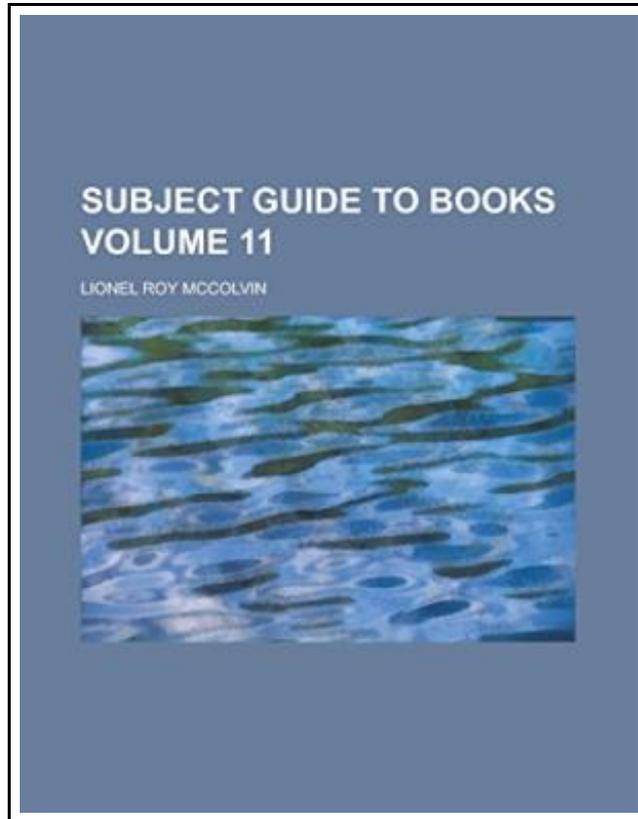


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Rarebooksclub.com, United States, 2013. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****.This historic book may have numerous typos and missing text. Purchasers can usually download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1921 edition. Excerpt: . Business Side of Librarianship. BY W. W. FORTUNE. Little has been said about the business side of Librarianship, yet I venture to say that the activities of the public library of to-day demand business as well as professional training. In a recent visit to the North I had full opportunities of examining the methods employed in several libraries, and the most successful libraries were those run by Librarians who were capable business men. No better example can be quoted than Manchester, where the organisation is on a scale equal to many of our big commercial enterprises. Here we have the business side of the library run in separate offices, and fully equipped with modern business devices, each department under a responsible official. The business arrangements in these Administration Offices of a big library organization are unique. Each official keeps exact records, and makes his reports to the chief. In the Supply Department you will find stock records on cards, cost records, and every detail necessary to a properly organized store of a large commercial undertaking. Equally capable management is shown in the Secretarial, Book Purchase, Cataloguing and other departments. One can imagine the vast amount of work to be handled in bookbuying and binding for so large a system of libraries as Manchester, and the needs for business methods. Manchester's Librarian appreciates the need and has systematized the work on strict business lines. Every department is linked up by telephone, correspondence is...



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