



*CHECKLISTEN*

*Liste 32*

SETTING UP A LIBRARY

by

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Sie möchten diese Checkliste auf Deutsch lesen? Nichts ist einfacher: Es handelt sich bei diesem Text um die [übersetzte und angepasste Checkliste Nr. 8: „Aufbau einer Bibliothek“ von Anthea J. Merkle aus dem Jahr 2004.](#)

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## **Preface**

Lately there has been widespread talk of staff reductions and branch library closings due to budget cutbacks. One asks oneself how it is even possible to be in the position of setting up a new library. How is it even possible to bring a new library into existence?

In most cases it is not a matter of opening a completely new facility, but rather expanding a currently existing collection or opening a spin-off from another department.

Librarians – as classical information providers, as professional administrators and suppliers of information in various formats – are more sought after than ever. And their qualities usually become evident when secretaries who have been given no additional library training drown in the chaos of a company library. A classic example is the expansion and upgrading of the small “company library”, which usually consists of a small collection of specialized books that were supplemented by “grey” (non-conventional) literature and a few research services. Often it is managed “on the side” by a member of the secretarial staff, until it becomes evident that this is no longer acceptable once the need for further services arises.

But there is also a need for completely new libraries. The author of this checklist has been involved in setting up the library of the newly founded private university, the Zeppelin University in Friedrichshafen.

The problems to be solved and the tasks to be accomplished are the same in all cases: establish a professional administration, catalog a media collection, and create the necessary structures!

## **Job Application / Entry Level Position**

### **External Job Announcement**

Good sources for current job announcements are **link-listings & job market boards** in the field of library and information science. Just search for mailing lists or information

- at the homepage of library associations or via thematic portals
- at the job databases of commercial placement services such as StepStone (<http://www.stepstone.com>) or monster (<http://www.monster.com>), a job search engine with many national branches
- In professional journals in the field of library and information studies

**Networking** is always advantageous and insider information about newly created positions may provide a headstart.

Researching the **websites** of companies, universities and municipalities can also be profitable, especially if one is interested in a particular employer.

### **Internal Job Announcement**

Within a particular enterprise job announcements are usually posted at the following sites:

- Staff Newsletter
- Bulletin Board
- Intranet

### **Qualifications**

Guy St. Clair<sup>1</sup> describes the requisite qualifications for running a one-person library as follows:

Visionary, creative, unconventional, open to coalitions, patient, generous, flexible, tough, service-minded, thoroughly self-confident – in short: **pioneer spirited.**

Especially in the development of a library which will be primarily a one-person operation, these

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<sup>1</sup> St. Clair, Guy: The one-person library : tasks and management. - New York: SMR Int., 1995

requirements are truer now than ever before; the situation certainly requires considerable courage to innovate, persevere, and be creatively resourceful.

Professional skills, such as those acquired through library training or academic study, are also needed. of course. Opportunities for obtaining further qualifications in the profession or subsequent to a career change can be found, among other places, here:

- **Regional Advisory Offices**
- **Special-Interest Groups**
- **Journal advertisements** in professional journals,
- and at the websites of **Professional Associations** or **Library networks**

## **Infrastructure**

### **Organizational Chart of the Host Institution and Its Consequences**

An organizational chart reveals what position the library occupies in an enterprise. This position and other parameters – e.g., in which department, or possible as its own department; at the same level as the secretarial offices or with other departments, such as the computer services; who is directly above the library, and to whom is the librarian therefore responsible (such as cultural affairs, business administration) – will shape the working conditions and decision-making powers under and with which a librarian will be able to set up and develop the library.

Important issues which need to be clarified from the beginning (such as a the job interview) may thus include:

- What position does the manager of the one-person library have?
- Whom does the one-person library manager report to?
- Who has decision-making powers – the library manager or a superior?
- What freedom of decision can be deduced from this?

### **Getting Oriented**

Was the establishment of the library desired or were there opponents? Such parties need to be identified and treated with particular courtesy.

