



Management Basics for Information Professionals

G. Edward Evans

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The focus of this work is exclusively on libraries and other information environments and aims to provide conceptual overviews and library/information examples to illustrate the basic skills good library managers must exercise, such as: how to plan; how to delegate; how to make decisions; how to communicate; and how to lead. Equal emphasis is placed on managing a library's resources - its people, its money, its technology, and its building, including timely issues such as women in management and diversity as well as practical charts and forms. A companion Web page features reading on topics such as women in library management, cultural diversity, management goals, and career development, as well as annual reviews of library management literature.

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