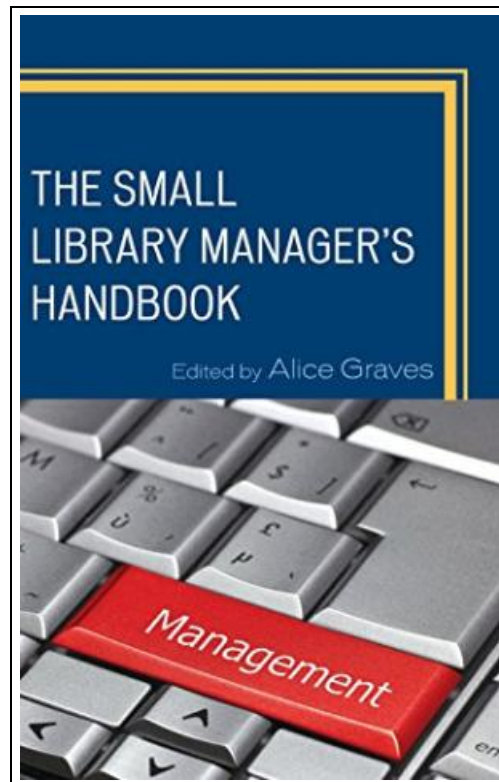# The Small Library Manager s Handbook (Hardback)

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THE SMALL LIBRARY MANAGER S HANDBOOK (HARDBACK)

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ROWMAN LITTLEFIELD, United States, 2014. Hardback. Condition: New. Language: English . This book usually ship within 10-15 business days and we will endeavor to dispatch orders quicker than this where possible. Brand New Book. The Small Library Manager s Handbook is for librarians working in all types of small libraries. It covers the everyday nuts-and-bolts operations that all librarians must perform. Following an introduction, 27 chapters are arranged in six major parts: *Management (including staffing, working with volunteers, and annual reports) *Marketing (including social networking and how to prove your library s worth to your boss) *Money (including budgeting and grant writing) *Services (including reference and circulation) *Collection Development (including assessment and weeding), and *Professional Development (including free webinars, YouTube videos, and networking) Each chapter is written by an expert. The chapter authors work in academic, public and special libraries. They work in hospitals, prisons, museums, colleges, courthouses, and corporations. Their libraries consist of books across the Library of Congress or Dewey Decimal system, and they work in specialized libraries that use a limited range of cataloging possibilities. Librarians in small libraries wear many hats. This handbook written by experts who are small librarians themselves will help all small librarians to do multiple jobs at the same time.

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