Were there other internal applicants for the position? These persons need to be kept in mind, as they could become opponents of your work.

Who are the “opinion makers” in the enterprise and what positions do they occupy? You should get in touch with them at an early stage and provide them with information.

## **Plans and Drafts**

### **General conditions**

Who are the users of the library? What are their needs? These are the main questions which influence most of the decisions to be made while setting up a library. The acquisitions profile and the development of information technology, the opening hours, or the services to be offered all depend upon those answers. A library which does not know the needs of the users is not able to satisfy them. Hence it will not be used and its survival will be endangered.

### **Library Type**

Should the library collection be freely accessible or stored in closed stacks? Is lending allowed or is it a reference library only. Or is a mix of both styles planned. In the decision-making process it should be remembered that each style entails different conditions (e.g. security measures for an open stack arrangement, reading tables for a reference library).

### **Opening Hours**

Opening hours should be adapted, on the one hand, to the needs of the library users, but be feasible, on the other hand, for the library staff members.

Regardless what the hours are, it is important that they can be maintained in any event, and need not be reduced. An expansion of opening hours will always be welcomed, while a reduction (e.g. due to bottlenecks) will always be perceived negatively. Take into consideration which staff members need to be present at which times and plan the opening hours accordingly – but allow enough resourcing for bottlenecks (due to vacations, illnesses, or professional development) and for work which requires no disturbances.

### **Library Rules and Regulations (Guidelines)**

Protect yourself by establishing clear rules. User guidelines are useful for even the smallest library, since these can be referred to in any case of irregularity or breach of rules. Naturally such library guidelines can not foresee every situation, especially when there are several user groups (such as students and instructors). The latter may not consider themselves bound by the “general rules.” Since the office work spaces of library staff members are often integrated into the library space, particularly in smaller libraries, it is especially important to establish which other employees in the organization have a key and, thus, access to the library. It is important to settle this matter at the beginning of employment and have the funding or umbrella organization approve it.



## **Physical Planning**

### **The Layout**

When designing a library facility, the planned growth of the library should be kept in mind. And the surface area allocated for employees should not be too narrowly calculated. The usual parameters for office space are not sufficient, since the processing of books requires additional storage area.

### **Interior Design**

The initial furnishing of a library may possibly be drawn from surplus furniture available within the umbrella organization, or from other libraries (which may be in the process of refurbishing). Avoid mixing furnishings, in order to maintain a certain degree of style.

Do not allow furniture which you have not requested to be deposited in the library; not every article of office furniture is suitable for the demands put on library shelving.

### **Planning Stages**

It is not possible to do everything at once. Therefore you should define milestones in a planning schedule and establish *when* and *what* will be implemented *under what conditions*. A clear plan is the nuts and bolts of every new facility.

### **Systematizing and Weeding of Older Collections**

Is the present collection already catalogued using an established classification system? If so, is it still suitable for continued use?

### **Cataloging**

To catalog a collection, a classification may be applied and/or a method of subject cataloging adopted. For example Dewey Decimal Classification, DDC, but one could also use the Library of Congress Classification <http://www.loc.gov/catdir/cpsolcc.html> – it is great for science/technology collections. I don't advocate creating your own classification system – you won't be able to share cataloging data later.

The deciding factors are:

- Universality (e.g. in alignment with scientific knowledge as a whole – a universal classification) or specialization within a discipline (e.g. a subject-based classification)
- Continuity (e.g. suitable for use over a longer time period)
- Timeliness (e.g. ability to incorporate the latest developments)
- Flexibility through expandability (e.g. ability to expand the classification notation)
- Commensurability of time in relation to usefulness of cataloging result
  - Which content will be included: subject-oriented vs. popular; specialized vs. encyclopedic
  - Which types of documents/media will be catalogued: essays, books, film material, sheet music, etc.
  - What is the target audience for whom the cataloging is being done: homogeneous subject experts, heterogeneous public users
  - With which technical means will cataloging take place: cards, lists, relational database?

