

FUNDAMENTALS OF

Managing Reference Collections

CAROL A. SINGER



ALA FUNDAMENTALS SERIES

Managing The Reference Collection

Nancy R. Glassman



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Managing the Reference Collection Christopher W. Nolan, American Library Association, 1999 Managing the reference collection is the key to ensuring that information provided is up to date accurate and of sufficient quantity and quality to meet the diverse needs of the library's customers Managing the Reference Collection provides the fundamental tools to select organize and manage references in the library Guidelines are given in key areas of reference collection management including developing a reference collection development policy implementing selection policies and procedures selecting and managing electronic reference sources and evaluating and weeding reference collections

Fundamentals of Managing Reference Collections Carol A. Singer, 2012-06-21 This important new book will help librarians make better reference decisions aligned to customer needs and expectations especially significant with today's limited budgets Reference Collection Development James D. Neeley, 1991

Managing Reference Today Kay Ann Cassell, 2017-01-31 Reference collections and services have changed considerably in the last three decades We have moved from all services coming from the reference desk to a more fluid environment where users can be served in person by phone email virtual reference chat instant messaging texting skyping etc Collections have changed too from print collections microfilm microfiche and microcards to e resources and e books plus e research collections in institutional archives Although we see many libraries still providing traditional services others have begun to move away from this model and try to develop and offer services and collections which will better serve their user population With technology changing so fast users expect to communicate with the library in whatever way they choose They also want to obtain information with little effort on their part Managing Reference Today New Models and Practices highlights newly developed service models that libraries are developing as well as the way they are handling changing reference collections describes new ways of providing reference services and new ideas of how to select and manage reference collections Identifies the best practices for meeting the needs of current and future library users in academic special and public library settings

Introduction to Reference Sources in the Health Sciences Jeffrey T. Huber, Susan Swogger, 2014-04-22 Prepared in collaboration with the Medical Library Association this completely updated revised and expanded edition lists classic and up to the minute print and electronic resources in the health sciences helping librarians find the answers that library users seek

Citation Management Tools Nancy R. Glassman, 2018-11-23 With the rise of scholarly communication proper citation and attribution practices have become more important than ever Citation management software is an essential tool for meeting this challenge Look no further than the proliferation of free and fee based packages on the market new programs and updated versions of existing software offering innovative features seem to pop up all the time Busy students and researchers do not have the time or energy to test drive all the available options in order to make an informed decision regarding the selection of the right tool to manage their references After finding the right tool they need someone to help them use it properly Librarians must be able to help their

patrons navigate the many alternatives and effectively use the special features of the software they ultimately select Citation Management Tools A Practical Guide for Librarians was written to help librarians teachers and writers demystify the complex world of citation management software Topics include An overview of citation management software including what it can and cannot do Advice on selecting the right program for the right researcher and the right project A comparison of citation managers on the market Leveraging citation managers to provide library services Citation management as a collaboration and networking tool Ways to use citation managers to facilitate proper citation practices and avoiding plagiarism Citation managers to tame the unruly folders on your desktop Mobile citation management Future trends This book focuses on the four citation managers commonly used in libraries EndNote Mendeley RefWorks and Zotero but other noteworthy tools are also described Citation Management Tools A Practical Guide for Librarians provides librarians with the essential skills and information required to support the use of citation managers at their libraries and explore creative ways to use these tools

Fundamentals of Collection Development and Management Peggy Johnson, 2014-03-21 In this sweeping revision of a text that has become an authoritative standard expert instructor and librarian Peggy Johnson addresses the art of controlling and updating library collections whether located locally or accessed remotely Each chapter offers complete coverage of one aspect of collection development and management including numerous suggestions for further reading and narrative case studies exploring the issues

The Complete Project Management Office Handbook Gerard M. Hill, 2013-09-05 This updated and completely revised edition of a bestseller extends the concepts and considerations of modern project management into the realm of project management oversight control and support Illustrating the implications of project management in today's organizations The Complete Project Management Office Handbook Third Edition explains how to use the project management office PMO as a business integrator to influence project outcomes in a manner that serves both project and business management interests Helping you determine if a PMO is right for your organization this edition presents a five stage PMO competency continuum to help you understand how to develop PMOs at different competency levels and associated functionalities It also identifies five progressive PMO development levels to help you identify which level is best for your organization Updates to this edition include A refinement of the 20 PMO functions that guide PMO setup and operations A new section that provides an effective evaluation of PMO maturity indicators based on the prescribed 20 PMO functions presented in the handbook A new section on Establishing a Project Management Office that details a comprehensive process for determining the needs purpose and functionality for a new PMO Best practices that have cross industry value and applicability The book includes checklists detailed process steps and descriptive guidance for developing PMO functional capability The up to date PMO model defined will not only help you better understand business practices in project management but will also help you to adapt and integrate those practices into the project management environment in your organization For anyone associated with start up and smaller PMOs the book explains what can be done to create less

rigorous PMO functional capabilities It also includes helpful insights for those who need to specify and demonstrate quick wins and early PMO based accomplishments in their organization

