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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 Spaces Safety 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 Place Library 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.

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