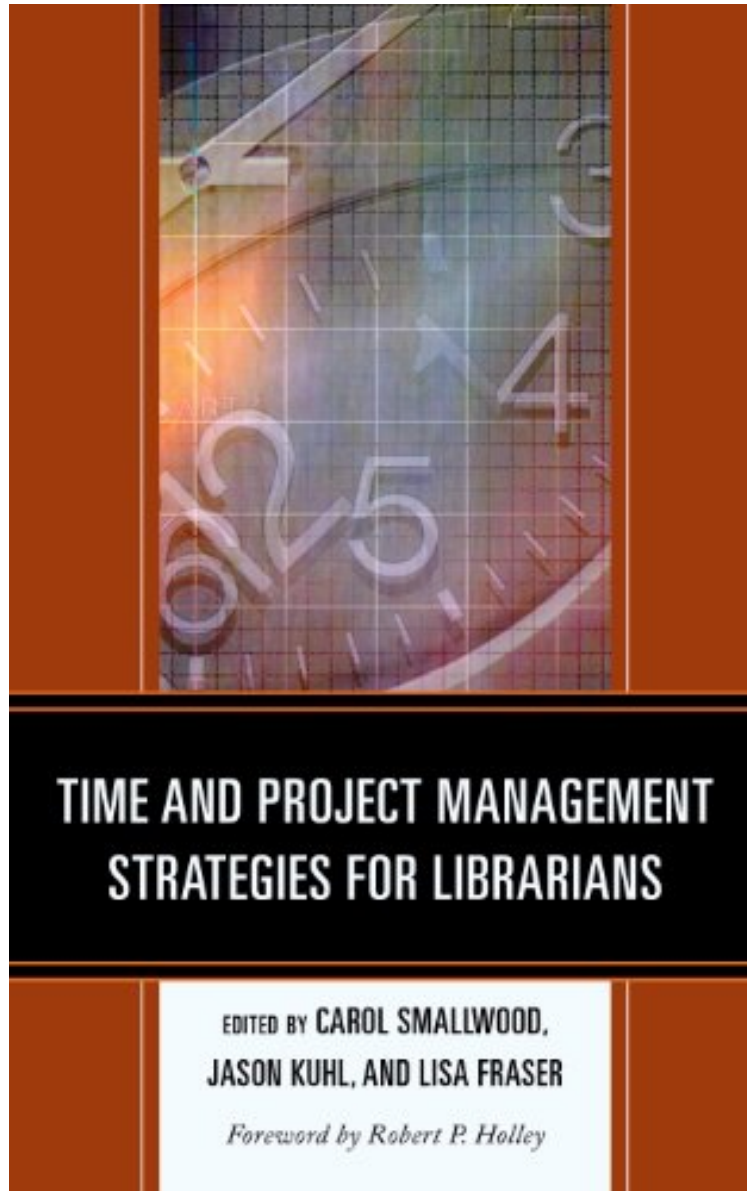


[Download] Time and Project Management Strategies for Librarians

## Time and Project Management Strategies for Librarians

*Jenny Dale, Ellie Dworak, Robin M. Fay, Libby Gorman, John C. Gottfried, Kelli Hines*  
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**Jenny Dale, Ellie Dworak, Robin M. Fay, Libby Gorman, John C. Gottfried, Kelli Hines : Time and Project Management Strategies for Librarians** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Time and Project Management Strategies for Librarians:

0 of 0 people found the following review helpful. Useful guide for any librarian!By Rebecca MugridgeThis is a very useful guide for librarians interested in time and project management. While the topics overlap a bit and there is some repetition, there is still something in this book for everyone. The papers are fairly short, ranging from 4 to 10 pages,

and are well-edited and very readable. It would be an excellent purchase for professional or personal collections. 2 of 2 people found the following review helpful. Much Needed Addition to the Professional Literature By Jeffrey A. Franks Thank you for producing this much needed volume. Effective time management is essential to productivity and positive outcomes. This anthology is certain to become an essential resource for librarians everywhere as they attempt to maximize efficiency and productivity with limited resources. The collection of writings is broad and inclusive, with something here for just about every area of library operations. I highly recommend this volume as an addition to the personal reference shelves of library managers from lower to upper levels of management in all types of libraries. (Jeffrey A. Franks, Associate Professor, University of Akron, Ohio) 2 of 2 people found the following review helpful. Good advice, useful tips. By Systems Dude Time and Project Management Strategies for Librarians presents a selection of innovative and transferable strategies, tools, and wisdom from front-line library practitioners who face the challenge of doing more with less every day. As resources and personnel are trimmed from our libraries, the deployable solutions contained in these pages will be a welcome companion for librarians striving for effectiveness while utilizing dwindling resources efficiently.

