



The Academic Library Administrator's Field Guide

By Bryce Nelson



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The daily administration of an academic library often leaves you needing quick advice on the topic at hand. Nelson, an experienced administrator writing from first-hand knowledge, delivers such advice in 30 topical chapters. Each chapter begins with an Assertion, a one-sentence summary allowing you to rapidly scan the book and find what you need. When you're on the job you can dip into this guide for ready-to-use guidance on the full range of administrator responsibilities, such as

- How to think and act politically
- Preparing staff for safety and security procedures
- Influencing student and faculty's perception of the library as a basic component of education
- Fostering librarians' professional identity as teachers
- Communicating effectively, from email messages to meetings
- Assessment and systematic collection of data

Commentary sections in each chapter offer observations and interpretation, with abundant examples of useful advice. If you want to dig further into a topic, a Readings section points you to resources. Packed with insight about the day-to-day operations of the academic library, Nelson's guide will be invaluable to new and experienced administrators alike.

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Editorial Review

Review

"Although meant for academic administrators, the topics covered would be useful for all library administrators, especially the section on staff relationships first impressions, accountability, professional development, establishing priorities, and communication ... Lucky are the librarians who work with a supervisor who applies even one third of the recommendations provided here." --Voice of Youth Advocates Magazine

"Readers falling between the student and administrator stages will find several chapters of interest - not least for beginning to understand what an administrator does." --Australian Library Journal

About the Author

Bryce Nelson, Ph.D., was University Librarian at Seattle Pacific University, and director of the libraries for the Seattle Public Schools. He is affiliate faculty at the University of Washington's Information School, and Seattle Pacific University's School of Education. He holds degrees from Northwestern University and the University of Washington.

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