

## Public Library Manager's Toolkit

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### Automation/Technology in Libraries

PLA TechNotes	<a href="http://www.ala.org/ala/mgrps/divs/pla/plapublications/platechnotes/index.cfm">www.ala.org/ala/mgrps/divs/pla/plapublications/platechnotes/index.cfm</a>
MaintainIT Project	<a href="http://www.maintainitproject.org/">http://www.maintainitproject.org/</a>
TechSoup	<a href="http://www.techsoup.org/">http://www.techsoup.org/</a>
WebJunction's Technology Corner	<a href="http://www.webjunction.org/technology">http://www.webjunction.org/technology</a>
WebJunction's Technology Planning	<a href="http://www.webjunction.org/techplan/resources/wjarticles">http://www.webjunction.org/techplan/resources/wjarticles</a>
How to automate a small library – Elyssa	<a href="http://www.webjunction.org/home/articles/content/442348">http://www.webjunction.org/home/articles/content/442348</a>
Kroski article on WebJunction	
Purchasing advice – WebJunction	<a href="http://www.webjunction.org/purchasing-advice/resources/wjarticles">http://www.webjunction.org/purchasing-advice/resources/wjarticles</a>
Emerging Technologies	<a href="http://www.webjunction.org/emerging-technologies/resources/wjarticles">http://www.webjunction.org/emerging-technologies/resources/wjarticles</a>
WebJunction's Social Software resources	<a href="http://www.webjunction.org/social-software/resources/wjarticles">http://www.webjunction.org/social-software/resources/wjarticles</a>
Learning 2.0 (original NC program)	<a href="http://plcmclearning.blogspot.com/">http://plcmclearning.blogspot.com/</a>
Learning 2.1 Blog	<a href="http://explorediscoverplay.blogspot.com/">http://explorediscoverplay.blogspot.com/</a>
100 Free Library 2.0 Webinars and Tutorials	<a href="http://www.collegeathome.com/blog/2008/05/29/100-free-library-20-webinars-and-tutorials/">http://www.collegeathome.com/blog/2008/05/29/100-free-library-20-webinars-and-tutorials/</a>
ALA Wiki – Interactive Web Applications page	<a href="http://wikis.ala.org/iwa/index.php/Interactive_Web_Applications">http://wikis.ala.org/iwa/index.php/Interactive_Web_Applications</a>
Tennessee State Library & Archives Technology Links	<a href="http://www.tennessee.gov/tsla/lps/technology/technologylinks.htm">http://www.tennessee.gov/tsla/lps/technology/technologylinks.htm</a>

### Cataloging Resources

Cataloger's Reference Shelf	<a href="http://www.itsmarc.com/crs/CRS0000.htm">http://www.itsmarc.com/crs/CRS0000.htm</a>
Library of Congress MARC Standards	<a href="http://www.loc.gov/marc/">http://www.loc.gov/marc/</a>
Lynn's Library Cataloging Aids	<a href="http://www3.ns.sympatico.ca/allegrow/cat.htm">http://www3.ns.sympatico.ca/allegrow/cat.htm</a>
OCLC Introduction to MARC Tagging online tutorial	<a href="http://www.oclc.org/support/training/connexion/marc/default.htm">http://www.oclc.org/support/training/connexion/marc/default.htm</a>

OCLC Bibliographic Formats and Standards  
Introduction to Technical Services and Cataloging (Idaho)  
Library of Congress Understanding MARC Cataloging MP3 and Other New Formats

<http://www.oclc.org/bibformats/default.htm>

<http://libraries.idaho.gov/page/alternative-basic-library-education-able>

<http://www.loc.gov/marc/umb/>

<http://www.loc.gov/catdir/cpsoundrec.pdf>

### **Collection Development/Management**

Online Collection Development Training for Public Libraries (Arizona)

<http://www.lib.az.us/cdt/>

ALA's Collection Development resources

<http://www.ala.org/ala/professionalresources/collectdev/collectiondev/index.cfm>

The CREW Method [Guidelines for Weeding the collection] – (Texas)

<http://www.tsl.state.tx.us/ld/pubs/crew/index.html>

Collection Development Online Training (Idaho)

