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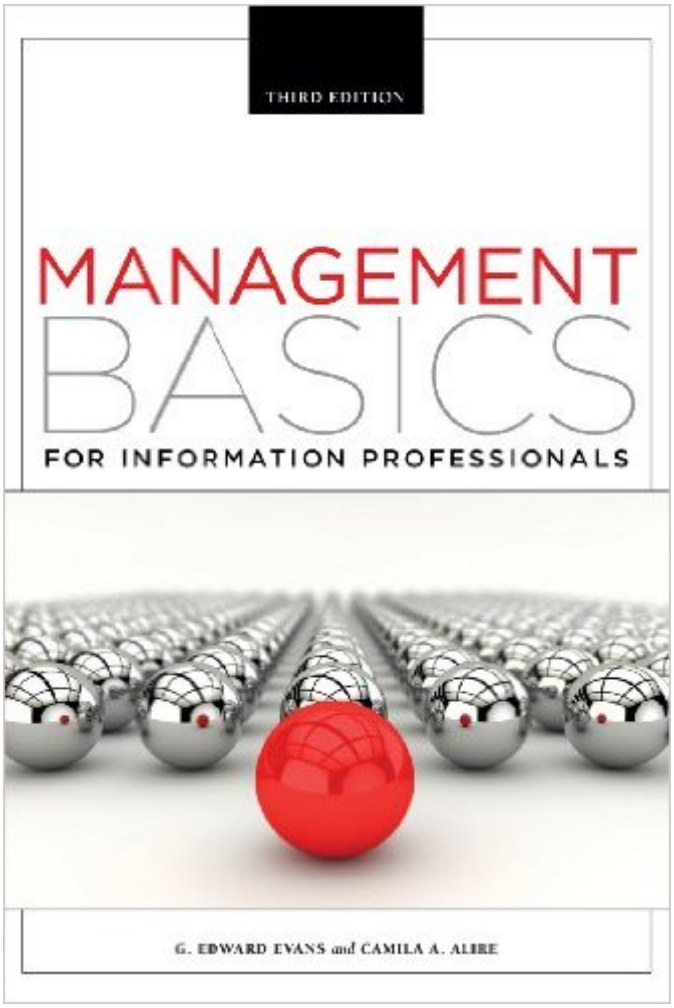
Management Basics For Information Professionals, Third Edition



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Synopsis

Reflecting the rapidly changing information services environment, the third edition of this bestselling title offers updates and a broader scope to make it an even more comprehensive introduction to library management. Addressing the basic skills good library managers must exercise throughout their careers, this edition includes a completely new chapter on management ethics. Evans and Alire also pay close attention to management in "new normal" straitened economic conditions and offer updates on technological topics like social media. Among the areas covered areThe managerial environment, including organizational skill sets, the importance of a people-friendly organization, and legal issuesManagerial skills such as planning, accountability, trust and delegation, decision making, principles of effective organizational communication, fostering change and innovation, quality control, and marketingKey points on leadership, team-building, and human resource managementBudget, resource, and technology managementWhy ethics matterTips for planning a library career, with a look at the work/life debate

Book Information

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Customer Reviews

This book was required for my library management course in graduate school. It contains a lot of useful information about managing and being a leader. Great chapters on diversity, delegation, budget planning, etc. All library science students and library staff can benefit from this book, even if you aren’t in a management position. I’m keeping my copy because I can see myself referencing it in the future, and re-reading the chapters that are relevant to my career path.

Received item quicker than expected. The item was described as brand new, however I have to give a few stars less as the item was received with water damage. Not returning since material is still legible and I need it for class.

This book contains very helpful information and is easy to follow.

Great text for library science students

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