The Weeding Handbook Rebecca Vnuk, 2015-05-18
No We can't rid of that Vnuk author of the popular Weeding Tips column on Booklist Online is here to show you that yes you can A library is an ever changing organism when done the right way weeding helps a library thrive by focusing its resources on those parts of the collection that are the most useful to its users Her handbook takes the guesswork out of this delicate but necessary process giving public and school library staff the knowledge and the confidence to effectively weed any collection of any size Going through the proverbial stacks shelf by shelf Vnuk Explains why weeding is important for a healthy library demonstrating that a vibrant collection leads to robust circulation which in turn affects library budgets Walks readers through a library's shelves by Dewey area with recommended weeding criteria and call outs in each area for the different considerations of large collections and smaller collections Features a chapter addressing reference media magazines and newspapers e books and other special materials Shows how a solid collection development plan uses weeding as an ongoing process making it less stressful and more productive Offers guidance for determining how to delegate responsibility for weeding plus pointers for getting experienced staff on board Gives advice for educating the community about the process how to head off PR disasters and what to do with weeded materials Includes a dozen sample collection development plans easily adaptable to suit a library's individual needs Filled with field tested no nonsense strategies this handbook will enable libraries to bloom by maintaining a collection that users actually use

Improving Reference Management Southeastern Library Association, American Library Association. Reference and Adult Services Division, 1986

Finance, Budget, and Management for Reference Services Ruth A. Fraley, William A. Katz, 1988 The library budget a topic of primary importance to the reference librarian is thoroughly examined in this relevant new book Experts offer insightful suggestions for reference librarians to understand and take responsibility for budget issues directly and indirectly They address the ability to explain the budget which actually entails explaining the collection the services and the process in place for managing the fiscal resources a necessary skill for any reference librarian faced with looming budget cuts Providing quality services on a limited budget is also explored The contributors provide helpful essays on convincing the parent agency to provide adequate support setting goals and priorities generating revenue and more

The Conference of Orientalists Including Museums and Archaeology Conference Held at Simla, July 1911 [Anonymus AC09785602], 1911

Building the Reference Collection Gay D. Patrick, 1992 Whether the issue is building managing or evaluating the reference collection this practical guide should make the process easier The first section covers all the basic elements identifying users and determining their needs selection criteria tools for selection and review budget allocations and online reference services The second section provides the building blocks themselves an annotated list of approximately 300 sources presented in four categories The first is a core list for all school levels The remaining three list basic reference sources for elementary intermediate and high school levels

Managing the Twenty-First Century Reference Department Linda S Katz, 2014-05-22 Learn the skills needed to update and manage a reference department that efficiently meets the needs of clients today and tomorrow *Managing the Twenty First Century Reference Department Challenges and Prospects* provides librarians with the knowledge and skills they need to manage an effective reference service Full of useful and practical ideas this book presents successful methods for recruiting and retaining capable reference department staff and management training new employees and adapting current services to an evolving field Expert practitioners address the changing role of the reference library worker and how longstanding traditions and practices can be re evaluated and re applied The information in this book is ideal for librarians and students of library studies looking to take their skills to the next level Reference departments continue to evolve as the number of applicants qualified to run them declines *Managing the Twenty First Century Reference Department Challenges and Prospects* explores the dynamics of leadership and management as well as a variety of other characteristics needed in a Head of Reference It recognizes the increasing need for visionary leaders who can deal with shrinking budgets soaring costs expensive electronic resources and high user expectations and provides you with practical advice on finding training and keeping these individuals In addition to the training and recruitment techniques documented in this book you will find extensive information on setting and achieving goals creating and maintaining a positive work environment how to deliver quality services how to improve job satisfaction for library staff problem solving strategies the importance of communication making your reference department task and employee centered *Managing the Twenty First Century Reference Department Challenges and Prospects* also provides an inside look at Oregon State University s Valley Library s new management model The library s information professionals detail this new model s current function potential hazards and multiple advantages The user friendly information documented in this chapter and in the book as a whole makes *Managing the Twenty First Century Reference Department Challenges and Prospects* an essential read for any librarian or student of library studies looking to meet the demands of an increasingly technical field

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

Some Aspects of Public Library Management John Adams Lowe, 1926

School Library Management Martha Wilson, 1919

Plan of Reorganization of State Departments, Boards and Commissions North Carolina. Department of State Auditor, 1923

Proceedings, 1905

Cooperative Collection Management Georgine N. Olson, Barbara McFadden Allen, 1994 This manual offers guidance on cooperative collection management CCM The first section describes the philosophical basis for CCM the second focuses on selected

assessment methods RGL WLN and the third offers case studies illustrating the entire CCM project

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