



Administration of the Public Library

Alice Gertzog, Edwin P. Beckerman

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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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