

(Free pdf) Small Public Library Management (Ala Fundamentals)

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Jane Pearlmutter, Paul Nelson

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Jane Pearlmutter, Paul Nelson : Small Public Library Management (Ala Fundamentals) before purchasing it in order to gage whether or not it would be worth my time, and all praised Small Public Library Management (Ala Fundamentals):

3 of 3 people found the following review helpful. small public library managementBy Laura L. CrambleThis book was succinctly written and easy to read. It was full of great information including sample library programs, policies and procedures. I highly recommend it.

Anyone at the helm of a small public library knows that every little detail counts. But juggling the responsibilities that are part and parcel of the job is far from easy. 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. It s packed with practical advice and numerous checklists forPreparing budgets, writing financial reports, and working

with the library board Simplifying workflow through effective delegation Collection development, including tips for effective weeding Launching initiatives and outreach programs, such as adult literacy programming and homework help centers Tales from the Field offer real-world perspectives from library directors across the country. From finance and HR to collection development, policy, and programming, this resource puts ready-to-use information at your fingertips.

"A vitally useful handbook." --Midwest Book "Highly recommended to any small public library administrator it will have a permanent place on this reviewer's nightstand." --Booklist

About the Author At the University of Wisconsin Madison since 1985, Jane Pearlmuter has been responsible for organizing, marketing, and often teaching many continuing education programs in library and information studies, including core courses for public library director certification and leadership training for state library agencies. She also teaches graduate courses in management and collection development. An active member of the Wisconsin Library Association, Jane has been involved in advocacy and long-range planning for public libraries at the local, state, and national levels. As a department head/assistant director (1978-1986) and library director (1986-2008), Paul Nelson has extensive experience in all aspects of public library administration: governance, advocacy, policy development, budgeting, personnel management, facilities planning, marketing, and long-range planning. Since the mid-1980s, he has provided more than one hundred workshops on these subjects to library systems in the upper Midwest. As Adjunct Assistant Professor at the University of Wisconsin Madison School of Library and Information Studies, he teaches a reference and information services course and courses in public library management and library advocacy.