



BE A GREAT BOSS

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Be A Great Boss Ala Guides For The Busy Librarian

Catherine Hakala-Ausperk



Be A Great Boss Ala Guides For The Busy Librarian:

Be a Great Boss Catherine Hakala-Ausperk, 2011-01-07 To help library managers improve their skills and acumen renowned speaker and trainer Hakala Ausperk presents a handy self study guide to the dynamic role of being a boss

Managing in the Middle Robert Farrell, Kenneth Schlesinger, 2013 Fully a third of all library supervisors are managing in the middle reporting to top level managers while managing teams of peers or paraprofessional staff in some capacity This practical handbook is here to assist middle managers navigate their way through the challenges of multitasking and continual gear shifting The broad range of contributors from academic and public libraries in this volume help librarians face personal and professional challenges by Linking theoretical ideas about mid level management to real world situations Presenting ways to sharpen crucial skills such as communication productivity delegation and performance management Offering specific advice on everything from supervision to surviving layoffs Being a middle manager can be a difficult job but the range of perspectives in this book offer strategies and tips to make it easier *Staff Development* Library Leadership and Management Association. Human Resources Section. Staff Development Committee, 2013-03-12 This new edition offers unique state of the art perspectives on library staff development and training **Mentoring in the Library** Marta K. Lee, American Library Association, 2011-03-03 With librarians at all levels in mind noted reference librarian and researcher Marta Lee offers her ideas for an experience with establishing a formal mentoring process at the library Page 4 of cover

Organizational Storytelling for Librarians Kate Marek, 2011 A primer on how to develop storytelling skills

Everyday HR Gail Munde, 2013-04-03 From the dean or director to student assistants every academic library employee is subject to a number of complicated confusing and intertwined employment policies and procedures Many of these are required by law or governed by federal or state regulations other policies or practices are unique to an institution Because of the complex interplay of these forces human resources HR management and personnel transactions can seem almost mysterious Munde clears the air in her new handbook providing basic explanations and rationales for the most common and practical applications of HR management in colleges universities and academic libraries This handbook Explains the difference between a person and a position and details the types of positions in academic libraries Summarizes basic employment law highlighting key federal laws which protect employees Covers the dynamics of working with others offering guidance for managing conflicts supervising others and conducting performance evaluations Provides an overview of the recruitment process with a look at the roles of search and tenure committees Readers will find Munde s handbook an effective atlas of the most traveled regions of the HR terrain **Library and Information Science** Michael F. Bemis, 2014-03-03 This unique annotated bibliography is a complete up to date guide to sources of information on library science covering recent books monographs periodicals and websites and selected works of historical importance In addition to compiling an invaluable list of sources Bemis digs deeper examining the strengths and weaknesses of key works A boon to

researchers and practitioners alike this bibliography Includes coverage of subjects as diverse and vital as the history of librarianship its development as a profession the ethics of information science cataloging reference work and library architecture Encompasses encyclopedias dictionaries directories photographic surveys statistical publications and numerous electronic sources all categorized by subject Offers appendixes detailing leading professional organizations and publishers of library and information science literature This comprehensive bibliography of English language resources on librarianship the only one of its kind will prove invaluable to scholars students and anyone working in the field **Build a Great Team**

Catherine Hakala-Ausperk,2013-04-22 With library staffing levels and services cut to the bone creating a team that communicates well and functions smoothly is more important than ever Building on the model of her bestselling book *Be A Great Boss* Hakala Ausperk presents a handy self guided tool to the dynamic role of team building Organized in 52 modules designed to cover a year of weekly sessions but easily adaptable for any pace this workbook will show you how to Manage staff across different age groups and skill sets Improve communication between team members Mentor other staff members Keep your team organized in a culture of change Suitable for all levels of management from first line supervisors to library directors this book lays out a clear path to learning the essentials of building and maintaining a first rate team **Small**

Public Library Management Jane Pearlmutter,Paul Nelson,2012 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 *The Challenge of Library Management* Wyoma vanDuinkerken,Pixey Anne Mosley,2011-04-04 Change in libraries The human factor Organizational culture impact Initiating change effectively Implementing change effectively Environmental factors impacting success Managerial baggage Evaluating the change and yourself as a change leader Change specific challenges **Coaching in the Library** Ruth F. Metz,2011 Outlines a focused and results oriented plan for achieving the best results from staff members through a coaching style of management Complete with new forms reader friendly tables and annotated references Page 4 of cover **What They Don't Teach You in Library School** Elisabeth Doucett,2011 This work covers a variety of library topics that are truly relevant to the day to day job such as management administration and marketing Library Management Tips that Work Carol Smallwood,2011-06-30 There s no shortage of library management books out there but how many of them actually tackle the little details of day to day management the hard to categorize things that slip through the cracks of a larger handbook *Library Management Tips that Work* does exactly that addressing dozens of such issues facing library managers including How to create a job manual and keep staff accountable Keeping your library board in the loop Using numbers to make your case Dealing with unreturned library materials Methods for managing multiple libraries with one FTE librarian Retaining services despite budget cuts and staff shortages Public relations on a shoestringWritten by contributors from across the field this eclectic guide offers best practices suitable for managers in all types of libraries Kaapse bibliotekaris ,2017 Issues for Nov 1957 include section

Accessions Aanwinste Sept 1957 **Teen Services 101: A Practical Guide for Busy Library Staff** Megan P. Fink, 2015-02-02 Need to amp up teen services but you re short on time or not sure where to start **Teen Services 101 A Practical Guide for Busy Library Staff** provides useful information that will help staff put together a basic teen services program with minimal time and hassle The author Megan Fink along with contributions from Maria Kramer provides practical tips and instructions on how to build core teen services into the overall library program Whether you re a new teen services librarian or staff in a one person library this how to guide on teen services can help you effectively serve teen patrons Let s face it teens are sometimes overlooked by libraries when it comes to services and programs However there are over 42 million teens in the US which makes them a sizeable and important demographic to serve Many of today s teens are struggling More are living in poverty than before and nearly 7 000 teens drop out of high school per day By setting aside some time to increase your library s focus on teens you will be providing a vital service and positioning your library as an indispensable part of the community The resources and information in this book can help you achieve that **The Frugal Librarian** Carol Smallwood, 2011-01-13 This collection speaks to universal concerns presenting creative and resourceful solutions from dozens of librarians representing a wide variety of institutions *The Alabama Librarian* , 1949 **New York Libraries** , 1931 **Fundamentals of Library Supervision, Third Edition** Beth McNeil, 2017-11-21 **Library Hotline** , 2001

The book delves into Be A Great Boss Ala Guides For The Busy Librarian. Be A Great Boss Ala Guides For The Busy Librarian is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Be A Great Boss Ala Guides For The Busy Librarian, encompassing both the fundamentals and more intricate discussions.

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 - Chapter 3: Be A Great Boss Ala Guides For The Busy Librarian in Everyday Life
 - Chapter 4: Be A Great Boss Ala Guides For The Busy Librarian in Specific Contexts
 - Chapter 5: Conclusion
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 6. In chapter 5, this book will draw a conclusion about Be A Great Boss Ala Guides For The Busy Librarian. This chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Be A Great Boss Ala Guides For The Busy Librarian.

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