

THE LIBRARIES UNLIMITED —  
LIBRARY MANAGEMENT COLLECTION

# Moving Library Collections

A MANAGEMENT HANDBOOK

SECOND EDITION

Elizabeth Chamberlain Habich



# Moving Library Collections A Management Handbook

## Libraries Unlimited Library Management Collection

**Zhe Xu**

## **Moving Library Collections A Management Handbook Libraries Unlimited Library Management Collection:**

*Moving Library Collections* Elizabeth Chamberlain Habich,2010 Sooner or later almost every librarian is faced with the task of moving a collection It is a daunting challenge mammoth in scope Based on data from over 100 library moves this book is written from the perspective of today s library with added guidance for dealing with large holdings of electronic resources as well as space limitations in storage and on the shelves There is also updated coverage of average book widths using project management software and moving archival materials as well as special guidelines for small libraries

*Human Resource Management in Today's Academic Library* Janice Simmons-Welburn,Beth McNeil,2004-01-30 This book provides a comprehensive look at issues that shape the nature of Human Resources in academic libraries Libraries in varying academic environments have undergone tremendous change during the last two decades of the 20th century as they have sought redefinition as learning organizations As organizations they have experienced significant changes in the role and definition of professionalism along with challenges from such shifting workplace demographics as age and ethnicity and technological issues which have also had direct impact on the recruitment and retention of staff Much of the attention of human resources administrators in academic libraries has focused on an array of issues that mirrors concerns across campuses affirmative action and diversity the rights of employees with disabilities under the Americans with Disabilities Act the impact of the Family Medical Leave Act and other directives on employee benefits salary equity and a desire among employees for flexible work schedules

**Our New Public, A Changing Clientele** James Robert Kennedy,Lisa Vardaman,Gerard B. McCabe,2008 This book explores the pervasiveness of change in personnel selection and training budget planning marketing and promotion fund raising health issues for staff and clientele retirement and recruitment staying current inter library and inter agency cooperation joint use facilities furnishing and refurnishing evaluating and selecting new format materials and technologies and lifelong learning

The Evolution of Library and Museum Partnerships Lisa Gottlieb,2004-11-30 These authors examine the unique social roles of libraries and museums review historical precedents as well as library museum partnerships funded in recent years through IMLS grants and forge an exciting vision of a new library museum hybrid The juxtaposition of library collections and museum artifacts they assert has the potential to create authentic interactive experiences for community members and it can help establish a distinct meaningful and sustainable role for libraries In the authors words libraries can then reassert themselves as places devoted to contemplation wonder knowledge acquisition and critical inquiry Commercialization edutainment and the library as a learning community are just some of the fascinating topics addressed as the authors explore the future s terrain and suggest how libraries might situate themselves upon it Libraries museums and the ways in which they are used by patrons have drastically changed in past decades Digitization projects infotainment and the Internet are redefining the library s and the museum s roles in the community What are the implications for the future of these institutions These authors examine the unique social roles of libraries and museums

review historical precedents as well as library museum partnerships funded in recent years through IMLS grants and forge an exciting vision of a new library museum hybrid The juxtaposition of library collections and museum artifacts they assert has the potential to create authentic interactive experiences for community members and it can help establish a distinct meaningful and sustainable role for libraries In the authors words libraries can then reassert themselves as places devoted to contemplation wonder knowledge acquisition and critical inquiry Commercialization edutainment and the library as a learning community are just some of the fascinating topics addressed as the authors explore the future s terrain and suggest how libraries might situate themselves upon it *Managing Information Technology* Patricia Ingwersoll,John

Culshaw,2004-10-30 Providing resources for planning and managing every possible aspect of the relationships and work involved for successful cooperation between libraries and information technology services including staffing and reporting lines inter organizational relationships training daily and periodic operations research and new technologies this book also offers guidance to help systems librarians better plan for tomorrow Appended materials including a glossary sample job descriptions organizational charts integrated library system vendor contacts suggested professional reading controlled circulation publications a bibliography sample policies and documents and an index add to the practicality of this resource

Jacket **Best Practices for Corporate Libraries** Marjorie J. Porter,Sigrid E. Kelsey,2011-03-21 In this book experts in the field describe best practices based on their experiences in corporate libraries worldwide With information driving today s global economy corporate librarians must become even more proactive in their daily assignments Best Practices for

