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Collana	ALA guides for the busy librarian Hiring, training, and supervising library shelves
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Soggetti	Libraries Staff manuals Library pages Library personnel management Library & Information Science Social Sciences
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Nota di contenuto	Contents; Preface; Acknowledgments; 1. Looking for Recruits; 2. Interviewing and Hiring; INTERVIEWING; Hours; Physical Requirements; HIRING; Selection; 3. Training; SHELIVING; AUDIOVISUAL MATERIALS; SHELF READING; SHIFTING; CLOSING PROCEDURES; MISCELLANEOUS TASKS; SHELVERS DON'T DO REFERENCE!; PERSONAL SAFETY; TRAINING LOGS; A WORD ABOUT VOLUNTEERS; 4. Day-to-Day Supervising; ALLOCATION OF DUTIES; SCHEDULING; PAGE MEETINGS; NOTICE BOARDS; PAGE MANUALS; WEB PAGES; 5. Keeping Your Shelves in Good Order; NONAPPEARANCE FOR A SCHEDULED SHIFT; HABITUAL LATENESS OR POOR TIMEKEEPING INAPPROPRIATE DRESSINAPPROPRIATE TALKING AND SOCIALIZING; UNDERPERFORMANCE; NO LONGER UP TO THE JOB?; WHEN IT GETS PERSONAL; WHAT TO DO ABOUT PARENTS; SOMETIMES YOU HAVE TO FIRE THEM; 6. Performance Assessment; 7. Working with Other Departments; 8. Looking After the Supervisor; 9. The Big Moves: Your Chance to Shine; WHY IT MAKES SENSE TO DO IT YOURSELF; WHERE DO I START?; WHAT DO I DO WITH THIS RIDICULOUSLY LARGE NUMBER?; IS

IT REALLY NECESSARY TO TAG THE COLLECTION?; HOW DO I FIX IT?; WHAT NEXT?; ARE WE READY TO MOVE YET?; AND AWAY YOU GO HOW DO I PERSUADE MY COLLEAGUES THAT THIS IS A GOOD IDEA? SOME QUESTIONS YOU MIGHT HAVE; Appendix: Forms and Tools; Vacant Position Sign; Additional Interview Questions; Alternative Shelving Quiz; Shelving Quiz; Dewey Numbers; Alphabetical Order; Sample Letter: Thanks but No Thanks; Sample Letter: No Thanks This Time; Apointment Letter; Training Slip; Page Job Description; Booktown Public Library Job Description; Daily Page Work Assignments; Daily Log; Shelving Supervisor's Monthly Report November 20XX; Staff; Collections; Shelf Reading; Meetings; Conduct Agreement Shelves Performance EvaluationPage/Shelver Manual; Schedule; Salary; Conduct; Library Privileges; Vacations; Reviews; General Guidelines for Shelving Books; Fiction; Nonfiction; Special Collections: Youth Services; Special Collections: Adult Services; Audiovisual Collections; Shelf Reading Procedure; CleanUp Procedures; Contents Checking; Emptying Outside Book Drop; Index; A; B; C; D; E; F; H; I; J; M; N; P; R; S; T; U; V; W

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Sommario/riassunto

How do you find good library shelvers and keep them for more than a few months? Tunstall gives practical advice to help you do just that with a complete overview on how to hire, test, train, and retain shelvers.

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