



# Management Basics for Information Professionals (Facet Publications (All Titles as Published))

*G. Edward Evans, Camila Alire*

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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. 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. Readership: LIS educators, new and experienced librarians 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.

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