Further aspects of effective cataloging in libraries can be found with a web search with the items “cataloguing” or “cataloging” and “tutorial” or “manual”.

If possible, you should adopt a classification system in wide use. Especially in subject disciplines in which you do not have expertise, one can follow the example of larger libraries. Moreover, one benefits from the on-going developmental work when a widely used classification is the collaborative effort of many professional colleagues. Input from self-proclaimed “collection experts” within the organization may be unavoidable, but can be better countered by making reference to other libraries.

If no suitable subject classification can be found due to the specialization of the collection, one alternative would be to adopt a mixed form drawn from several already established systems.

### **Retrospective Cataloging**

Is the current collection already catalogued in a machine-readable format? Can it be maintained and updated? Can the data be converted to a different system or is re-cataloging unavoidable?

If no computer-based cataloging is available, it is advisable to undertake retrospective

cataloging as a special project (contract-based project, part-time helpers) in cooperation with a regional library advisory office.

### **Computer System Support**

How is the organization's computer support organized? Is there an internal computer administration department which can be of assistance with the growing needs of the new library? A possible alternative is outsourcing. The first contact points for external computer support include, for example, regional library service networks and municipal computer centers. Whether these are possible from a technical and financial point of view should be discussed with the library's host or umbrella organization.

What kind of computer equipment is present? Is internet access available? Is there an email account already established? Is there a budget for computer activity and who is responsible for it? In any case it is always useful to be on good terms with the local computer department.

### **Collection Development and Acquisitions Profile**

Based on the characteristics of the user community, collection development must be well-thought out. It is useful to establish a clear acquisitions profile in which the collection target and the allocations to the individual subject areas are clearly defined. To what extent will new media be needed? Will journals (print and online versions) play a greater role than monographs? Which information can be obtained through databases?

### **Documentation**

Good documentation, whether in the form of a project diary or as regular reports, is valuable in several ways. For one thing, it is often not clear to department supervisors who are not librarians what kinds of daily activities fall to the professional librarian. Furthermore, the developmental process of establishing a library, the achievement of pre-defined milestones or set-backs and the reasons for them can be clearly documented.

Documentation can be used in several ways, e.g. annual reports, annual forecasts, or a newsletters.

**Personnel Planning**

Is the one-person library given additional support, such as from student helpers? Is it possible to hire project workers for special situations?

Are there plans for additional staff positions, or is the library to remain a one-person library?

## **Networking**

Networking is especially important in one-person libraries, among other things in order to avoid the oft-cited "Robinson Crusoe Syndrome". I myself have found that the helpfulness and communicativeness is no where more intensive than among librarians.

### **Membership in Library Associations and Organizations**

There are a vast number of associations and organizations in operation in the fields of libraries, documentation, information brokerage and archives. An international overview is given by the IFLA Membership Directory, <http://www.ifla.org/en/activities-and-groups>.

### **Participation in Regional and National Special Interest Groups and Colloquia**

Usually it is easier to arrange to participate in a regional special interest group than a national one. Travel time is shorter (half-days) and, furthermore, it is easier to justify the lower expenses to the administration.

In addition to the establishment and maintenance of cooperative projects and joint strategies to common problems, it is refreshing to exchange ideas with colleagues who speak the same language and to recognize that the same limitations are found in other organizations. References to appropriate special interest groups can be found on the internet sites of professional organizations.

### **Other libraries / One-Person Libraries**

What other libraries are located in your community? Simply go and introduce yourself to their library heads and let things go from there.

Are there similar or parallel libraries to your own? Get in touch with them and let someone explain their "historical origins". You may find much inspiration from such experiences and possibly be better prepared for similar problems which could still arise.

## **Information Technology**

The term “information technology” refers to methods of organizing and processing information and data. In the context of library administration, this involves the following application areas:

### **Library Software**

It is never too early to introduce an electronic library system. Along with administrative and cataloging functions, an integrated library system is also a tool for gathering statistics, measuring and evaluating both collection growth, and lending patterns. Furthermore, it allows important conclusions to be drawn regarding further collection development.