<http://libraries.idaho.gov/page/alternative-basic-library-education-able>

### **Communities and Libraries**

ALA's Libraries Build Sustainable Communities

<http://www.ala.org/ala/mgrps/rts/srrt/foe/lbsc/librariesbuildsustainablecommunitiesbook.cfm>

Libraries Building Communities – Australia

[http://www.slv.vic.gov.au/about/information/publications/policies\\_reports/plu\\_lbc.html](http://www.slv.vic.gov.au/about/information/publications/policies_reports/plu_lbc.html)

Creating Positively Passionate Customer and Advocates

[http://www.webjunction.org/c/document\\_library/get\\_file?folderId=10880780&name=DLFE-2530008.pdf](http://www.webjunction.org/c/document_library/get_file?folderId=10880780&name=DLFE-2530008.pdf)

### **Copyright**

ALA | DMCA: The Digital Millennium Copyright Act

<http://www.ala.org/ala/aboutala/offices/wo/woissues/copyright/b/federallegislation/dmca/dmcaigitalmillenium.cfm>

ALA's General Copyright information

<http://www.ala.org/ala/issuesadvocacy/copyright/generalcopyright/index.cfm>

Copyright for Kids

<http://www.copyrightkids.org/>

Copyright Digital Slider

<http://www.librarycopyright.net/digitalslider/>

OCLC Online Copyright Resource Kit

<http://digitalarchive.oclc.org/da/ViewObjectMain.jsp?sessionId=84ae0c5f8240f8ea6d18e1e6460885e3cd546da30613?fileid=0000016179:000000676940&reqid=6657>

Copyright Term and the Public Domain (Cornell Univ.)

[http://www.copyright.cornell.edu/public\\_domain/](http://www.copyright.cornell.edu/public_domain/)

U.S. Copyright Office

<http://www.copyright.gov/>

### **Customer Service**

Customer Service & Interpersonal Skills (WebJunction)

<http://www.webjunction.org/interpersonal>

Standards of Library Customer Service (sample from Iowa)

<http://www.davenportlibrary.com/Default.aspx?PageId=170&nt=122>

Library Customer Service online training (Texas)

<http://www.hals.lib.tx.us/cust123/>

"Safe Harbor: Policies & procedures for a safe library" manual (Illinois)

<http://www.alliancelibrarysystem.com/safeharbor/index.cfm?SectionID=92>

Infopeople on-line workshops on Customer Service (California)

<http://infopeople.org/training/past/2007/self-check/> and  
<http://infopeople.org/training/past/2007/diverse/> and  
<http://infopeople.org/training/past/2005/fishpickle/>

### **E-Rate Information**

USAC Schools and Libraries Division

<http://www.usac.org/sl/>

E-Rate Application Forms

<http://www.usac.org/sl/tools/required-forms.aspx>

Tennessee Technology Plan Approval List

<http://state.tn.us/tsla/regional/UCRL/techplans.htm>

NCES School and LibraryID numbers search tool

<http://www.nces.ed.gov/surveys/libraries/librarysearch/>

Tennessee School Discount Stats – Free and Reduced Lunch Rates

<http://eratey11.k12tn.net/>

Tennessee Public Library E-Rate Blog

<http://eratetn.wordpress.com/>

## **Facilities, Space Planning**

Public Library Space Needs: A Planning Outline (Wisconsin)

<http://dpi.wi.gov/pld/plspace.html>

Designing a Fine Library (Kansas)

[http://www.skyways.org/KSL/development/designing\\_a\\_fine\\_library.html](http://www.skyways.org/KSL/development/designing_a_fine_library.html)

Checklist for Success in Your Building Project and other guides (Massachusetts) Library Space Planning Guide (Connecticut)

<http://mbic.state.ma.us/grants/construction/planning/index.php>

Library Space Planning Guide Worksheet (Connecticut)

<http://ct.webjunction.org/space-planning/articles/content/3112580>

Designing Older Adult Space in Libraries (Connecticut)

<http://ct.webjunction.org/space-planning/articles/content/3112783>

ALA's Moving Libraries

<http://ct.webjunction.org/ct/older-adults/articles/content/6529925>

US Green Building Council

<http://www.ala.org/ala/aboutala/hqops/library/libraryfactsheet/alalibraryfactsheet14.cfm>

ADA Standards for Accessible Design

<http://www.usgbc.org/>

<http://www.ada.gov/stdspdf.htm>

## **Friends of Libraries**

Friends of Libraries U.S.A.

