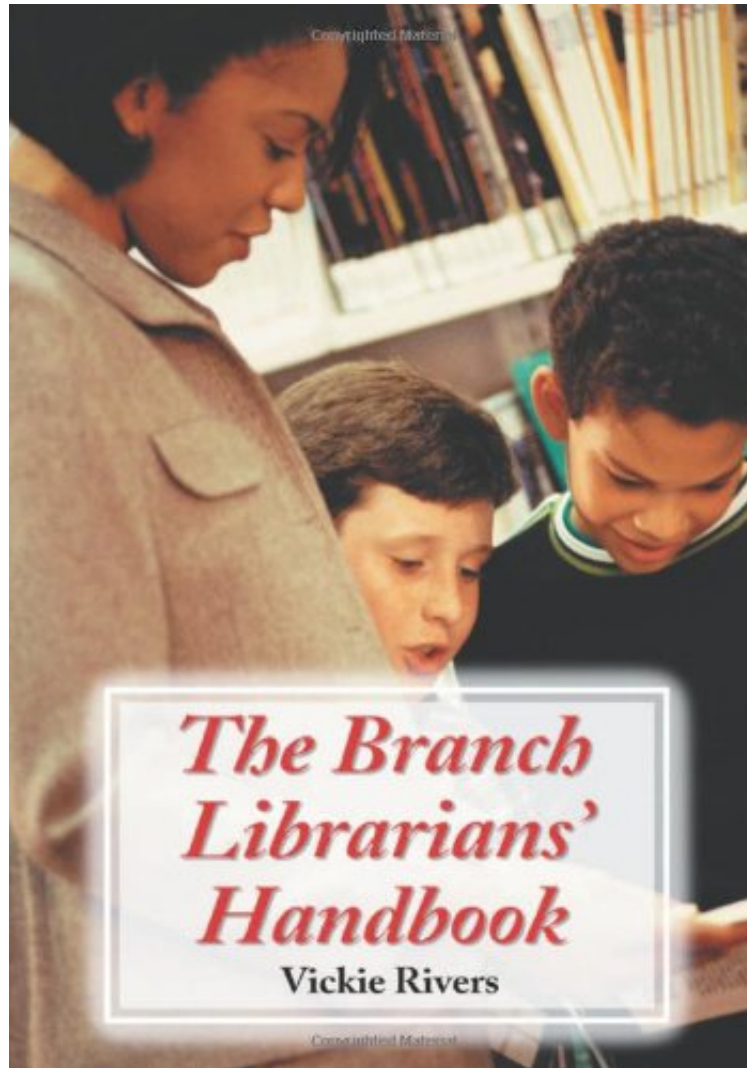


The Branch Librarians' Handbook

Vickie Rivers

*ePub / *DOC / audiobook / ebooks / Download PDF*



[Download](#)

[Read Online](#)

#4620885 in Books Mcfarland Co Inc Pub 2004-08Original language:EnglishPDF # 1 10.00 x .49 x 6.96l, .87 #File Name: 0786418214203 pages | File size: 20.Mb

Vickie Rivers : The Branch Librarians' Handbook before purchasing it in order to gage whether or not it would be worth my time, and all praised The Branch Librarians' Handbook:

1 of 2 people found the following review helpful. Issues for Library ManagersBy Virginia Allain"Chapters in this handbook cover a wide variety of issues that a branch librarian might have to deal with: mission statements, friends of libraries, bosses, professionalism, professional organizations, time management, effective supervision, staff, security guards, computer databases, courier services, branch management, collection development, homeschoolers, problem patrons, the community, programming, outreach, and more. The author is manager of the Saint Andrews Regional Library, a branch of the county library system in Charleston, South Carolina." (summary by South Texas Library

System)

Libraries are integral parts of communities, and patrons have visited them in record numbers over recent years. According to the American Library Association, 64 percent of people surveyed in the United States have visited their local libraries in the past year. Branch librarians especially are striving to meet the various needs of their communities--in addition to books and Internet access, many branch libraries have videos, books on tape and CD, DVDs, and even art prints available to their patrons. This handbook covers a wide variety of issues that the branch librarian must deal with every day. Chapters are devoted to mission statements (the Dallas Public Library and Dayton Metro Library mission statements are highlighted as examples), library systems, boards of trustees, friends of libraries, administration, bosses, professionalism, professional organizations, time management, effective supervision, staffs, security guards, computer databases, courier services, branch management, collection development, service desks, homeschoolers, Spanish-speaking patrons, homeless patrons, problem patrons, community, programming, and outreach.

From Booklist
Rivers, manager of a branch of the Charleston County Library System in Charleston, South Carolina, provides a commonsense approach to branch management. The handbook fills a gap in the literature and provides a single source for help with branch management. It is a handy guide with lots of information on a variety of topics, including supervision, anger and stress management, and how to avoid some common mistakes. Chapters deal with staff and patron issues, emergency procedures, policies and paperwork, facilities, automation, collection development, circulation, community relations, programs and outreach, reference services, and career plans. Appendixes contain some of the most important guidelines from ALA and other sources. For added interest, Rivers' sober approach to librarianship may be compared with the irreverent *Biblia's Guide to Warrior Librarianship*, by Aussie library media specialist Amanda Credaro (Libraries Unlimited, 2003). Recommended for all public libraries, new managers, or existing managers. Diana Kirby
Copyright American Library Association. All rights reserved "fills a gap in the literature...handy...lots of information on a variety of topics...recommended"--Booklist; "an excellent addition...highly recommended"--Public Libraries; "clear...very sound advice...strongly recommend"--Catholic Library World; "an excellent resource...organized...user-friendly...useful appendix...well written"--Against the Grain; "interesting yet thoroughly practical...a very good book...well organized...clearly written...readable at all levels...any type of library will benefit from having this work on their shelves. Any librarian, or potential librarian will benefit from its content"--ARBA.
About the Author
Vickie Rivers is the manager of the Saint Andrews Regional Library, a branch of the Charleston County Library System in Charleston, South Carolina. She lives in Mt. Pleasant, South Carolina.