An extremely user-friendly service is the internet-based access to the library catalog (OPAC).

There are a quite a few library system packages for libraries of every size. Some offer a cumulative system of modules in terms of both functions and the amount of data to be handled.

An integrated library software yet international distributed and open source is Koha <http://koha.org/>.

### **Internet Presence**

Even long-established libraries have found that having their own website is a dream that cannot be realized. But there are alternatives, such as a linked page on the website of the library’s host organization. For a start it is sufficient to supply basic information (contact person, opening hours, range of services, and a list of links to other online subject-based information sources.) Other valuable services may include FAQs, rules and regulations for users, and similarly relevant documents (e.g. guidelines for interlibrary loan and document delivery services).

As the library continues to develop further, online information can be developed step-by-step, ranging from an online OPAC, to access to internal or external databases, to the provision of an information portal.

### **Databases**

Building up an appropriate range of electronic databases is quite a costly undertaking. Becoming a member of an already existing consortium can help to reduce costs to one’s own

organization. If one's own organization cannot supply technical support, it is useful to determine whether access can be provided through a library service agency or a regional consortium.

Links to non-fee-based databases may also be offered through the library's own website. In some cases it is possible to offer previews of tables of contents and/or abstracts, even for costly fee-based databases. An overview can be found at:

- the Baden-Wuerttemberg library service center's "FabiO-List" (in German) <https://wiki.bsz-bw.de/doku.php?id=linksammlungen:fabio:start>
- the Database-Information System (in German) [http://rzblx10.uni-regensburg.de/dbinfo/suche.php?bib\\_id=alle&colors=3&ocolors=40](http://rzblx10.uni-regensburg.de/dbinfo/suche.php?bib_id=alle&colors=3&ocolors=40)
- and on wikipedia [http://en.wikipedia.org/wiki/Academic\\_databases\\_and\\_search\\_engines](http://en.wikipedia.org/wiki/Academic_databases_and_search_engines)

### **Off-Site Providers of Information**

Commercial suppliers such as Swets Information Services (<http://informationservices.swets.de>) or EBSCO (<http://www.ebsco.de>) offer ready-made solutions for libraries. Along with enabling access to information and full-text databases, they also offer all-around journal delivery services for print and online subscriptions.

## **Collection Development and Acquisition Profile**

### **Creating an Acquisition Profile**

What is the library's collection target and what are its component subject areas and collection groups?

At what date should this intended target be achieved? With a systematic growth of x items per year, how large must the budget be? Is this budget indeed available?

By establishing a priority list and a set of key data, annual collection growth can be defined and stipulated.

### **Ordering Media**

What is to be ordered and how does one keep informed of new publications and media? There are a number of institutions, such as national or regional advisory offices or university libraries which offer basic or core collection lists.

While one finds very good independent reviewing services for public libraries, it is somewhat more difficult for special libraries to keep up with new publications. Especially for one-person libraries with several focal areas, it is not easy to be an expert in each subject area. And for lack of time it is often not possible to keep an eye out for all new publications simply by browsing through publisher's catalogues or professional journals.

Hence, it is worth considering whether out-sourcing could be helpful in this situation. It might be possible to solicit the help of a specialty bookstore and/or to recruit other staff members of the organization as semi-professional reviewers. The latter should be done with caution, as it could lead to conflicts over competency.

Where can purchasing be done? Is there already a fixed vendor or can orders be freely distributed? Compare the conditions offered by all vendors which could be considered.

### **Local Vendor / Partner Bookseller**

A local vendor is responsible for quick, prompt delivery to the door and has either a subject specialization or good connections to a wholesale supplier.



