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| | Nota di contenuto | The Academic Library Administrator's Field Guide; Contents; Acknowledgments; Introduction; Part I: Being Politically Effective; Chapter 1: Rationale: Mission, Goals, and Strategic Plan; Chapter 2: Perceptions: Library Components Are Basic to Education; Chapter 3: Political Influence: Roles of an Effective Leader; Chapter 4: Organizational Chart: The Academic Side, with Dotted Lines; Chapter 5: Context: Monitoring and Interpreting Trends; Chapter 6: Academic Ceiling: Dependencies and Levels of Quality; Chapter 7: Faculty: Gatekeepers of Library Usage<br>Chapter 8: Unexpected Events: Planning for Safety and SecurityPart II: Managing and Leading Staff; Chapter 9: Beginning: Starting a New Position; Chapter 10: The Job: Nature of Administrative Work; Chapter 11: New Hires: Administrators' Roles and Accountability; Chapter 12: Priorities: Aligning Work with Library Needs; Chapter 13: Professional Development: Investing in All Staff; Chapter 14: Accountability: Monitoring and Evaluating Work; Chapter 15: Decision-Making: Processes for Library Governance; Chapter 16: Communication: Internal and External Messages<br>Chapter 17: The Tone: Desirable and Productive WorkplaceChapter 18: How Are You?: Issues of Health and Well-Being; Chapter 19: Change: Recognizing Need and Leading Change; Chapter 20: Errors in |

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| Sommario/riassunto | The daily administration of an academic library often leaves you needing quick advice on the topic at hand. Nelson, an experienced administrator writing from first-hand knowledge, delivers such advice in 30 topical chapters. |