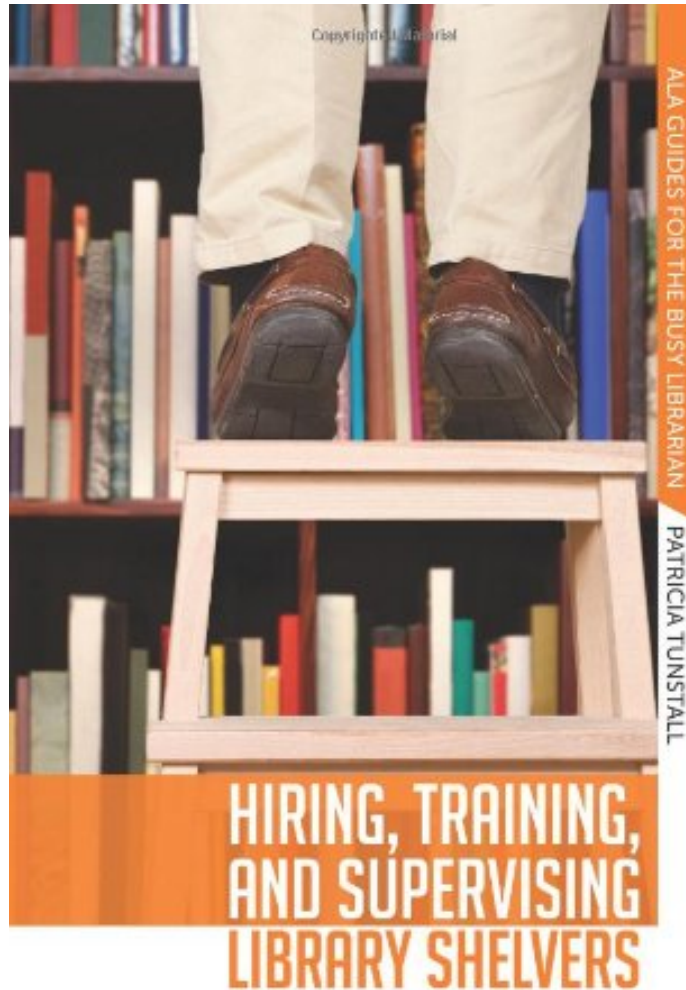


[Download ebook] Hiring, Training, and Supervising Library Shelves

Hiring, Training, and Supervising Library Shelves

Patricia Tunstall

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Patricia Tunstall : Hiring, Training, and Supervising Library Shelves before purchasing it in order to gage whether or not it would be worth my time, and all praised Hiring, Training, and Supervising Library Shelves:

2 of 2 people found the following review helpful. A choice pick for library science collectionsBy Midwest Book ReviewGood help is hard to find, but it's easier when you know what to look out for. "Hiring, Training, and Supervising Library Shelves" is a guide for the librarian who is in charge of hiring help for their place of work. With plenty of tips on what to look for in a good shelve, the procedures of training, and what to do when you have to let someone go, "Hiring, Training, and Supervising Library Shelves" is a choice pick for library science collections.0 of

0 people found the following review helpful. Question? Breakdown on time spend shelf readingBy D. McIntyreDoes this book go into any detail/templates of suggested ranges for say shelvers of adult nonfiction to shelf read? i am looking for that.Our pages have to shelf reading 20mins of their shift for adult non fiction, are there recommended ranges to use as a base?The section ranges I had recommended by a colleague on her sheet are way too much for 20mins.thanks

How do you find good library shelvers and keep them for more than a few months? Tunstall gives practical advice to help you do just that with a complete overview on how to hire, test, train, and retain shelvers. A complete toolkit, this book includes templates for signs advertising employment, screening tests, interview questions, employment letters, job descriptions, and employee assessments; the dos and don ts of hiring and firing; checklists for procedures and training.Every librarian will be able to hire, train, and supervise library shelvers with confidence with Tunstall s down-to earth advice.

From BooklistThis entry in the ALA Guides for the Busy Librarian series focuses on the needs of any library worker who hires, trains, and manages pages. Like other titles in the series, it provides practical information, examples of questions, samples of procedures, and, in the appendix that completes the volume, forms and goals. Author Tunstall discusses performance assessment and working with other departments as well as basic recruitment and training. With a practical attitude toward the vital role of shelving, she provides options that have been tested in libraries, and the sections on hiring and firing dos and donts offer information that can be applied in other work settings. This is an excellent manual for libraries, their shelving staff, and any person who supervises them. --Patricia HoganAbout the AuthorPatricia Tunstall is an information assistant at Indian Trails Public Library in Wheeling, Illinois. She spends most of her time at the reference desk helping patrons with their questions and their leisure reading choices. She was first employed as a page at Indian Trails and subsequently as the supervisor of pages and shelving. Since receiving a teaching certificate from Nottingham University in England, she has held jobs in a variety of fields. She is an occasional contributor of articles to library publications.