Lessons in Library Leadership

Description: Lessons in Library Leadership: A Primer for Library Managers and Unit Leaders takes on the topic of management positions within libraries and how many of them are filled by candidates with no formalized training. This lack of preparation often leads to added stress as they scramble to learn how to lead, to formulate departmental goals, to conduct effective assessment, to think and plan strategically, to counsel employees, and much more.

This book will serve equally as a primer for librarians new to management and those needing a refresher in basic management concepts. Seasoned managers may also look to this guide as a quick reference resource covering multiple management subjects. The contents of the monograph include basic concepts, real world examples/case studies, and bibliographic information for further management skill development.

- Ideal for both new and currently practicing library managers and leaders
- Written from a librarian's point of view
- Includes examples directly related to libraries
- Combines theory and real-world examples in new and innovative ways

Contents: 1. Introduction 2. Leadership Theories (This chapter will provide an overview of the major leadership theories and will provide examples/case studies/interviews of how each has been used effectively in a library setting.) a. Trait Theory b. Behavioral Theories c. Contingency Theories d. Transactional Theories e. Transformational Theories 3. Leadership Styles (This chapter will allow the reader to take a self-assessment establishing their preferred leadership style and will introduce information on the basic leadership styles including strengths and weaknesses of each.) a. Self-Survey b. Autocratic c. Participative d. Delegative e. Situational f. Suggested Readings on Leadership Styles and Theories 4. Relationships (This chapter will provide guidance to the reader on what it takes to build and maintain a team. Sections will include exercises, checklists, and case studies related to each individual section.) a. Building a Team b. Creating Respectful Workplaces c. Communication, Coaching and Counseling d. Multi-Generational Challenges e. Training, Development and Recognition f. Suggested Readings on Relationships 5. Planning (This chapter will walk the reader through the hierarchy of planning and introduce a few of the most commonly used goal and planning tools. Each section will include checklists, worksheets, and exercises.) a. Strategic planning b. SMART goals c. Stretch goals d. Suggested Readings on Planning 6. Assessment (This chapter will introduce the reader to various assessment tools and provide examples on how to apply them to address library issues. Each chapter will include checklists, worksheets, and exercises.) a. SWOT Analysis b. Lean c. CATWOE or MOST d. Five Whys e. Suggested Readings on Assessment 7. Project Management and Problem Solving (This chapter will assist the reader in discovering how to effectively manage projects, delegate responsibility and cope with change. Each section will include case studies/examples, checklists, and worksheets.) a. Decision Making b. Time Management c. Dealing with Change d. Delegation Skills e. Suggested Readings on Project Management and Problem Solving 8. Conclusion

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