**Suppliers with Extra Services**

- Delivery at no extra charge is taken for granted
- Simplified ordering procedure, preferably with an interface to the acquisition module of the library's software
- Technical processing provided as a supplemental service (e.g. added Barcodes, pasting shelf number labels)
- Provides recommendation lists and searches for bargain offers
- Searches for antiquarian literature

**Alternative Sources****Bargain-hunting**

In addition to publishers which offer their own remainders clearinghouse, it is often advantageous to search for clearance sales (often found at Anglo-American publishing houses). This even works well with online book-dealers and it is often possible to negotiate special conditions (e.g. rebates on English-language literature). Online antiquarian booksellers now offer not only out-of-print literature but also older editions and remainders at very cheap prices.

Examples include:

- Abebooks (<http://www.abebooks.de>)
- ZVAB (<http://www.zvab.com>)
- Zupal Books (<http://zupalbooks.com>)

There are also online marketplaces for used books which offer copies in quite acceptable condition. In this case it is important to read carefully the description of the book's condition and, if appropriate, inquire about possible wear-and-tear, such as underlining or highlighting.

Examples include:

- Amazon marketplace (<http://www.amazon.com>)
- Eurobuch (<http://www.eurobuch.com>)

**Electronic Texts on the Internet (Online Digital Books and Journals)**

By now there are a multitude of sources which make titles fully available on the internet (in some cases free of charge).

**Monographs:**

- Google Books, <http://books.google.com/>
- A9, <http://a9.com/>

**Journals:**

- Directory of Open Access Journals (DOAJ), <http://www.doaj.org/>
- Electronic Journals Library, <http://ezb.uni-regensburg.de/index.phtml?bibid=AAAAA&colors=7&lang=en>
- HighWire, 6,000,000 articles total: <http://highwire.stanford.edu/freeart.dtl>
- OpenJ-Gate, <http://www.openj-gate.com/Browse/ByJournal.aspx?alpha=ALL>
- JURN directory, <http://www.jurn.org/directory/>

**Hybrid (Books, Journals and Web Sites):**

- Google Scholar, <http://scholar.google.com/>

**Repositories:**

- BASE <http://digital.ub.uni-bielefeld.de/index.php>
- OAIster, <http://oaister.worldcat.org/>
- Scientific Commons <http://www.scientificcommons.org/>

**Donations**

Accepting donations is a delicate subject. On the one hand, they can be an inexpensive contribution to collection development, but, on the other hand, they can turn into a time-consuming problem.

As a general guideline, one should accept only what fits the acquisition profile and is really needed. A library is not a paper recycling depot.

It should be established in advance what procedures are to be followed for tax donation receipts. Some procedures are so time-consuming (if a lump sum is not permissible), that it is

rarely worthwhile to accept donations. Therefore it is better to look for quality, rather than quantity.

Donations which, in the end, are not processed (e.g. duplicates) could be exchanged with other libraries<sup>2</sup> or passed along to antiquarian booksellers in exchange for a credit.

And here again it may be possible to outsource the task by having potential donations evaluated by a cooperating antiquarian partner.

High-quality donations are, in most cases, the publications of the staff members of the host or umbrella organization. Such specimen copies can be requested as gifts.

### **Discards from Other Libraries**

Limited space or changeovers to digital editions may lead libraries to weed out considerable numbers of volumes. This is often the case for bound periodicals.

In taking on such items, there should be careful consideration of whether the need really justifies the effort involved in processing and the cost involved in transporting these items.

### **Duplicates Exchange with Other Libraries**

Some libraries have standing exchange agreements. There are several mailing lists:

- Back Issues & Exchange Services, <http://www.uvm.edu/~bmaclenn/backexch.html>
- Book donations, [http://libweb.lib.buffalo.edu/dokuwiki/hslwiki/doku.php?id=book\\_donations](http://libweb.lib.buffalo.edu/dokuwiki/hslwiki/doku.php?id=book_donations)

### **External Suppliers**

Accreditation in the **national interlibrary loan system** should be applied for in the early stages of library development. Along with the participation in a library association, this represents an important supplement to one's own collection through external sources.