As budgets for libraries continue to shrink, the key challenge facing the 21st century librarian is finding how to do more with less. Learning how to increase productivity within the constraints of a difficult economy, librarians can benefit from the insights of fellow professionals and others who have succeeded in making the most of what they have. Time and Project Management Strategies for Librarians features more than thirty essays that provide valuable tips for the professional who must cope with increasing demands upon their resources. Librarians will get tips on how to: identify the most important tasks for the library eliminate non-essential functions and processes increase reliance on volunteers, interns, and students optimize daily routines and schedule staff effectively increase productivity through the use of social media and email increase project and time management skills and personal productivity through setting and meeting goals With productivity tips for all librarians; from the newly hired to the most seasoned veteran; this volume will help libraries provide better service to their users and also show librarians how to give this service without losing their personal lives and their sanity.

Edited by a prolific editor of works in conjunction with the executive director of the Arlington Heights Memorial Library in Illinois and the services implementation coordinator for the King County Library System in Washington, this work brings together 33 chapters organized into 8 sections: management strategies; working with staff; students, volunteers, and interns; monitoring time and projects; getting organized; using technology; work-life balance; and professional development. Thirty-three public and academic librarians from the United States and Canada share their experiences and knowledge on time and project management to assist others. Ranging from the macro level of library systems to the micro level of personal time and project management, chapters will be found to support and guide librarians at all levels with their needs. Offering tips drawn from personal experiences, the chapters will enhance any librarian's practices through narrative, takeaways, and step-by-step guidelines to building one's own abilities in time and project management. This is a valuable tool for any librarian's arsenal as the tasks grow in number and complexity and the budget and manpower shrink. Students and practitioners alike will benefit from these tips and tales from the trenches. (American Reference Books Annual) This book provides valuable advice for librarians on improving their lives and coping with increased demands on time. The information is presented in a direct and informative way. It is full of practical tips to improve the work-life balance and is suitable for all library staff, especially those in management roles who are feeling overwhelmed by the stresses of work life and would like use their time more efficiently. (Australian Library Journal) Each chapter provides economical and strategic solutions. This book is a great addition to any librarian's professional bookshelf. (Heather Payne, Corporate Liaison to the Libraries, City College, Fort Lauderdale, Florida) From prioritizing e-mail and social media, to employing a portable memory system, Time and Project Management Strategies for Librarians will help you find ways to do more and better, with less. (Elizabeth J. Hylan, Contributor to Bringing Visual, Literary, and Performing Arts into the Library) Effective time management is crucial for librarians and this concise, well-written anthology will provide you with all the theory and the practical applications needed to succeed regardless of your organizational circumstances. (Jack Montgomery, professor/librarian, Western Kentucky University) Time and Project Management Strategies for Librarians presents a selection of innovative and transferable strategies, tools, and wisdom from front-line library practitioners who face the challenge of doing more with less every day. As resources and personnel are trimmed from our libraries, the deployable solutions contained in these pages will be a welcome companion for librarians striving for effectiveness while utilizing dwindling resources efficiently. (Geoffrey P. Timms, Electronic Resources Web Services Librarian, Mercer University, Macon, Georgia) The editors' formula for this anthology is one drop theory to four or five drops of practical advice. What it creates is an elixir for librarians who struggle to accomplish their goals while negotiating changing technology, shrinking budgets, and depleted staffs. (Carol Luers Eyman, Outreach and Community Services Coordinator, Nashua Public Library, Nashua, New Hampshire) This anthology is certain to become an essential resource for librarians everywhere as they attempt to maximize efficiency and productivity with

limited resources. (Jeffrey A. Franks, Associate Professor and Head of Reference at Bierce Library, University of Akron, Ohio) This book presents studies that will enable librarians to employ new technologies as well as proven ideas to better utilize their time and efforts in these difficult economic times. (Rita Marsales, cataloger, Menil Foundation Library, Houston, Texas; American Libraries contributor) This terrific anthology offers tips and strategies useful for any library professional, especially those in which time, staff, and money, are limited commodities. (Larry Grieco, Library Director, Gilpin County Public Library, Black Hawk, Colorado) About the Author Carol Smallwood has worked as a public library systems administrator and consultant, and in school, academic, and special libraries. She has authored, co-authored, edited, and co-edited several books, including *How to Thrive as a Solo Librarian* (2011), *Preserving Local Writers, Genealogy, Photographs, Newspapers, and Related Materials* (2012), and *Library Services for Multicultural Patrons* (2012), all published by Scarecrow Press. Her articles have appeared in numerous journals, including *American Libraries*. Jason Kuhl is the Executive Director of the Arlington Heights Memorial Library (AHML) in Arlington Heights, IL. He is a contributor to *The Frugal Librarian: Thriving in Tough Economic Times* and *Library Management Tips that Work*. Lisa Fraser is the Services Implementation Coordinator for the King County Library System, Washington and teaches courses in marketing and advocacy for libraries at the Information School of the University of Washington. Fraser has contributed to professional anthologies such as *The Frugal Librarian: Thriving in Tough Economic Times*, and has also published in journals, blogs, and newspapers.