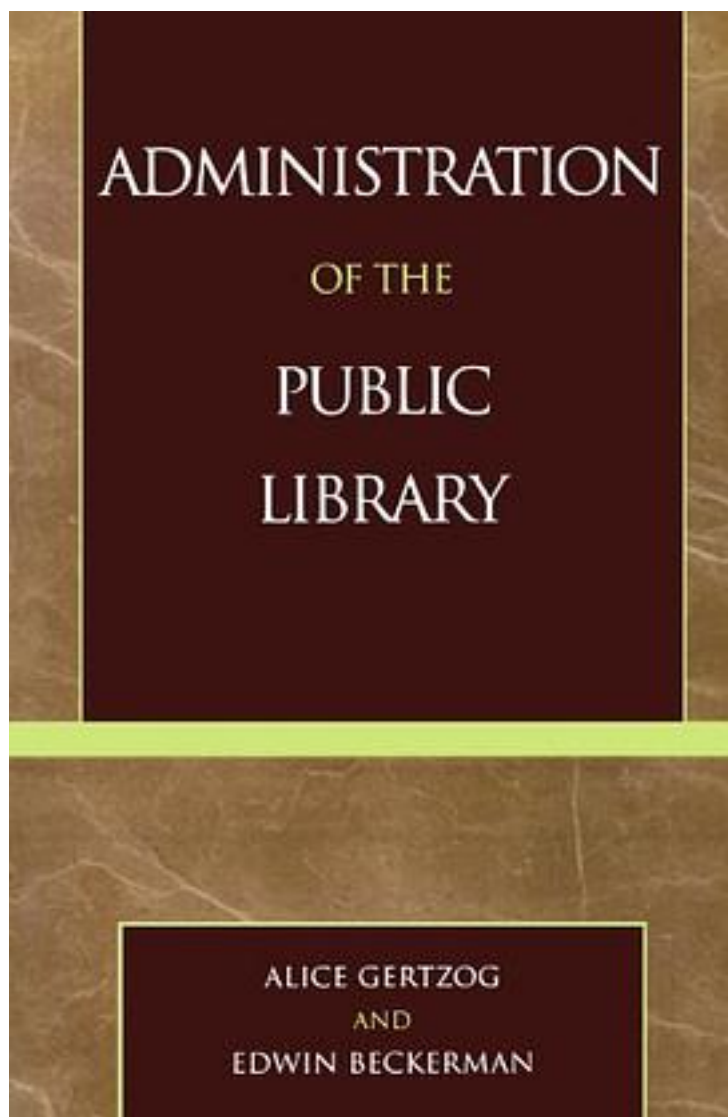


# Administration of the Public Library



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Now available in paperback! The Administrative of the Public Library is a comprehensive approach to contemporary public library concerns. It combines theory and practical advice as it addresses in a simple, logical, clear, and jargon-free fashion public library policies, procedures, resources, and human relations. Based on the premise that library administration entails not only familiarity with management principles, but intimate knowledge of the products and processes for which it is responsible, the book covers input functions-collection development, technology, technical services; public services-outreach information, circulation, youth, readers; as well as important traditional management topics-staff, directors, finance, buildings, and public relations. All of these are developed within a system, political, historical, and social context. The text uses as its model Guy R. Lyle's Administration of the College Library and is designed for students and practicing librarians alike.

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