



Managing Library Volunteers (ALA Guides for the Busy Librarian)

Preston Driggers, Eileen Dumas

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Volunteers are essential to a successful library program and at a time when deep budget cuts are the norm, there are many libraries that depend on the help of dedicated volunteers, who do everything from shelving books to covering the phones. Whether these are friends, trustees, or community members, managing them effectively is the key to harnessing their enthusiasm for the benefit of your library. In the new second edition of *Managing Library Volunteers* authors Preston Driggers and Eileen Dumas completely overhaul their classic work, presenting a top-to-bottom toolkit for recruiting, interviewing, training, supervising, and evaluating volunteers. This book includes

- Tips for recruiting volunteers from your community by using social networking, electronic posting, and the library website
- Principles of volunteer administration, including the rights and duties of volunteers
- Important legal and risk management issues facing libraries
- Dozens of sample job descriptions, application forms, parental permissions, sign-in sheets, planning checklists, exit surveys and much more

Quality volunteers can make a world of difference in today's library, and this hands-on guide gives you everything you need to maximize your library's services and build a bridge between your library and the community it serves.

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