Onboarding New Academic Librarians Template

Filled with beneficial advice on every page, this resource will help libraries be better workplaces for everyone.

Managing the Multigenerational Librarian Workforce examines how libraries are undergoing a massive shift in their workforce. As baby boomers retire, an influx of Gen Y and millennials has taken their place. This book presents the differences that generational groups bring to the workforce, along with a working mindset that has been shaped, at least in part, by when they were educated and spent their formative early-career years. For the librarian manager, it is important to understand the needs and perspectives of various generations and the career stages they are in if they are to effectively manage the library. Presents information on the reality of multigenerational workforces in libraries and how to manage expectations and differences Addresses the challenges of having many kinds of staff, some of which will stem from differing generational perspectives Provides practical advice on how to recognize different perspectives and how to work with librarians in different career phases and from different generations

Libraries are experiencing major changes concerning the role of technical services. Technical services librarians also are being challenged about their relevance and role, sometimes revealed by a lack of understanding of the contribution technical services librarians make to building and curating library and archival collections. The threats are real: relocation from central facilities, the dramatic shift to electronic resources, budgetary constraints, and outsourced processing. As a result, technical services departments are reinventing themselves

to respond to these and similar challenges while embracing innovative methods and opportunities to advance librarianship in the twenty-first century. Library Technical Services provides case studies that highlight difficult realities, yet embrace exciting opportunities, such as space reclamation, evolving vendor partnerships, metadata, retraining and managing personnel, special collections, and distance education. Written for catalog and metadata librarians and managers of technical services units, this book will inspire and provide practical advice and examples for solving issues many libraries are facing today.

Exploring the Roles and Practices of Libraries in Prisons aims to strengthen and expand the small body of knowledge currently published regarding libraries in prisons, with each chapter addressing different aspects of the roles and practices of library services to prisons and prisoners.

Managing Your Brand: Career Management and Personal PR for Librarians sets out guidelines for developing career pathways, including options for career change and the exploration of community service, as an avenue that can provide new opportunities. The text allows librarians at all levels to maximize their talents, providing them with career planning strategies that will facilitate professional development and personal satisfaction. Early chapters provide advice and strategies to readers, with later chapters addressing working relationships, librarianship, scholarship, and other forms of service. Addresses career concerns, but also takes family life into account Explains branding as a way of focusing a career around a few key ideas, while also allowing for growth and shifts in interests Folds in sources from the business and general academic world along with librarianship Sets out simple habits people can cultivate that are helpful in tenure and career development

This book is needed now as a response to how much has changed in academic librarianship as a profession (from the smallest academic libraries to large research libraries). Topics covered include: state of the profession of librarianship today, status of librarians, how are librarians conducting research, and more.

Knowledge Management: A Practical Guide for Librarians will help information professionals recognize, organize, communicate, and leverage both the tacit and explicit knowledge already in the organization for the benefit of themselves and their users

What does successful academic library management look like in the real world? A team of editors, all administrators at large research libraries, here present a selection of case studies which dive deeply into the subject to answer that question.

Comprised of fifteen chapters written by experienced consumer health librarians, The Medical Library Association Guide to Providing Consumer and Patient Health Information is designed for library and information science graduate students as well as librarians new to health and medical librarianship, regardless of library setting. It is comprehensive in scope, covering all aspects of consumer and patient health and medical information from their humble, grassroots beginnings to the ever-evolving applications of new technology and social media. In between, the mundane aspects of health and medical librarianship, such as needs assessment, costs, budgeting and funding, and staffing are discussed. Adding richness to this discussion are the coverage of more sensitive topics such

