



Library Branch Management

Workshop Agenda

Spring 2008

Hillary Theyer

Instructor

An Infopeople Workshop

Roles of Branch Libraries

- ◆ Formal Roles
- ◆ “Other” or Informal Roles

Branch Library Collections

- ◆ Assessing Collection Depth
- ◆ Collection Concerns for the Branch Manager
Exercise #1 Meet the Need
- ◆ Basics of Collection Budgeting
- ◆ Buying and Weeding

Branch Facility Basics

- ◆ Manager’s Building Knowledge
- ◆ Taking a Building Walk
- ◆ What Do I Do If?
- ◆ Considerations for an Unexpected Closure

Branch Services and Programs

- ◆ How Well Is It Working Now?
- ◆ Who Is Using the Library?
Exercise #2 Teens Take Over
- ◆ What Impact Do We Have?
- ◆ Let’s Do Some Outreach!

Branch Staff and Supervision

- ◆ Training Your Staff
- ◆ Resolving “Difficulties” / Coaching and Discipline
Exercise #3 It’s Hot in Here
- ◆ Policy Development and Enforcement
Exercise #4 We Need a Policy

Incidents and Emergencies

- ◆ Incidents and Incident Reporting
Exercise #5 Writing Reports
- ◆ Emergency Supplies
- ◆ Emergency Follow-up

Wrap-Up and Evaluation

There will be two 15-minute breaks and an hour for lunch.