Public Library Manager’s Toolkit

Automation/Technology in Libraries
Cataloging Resources
Collection Development/Management
Communities and Libraries
Copyright
E-Rate Information
Facilities, Space Planning
Friends of Libraries
Funding – Grants, Foundations, Fund-Raising, Budgeting
Hispanic Services and Programs
Intellectual Freedom
Legal Concerns
Library Associations
Non-Profit Organizations
Personnel Issues
Planning – Long Range
Planning – Emergency Preparedness/Disaster Planning
Policies and Policy Writing
Professional Journals
Programming
Reader’s Advisory Services
Rural Library/Small Library Concerns
Standards
Statistics
Training/Continuing Education
Trustees
Other Library Management Indexes or Resource Listings

Automation/Technology in Libraries
PLA TechNotes
MaintainIT Project
TechSoup
WebJunction’s Technology Corner
WebJunction’s Technology Planning
How to automate a small library – Elyssa Kroski article on WebJunction
Purchasing advice – WebJunction
Emerging Technologies
WebJunction’s Social Software resources
Learning 2.0 (original NC program)
Learning 2.1 Blog
100 Free Library 2.0 Webinars and Tutorials
ALA Wiki – Interactive Web Applications page
Tennessee State Library & Archives Technology Links

Cataloging Resources
Cataloger’s Reference Shelf
Library of Congress MARC Standards

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Cataloger’s Reference Shelf
Library of Congress MARC Standards

OCLC Introduction to MARC Tagging online tutorial

http://www.ala.org/ala/mgrps/divs/pla/plapublications/platechnotes/index.cfm
http://www.maintainitproject.org/
http://www.techsoup.org/
http://www.webjunction.org/technology
http://www.webjunction.org/techplan/resources/wjarticles
http://www.webjunction.org/home/articles/content/442348
http://www.webjunction.org/purchasing-advice/resources/wjarticles
http://www.webjunction.org/emerging-technologies/resources/wjarticles
http://www.webjunction.org/social-software/resources/wjarticles
http://plcmclearning.blogspot.com/
http://explorediscoverplay.blogspot.com/
http://www.collegeathome.com/blog/2008/05/29/100-free-library-20-webinars-and-tutorials/
http://wikis.ala.org/iwa/index.php/Interactive_Web_Applications
http://www.tennessee.gov/tsla/tps/technology/technologylinks.htm

http://www.itsmarc.com/crs/CRS0000.htm
http://www.loc.gov/marc/
http://www3.ns.sympatico.ca/allegrow/cat.htm
http://www.oclc.org/support/training/connexion/marc/default.htm
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/cpso/soundrec.pdf

Collection Development/Management
Online Collection Development Training for Public Libraries (Arizona)
ALA’s Collection Development resources
The CREW Method [Guidelines for Weeding the collection] – (Texas)
Collection Development Online Training (Idaho)

http://www.lib.az.us/cdt/
http://www.ala.org/ala/professionalresources/collectdev/collectdev/index.cfm
http://www.tsl.state.tx.us/ld/pubs/crew/index.html
http://libraries.idaho.gov/page/alternative-basic-library-education-able

Communities and Libraries
ALA’s Libraries Build Sustainable Communities
Libraries Building Communities – Australia
Creating Positively Passionate Customer and Advocates

http://www.ala.org/ala/mgrps/rts/srtrtfoe/lbsc/librariesbuildsus tainablecommunitiesbook.cfm

Copyright
ALA | DMCA: The Digital Millenium Copyright Act
ALA’s General Copyright information
Copyright for Kids
Copyright Digital Slider
OCLC Online Copyright Resource Kit
Copyright Term and the Public Domain (Cornell Univ.)
U.S. Copyright Office

http://www.ala.org/ala/aboutala/offices/wo/woissues/copyright b/federallegislation/dmca/dmcadigitalmillenium.cfm
http://www.ala.org/ala/issuesadvocacy/copyright/generalcopyright/index.cfm
http://www.copyrightkids.org/
http://www.librarycopyright.net/digitalslider/
http://www.copyright.cornell.edu/public_domain/

Customer Service
Customer Service & Interpersonal Skills (WebJunction)
Standards of Library Customer Service (sample from Iowa)
Library Customer Service online training (Texas)
“Safe Harbor: Policies & procedures for a safe library” manual (Illinois)
Infopeople on-line workshops on Customer Service (California)

http://www.webjunction.org/interpersonal
http://www.hals.lib.tx.us/cust123/
http://www.alliancelibrarysystem.com/safeharbor/index.cfm?Sec tionID=92
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
E-Rate Application Forms
Tennessee Technology Plan Approval List
NCES School and LibraryID numbers search tool
Tennessee School Discount Stats – Free and Reduced Lunch Rates
Tennessee Public Library E-Rate Blog