as patient-friendly technology, ethical issues in providing consumer and patient health information, meeting the needs of diverse populations, and responding to individuals from various cultural backgrounds. No comprehensive picture of consumer and patient health librarianship would be complete without addressing the critical importance of marketing and strategic partnerships; such discussions round out this invaluable guide.. Patients today must be knowledgeable enough to participate in their health and well-being. Shorter hospital stays, changing reimbursement patterns and the gradual shift towards focusing on proactively maintaining health and managing disease require patients to be informed and actively engaged. Education, information and understanding are important components of actively-engaged patients. Correspondingly, in today's e-world, there is a glut of information resources available through the Internet – from YouTube videos to Googling to blogs and Twitter feeds. What is lacking in these information-rich times is the relevance of meaning and context for those who ask, "Does this health and medical information apply to me and my unique clinical picture?" or "How do I use this information?" As knowledge navigators, information technology wizards and content experts, librarians offer focused responses to individuals' specific and highly personal health and medical information queries. In a new healthcare world order of optimizing health and

minimizing hospitalizations, such a service is invaluable. Sadly, there still exists in our highly networked and technological age an information gap for those who struggle in obtaining meaningful health or medical information. These individuals may be foreign-born, non-English speaking, poor, rural, aged or semi-literate. Whatever their status, librarians must have the wherewith-all to find germane resources and also help create responsive mechanisms to bridge that health information gap for vulnerable citizens. The Medical Library Association Guide to Providing Consumer and Patient Health Information will guide you on the road to providing that response.

According to 2016 Pew Research Center survey data, Millennials are more likely to have visited a public library in the past year than any other adult demographic. But despite being core library users, millennials and other younger generations are often underrepresented on library boards and library advocacy groups, including Friends groups and Foundations. But you can change that, with the help of this planner's hands-on worksheets, brainstorming activities, checklists, and expert advice. Using this toolkit from United for Libraries you will understand generational differences and commonalities through statistics and analysis of Baby Boomers, Generation X, Millennials and Generation Z/post-Millennials; learn how to navigate the challenges of fundraising with the "debt generations" by

persuasively answering the question "what's in it for me?"; master the ABCs of recruitment and retention, tailoring them to fit your library; craft several customized pitches, giving you confidence no matter the situation or audience; discover how to cement buy-in from two key groups, current organization members and your new recruits, thereby ensuring acceptance and enthusiasm all around; work towards defining and managing diversity for your advocacy group; and use tried and true methods for successful onboarding of volunteers, including a Board Member Orientation Checklist and guidance on mentoring. Using this resource, libraries of all kinds will be empowered to grow and strengthen their recruitment, retention, and training of Trustees, Friends, and Foundation members.

This latest volume contains approaches from researchers around the world. The chapters explore such issues as skills-building and other professional development activities, changing demographic profiles of staff, changing modes of resource provision, succession planning, remote work, and planning for Linked Data.

This revised and updated sixth edition of Reference and Information Services continues the book's rich tradition, covering all phases of reference and information services with less emphasis on print and more emphasis on

strategies and scenarios. Reference and Information Services is the go-to textbook for MSLIS and i-School courses on reference services and related topics. It is also a helpful handbook for practitioners. Authors include LIS faculty and professionals who have relevant degrees in their areas and who have published extensively on their topics. The first half of the book provides an overview of reference services and techniques for service provision, including the reference interview, ethics, instruction, evaluation and assessment, and services to diverse populations including children. This part of the book establishes a foundation of knowledge on reference service and frames each topic with ethical and social justice perspectives. The second part of the book offers an overview of the information life cycle and dissemination of information, followed by an in-depth examination of information sources by type-including dictionaries, encyclopedias, indexes, and abstracts-as well as by broad subject areas including government, statistics and data, health, and legal information. This second part introduces the tools and resources that reference professionals use to provide the services described in the first half of the text. Reference and Information Services is a recognized textbook for information retrieval courses and updates the previous edition Editors and contributors are experts in the field Activity boxes engage readers and invite them to reflect on what they are

learning and practice skills through real-life exercises Conscious integration of critical theory and social justice perspectives offers critical reflection on the standards and practices of the field and encourages readers to consider alternate perspectives

