

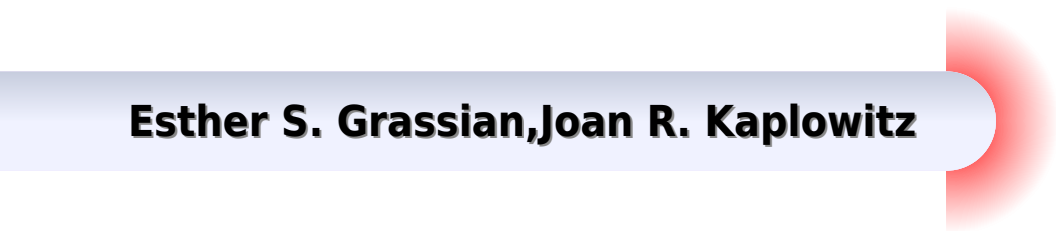
WHAT EVERY LIBRARY
DIRECTOR SHOULD KNOW

SECOND EDITION

Susan Carol Curzon

What Every Library Director Should Know Susan Carol Curzon

Esther S. Grassian, Joan R. Kaplowitz



What Every Library Director Should Know Susan Carol Curzon:

What Every Library Director Should Know Susan Carol Curzon, 2014 In this unconventional management text author Dr Susan Carol Curzon presents a different take on traditional library management tools Through personal narrative and anecdotes from other working professionals Curzon presents the many everyday challenges one meets as a library manager The unwritten rules strategies and bits of wisdom only learned on the job Behavioral nuances Political strategies Mentor like advice Subtle communication codes Regardless of the professional setting management is management and wisdom is wisdom What Every Library Director Should Know is the insider's view of vital actions behaviors and strategies needed to succeed in every type of library

Practical Strategies for Academic Library Managers Frances C. Wilkinson, Rebecca L. Lubas, 2015-11-10 Looking for tips on how to work towards your overall vision while remaining productive on the frontlines The book gives you fresh ideas for balancing your managerial duties with day to day responsibilities in the academic library A compilation of ideas from noted leaders in academic librarianship this book explores a wealth of topics including budgeting human resources facilities collections and IT There is also helpful advice that will help you navigate emerging areas of librarianship such as blended librarianship cross institutional collaboration and marketing the library You will learn how to manage lead and address specific library areas all at once Practical Strategies for Academic Library Managers Leading with Vision through All Levels is ideal for current professionals with an expanded scope of responsibilities and those who have had administrative duties for some time but are looking for new techniques for being a better manager The book includes an introduction written by the editors who are both associate deans in university libraries Each chapter is written by a different expert in the field providing a rich array of approaches and perspectives

The LITA Leadership Guide Carl Antonucci, Sharon Clapp, 2017-04-20 The LITA Leadership Guide from the American Library Association division charged with information technology brings together three important professional development topics leadership entrepreneurship and technology in one volume uniting theory practice and case studies from experienced colleagues in the field Topics include cultivating creativity career pivots forecasting and planning for change keeping tech and leadership skills ahead of the curve and incorporating lessons and knowledge from across sectors Additional concepts include professional development evaluating risk overcoming barriers to innovation and seeding success in your career and organization The book will help librarians at every level of the career ladder and will supplement leadership and skill based training workshops Library leadership teams interested in the development of their staff as a means of improving their organizational performance will find this book to provide context for growth training and collaboration This book provides big picture concepts that affect the many stages of a librarian's career Librarian as Leader Librarian as Entrepreneur and Librarian as Technologist and thus is suitable for staff development discussion groups or courses This LITA Guide will help librarians understand how to chart their career development across these three foundational platforms and become familiar with how peers have successfully