Corporate Libraries will help them do just that through a series of papers that offer an international array of opinion and practice methods This book showcases current practices in corporate library functions and suggests best practices for current librarians It also examines some of the changes in librarianship that have arisen from changes in how information is provided and how corporations are now organized Topics covered include library service functions return on investment measurements and evaluation collaboration communication and outreach in corporations managing changes in the corporation and in the library and legal issues such as intellectual property concerns Drawing from the experience of 25 contributors the book includes chapters covering corporate libraries in the United States United Kingdom India Barbados and Nigeria

**Conversations with Catalogers in the 21st Century** Elaine R. Sanchez,2010-12-16 Authored by cataloging librarians educators and information system experts this book of essays addresses ideas and methods for tackling the modern challenges of cataloging and metadata practices Library specialists in the cataloging and metadata professions have a greater purpose than simply managing information and connecting users to resources There is a deeper and more profound impact that comes of their work preservation of the human record Conversations with Catalogers in the 21st Century contains four chapters addressing broad categories of issues that catalogers and metadata librarians are currently facing Every important topic is covered such as changing metadata practices standards data record structures data platforms

and user expectations providing both theoretical and practical information Guidelines for dealing with present challenges are based on fundamentals from the past Recommendations on training staff building new information platforms of digital library resources documenting new cataloging and metadata competencies and establishing new workflows enable a real world game plan for improvement

**Managing the Small College Library** Rachel Applegate,2010-09-16 This book helps directors of small college libraries to plan staff and organize their facilities and make the right decisions to effectively contribute to their college s mission The purpose of this book is to provide the director of a small college library typically defined as a facility managed by one to seven librarians with information on every important managerial function specific to their facilities This content will be much more useful for these library specialists than that of management books covering generic library management or targeted towards large academic settings Managing the Small College Library covers the key responsibilities of the small college library director personnel planning budgeting and serving key constituencies The author draws upon her in depth knowledge of bureaucratic political and human resources managerial theory to explain how librarians can advance the mission of their library It also includes an in depth discussion of tenure and academic status for librarians and examines the effects of both public and religious affiliation

*Bowker Annual Library and Book Trade Almanac* Information Today Inc,2002 **The Reference Interview Today** Susan Knoer,2011-06-02 Learn and perfect the skills needed to conduct satisfying reference interviews in the modern technological environment with this easy to use guide In today s technology driven world reference librarians must serve users who come into the building as well as remote users who ask via various digital means With virtual reference and social networking tools now commonplace reference questions have become more complex and interdisciplinary The Reference Interview Today will help reference librarians decide which tools and strategies will best serve their diverse group of patrons in person and in cyberspace This text covers the skills needed for traditional face to face reference and how they can be applied in 2 0 media Best practices for culturally diverse disabled and difficult patrons strategies for public and academic libraries and virtual technologies like Twitter and Second Life are described Written by a practicing reference librarian this invaluable book makes it easy to train paraprofessionals and serves as a guide for experienced librarians to hone their skills in new delivery methods

**Bibliographic Index** ,2009 *Library Literature* ,2000 **Legal Information Management Index** ,2000 *Planning Public Library Buildings*

Michael Dewe,2016-04-22 Planning a new or refurbished public library means considering not only facilities for collections services staff and users but examining also the local context reviewing the library image and developing relationships with other community facilities and agencies This book examines the entire gamut of challenges confronting the planning and development of contemporary public libraries their mission their roles and key issues such as lifelong learning social inclusion community and cultural needs regeneration and funding The helpful presentation and readable style guides the librarian through the preliminary information gathering and decision making process that ensures a successful library

building for all concerned Using practical case studies plans and photographs the author tackles the critical issues of siting size plans and design concepts and provides a helpful guide to weighing up the alternatives of refurbished converted and new buildings Separate chapters focus on the planning briefing and construction process security safety and sustainability key characteristics of successful buildings identity decor and signage and interior layout and facilities The text draws together a vast resource of real library examples from all over the world which provide best practice models and lessons to learn For funding authorities librarians and architects of public libraries this is a highly informative book that will help to ensure wise decision making and prevent costly mistakes    **American Book Publishing Record Cumulative 1998** R R Bowker Publishing,1999-03    Cumulated Index to the Books ,1999    Library Literature H.W. Wilson Company,1997 An index to library and information science    **Reference & User Services Quarterly** ,2001    **Australian Academic and Research Libraries** ,1992    *Documentation Abstracts* ,1994

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