"Recruiting, Interviewing, Selecting & Orienting New Employees is a practical and user-friendly guide to the entire employment process. Written and designed for daily use in both high-volume and smaller hiring environments, the book includes step-by-step guidelines; specific interview and reference questions to ask (plus the ones to avoid); and information on powerful new electronic recruiting strategies, more effective orientation programs, and more." "The book covers the entire employment process and includes hundreds of sample questions to use as is or adapt to your specific needs. You'll also find a selection of targeted forms and checklists that will help keep your hiring initiatives humming along."--Jacket. Looking for tips on how to work towards your overall vision while remaining productive on the frontlines? The book gives you fresh ideas for balancing your managerial duties with day-to-day responsibilities in the academic library. • Presents the first approach to managing, leading, and practicing simultaneously • Incorporates chapters written by 10 different experts from organizations across the country • Addresses the need for professionals with expanding management

roles to engage higher administration • Includes a foreword written by a former ALA president

The Template-based management (TBM) approach has been used since 2003 across the world in diverse contexts. It has evolved hand-in-hand with the evolution of business: Agile, Blueprints, Canvas, Design Thinking, or Kanban are only few of the many current concepts based on the approach. This book expands and upgrades the author's 2003 book 'Template-driven Consulting' (Springer) by tracing this evolution and offering the current state-of-the-art to practitioners. TBM combines structure and method: pre-structuring diverse processes, it helps to present complex activities and procedures in a simple, clear, and transparent manner and then implement them. The use of TBM ranges from conception or creative work in agencies to designing organizations and strategies, planning and monitoring initiatives and projects, to innovation management and optimizing cost structures, processes, or entire departments and divisions. The book also demonstrates how successful organizations use TBM to methodically and structurally apply the internal know-how in a cost and time-optimal way for attaining sustainable business success. Readers will learn to apply and use TBM, identify its importance, and benefit from a variety of case studies that illustrate the application and use for the entire business and

management practice.

Students are emerging scholars whose work should be recognized and shared in conversation with work done by established scholars. Broken into four sections--Library as Laboratory, Library as Forum, Library as Archive, and Articulating the Value of Student Work-Scholarship in the Sandbox contains case studies and discussions from diverse perspectives including students, classroom professors, academic staff, and librarians from across North America--back cover.

This book provides librarians interested in developing a residency program with practical advice about how to create, manage, and assess such a program. It offers an overview of the history of library residencies, describes the benefits of the program for stakeholders, and addresses components of developing, managing, and assessing the program.

Emerging Human Resource Trends in Academic Libraries presents the collective wisdom of human resource librarians and administrators who have been in the forefront of practicing and applying the human resource principles in academic libraries. The book is divided into five Parts: Part I focuses on the present academic library environment and the unique human resource challenges that can be found there. Part II looks at the role of LIS education in preparing Masters

level librarians to work within academic libraries and beyond. Part III examines how human resource departments in organizations can continue education beyond the degree for professionals and other staff. Part IV is concerned with how academic libraries show their value to the parent institution. Part V focuses on the library staff roles, how they have changed, and how they are valued in relation to faculty and professional positions. These chapters within each Part represent the emerging trends within academic libraries that impact how librarians are educated, mentored and given the ability to obtain professional development training as incumbent librarians as changes occur in the field. Each chapter is written by a practitioner in HR who has experienced related problems and sought solutions.

This book aims to provide insight into how digital technologies may bridge and enhance formal and informal workplace learning. It features four major themes: 1. Current research exploring the theoretical underpinnings of digital workplace learning. 2. Insights into available digital technologies as well as organizational requirements for technology-enhanced learning in the workplace. 3. Issues and challenges for designing and implementing digital workplace learning as well as strategies for assessments of learning in the workplace. 4. Case studies, empirical research findings, and innovative examples from organizations which

successfully adopted digital workplace learning.

At the heart of any discussion about the future of libraries is the future of librarians—and how well our instructional programs, especially the Master of Library Science (MLS) degree, prepare them for their careers. This book continues the critical conversations around preparing future librarians.

