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Autore	KOZAI Yoshishige
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Altri autori (Persone)	KOBAYASHI Tomie
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2. Record Nr.	UNINA9910973547603321
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Edizione	[1st ed.]
Descrizione fisica	1 online resource (121 p.)
Collana	ALA guides for the busy librarian Hiring, training, and supervising library shelves
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Contents -- Preface -- Acknowledgements -- 1. Looking for Recruits -- 2. Interviewing and Hiring -- Interviewing -- Hours -- Physical Requirements -- Hiring -- Selection -- 3. Training -- Shelving -- Audiovisual materials -- Shelf reading -- Shifting -- Closing procedures -- Miscellaneous tasks -- Shelves 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 -- Non-appearance for a scheduled shift -- Habitual lateness or poor timekeeping -- Inappropriate dress -- Inappropriate talking and socializing -- Under-performance -- 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 -- Appointment 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 Evaluation Page/Shelves 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 -- Clean Up Procedures -- Contents Checking -- Emptying Outside Book Drop -- Index.

How do you find good library shelves 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 shelves.