<http://www.folusa.org>

Friends of Tennessee Libraries

<http://www.friendstnlibraries.org>

## **Funding – Grants, Foundations, Fund-Raising, Budgeting**

The Foundation Center

<http://foundationcenter.org>

Wyoming Library Foundations newsletter

<http://www-wsl.state.wy.us/slpub/foundations>

FOLUSA's Establishing a Library Foundation

<http://www.folusa.org/sharing/establishing-a-library-foundation.pdf>

ALA's Library Fundraising bibliography

<http://archive.ala.org/library/fact24.html>

Non-Profit Guides to Grantwriting

<http://www.npguides.org>

Writing a Successful Grant Proposal

<http://www.mcf.org/mcf/grant/writing.htm>

(Minnesota Council on Foundations)

Library Grants blog

<http://librarygrants.blogspot.com/>

## **Hispanic Services and Programs**

PLUS: Public Libraries Using Spanish

<http://www.sol-plus.net/plus/home.htm>

WebJunction's Spanish Language

<http://www.webjunction.org/slo>

Outreach Program

WebJunction's Spanish for Library Staff

<http://www.webjunction.org/spanish-for-staff/resources/wjarticles>

REFORMA's Resources for Librarians

<http://www.reforma.org/libresources.html>

## **Intellectual Freedom**

ALA's Office of Intellectual Freedom

<http://www.ala.org/template.cfm?Section=oif>

ALA's Dealing with Challenges to Books and Other Materials

<http://www.ala.org/ala/aboutala/offices/oif/challengesupport/dealing/dealingchallenges.cfm>

## **Legal Concerns**

LibraryLaw

<http://www.librarylaw.com>

Tennessee Code Annotated (Title 10-Libraries)

<http://www.michie.com/tennessee/lpext.dll?f=templates&fn=main-h.htm&cp=tncode>

American Assoc. of Law Libraries "Public Library Toolkit"

<http://www.aallnet.org/sis/lisp/toolkit.htm>

## **Library Associations**

American Library Association (ALA)

<http://www.ala.org>

Public Library Association (PLA)

<http://www.ala.org/ala/mgrps/divs/pla/index.cfm>

Association for Library Trustees,

<http://www.ala.org/ala/mgrps/divs/alta/index.cfm>

Advocates, Friends and Foundations

(ALTAFF)

Tennessee Library Association (TLA) <http://www.tnla.org>  
TENN-SHARE <http://www.tenn-share.org>  
Association for Rural and Small Libraries (ARSL) <http://www.bcr.org/ARSL/index.html> and  
East Tennessee Library Association (ETLA) <http://www.webjunction.org/arsl>  
<http://www.lib.utk.edu/~etla/>

### **Non-Profit Organizations**

Free Management Library for Non-Profit Organizations <http://www.managementhelp.org>  
USA.gov for Non-Profits <http://www.usa.gov/Business/Nonprofit.shtml>

### **Personnel Issues**

Sample Library Job Descriptions (Connecticut) <http://ct.webjunction.org/policies-procedures/articles/content/2922828>  
Human Resources Management for Non-Profits [http://www.managementhelp.org/hr\\_mgmt/hr\\_mgmt.htm](http://www.managementhelp.org/hr_mgmt/hr_mgmt.htm)  
Developing and Managing Volunteer Programs <http://www.managementhelp.org/staffing/outsrcng/volnteer/volnteer.htm>  
Ohio Library Job Descriptions <http://winslo.state.oh.us/publib/job.html>  
Sample personnel evaluations (Connecticut & other states) <http://ct.webjunction.org/policies-procedures/articles/content/2922852>  
Infopeople online training on Volunteers (California) [http://infopeople.org/training/webcasts/webcast\\_data/276/index.html](http://infopeople.org/training/webcasts/webcast_data/276/index.html)

