

Library and Information Center Management

Robert D. Stewart
Barbara B. Moran

FOURTH EDITION

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Robert D. Stueart, Barbara B. Moran

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Introduction to Technical Services G. Edward Evans, Sheila S. Intner, Jean Weihs, 2010-11-11 Used in library schools worldwide this standard text provides students with a thorough understanding of technical services Updated and expanded the eighth edition further emphasizes the rapidly changing environment in which technical services are conducted The book covers all aspects of the field from acquisitions to managing the cataloging department with five new chapters Technical Services Issues includes material related to physical space needs E resources Issues examines how the growth of e materials impact technical services work Copy Cataloging reflects the ever increasing need to be more efficient and also to save limited funds for technical services activities Overview and Decisions addresses the issue of why and how the local OPAC has become a gateway to the universe of knowledge and Processing Materials covers

the activities involved in making sure items that go into a library's collection are properly identified as belonging to the library and where the item is physically located in the collection. All other chapters have been extensively rewritten and updated to reflect 2010 technical service functions and activities. Complete with helpful illustrations, statistics, and study guide questions, this text is a must for library and information science students.

Public Libraries in the 21st Century Ann E. Prentice, 2010-11-11 This book helps readers explore how public librarians have reinvented the ways they bring people and information together to meet 21st century challenges. *Public Libraries in the 21st Century* provides an up-to-date picture of what the public library is today, what the public librarian needs to know, and how to apply that knowledge. The book offers a thought-provoking exploration of the social, political, economic, cultural, and technological influences that determine the role of the public library in our society. It also looks at ways in which that role continues to change to meet new challenges while always keeping true to the mission of bringing people and information together. Beginning in the latter half of the 20th century, the library reinvented and repositioned itself to be a force for people and their interaction with information. To illuminate that process, the book outlines the history and purpose of the public library, issues of leadership, planning, decision making, organizing, and staffing, and discusses the impact of technology on how the library is managed and how it serves the community.

Library Management Robert D. Stueart, Barbara B. Moran, 1987 *Library Administration & Management*, 1995 *The School Library Media Center* Emanuel T. Prozano, Joyce Prozano, 1999-02-15 With a focus on the successful management of the school library media center as a system, the new edition of this authoritative work addresses and integrates the many trends and developments of the past decade. It explores the impact of global forces and the school district on the development and operation of the media center and examines the library's programmatic activities within the context of its goals. The book also addresses the nature, quality, and quantity of resources available to support programmatic endeavors, personnel, media technology, facilities, and funds. Management skills are emphasized throughout the text.

Systems Analysis for Librarians and Information Professionals Larry Osborne, Margaret Nakamura, 2000-03-15 Rational and methodical systems analysis has been used successfully by business, industry, and research organizations. This new edition employs basic elements from the business world to show users how to apply systems analysis effectively to any library setting. Updating Osborne and Nakamura's previous work, the book fills a tremendous need in the field. It introduces readers to the steps in the process: from identifying and defining problems and collecting and analyzing data to selecting strategies for implementation and proof of the systems. The limitations of systems analysis, an overview of the rationale for applying it to problem situations, and many real-life examples illustrate the principles. A new chapter on object-oriented techniques, additional idea-generating techniques, and the inclusion of case studies invites readers to put these principles into practice. Practical and easy to read, this work will benefit students of information studies as well as professionals in the field.

Library Literature, 1994 *The Reference Interview as a Creative Art* Elaine

Z. Jennerich, Edward J. Jennerich, 1997-05-15 Shows librarians how to combine creativity with professional expertise to improve customer service After reviewing the historical background of and research on the reference interview chapters discuss the effects of technology serving special populations various types of interviews problem patrons and training Includes interview skills tests rating sheets and checklists This edition reflects sociological and technological changes over the past decade Library Journal, 2002 Includes beginning Sept 15 1954 and on the 15th of each month Sept May a special section School library journal ISSN 0000 0035 called Junior libraries 1954 May 1961 Also issued separately

Reference and Information Services Richard E. Bopp, Linda C. Smith, 2001 Thoroughly revised and expanded to reflect current developments in the field this text is designed to provide the beginning student of library and information science with an overview of the most important tools for general reference work and the concepts and theory behind today's reference services The 21 chapters are divided into two parts The first 11 chapters deal with concepts and theory and are topical They cover such areas as ethical aspects of reference services reference interview the principles and goals of library instruction bibliographic control and search strategies training and continuing education for reference staff the evaluation of reference services and the management of these services In many cases specific applications in different types of libraries are pointed out Expanded coverage of electronic reference service is provided by two full chapters devoted to basic principles and current trends in this area A separate chapter covers unique approaches to reference service for special groups Part 2 describes the general principles and sources for selecting and evaluating reference tools and the principles for building a reference collection The remaining chapters discuss the characteristics and uses of particular types of reference tools This new edition describes a greater number of titles of each type as well as the formulation of strategies for the effective use of specific sources or groups of sources Scenarios in particular library settings conclude each chapter offering realistic reference questions and appropriate search strategies Throughout the text boxes are used to highlight specific issues concepts and search strategies that underlie contemporary reference services Selected important sources for further reading are listed at the end of each chapter This text presents the essential theory and practical knowledge necessary for an initial reference course Its broad scope and organizational clarity should benefit students and practitioners alike

Colorado Libraries, 2003 **The School Library Media Manager** Blanche Woolls, 1994 Placing the school library media program in the context of global change and the contemporary educational environment this work gives practicing media specialists library students and anyone considering a career as a media specialist a complete overview of the profession It begins with available education programs guidelines for selecting a position and expectations for the first week in a new school Following chapters cover all aspects of management including staff both professional and clerical facility collection budget marketing the program evaluation cooperation networking and planning for the future Potential leadership opportunities and responsibilities for new technologies are also discussed A practical introduction to the field this work

serves well both as a text and a professional resource *Model Policies for Small and Medium Public Libraries* Jeanette Larson, Herman L. Totten, 1998 How to develop policies for the small and medium libraries **Introduction to United States Government Information Sources** Joe Morehead, Mary K. Fetzner, 1992 Introductory account of general and specialized sources in print and nonprint formats that compose the bibliographic structure of federal government information Pref *Online Reference and Information Retrieval* Roger C. Palmer, 1987

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