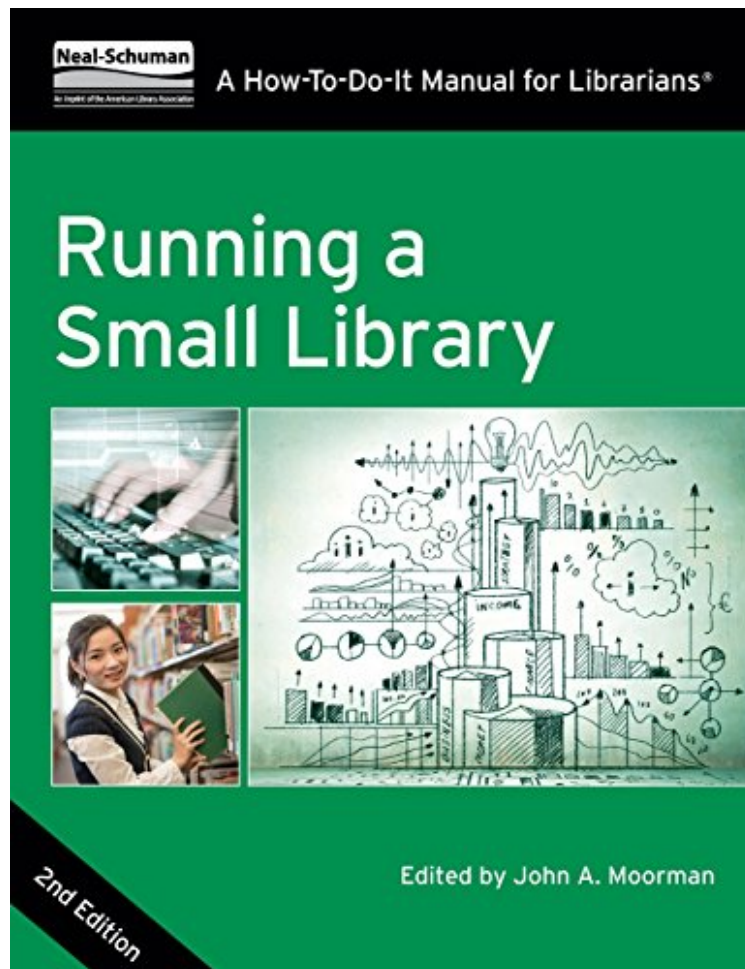


Running a Small Library, Second Edition: A How-To-Do-It Manual for Librarians

John Moorman

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Since running a small library public, academic, school, or special often means making do with little or no staff, this challenging task calls for its own set of skills and expertise. That s where Moorman s how-to manual comes in, offering guidance on every essential aspect of what it takes to run a small library. Fully revised and updated, including

a new chapter on digital library services, the second edition covers such day-to-day issues as Budgeting, from planning to advocacy Developing and implementing policies and procedures Maintaining facilities Acquisition, cataloging, and collection development and management on a shoestring Circulation Programming, outreach, and community partnerships Library technology, from computers and networks to automation systems and beyond Also featured is an updated resource section listing furniture, automation, book, and periodical vendors; electronic discussion and support groups; professional organizations; and resources for more information. This book is a must-have for any solo librarian or library manager with a small staff.

While intended for libraries with small staffs, it encourages all to think big." --Leadership Management Division (LMD) blogIt would be most helpful to new administrators who come to the job with very little training or experience. It will also be useful to librarians taking on new duties in unfamiliar segments of library work. Recommended." -- American Reference Books Annual"If you liked the first edition, you will like the second A helpful book for libraries that do not have professional staff." --TechnicalitiesAbout the AuthorJohn A. Moorman is owner and principal consultant at Dominion Library Associates, Williamsburg, Virginia. From 1975 2013, he served as director of public libraries and multitype library systems in North Carolina, Texas, Illinois, and Virginia. He is active in state and national library associations, has served on the ALA Executive Board, and is a past president of the Virginia Library Association. Professional interests include library buildings, combined school/public libraries, strategic planning, and organizational operations and theory. He has provided workshops on a variety of topics, including fund-raising and the organization of library support groups, has published numerous articles, and is the editor of both editions of Running a Small Library.