

FUNDAMENTALS OF

Library Supervision

JOAN GISECKE & BETH NICHEIL

2ND EDITION



ALA FUNDAMENTALS SERIES

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**Courtney Greene, Courtney Greene
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Ruane**

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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.

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McNeil,2017-11-21 **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 Mulac,2012-07-02 The all in one Reference reference you ve been waiting for this invaluable book offers a concise introduction to reference sources and services for a variety of readers from library staff members who are asked to work in the reference department to managers and others who wish to familiarize themselves with this important area of librarianship Written in an accessible style and designed for everyday use it presents an overview of the basic tools and techniques of reference work including Reference Services a section addressing such important topics as telephone reference the reference interview and electronic reference Reference Sources chapters which focus on types of reference tools including encyclopedias dictionaries directories handbooks and almanacs Appendixes with key documents prepared by the Reference and User Services Association RUSA and an annotated bibliography 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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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 LIS Career Sourcebook Managing and Maximizing Every Step of Your Career provides a chapter by chapter overview of key career stages and strategies and identifies for each the best information resources to help readers develop a successful LIS career The author lays out the typical stages that workers are likely to encounter as they move through their professional life highlighting important issues associated with each stage and providing insights and resources for making smart career choices along the way Covering the entire career lifespan from entry level to retirement the resources cited will help readers make informed choices about career options professional development and personal career satisfaction

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 The Anywhere Library Courtney Greene, Courtney Greene McDonald, Missy Roser, Elizabeth Ruane, 2010 With a user centered practical emphasis geared to the non technical librarian this book approaches the creation of a mobile optimized library website as a process rather than simply a product Introduction

Communication and Teamwork Hali R. Keeler, Marie Keen Shaw, 2018-09-07 Support staff in all types of libraries must work together in a variety of situations This is both a textbook and on the job manual covering the skills and behaviors necessary for effective teamwork and communication Trained library support staff should

know the basic concepts of interpersonal relations customer service teamwork and communication The range and diversity of staff in today s library requires that support staff understand and implement these basic principles The chapters of this book are carefully and purposefully aligned with the new American Library Association Library Support Staff Certification LSSC competency standards for Communication and Teamwork Each chapter begins with the LSSC Competencies that are to be addressed a help to instructors who use this book as a teaching text This is followed by a list of topics that will be covered as well as a glossary of key terms Chapters are then broken into easily readable sections that relate back to the key terms No other book is available that uses the ALA LSSC standards as the focus for teaching through practical examples how library support staff can effectively use them on the job Other books on this topic are written at a level that is aimed for professional librarians and not support staff However 85% of library support staff do not hold professional degrees Written in clear language this book will help library support staff become effective public service personnel

Hiring, Training, and Supervising Library Shelves Patricia Tunstall,2010 Provides practical advice to help you hire test train and retain shelves

The Portable MLIS Ken Haycock,Mary-Jo Romaniuk,2017-12-07 In this update of the ideal introduction to the library profession the core competencies of professional librarians are presented in 14 essays supplemented with foundational principles and context The original edition of this book gained popularity as a required work for LIS because it uniquely provided a broad accessible overview of the core curricular areas and foundations for the library profession What distinguishes the book as an introduction to the work of professional librarians is that it s not just about information in context or about libraries and their mission Importantly it also covers the required competencies of professional librarians laying a firm foundation for future courses In this second edition each chapter has been revised and updated to take into account current thinking and references As with the first edition the book is organized around the foundations of the profession and key functional areas Questions such as how to think like a librarian and how to facilitate community development are specifically and explicitly addressed In compiling the book the editors sought out the leading thinkers educators and practitioners in each core area as chapter authors Each of the contributors provides an introduction to the knowledge skills and abilities associated with their respective area of expertise discusses current and emerging applications and explores trends and issues

Be a Great Boss Catherine Hakala-Ausperk,2011-01-07 To help library managers improve their skills and acumen renowned speaker and trainer Hakala Ausperk presents a handy self study guide to the dynamic role of being a boss

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