### **Planning – Long Range**

IMLS Outcome-Based Planning and Evaluation <http://www.ims.gov/applicants/basics.shtml>  
New Pathways to Planning (Kansas) <http://skyways.lib.ks.us/pathway/>  
WebJunction's Technology Planning <http://www.webjunction.org/33>  
USAC/SLD Developing a technology plan for the E-Rate Program <http://www.universalservice.org/sl/applicants/step02/>  
Strategic Planning for Non-Profits (Free Management Library) [http://www.managementhelp.org/plan\\_dec/str\\_plan/str\\_plan.htm](http://www.managementhelp.org/plan_dec/str_plan/str_plan.htm)

### **Planning – Emergency Preparedness/Disaster Planning**

ALA's Disaster Response Fact Sheet No. 10 (2006) <http://www.ala.org/Template.cfm?Section=disaste&template=/ContentManagement/ContentDisplay.cfm&ContentID=48761>  
Solinet's Preservation and Disaster Planning resources <http://www.solinet.net/Preservation/Disaster%20Resources.a.spx>  
Solinet's Preservation and Disaster Planning leaflets <http://www.solinet.net/Preservation/Resources%20and%20Publications.aspx?Category=Disaster%20Planning&Tab=2>  
FEMA Disaster Planning Resources <http://www.fema.gov/plan/index.shtm>  
Northeast Document Conservation Center <http://www.nedcc.org/home.php>  
National Archives and Records Administration (NARA) Emergency Preparedness information <http://www.archives.gov/preservation/emergency-prep/>  
Sample Library Disaster Plans [http://calpreservation.org/disasters/generic/plan\\_toc.html](http://calpreservation.org/disasters/generic/plan_toc.html)  
Special Library Association (SLA) Disaster Planning Portal (resource listing) <http://www.sla.org/content/resources/inforesour/sept11help/di/sip/index.cfm>  
Tennessee Emergency Management Agency (TEMA) <http://www.tnema.org/>  
TechSoup's Disaster Planning resources <http://www.techsoup.org/learningcenter/techplan/archives/pag/e9767.cfm>  
WebJunction's Disaster Planning resources <http://www.webjunction.org/disaster-planning/resources/wjarticles>  
NEDCC and MBLC Online Disaster Plan <http://www.dplan.org/howdplanworks.asp>

### **Policies and Policy Writing**

Polycymaking and Sample Policies (Wisconsin) <http://www.owlsweb.info/L4L/policies.asp>

Policies & Procedures (WebJunction Connecticut)  
Sample Library Policy Statements (Ohio)  
WebJunction's Policies and Procedures resources  
WebJunction Wiki – Sample Library Policies

<http://ct.webjunction.org/policies-procedures>

<http://winslo.state.oh.us/publib/policies.html>

<http://www.webjunction.org/policies-procedures/resources/wjarticles>

[http://wiki.webjunctionworks.org/index.php/Sample\\_Library\\_Policies](http://wiki.webjunctionworks.org/index.php/Sample_Library_Policies)

### **Professional Journals**

Most library professional journals are available through TEL (Tennessee Electronic Library)  
American Libraries Online  
Library Journal  
Current Cites  
Library Blogs listing - LISWiki

<http://access.gale.com/tel2/>

<http://www.ala.org/ala/online/index.cfm>

<http://www.libraryjournal.com/>

<http://lists.webjunction.org/currentcites/>

<http://liswiki.org/wiki/Weblogs>

### **Programming**

Tennessee State Library & Archives Direct Service Grants for library programming  
ALA's Sample programming ideas for public libraries

<http://www.tennessee.gov/tsla/lps/grants/grants.htm>

<http://www.ala.org/ala/issuesadvocacy/advocacy/publicawareness/campaign%40yourlibrary/prtools/sampleprogramming.cfm>

### **Reader's Advisory Services**

ALA's Recommended Book Lists

<http://www.ala.org/ala/professionalresources/outreach/booklists/index.cfm>

Iowa's Reader's Advisory site  
Overbooked: A Resource for Readers  
Springfield Library (MA) Books & Readers & Writers resource listing