New public library directors quickly learn what seasoned directors already know: running a library means you've always got your hands full—balancing the needs of staff, patrons, facilities, library boards, and other stakeholders with professional responsibilities like community interactions, legal and financial requirements, and whole lot else that wasn't exactly in the job description. Whether you are considering becoming a public library director, are brand new to the role, or have settled in but find yourself thinking "there's got to be a better way," authors Hall and Parker are here to help. This book walks you through the core components of getting up to speed and then provides templates, sample documents, checklists, and other resources that will make your job easier. Gleaned from their own decades of experience in library leadership positions, in this toolkit they - cover such key topics as employees, trustees, finances, legal issues, library policies, emergency planning, and technology; - discuss strategic planning and share advice on keeping up with trends; - offer nearly two dozen

ready-to-use resources, including a Director's Report Template, a Social Media Policy, an Employee Exit Questionnaire, a Library Cleaning Checklist, a Vision Statement worksheet, and more; and - suggest additional learning opportunities in each chapter to help you continue your learning journey. Public library directors can steer clear of common pain points by relying on the expert guidance and organizational aids in this toolkit.

A starter kit for librarians new to instruction, this resource will be useful for training coordinators as well as for self-training.

Knowledge ManagementA Practical Guide for LibrariansRowman & Littlefield Transforming Medical Library Staff for the Twenty-First Century focuses on how the medical library can redeploy its staff to support these new services through actively engaging and empowering them in the process. It shares best practices in developing and motivating staff to accept and welcome the changing priorities of medical libraries.

The sheer amount of resources on the subject of information literacy is staggering. Yet a comprehensive but concise roadmap specifically for librarians who are new to instruction, or who are charged with training someone who is, has remained elusive. Until now. This book cuts through the jargon and rhetoric to ease the transition into library instruction, offering support to all those involved,

including library supervisors, colleagues, and trainees. Grounded in research on teaching and learning from numerous disciplines, not just library literature, this book shows how to set up new instruction librarians for success, with advice on completing an environmental scan, strategies for recruiting efficiently, and a training checklist; walks readers step by step through training a new hire or someone new to instruction, complete with hands-on activities and examples;explores the different roles an instruction librarian is usually expected to play, such as educator, project manager, instructional designer, and teaching partner;demonstrates the importance of performance evaluation and management, including assessment and continuing education, both formal and informal; andprovides guided reading lists for further in-depth study of a topic. A starter kit for librarians new to instruction, this resource will be useful for training coordinators as well as for self-training.

The smart way to learn how to build InfoPath forms for SharePoint—one step at a time! Quickly teach yourself how to use Microsoft InfoPath 2010 to create electronic business forms for Microsoft SharePoint 2010. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Design and build InfoPath forms without writing code Add approval workflows to your InfoPath forms Integrate data from SharePoint and other

company systems Create forms that offer a rich experience in the browser Build views and dashboards to display form information Create and use forms in the cloud with SharePoint Online

Inside sales is overtaking field sales—and driving profits! Businesses now rely on it to generate up to 50% of their revenue. The exploding demand for inside sales leaders means that top reps are being promoted even if they are unprepared for management. Despite their expertise with traditional techniques, many don't "get" the new world of Sales 2.0. They don't know how to train their teams in social selling, digital communications, and disruptive content creation, skills that are absolutely vital in today's sales environment. The pressure to produce can be crushing, but the guidance provided has been minimal...until now. Smart Sales Manager shows readers how they can lead their inside sales squads to success—from hiring and motivating to training, coaching, and more, including: • Customer 2.0: Selling to the new elusive buyer• Tools 2.0: Choosing the best sales productivity and intelligence tools for their team• Talent 2.0: Hiring, training, and retaining inside sales superheroes• Manager's cheat sheets: Motivational strategies to salvage deals, engage employees, and boost managerial clout. Complete with real-life examples and smart sales strategies, this indispensable resource will bring managers up to speed fast.

