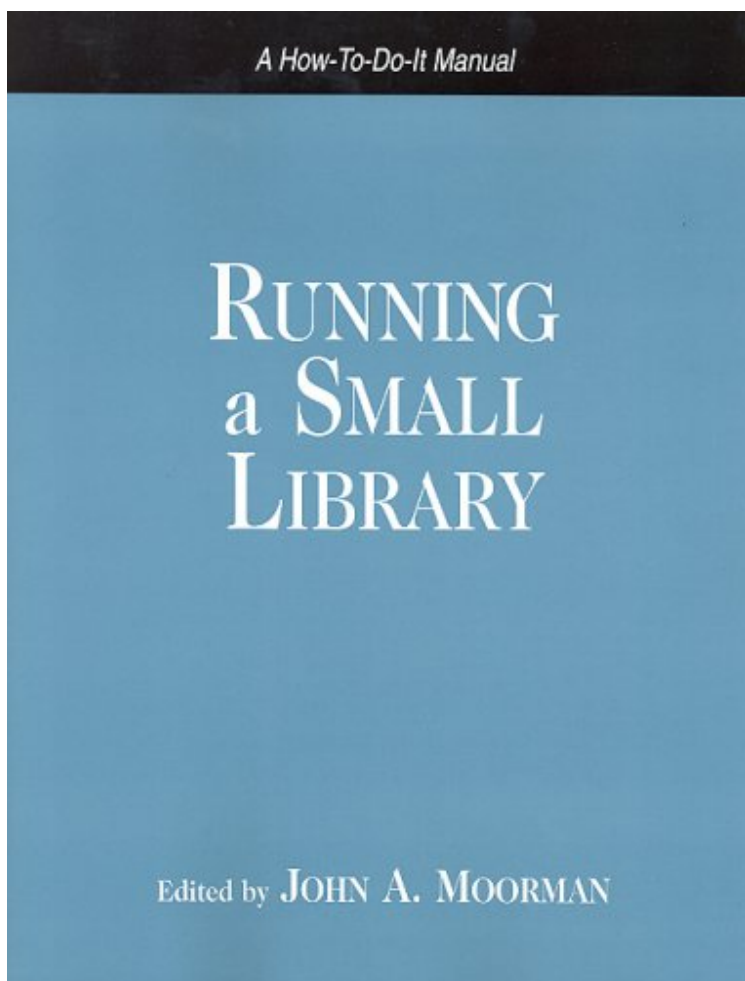


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Running a Small Library: A How-to-do-it Manual (How-to-Do-It Manuals for Librarians) (How-To-Do-It Manuals for Librarians (Numbered))

John A. Moorman

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Being a solo librarian or managing with a small staff can be a massive challenge. This unique "how-to" is written from the perspective of the small library and its particular challenges and constraints. Tasks ranging from programming and outreach to cataloging and circulation are all part of the job, and Moorman's advice about how to approach this multi-tasking deluge is brilliant. A resource section is included listing furniture, automation, book/periodical vendors, listservs and discussion groups, professional organizations, and more. Whether you are in a small academic, public, school, or special library, you will want this unique manual by your side.

From BooklistWritten for librarians, paraprofessionals, and volunteers who may be part of the limited staff--or, indeed, the only staff--in a library, this manual provides very basic explanations and advice. Part 1 covers the challenges faced in different kinds of libraries--college, community college, special, public, and school--that have few resources. The sections that follow cover budgeting, public service, collection development, and computers and automation. Augmenting the text are numerous examples of forms, policies, and other items. The volume concludes with lists of vendors, professional organizations, and more, plus a bibliography. Whether the reader is a new librarian who is starting his or her first administrative position or an experienced librarian who wishes to improve management skills, this manual should prove useful. Patricia HoganCopyright American Library Association. All rights reserved
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