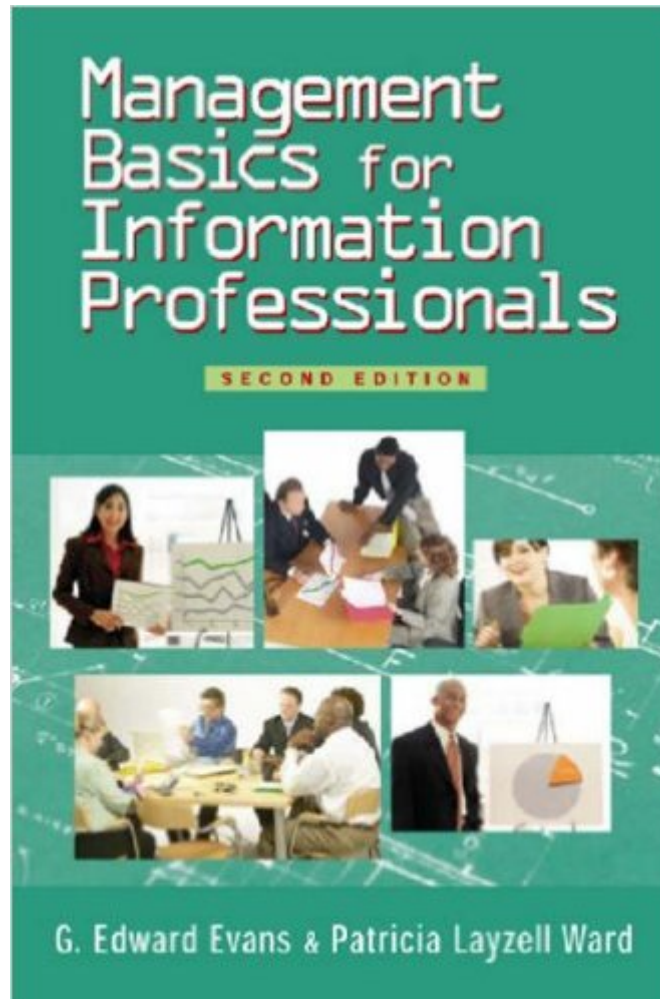# Management Basics For Information Professionals, Second Edition

Synopsis

Completely revised and expanded to reflect the rapidly changing sphere of information services, this comprehensive introduction to the management of libraries builds the basic skills good library managers must exercise. The authors offer an authoritative approach on the fundamental concepts of management while recognizing the diverse needs of different operating environments. This edition features two new chapters - Managing Diversity and Career Development - and is kept up to current by material housed on the Web. Drawing from examples of successful leadership techniques from a variety of services archives, information brokers, libraries, records managements and more, this book demonstrates the most effective ways to plan, delegate, make decisions, communicate, and lead a team. Equal emphasis is placed on personal, fiscal, and technological issues, as well as a look at what the future may hold for incoming managers. A practical, up-to-date introduction to library management, here is a text that will appeal to LIS educators, new and experienced libraries in management positions, students, and anyone wishing to acquire a sound knowledge of both the theory and practice of management within the changing information workforce.

Book Information

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Customer Reviews

Had to purchase this for my Management class in my Masters of Library and Information science program.Disappointing, to say the least. Most of the content is purely common sense. Not very well

written; however, that seems to be the case with most of these texts.Maybe this is more appropriate for an undergraduate-level course (then again, the MLIS degree is appropriate for the high school level). It does have some excellent reviews of the history of management theory and some of the supplements do offer decent suggestions for tools/resources.Overall, good for an introductory text, not for the advanced student or professional with even just a little management experience.

I bought this book as a textbook for my MLIS (Master's in Library and Information Science) course. It is terribly written and edited. There are typos and misspellings galore, a simple spellcheck in the edit process would have reduced these errors by 50% or more. Spellcheck wouldn't catch the many homynym and grammar mistakes, but it would at least catch the most basic misspellings. Each chapter has about 10 errors in it.The authors talk about Business Management concepts without giving examples to illustrate their points, which is really necessary especially when using terms that might have multiple meanings. Examples would explain and clarify their points, and enrich the text and make it more interesting.I tried to avoid this text by signing up for a different class, but the school switched the course names and I ended up stuck with this awful textbook.My "Portable MLIS" textbook for a different class is, however, a fabulous read (although it has a few editing mistakes, but far fewer than this Mgmt Basics text). I love reading it, each chapter is engaging and well-written.

This is a lengthy book that seems to pack a lot into each chapter. It was helpful as I had just started as a library director with zero managerial experience. I especially found useful the chart describing different age groups and how they are best communicated with. This was helpful as I am in my late 20's and the way I communicate (email, in-person) is different from staff the older and younger they go.

This is one of the worst textbooks that I have ever used. It is just plain poorly written. There is very little organization within the book; sure, there are chapters and section headings, but each paragraph often seems to be completely unrelated to the one before and after it. Whole sentences or thoughts are often repeated within the same section, leaving you confused about what new material you've actually read. It is also poorly edited, with spelling and grammatical errors all over the place. The information in the book seemed rather outdated, and a lot of the "concepts" were so obvious that I often thought, "why am I even reading this?" I knew nothing about library management before reading this book, and I still feel like I know nothing about it.

This is likely the worst written text I have ever had to suffer through. I suspect that our prof felt the same way, as she, thankfully, didn't have much required reading from it. There must be a real lack of material on library management for this book to actually be a required text for anything. I am looking forward to warming my house with it this winter. Can I give it fewer than one star? Not worth the effort to figure out.

If your aim is to run a library at some point, in whatever sector, this is a great book to have on hand. It's an excellent introduction and provides a wealth of information without being overly tedious. Highly recommended!

I'm reading this book for a required course on management of information organizations. The information in the book is important and useful, but the presentation is rather boring, and the book is full of spelling and grammatical errors. The publisher should come out with a new edition that has actually been proof-read!

This was required reading for my MLIS degree. It has some good information that I found very helpful, but the editing could have been sharper as others have mentioned.

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