Transform any public library into a truly sustainable organization—not just environmentally sustainable, but economically and socially sustainable as well—by following the directions and practices described in this book. • Offers theory and practical advice on implementing a sustainability program from a recognized expert in management and sustainability in the library environment • Presents step-by-step instructions for creating a Triple Bottom Line (TBL) sustainable public library • Addresses a highly relevant and timely topic with librarians and library administrators

The Harvard Business Review Leadership Library offers the most important leadership ideas from authors such as Michael D. Watkins, Clayton M. Christensen, Michael E. Porter, and John P. Kotter, to name just a few. This must-have digital collection includes The First 90 Days (Updated and Expanded), Blue Ocean Strategy (Expanded Edition), The Innovator's Dilemma, Leading Change (With a New Preface by the Author), On Competition, Playing to Win, Remember Who You Are, HBR's 10 Must Reads on Leadership, HBR's 10 Must Reads on Strategy, HBR's 10 Must Reads on Managing Yourself, HBR's 10 Must Reads on Managing People, and HBR's 10 Must Reads on Emotional Intelligence.

This volume of Advances in Library Administration and Organization attempts to put project management into the toolboxes of library administrators through

overviews of concepts, analyses of experiences, and forecasts for the use of project management within the profession.

As the world becomes more globalized, student populations in university settings will continue to grow in diversity. To ensure students develop the cultural competence to adapt to new environments, universities and colleges must develop policies and programs to aid in the progression of cultural acceptance and understanding. Cultural Awareness and Competency Development in Higher Education is an essential reference book on the latest literature regarding multiculturalism in colleges and universities, focusing on administration and faculty implementation of culturally-aware curriculum to support the development of students' global competence. Featuring extensive coverage on a range of topics including social constructivism, co-curricular learning, and inclusive pedagogy, this publication is ideally designed for academicians, researchers, and students seeking current research on the inclusion of culturally diverse curriculums in higher education.

Offering a broad overview of consequential changes in the landscape of reference services, this guide also provides practical guidance on how to meet the new challenges they present. For the past decade, librarians have been lamenting the demise of reference services. Encouraging recent research shows

that reference librarians are actually in more demand than ever; however, nearly everything about reference has changed-from technologies, tools, and techniques to models of service. What are these changes, and how can the profession respond to and prepare for shifting priorities and user needs? In this volume, business librarians Diane Zabel and Lauren Reiter bring together a host of experts to answer these timely questions. Topics range from the education and training of professionals to meeting the needs and wants of employers. Covered are trends in chat reference, research consultations, do-it-yourself reference, tracking trends with user populations, assessment, and data-driven decisions about reference services. Grounded in the principle that regardless of the evolutions in service, the user remains at the center of reference, this guide offers readers an exciting look at the future of this important public service. Informs librarians of trends currently affecting the profession and shows how to deal with them Covers a wide array of topics, from those affecting the education of reference services to assessment of services Provides an in-depth look at new models in reference services

Whole Person Librarianship guides librarians through the practical process of facilitating connections among libraries, social workers, and social services; explains why those connections are important; and puts them in the context of a

national movement. • Gain multiple examples of library-social work collaboration to apply in your own library • Learn to articulate reasons librarians benefit from collaboration with social workers and vice versa • Know where to seek partnerships and how to start them • Develop a vision for how collaborations fit into the ideals of both professions and represent the future of librarianship This book provides a comprehensive overview of onboarding library staff, paraprofessionals, and student workers in academic libraries. This book details examples of current literature regarding onboarding and libraries, and highlights the use of cases concerning institutions efforts creating onboarding programs for library staff. The chapters in this collection focus on a variety of onboarding practices geared towards training new hires within academic libraries. The use of cases provided emphasizes practical suggestions to improve processes and are often applicable to both library staff and student workers. This book is a must read for all administrators, trainers, and instructional designers as tips, best practices, and lessons learned are applicable to any academic department seeking innovative ways to onboard their staff. The contributors to this collection are associated with colleges and universities from around the United States. The authors have a broad range of educational and professional experience and offer unique insights into the wide variety of methods utilized to design and provide

onboarding in academic libraries. This book fills in the gap concerning the current literature for academic administrators, library staff, instructional designers, and trainers.

