions that will improve reference services for those you serve and make the work of your library staff less stressful more productive and increasingly meaningful *Helping the Difficult Library Patron New Approaches to Examining and Resolving a Long Standing and Ongoing Problem* examines the nature of the problem from historical and demographic perspectives ways of dealing with the problem in academic and public libraries competency based training techniques that will empower your frontline staff the impact of new technologies such as cellular phones and the Internet and ways of dealing with the new breeds of difficult patrons that come with them solutions from our colleagues what we can learn from the perspectives of others psychotherapists businesspeople and corporate managers you even get a Zen Buddhist viewpoint effective ways to utilize community resources such as campus and local police and much much more Nowhere in the library literature have so many practitioners and educators combined their efforts to examine and provide solutions to this ageless problem Library administrators staff and educators will find *Helping the Difficult Library Patron* a matchless resource *Libraries and Student Assistants* William K. Black,1995 Contributors from various disciplines examine conflicts in ethical issues related to elder abuse and suggest ways to address these differences and initiate moves toward consensus They review three cases of mistreatment from the perspectives of medicine social work law religion and ethics and identify ethical values and dilemmas touching on subjects such as autonomy legal competence and community based multidisciplinary care Of interest to social workers and health professionals Annotation copyright by Book News Inc Portland OR *Effective Library and Information Centre Management* Jo Bryson,2017-03-02 This comprehensive handbook covers key management issues and will guide information professionals through the maze of common problems To reflect the increasing integration of library information centre records IT and telecommunications management the book takes an integrated approach to managing the modern information centre Topics covered range from strategic IT and human resource planning to leadership conflict and change management Further key areas include service delivery risk management and the information lifecycle ***International Journal of Reviews in Library and Information Science*** ,1987 *Library Staffing for the Future* Samantha Schmehl Hines,Marcy Simons,2015-12-09 This latest volume contains approaches from researchers around the world The chapters explore such issues as skills building and other professional development activities changing demographic profiles of staff changing modes of resource provision succession planning remote work and planning for Linked Data

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