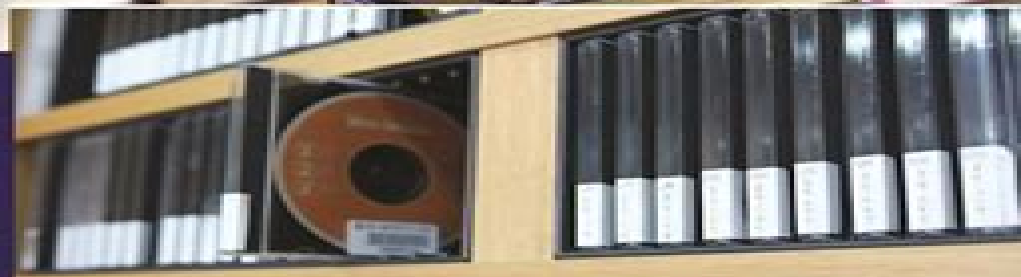


CRASH COURSE

in Weeding Library Collections

Francisca Goldsmith



Crash Course Weeding Library Collections

Marcia A. Mardis



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Crash Course in Weeding Library Collections Francisca Goldsmith, 2015-11-02 Weeding is a perennial challenge for librarians. This book will help you rise to the task by offering you basic instructions including information on new formats and digital collections. Weeding is often difficult; who can easily decide to discard books and other materials that someone may someday want to borrow? But weeding is essential to keeping your collection healthy and relevant. Perfect for all types of libraries and for both paraprofessionals and librarians unfamiliar with modern weeding methods, this practical guide offers clear guidance that can help you cope with the sometimes paralytic fear and distaste that can accompany a must-do task. Each of the book's chapters treats a specific concern: for example, weeding electronic collections. Practical matters related to collection maintenance through material and online resource weeding are addressed, as are policy and procedure, documentation and communication planning, and best practices. You'll read about weeding ethics, using vendor-provided weeding tools, and floating collections. The book also shares advice on training volunteers as weeding assistants and on communicating with library stakeholders about collection maintenance. By showing you how to make weeding a normal part of your library's routine, this book will help you provide your community with a healthier, better circulating and more valuable collection.

Crash Course in Collection Development Wayne Disher, 2023-06-15 The third edition of *Crash Course in Collection Development* is a must-have for librarians just entering the field and professionals in need of a refresher in effective library operations. It now covers all aspects of collection development and management, including inventory assessment, market analysis, budgeting, marketing, and customer service in all library environments, including public, academic, and school libraries. Focusing on collection development basics, it begins with information on gathering statistics and analyzing community needs to design a collection that meets user needs. It goes on to guide users in writing a collection development policy, budgeting, selecting materials, managing vendor relations, understanding the publishing industry, merchandising, and promoting the collection and handling complaints. Newly included in the third edition is a discussion of new purchasing and lending models, information for academic and school librarians, and such new trends as libraries as spaces for users, collection diversity, issues, makerspaces, nontraditional collections, pop-up libraries, the digital divide, and noncirculating collections. Author Wayne Disher has once again written a practical and simple introduction to an important, complex, and evolving area of library service.

Crash Course in Contemporary Reference Francisca Goldsmith, 2016-10-31 A fresh, detailed, and thoughtful examination of reference services in the context of evolving community information needs and habits, a changing technological landscape, and new search strategies. Professional practices in the field of library reference services have changed dramatically in the past decade in response to shrinking print reference collections and evolving technology, search strategies, and user needs and interests. This new guide explains all the basics of reference services, covering resource types and awareness of their appropriate uses, collection development, and maintenance.

techniques that support reference service work the latest online searching techniques and best practices for service interactions through various platforms including email chat text phone and face to face Additionally it addresses reference service ethics communication and conducting reference interviews important policies related to reference service development provision and maintenance alternative reference service delivery points now in use and professional service provider networking Both experienced reference librarians and those new to reference service will benefit from in depth coverage of recent changes in online reference resources and print based resources guidelines for authoritative evaluation of web based resources explanations of online catalog searching skills and tips for reference web page construction The book also contains an expanded section on making digitized collections accessible and relevant information on the growing need of members of the general population for help with various federal government access programs ranging from Veterans Affairs and Social Security to health care access income tax regulation fulfillment and immigrant documentation and explanations of copyright in the digital sphere of resource use and transfer

Crash Course in Teen Services Donna P. Miller, 2007-11-30
Learn about the world of today's teens and how to communicate with this very important segment of your library's audience Gather ideas for enlisting help from teachers and school librarians in planning programming to bring teens to the library Examples of real life reference interviews follow a list of tools to have at the teen reference desk The essential elements of building teen collection and reader's advisory services are presented with ideas for creating a teen friendly library Information will be useful to librarians in smaller libraries and persons assigned to teen services as a part of their other duties

