

## Small Public Library Management



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American Library Association. Paperback. Condition: New. 152 pages. Dimensions: 10.9in. x 8.3in. x 0.5in. 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 is 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 for preparing 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. This item ships from multiple locations. Your book may arrive from Roseburg, OR, La Vergne, TN. Paperback.



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