http://www.usac.org/sl/
http://state.tn.us/tsla/regional/UCRL/techplans.htm
http://www.nces.ed.gov/surveys/libraries/librarysearch/
http://eratey11.k12tn.net/
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
Checklist for Success in Your Building Project and other guides (Massachusetts)  http://mplc.state.ma.us/grants/construction/planning/index.php
Library Space Planning Guide (Connecticut)  http://ct.webjunction.org/space-planning/articles/content/3112580
Library Space Planning Guide Worksheet (Connecticut)  http://ct.webjunction.org/space-planning/articles/content/3112783
Designing Older Adult Space in Libraries (Connecticut)  http://ct.webjunction.org/ct/older-adults/articles/content/6529925
ADA Standards for Accessible Design  http://www.ada.gov/standardsforaccessibledesign.htm

Friends of Libraries
Friends of Libraries U.S.A.  http://www.folusa.org
Friends of Tennessee Libraries  http://www.friendstennlibraries.org

Funding – Grants, Foundations, Fund-Raising, Budgeting
The Foundation Center  http://foundationcenter.org
Wyoming Library Foundations newsletter  http://www.wsl.state.wy.us/spub/foundations
ALA’s Library Fundraising bibliography  http://archive.alaa.org/libraryfact24.html
Non-Profit Guides to Grantwriting  http://www.npguides.org
Writing a Successful Grant Proposal (Minnesota Council on Foundations)  http://www.mcf.org/mcf/grant/writing.htm
Library Grants blog  http://librarygrants.blogspot.com/

Hispanic Services and Programs
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.alaa.org/template.cfm?Section=oif
ALA’s Dealing with Challenges to Books and Other Materials  http://www.alaa.org/al/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=mair-h.htm&cp=rcode

Library Associations
American Library Association (ALA)  http://www.alaa.org
Public Library Association (PLA)  http://www.alaa.org/al/mgrps/divs/pla/index.cfm
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
http://www.webjunction.org/arsl

East Tennessee Library Association (ETLA)  
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_mgmnt/hr_mgmnt.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

**Planning – Long Range**

IMLS Outcome-Based Planning and Evaluation  
http://www.imls.gov/applicants/basics.shtm

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

**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.aspx

Solinet’s Preservation and Disaster Planning leaflets  

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

Special Library Association (SLA) Disaster Planning Portal (resource listing)  
http://www.sla.org/content/resources/infosour/sept11help/dispatch/index.cfm

Tennessee Emergency Management Agency (TEMA)  
http://www.tnema.org/

TechSoup’s Disaster Planning resources  
http://www.techsoup.org/learningcenter/techplan/archives/page9767.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**

Policymaking 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

Professional Journals
Most library professional journals are available through TEL (Tennessee Electronic Library)

American Libraries Online
Library Journal
Current Cites
Library Blogs listing - LISWiki

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

Reader’s Advisory Services
ALA’s Recommended Book Lists
Iowa’s Reader’s Advisory site
Overbooked: A Resource for Readers
Springfield Library (MA) Books & Readers & Writers resource listing

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
USDA Rural Development links
Tennessee Rural and Small Libraries Wiki

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

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

Training/Continuing Education
Tennessee Library Association (TLA)
Continuing Education calendar and

http://ct.webjunction.org/policies-procedures
http://ct.webjunction.org/policies-procedures/resources/wjarticles
http://access.gale.com/tel2/
http://www.ala.org/ala/alonline/index.cfm
http://www.libraryjournal.com/
http://lists.webjunction.org/currentcites/
http://liswiki.org/wiki/Weblogs
http://www.tennessee.gov/tsla/lps/grants/grants.htm
http://www.ala.org/ala/issuesadvocacy/advocacy/publicawareness/campaign%40yourlibrary/prtools/sampleprogramming.cfm
http://www.al.gov/ala/professionalresources/outreach/booklists/index.cfm
http://www.ilsa.lib.ia.us/liblinks.htm
http://www.overbooked.org/ra/index.html
http://www.springfieldlibrary.org/liblinks/bkread.html
http://www.bcr.org/ARSL/index.html and
http://www.asrl.pbwiki.com/
http://www.ala.org/ala/aboutala/offices/supporttoolkit/toolkit/index.cfm
http://www.rurdev.usda.gov/other/comm.htm
http://www.ala.org/ala/aboutala/offices/ors/standardsa/standardsguidelines/standguide.cfm
http://www.tnla.org/displaycommon.cfm?an=1&subarticlenbr=223
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
resources
Tennessee’s 2008 Library Continuing Education Summit Report

Tennessee Certified Public Library Management Program (TPLMI)
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.ocl.org/orientation/

Trustees
Association for Library Trustees, Advocates, Friends and Foundations (ALTAFF)
http://www.ala.org/ala/mgrps/divs/alta/index.cfm


Tennessee Library Trustee Toolkit (2006)
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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