

1. Record Nr.	UNINA9910461165003321
Autore	Pearlmutter Jane
Titolo	Small public library management [[electronic resource] /] / Jane Pearlmutter & Paul Nelson
Pubbl/distr/stampa	Chicago, : American Library Association, 2012
ISBN	1-283-37591-5 9786613375919 0-8389-9367-2
Descrizione fisica	1 online resource (154 p.)
Collana	ALA fundamentals series
Altri autori (Persone)	NelsonPaul <1949->
Disciplina	025.1/97
Soggetti	Small libraries - United States - Administration Public libraries - United States - Administration Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Contents; Acknowledgments; Chapter One: Who Do You Work For?; The Public Library Defined; Where Are Public Libraries Located ?; Administrative Structure and Governance; The Board of Trustees; Working with Local Officials; Library Policy Development; Long-Range Planning; Chapter Two: Library Finances; Where Does the Money Come From?; Preparing a Budget; Budget Review; Accountability; Terminology; Chapter Three: Personnel Management; Personnel Policies; Hiring; Personnel Records; Work Schedules; Compensation; Benefits; Supervision; Discipline and Grievances; Volunteers; Chapter Four: Facilities Defining Library SpacesSafety Issues; Renovation, Expansion, New Construction; Access to Technology; Chapter Five: Collection Management; Selection Criteria; Gifts; Circulation Policy; Collection Evaluation, Weeding, and Preservation; Challenges to Library Materials; Chapter Six: Services and Programs; Identifying the Proper Service Mix; Evaluating Services and Programs; Youth Services; Adult Services; Reference Services; Readers' Advisory; Technology and Library Service; Classes and Informal Instruction; Outreach Services; Community Use of Library Spaces; Promoting Services and Programs

Chapter Seven: The Library as PlaceLibrary Advocacy; Keeping Up with Library Issues; Index

Sommario/riassunto

Finally, here's a handbook that includes everything administrators need to keep a handle on library operations, freeing them up to streamline and improve how the organization functions.