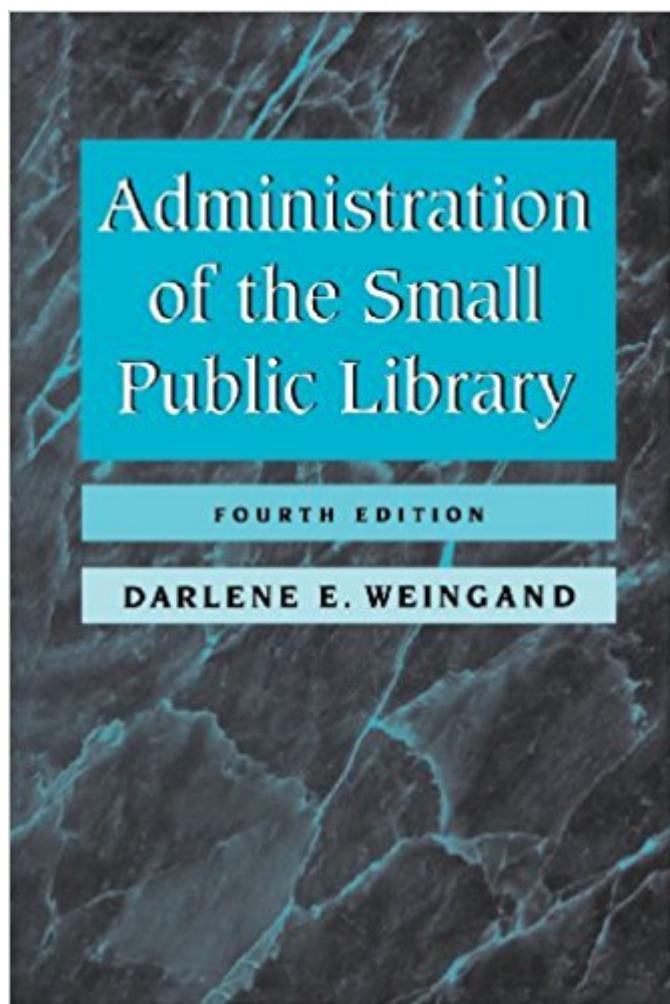


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# Administration Of The Small Public Library



## Synopsis

What is our library's mission statement? How do we serve our older customers better? How do I justify the purchase of a new Internet workstation in my library? How many times should I call the plumber each year? These questions and more are discussed in the new edition of an old classic. Since the publication of its first edition in 1965, *Administration of the Small Public Library* has been a gold standard resource for setting up and managing cutting-edge small public library facilities. Completely revised and updated, this forth edition continues that tradition with many more figures, case studies and sample policies, and new content on grant writing, program budgeting, hiring, and creative compensation. While most libraries around the country are considered "small," operating with fewer resources than academic and large metropolitan libraries, their customers still expect to find a comparable level of service and access to information. This all-new edition outlines what to do to make your library a visible, well-funded player that keeps pace. Addressing every aspect of running a small library - from defining the community's characteristics and forming a board to planning a budget and networking with other libraries - this comprehensive reference will help you to: Embrace emerging technologies. Maintain funding by encouraging community involvement and addressing local needs. Identify strengths, weaknesses, opportunities, and threats as you plan for the future. Adapt sample documents (including long-range plan, job descriptions, organizational charts, budget worksheets, policies, and construction plans) to your institution. Designed to help those 80% of libraries classified as "small," this completely updated edition is packed with how-to information on how to effectively manage a thriving small public library.

## Book Information

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## **Customer Reviews**

"Concentrates On Principles And Approaches rather Than The Minutiae Of Running Libraries."  
--American Reference Books Annual

Darlene E. Weingand, Ph.D., is currently adjunct professor at the University of Hawaii, Manoa and professor emeritus at the University of Wisconsin, Madison, where she served for many years as professor in the School of Library and Information Studies. One of the nation's leading marketing consultants, speakers, and educators in library and information science management, Weingand is the best-selling author of *Customer Service Excellence: A Concise Guide for Librarians and Future-Driven Library Marketing* (ALA Editions).

Now in a fully updated and revised fourth edition, Darlene Weingand's *Administration Of The Small Public Library* is an indispensable reference for the operation of small community libraries for villages, towns, and municipalities seeking to offer their patrons and communities a visible, well-funded library system that embraces emerging information technologies, enhances accountability through effective management techniques, and encourages community involvement while addressing local needs. This new edition will enable the library staff to adapt sample documents (including a long-range plan, job descriptions, organizational charts, budget worksheets, policies, and construction plans) to their facility. A necessary addition to any academic library science reference collection, *Administration Of The Small Public Library* is invaluable and very highly recommended in-service training text for library professionals in small to mid-sized community library systems.

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