

THE LIBRARY COMPENSATION HANDBOOK

**A GUIDE FOR
ADMINISTRATORS,
LIBRARIANS
AND STAFF**

DAVID A. BALDWIN

Administrator Compensation Guide Handbook Librarian Library Staff

Christian G. Meyer



Administrator Compensation Guide Handbook Librarian Library Staff:

The Library Compensation Handbook David Allen Baldwin, *The Accidental Library Manager* Rachel Singer Gordon, 2005 Included are insights from working library managers at different levels and in various types of libraries addressing a wide range of management issues and situations Not to be missed comments from library staff about the qualities they appreciate and the styles and attitudes they find counterproductive in their own bosses Jacket *Human Resource Management* Pravin Durai, 2010 *Managing Library Employees* Mary J. Stanley, 2008 Whether the HR function in your library is handled by an entire department or a single individual this nuts and bolts primer is a treasure trove of templates forms samples and checklists that you can start using today Organized in a Q A format for quick reference the author asks the everyday questions that few other guides bother to address How do you write a job description What kinds of questions should I ask in the interview How should star employees be recognized What are the most important elements in training staff How do we handle a Reduction in Force Every answer is specifically tailored to libraries particular needs and circumstances From the basics of hiring and firing training evaluation legal requirements recruitment and retention to hot topics like attracting minorities to librarianship the graying of the library workforce technologies useful for HR tasks and more this book gives you the full range of need to know information Particularly useful for students new professionals and occasional or accidental HR managers who need a reference to consult as issues arise this book is the ideal go to guide for quick well informed advice useful summaries of the most important research and professional resources and proven HR tools for every kind of library *Running a Small Library* John A. Moorman, 2006 How can a small library with a few or even one staff members and very limited resources be managed successfully Learn the issues facing all types of small libraries

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