Many interlibrary loan sources now offer online ordering. This has led to a considerable shortening of delivery times.

Furthermore, accounts with several document delivery services should be established. Since the research and ordering of books and documents here can involve considerable time, it is advisable to put the matter directly into the hands of the user after an initial information session. In this way, the costs for these services will be applied directly to their budgets and

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<sup>2</sup> See below "Duplicate Exchange with Other Libraries"

not the library budget. In addition, it leads to an increased sensitivity for the effort involved and costs incurred.

### **Journal Subscriptions**

Before developing the library's own journal collection, the journal holdings of other nearby libraries should be investigated and the possibilities of establishing a consortium explored. Decide which titles are preferable in print form and which should be acquired as online subscriptions.

The administration of journal subscriptions (registry of issues) can be delegated to a supplier or bookseller to save time. Another professionally sound option is to outsource to a journal delivery service such as Swets or EBSCO. By taking out subscriptions through such a service, an additional surcharge to the subscription rate will cover the additional services. The individual surcharges are ultimately dependent on the overall volume of orders.

When ordering several, (especially) foreign journal titles, it is advisable to make use of a consolidation service. Issues are collected at a distribution center and delivered in larger packages, foreign subscription rates are used as a reference value, and complaints are handled by the external agent. Hence, the additional surcharges are relativized by the lower acquisition costs and the time saved on the technical processing. A further advantage to electronic delivery via an external supplier is the statistical evaluation of usage. Exact figures of usage can also help in deciding whether a little-used subscription could be cancelled.

## Implementing Services

Which services are to be provided in the library depends above all on the following factors:

### Resource Planning

What personnel are available?

What can be achieved with the information technology available *at present*, and what may be achieved at a *later* point in time?

### Definition of Need

Who are the users? What are the envisioned target groups and, therefore, the potential clients? Should services also be offered to *external* users and, if so, for a fee? This would lead to the provision of diversified, target group-oriented services.

### Which Services should be Left to the Users?

If the size of the professional staff does not allow time for certain services, consideration should be given to the possibility of cascade training plans or self-help training sessions, in order to build up the information competency of the users.

## **Library Marketing**

There is a wide range of activities involved in the marketing of a library. It must be distinguished first of all for *whom* and for *what purpose* the information is intended.

### **Decision-makers / Opinion Leaders**

#### **Lobbying**

Find your allies. Set up a library forum, a commission, an advisory council, or a friends of the library committee. Every enterprise has staff members who are interested in the internal workings of a library.

#### **Show the Work**

Allow outsiders to “look behind the scenes”. Outsiders usually have no idea how a library works and what processes take place or what efforts are involved. Open your library up to the outside world. Substantiate your expertise by making references to professional literature. Write up annual reports (obligatory for public institutions anyway) and make them publicly available, such as on your website.

### **New Acquisitions / New Developments / Milestones**

If a library is not used, it lacks the most important argument for further investments – proof of need. Therefore you need to publicize details about every development, no matter how small, and draw attention to every service being offered.

### **Public Relations / Library Users**

#### **Press Releases**

These are necessary unless they are handled by a superior office within the organization or enterprise.

#### **Event Management**

Even in libraries with limited personnel, it is possible to hold public events. Seek cooperation with other departments of your organization, other local libraries, or local bookstores.

#### **Library Mouthpiece**

Create a communication channel for announcing current developments and improvements in your library. This could be an electronic newsletter or even a proper newspaper.

**Organizational Visibility**

The library needs to be present in all informational vehicles within the organization. This includes articles about the library in the company newsletter, postings on the bulletin board, and a space or address on the organization's intranet.

## **Personnel**

Increasing staff positions is a very sensitive topic both in private enterprises and in public service organizations. Creating a new staff position therefore often verges on the impossible.

Alternatively, there are also the following options to consider:

### **Internships**

In addition to library or information science programs, there are a number of other educational programs which require practical work experience. Such opportunities are often sought after in libraries without expecting remuneration (although this does raise the motivation considerably and is also recommendable to avoid any charges of exploitation).