created positive change for themselves and their libraries as leaders entrepreneurs and technologists Dealing with Natural Disasters In libraries William Miller,Rita Pellen,2018-10-24 Learn from those who actually dealt with disaster Regardless of the type of library natural disasters can have catastrophic effects on its collections and artifacts Dealing with Natural Disasters in Libraries provides an inside look at different disasters and how diverse types of libraries dealt with the consequences This useful resource covers a wide range of natural disasters including flood fire water damage mold sick building syndrome and hurricane damage Librarians from different types of libraries describe personal efforts to cope with real life cases of disaster and discuss principles and lessons which can be used to plan for and better respond to future catastrophic occurrences Every library should have a disaster plan in place Dealing with Natural Disasters in Libraries provides realistic guidance on how to best prepare for catastrophic damage and loss and practical suggestions on how to best respond once disaster does strike These authors use their unique perspectives on having lived through a disaster to provide a close examination of lessons learned This crucial book includes a selected bibliography and a series of case studies that illustrate what other librarians did to repair and rebuild collections and facilities after experiencing some of the most challenging circumstances imaginable Managing people education and training the creation of a disaster plan the treatment of damaged materials recovery of materials and the successful rebuilding of a library after its complete destruction are all discussed in detail Dealing with Natural Disasters in Libraries examines case studies of different types of disasters and effective responses steps small libraries should take during the first month after a disaster strategies to deal with fire smoke and water damage issues what to do to avoid mold growth after moisture problems or water damage fixing sick buildings dealing with the devastation of Hurricane Katrina post disaster recovery differing responses to minor disasters localized disasters major disasters and catastrophic disasters providing public access to vital information after disasters strike prevention of potential disaster situations and more Dealing with Natural Disasters in Libraries is an essential resource for academic librarians public librarians special librarians school librarians library science faculty and administrators **More Than a Thank You Note** Kimberly Thompson,Karlene Jennings,2009-03-30 This book provides a friendly lively discussion of the role of academic library fund raising written by two experienced library fund raisers Short stand alone chapters with summary paragraphs Practical personal success hints throughout Proven fundraising ideas *Managing Change* Susan Carol Curzon,2005 Guiding staff and organizations through turbulent times budget cuts personnel shortages new technologies reorganization and consolidation is an absolutely necessary skill for today s library managers Susan Curzon one of Library Journal s Librarians of the Year has completely revised her classic change how to recommended as required reading by Online She outlines the step by step processes and detailed instructions necessary for conceptualizing the issues planning preparing decision making controlling resistance and implementing changes Practical guidance for dealing with technology s impact on libraries applying the latest research in change management and developing new strategies for

coping with change are included An all new Teaching Tools section featuring sample scenarios questions and discussion points coaching prompts motivational tips and more helps administrators share the knowledge with their staffs and colleagues Here is the How To to help you not only cope but thrive in our constantly changing library environment

Information Literacy Instruction Esther S. Grassian, Joan R. Kaplowitz, 2009 The second edition of this guide for librarians who need to implement informational literacy programs for diverse learners has been revised to include new practices and technologies in the 21st century Grassian served as a library administrator at the UCLA College Library and she has teamed with fellow UCLA librarian Kaplowitz to deliver a plan that focuses on goal setting mode selection design copyright and assessment of these programs A CD ROM is included that contains sample mission statements tables that evaluate assessment tools practice handouts and links to interactive Web pages Annotation 2010 Book News Inc Portland OR booknews.com

Colorado Libraries, 2003 Library + Information Update, 2007 Library Journal Melvil Dewey, Richard Rogers Bowker, L. Pylodet, Charles Ammi Cutter, Bertine Emma Weston, Karl Brown, Helen E. Wessells, 2005 Includes beginning Sept 15 1954 and on the 15th of each month Sept May a special section School library journal ISSN 0000 0035 called Junior libraries 1954 May 1961 Also issued separately *Managing Library Instruction Programs in Academic Libraries* Julia K. Nims, Eric Owens, 2003 Issues covered in breakout sessions range from staff scheduling and workload to project management and from collaborating with faculty to devising staff development programs Library Journal, 2009

Integrating Information Literacy Into the Higher Education Curriculum Ilene F. Rockman, 2004-04-21 Publisher Description *Bowker Annual Library and Book Trade Almanac* Information Today Inc, 2008-05 **NMRT Footnotes** American Library Association. Junior Members Round Table, American Library Association. New Members Round Table, 1990

Working Together James Swan, 1992 Public library trustees and librarians often find themselves cast in opposing roles even as they strive to reach common goals Traditional manuals have focused on one role or on the other neglecting the importance of mutual understanding and respect This guide for trustees presents an integrated approach to managing trustee librarian relations addressing key issues such as defining roles hiring setting policies establishing public relations managing money legal issues and working with local government **The Sketch**, 1904 First[-sixth] Supplement to the

Finding List of the Salem Public Library, Salem, Mass., December 1889[-October, 1894] Salem Public Library, 1889

Newsletter - California Library Association California Library Association, 1987 Public Libraries, 1990

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