Following the passage and implementation of the Affordable Care Act (ACA), librarians are more frequently called upon to provide assistance with navigating the Health Insurance Marketplace and understanding health insurance terminology and forms. Libraries offer an ideal context for health insurance information seeking, as librarians have traditionally assisted with completing public assistance forms and are well-trained in ascertaining and meeting information needs. The Medical Library Association Guide to Answering Questions about the Affordable Care Act is designed to serve as a practical guide for librarians seeking to learn more about the ACA; locate authoritative, nonbiased information regarding the ACA; and serve patrons searching for ACA information for personal or research purposes. While the book focuses specifically on the unique role that health sciences librarians play in serving the general public, health care providers, biomedical researchers, and health sciences students, the book contains guidance relevant to any information professional working with ACA information.

Guidance for Librarians Transitioning to a New Environment offers practical

advice for those hoping to transition into a different type or size of institution. Written by librarians who have successfully navigated such changes, the book encourages consideration of unexplored opportunities. Drawing on the authors' own experiences, as well as surveys and interviews conducted with those working in different types of libraries, the book will provide librarians with a fi eld guide for surviving and thriving in their new environment. It will do so by making suggestions for how librarians can orient themselves to their new library, add context to their CV or résumé, get started with presenting and publishing, and manage culture shock and emotions. Each chapter will also provide the opportunity for the librarian to refl ect on relevant aspects of their own situation and move forward with the help of action items. Guidance for Librarians Transitioning to a New Environment is essential reading for librarians who are considering or in the process of making a career move, as well as those working on career planning. The book will also be helpful for library science school faculty and career counselors who are advising current students and library managers who want to help their new hires transition in the most effective way. Explores, in the global context, the conditions and environment necessary to promote innovation, creativity, and knowledge transfer at all levels--individual, team, organization, and regional/national economies.

This essential, single-volume textbook supplies a comprehensive introduction to library management that addresses all the functions of management, specifically within the ever-evolving modern library environment. • The latest edition of a best-selling core management text—now in its ninth edition—covering all the management functions of libraries and information centers • Supplies new discussion topics, examples of management challenges, and case studies • Provides a global perspective on library management • Contains new discussion topics and case studies and offers supplementary online materials • Includes "Chapter Takeaways," a list of topics that the reader should understand after reading the chapter; "Management on the Job" sections referencing a specific journal article that demonstrates the chapter topic; and "Talk about It" and "Practice Your Skills" segments that offer readers a chance to demonstrate what they are learning

The first and only Study Guide for the MCTS Windows SharePoint Services 3.0 Configuration Exam (70-631) Windows SharePoint Services 3.0 is a free collaborative tool that allows you to share and organize documents, contacts, and calendars; create polls; moderate the content of lists and share libraries; and more. Exam 70-631 tests your knowledge of SharePoint Services 3.0 and this book sharpens your skills as you prepare to take Exam 70-631. Packed with

chapter review questions, real-world scenarios, and hands-on exercises, this study guide also readies you for specific aspects of Exam 70-631, including: deploying Windows SharePoint Services 3.0, monitoring SharePoint Services, configuring security for SharePoint Services, administering SharePoint Services, managing customization, and configuring network infrastructure for SharePoint Services. First and only study guide to cover MCTS Windows SharePoint Services 3.0 Configuration Exam (70-631) Examines deploying, monitoring, and administering SharePoint Services, which are specific topics featured in Exam 70-631 CD features two practice exams, electronic flashcards, interactive chapter review questions, and the book in a searchable PDF With this unique study guide, you'll be armed and ready as you prepare to take Exam 70-631. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

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