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# The Branch Librarians' Handbook

Vickie Rivers



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Libraries are integral parts of communities, and patrons have visited them in record numbers over recent years. According to the American Library Association, 64 percent of people surveyed in the United States have visited their local libraries in the past year. Branch librarians especially are striving to meet the various needs of their communities - in addition to books and Internet access, many branch libraries have videos, books on tape and CD, DVDs, and even art prints available to their patrons. This handbook covers a wide variety of issues that the branch librarian must deal with every day. Chapters are devoted to mission statements (the Dallas Public Library and Dayton Metro Library mission statements are highlighted as examples), library systems, boards of trustees, friends of libraries, administration, bosses, professionalism, professional organizations, time management, effective supervision, staffs, security guards, computer databases, courier services, branch management, collection development, service desks, homeschoolers, Spanish-speaking patrons, homeless patrons, problem patrons, community, programming, and outreach.

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