Crash Course in Young Adult Services Sarah Flowers, 2017-10-10
Learn how to improve teen services in public libraries by better understanding teen development and having positive interactions with teens to provide appropriate and interesting collections and services A library can be a tremendous resource for teens one that helps them to learn about themselves and the world they live in But teenagers are intrinsically different from children and from adults and these critical developmental differences affect the ways they interact with others both in the world at large and in the library Serving teens effectively in the library requires a basic understanding of who teens are and the developmental tasks they face factors that affect all aspects of library service from the specific programs and services we offer to the ways that staff provide assistance to the teen who is seeking help at a library service desk This book enables library workers to better understand adolescent development which allows them to provide a positive library experience for teens Readers will learn how to supply excellent library services with and for teens including in the areas of collection development readers advisory reference and homework help programming and advocacy The book identifies the best ways to have positive interactions with teens in the library based on their mental development and details best practices for teen services The concluding section discusses advocating for teens with emphasis on their right to privacy and equal access to materials and services

Crash Course in Collection Development Wayne Disher, 2014-09-26
This indispensable resource provides tools for

collection management in public libraries featuring essential strategies for inventory assessment market analysis budgeting marketing and customer service This book is a must have for those just entering the field or professionals in need of a refresher in effective library operations This professional volume covers all aspects of collection development and management in the public library from gathering statistics to design a collection that meets community needs to selecting materials managing vendor relations understanding the publishing industry and handling complaints Author Wayne Disher provides public librarians especially those without the benefit of academic training access to the tools to make them successful and their collections beneficial to the public they serve The second edition features two new chapters on digital curation and cooperative collection development Additional updates include helpful information on infographics more budgeting formulas and a section on core collections as well as content covering eBooks electronic storage and digital rights management Chapters discuss subjects such as marketing the collection to patrons book repair and handling censorship issues when collections are challenged

The Collection Program in Schools Marcia A. Mardis, 2021-07-19 This thorough treatment of collection development for school library educators students and practicing school librarians provides quick access to information This seventh edition of The Collection Program in Schools is updated in several key areas It provides an overview of key education trends affecting school library collections such as digital textbooks instructional improvement systems STEM priorities and open education resource OER use and reuse Topics of discussion include the new AASL standards as they relate to the collection the idea of crowd sourcing in collection development and current trends in the school library profession such as Future Ready Libraries and new standards from the National Board for Professional Teaching Standards Each chapter has been updated and revised with new material and particular emphasis is placed on disaster preparedness and response as they pertain to policies circulation preservation and moving or closing a collection This edition also includes updates to review of curation and community analysis principles as they affect the development of the library collection

Crash Course in Technology Planning Christopher D. Brown, 2016-07-18 This easy to use primer will empower anyone even those with no IT background to face the challenge of adding one or more technologies to library services or maintaining existing technologies Most of the public libraries in the United States are operating on tight budgets without allocation for IT personnel in school libraries the librarian often takes on the lion's share of IT responsibility This book is an invaluable guide for library staff members who are put in the position of maintaining their own networks and computers with very little training or support Authored by an assistant library director with years of firsthand experience working as a solo IT manager within public libraries this guide provides practical information about overcoming the unique challenges of managing IT in a smaller organization juggling multiple job roles being limited by a restrictive budget and working directly with the public Crash Course in Technology Planning addresses a wide variety of IT topics in the library sphere providing information in a logical manner and order It begins with an explanation of triaging existing IT issues then

moves into diagnosing and repairing both individual PCs as well as the library Local Area Network LAN The following chapters cover other important topics such as the best way to inventory computers and equipment how to budget for and procure new equipment and recommended ways for an IT layperson to set and achieve goals

Crash Course in eBooks Michele McGraw, Gail Mueller Schultz, 2016-10-11 Everything you need to know about eBooks is explained in this holistic guide to a new world of reading from selection and curation of an eBook collection to training and support for staff and patrons eBooks are a must for today's libraries making this introduction indispensable for those who have yet to delve into the ever expanding universe of downloadable material This crash course is an easy to use hands on approach that will simplify the decision and implementation processes It introduces you to eBooks and eReading and covers the many issues surrounding eBooks in circulating libraries including technology acquisition and training You'll learn how to launch a program what to buy how to let your public know you've added eBooks to your collection and how to circulate the materials The guide will also help you with decisions like vendor selection how many eBooks to purchase which delivery platforms to employ how best to offer access and licensing agreements Chapters can be consulted as stand alone overviews of key areas or the book can be used as a source of holistic instruction While it will be especially useful to small or rural circulating libraries including public libraries school libraries and specialty libraries that may have a small staff responsible for all aspects of library service tips on things like promoting an eBook collection are pertinent to enhancing any collection

Crash Course in Disaster Preparedness Carmen Cowick, 2018-10-04 Every library needs to have a disaster management plan in place before disaster strikes This short but thorough manual makes preparing for disaster less intimidating All library staff from library volunteers to library directors and branch managers have a role to play in preparing for and recovering from disaster Written by an expert in preservation services Crash Course in Disaster Preparedness contains all of the information library professionals need to prepare for an emergency should one arise Carmen Cowick identifies common terminology teaches readers how to conduct risk assessment how to write a disaster plan and how to design emergency procedures and introduces readers to the basic principles of salvaging Throughout Cowick shows readers how to prioritize library collections during a fire flood power outage and other natural and human caused disasters so as to maximize preservation of library materials

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