

MANAGING THE ONE-PERSON LIBRARY

Not all librarians work in groups; many work as a manager or director of one library., whether it be a small public library, rural library, or academic library. The work is challenging, yet very rewarding. These libraries may serve different patrons and have different operational and organizational methods, but there are many methods and operations that are similar to these libraries. This four week course will cover how to successfully manage a one-person library to serve patrons effectively and efficiently.

Through discussion and exercises, attendees will learn and understand how to successfully use the following to improve their library management:

- Boosting circulation
- Cataloging and cataloging resources
- Acquisitions and collection development
- Providing additional services to patrons
- Inter-library loan
- Professional development
- And, most importantly, staying focused and organized to ensure that your current and future patrons find the resources they need in your library.