### **Secretarial Offices**

To the extent that good relations with other departments in the organization exist, there may be a possibility to draw upon secretarial staff to substitute in cases of emergency such as illness or vacation.

### **Other One-person Libraries**

Are there any other one-person libraries in the vicinity? Perhaps a cooperative scheme for scheduled or emergency substitution can be developed.

### **Student Helpers**

A number of time-consuming tasks in a library do not require professional skills. These are the classical duties which can be assigned to student helpers and include, for example, photocopying or binding and labeling books.

### **Part-time Jobs / Project-based Contracts**

Certain projects may justify the employment of a part-time helper or issuing a project-based fixed-term contract. Retrospective cataloging, for instance, is often accomplished on a contract basis.



## **Professional Development**

There is a wide range of opportunities for professional development. Schedules and information are available through the appropriate professional associations. Their members usually are entitled to a discount in fees.

By cooperating with other local libraries, it may be possible to schedule a training session in a nearby location. It may also be possible to negotiate a method of mutual substitution, so that professional development events or conferences can be attended on alternate dates and information exchanged with each other afterwards.

Some special interest groups offer on-line courses, so that participation is not dependent upon getting a substitute for the library.

## **Recommended Reading**

Berner, Andrew and Guy St. Clair: The best of OPL : five years of the one-person library. - Washington: Special Libraries Association, 1990. ISBN 0-87111-357-0

Berner, Andrew and Guy St. Clair: The best of OPL, II : selected readings from the one-person library 1989-1994. - Washington: Special libraries Association 1996. ISBN 0-87111-438-0

Bryson, Jo: Effective library and information centre management. - 2<sup>nd</sup> ed. - Aldershot : Gower, 1999. ISBN 0-566-07691-8

The Essential OPL, 1998-2004: The Best of Seven Years of The One-Person Library: A Newsletter for Librarians and Management / Edited by Judith A. Siess. Compiled by Jonathan Lorig. - Lanham, MD [u.a.] : Scarecrow Press, 2005. ISBN 0-8108-5429-5 \$ 30,00

Gordon, Rachel Singer: The Accidental Library Manager, Medford, NJ: Information Today, Inc., 2005, ISBN 1-57387-210-5 [[full text mostly available in Google Books](#)]

Henzel, Susan: The Information Audit : A Practical Guide. - München : Saur, 2001. ISBN 3-598-24367-7

Kreizman, Karen: Establishing an information center : A practical guide. - London u.a. : Bowker Saur, 1999. (Information Services Management Series) ISBN 1-85739-286-8

Lacey Bryant, Sue: Personal Professional Development and the Solo Librarian. London: Library Assoc. Publ., 1995. ISBN 1-85604-141-7

The OPL case book : thirty case studies from The one-person-library : a newsletter for librarians and management / Infomanage / SMR International . Guy St. Clair, Ed. - New York, NY : OPL Resources, 1997 (SMR Special Report ; 7)

Orna, Elizabeth: Information Strategy in Practice. - Aldershot : Gower, 2004. ISBN 0-566-08579-8

Orna, Elizabeth: Making Knowledge Visible. - Aldershot : Gower, 2005. ISBN 0-566-08563-1

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## **Links**

### **Special Libraries Association SLA: SOLO Librarians Division**

<http://units.sla.org/division/dsol/>

Discussion Group @ Facebook

<http://www.facebook.com/#!/pages/Solo-Division-of-SLA-the-Special-Libraries-Association/19928693750>

Discussion Group @ LinkedIn

<http://www.linkedin.com/groups?home=&gid=156062>

SLA Europe

<http://www.sla-europe.org>

### **ALIA National One-Person Australian Libraries**

<http://www.alia.org.au/groups/opalsnat/>

### **SOLO Librarians Group @ Facebook**

<http://www.facebook.com/#!/group.php?gid=11236245867>