



The Academic Library Administrator's Field Guide

Bryce Nelson

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The daily administration of an academic library often leaves you needing quick advice on the topic at hand. Nelson, an experienced administrator writing from first-hand knowledge, delivers such advice in 30 topical chapters. Each chapter begins with an Assertion, a one-sentence summary allowing you to rapidly scan the book and find what you need. When you're on the job you can dip into this guide for ready-to-use guidance on the full range of administrator responsibilities, such as

- How to think and act politically
- Preparing staff for safety and security procedures
- Influencing student and faculty's perception of the library as a basic component of education
- Fostering librarians' professional identity as teachers
- Communicating effectively, from email messages to meetings
- Assessment and systematic collection of data

Commentary sections in each chapter offer observations and interpretation, with abundant examples of useful advice. If you want to dig further into a topic, a Readings section points you to resources. Packed with insight about the day-to-day operations of the academic library, Nelson's guide will be invaluable to new and experienced administrators alike.

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