<http://www.ilsa.lib.ia.us/liblinks.htm>

<http://www.overbooked.org/ra/index.html>

<http://www.springfieldlibrary.org/liblinks/bkread.html>

### **Rural Library/Small Library Concerns**

Association for Rural and Small Libraries (ARSL)  
ARSL Wiki  
ALA's Toolkit for Winning Support for Your Rural Library  
USDA Rural Information Center

<http://www.bcr.org/ARSL/index.html> and

<http://www.webjunction.org/arsl>

<http://arsl.pbwiki.com/>

<http://www.ala.org/ala/aboutala/offices/supporttoolkit/toolkit/home.cfm>

[http://ric.nal.usda.gov/nal\\_display/index.php?tax\\_level=1&info\\_center=5](http://ric.nal.usda.gov/nal_display/index.php?tax_level=1&info_center=5)

USDA Rural Development links  
Tennessee Rural and Small Libraries Wiki

<http://www.rurdev.usda.gov/other/comm.htm>

<http://trsl.pbwiki.com/>

### **Standards**

Tennessee Minimum Standards for Non-Metropolitan Public Libraries  
ALA's Standards and Guidelines

<http://www.tennessee.gov/tsla/lps/minimum%20standards.pdf>

<http://www.ala.org/ala/aboutala/offices/ors/standardsa/standardsguidelines/standguide.cfm>

### **Statistics**

ALA Office for Research and Statistics  
Library Research Service (LRS) Tools for Libraries  
LRS Public Library Information  
Institute of Museum and Library Services (IMLS) Public Library Statistics site  
Tennessee Public Library Statistics

<http://www.ala.org/ala/aboutala/offices/ors/index.cfm>

<http://www.lrs.org/tools.php>

<http://www.lrs.org/public.php>

<http://harvester.census.gov/imls/publib.asp>

<http://www.tennessee.gov/tsla/lps/publications/tnstatistics.htm>

### **Training/Continuing Education**

Tennessee Library Association (TLA)  
Continuing Education calendar and

<http://tnla.org/displaycommon.cfm?an=1&subarticlenbr=223>

## resources

Tennessee's 2008 Library Continuing Education Summit Report <http://www.tennessee.gov/tsla/lps/publications/2008%20CESummit%20Summary.pdf>  
Tennessee Certified Public Library Management Program (TPLMI) [http://www.tennessee.gov/tsla/lps/education/Public%20Library%20Management%20Institute%20Requirements\\_1.pdf](http://www.tennessee.gov/tsla/lps/education/Public%20Library%20Management%20Institute%20Requirements_1.pdf)  
California Infopeople Project <http://www.infopeople.org/training/past/>  
Kansas Blue Skyways: Train Station <http://skyways.lib.ks.us/training/>  
Idaho Alternative Basic Library Education (ABLE) <http://libraries.idaho.gov/page/alternative-basic-library-education-able>  
Ohio Library Council - Orientation for New Staff, Reference Service and Marketing <http://www.olc.org/orientation/>

## Trustees

Association for Library Trustees, Advocates, Friends and Foundations (ALTAFF) <http://www.ala.org/ala/mgrps/divs/alta/index.cfm>  
Tennessee Public Library Trustee Manual (2002) <http://www.tennessee.gov/tsla/lps/trustee%20manual.pdf>  
Tennessee Library Trustee Toolkit (2006) <http://www.tennessee.gov/tsla/lps/publications/toolkit.pdf>  
Tennessee Public Library Trustee Wiki <http://tnlibtrustees.pbwiki.com/>

## Other Library Management Indexes, Directories or Resource Listings

Tennessee Public Library Directory <http://state.tn.us/tsla/pld/index.jsp>  
Librarian's Internet Index <http://lii.org/>  
Internet Public Library <http://www.ipl.org/>  
Links for Librarians (Iowa) <http://www.ilsa.lib.ia.us/liblinks.htm>  
Listing of State Library Web Sites <http://dpi.wi.gov/pld/statelib.html>  
Libworm Blog Search Engine <http://www.libworm.com/>  
LISZEN Search Engine <http://www.libworm.com/>

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