

– FLYING SOLO –

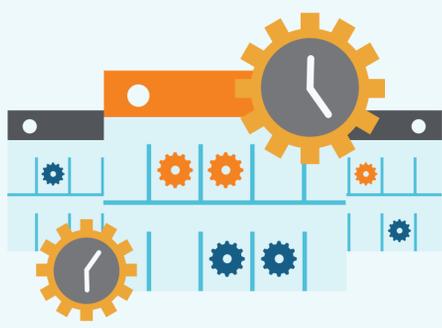
COULD YOU MANAGE A ONE-PERSON LIBRARY?

To determine whether your skills and personality are suited to a career as a solo librarian:



1. Check all the boxes that describe YOU.
2. Add up your results.
3. Consult the answer key.

(TIP FOR LIBRARY MANAGERS: You might also find this a great reference for hiring. There are similar demands on today's liaison librarians.)



TIME MANAGEMENT

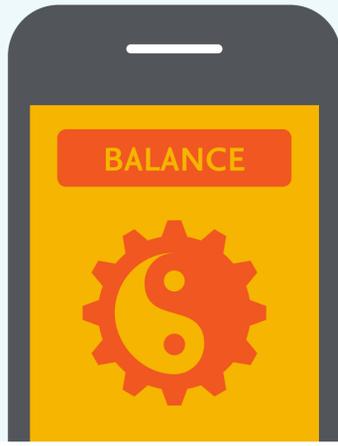
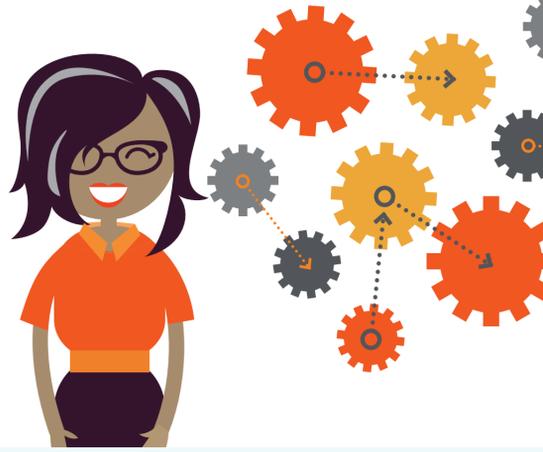
- I write down what needs to be done and create schedules.
- I break larger tasks into smaller, more doable tasks and prioritize.
- I put users first and am flexible enough to rearrange my schedule.

SUBTOTAL _____

CHANGE MANAGEMENT

- I take the time to find out what is going on in my organization and with my colleagues.
- I embrace change (or at least find ways to successfully adapt to it).
- I volunteer to help communicate and implement change; after all, I'm a key information disseminator.

SUBTOTAL _____



STRESS MANAGEMENT

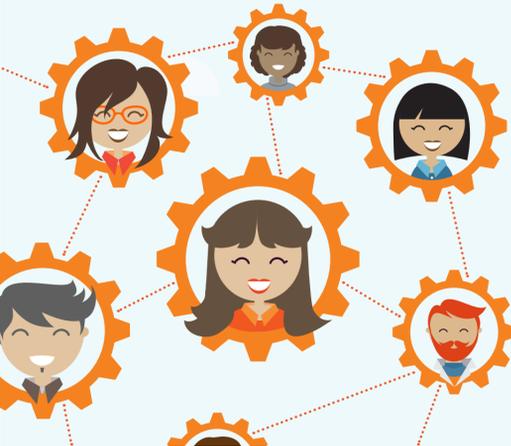
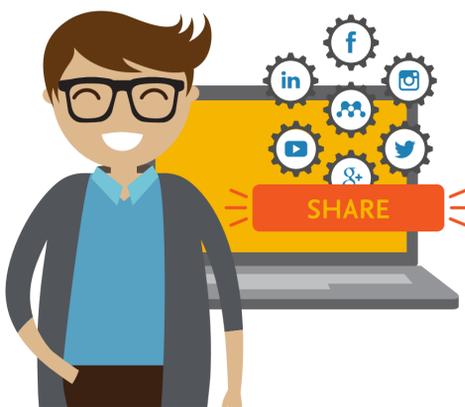
- I take breaks during the day and understand the importance of work-life balance.
- I make changes, both large and small, to my schedule, services and environment for a new perspective.
- I take time for professional engagement and development.

SUBTOTAL _____

MARKETING

- I believe marketing is a critical activity that benefits my user community.
- I seek opportunities to present library services and resources to users.
- I like to explore new channels for communicating with users, such as social media and blogging.

SUBTOTAL _____



PROFESSIONAL DEVELOPMENT

- I have participated in a webinar or podcast within the last year.
- I am an active member of an LIS association.
- I have a community of peers I can consult if I have any questions about LIS systems or services.

SUBTOTAL _____

COLLECTION DEVELOPMENT

- I consult my users and management to determine the necessary resources.
- I have written a library policy that defines my collection development practices.
- I evaluate my collection regularly and make budget decisions based on hard data.

SUBTOTAL _____



INFORMATION TECHNOLOGY

- I regularly roll up my sleeves to add toner or guide users on scan or print options.
- I own a smartphone and tablet and can troubleshoot numerous operating systems and interfaces.
- I consult my organization's IT staff about Internet security and ensure our software is up to date.

SUBTOTAL _____

CATALOGING & SERIALS MANAGEMENT

- I believe cataloging is important and should be completed successfully to ensure resources are accessible.
- I know where to search if I don't know the answer to a cataloging question.
- I consider budget, space, user requirements and usage in selecting journal and book content.

SUBTOTAL _____



TOTAL _____

YOUR SCORE

Caveat: This is meant to be an illuminating and fun exercise, not a definitive career test!

20-24

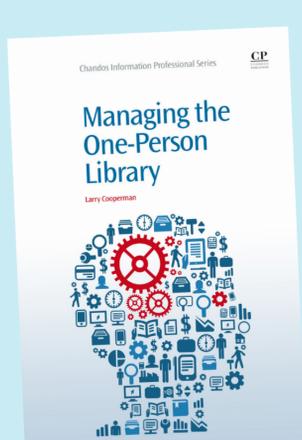
You are well suited to manage a one-person library! With your varied skill set and willingness to reach out to others, you'll have no trouble balancing all the tasks and personalities involved.

16-19

Take a look at the boxes you did not check. Would you like to invest the time to improve in these areas? Talk to solo librarians and determine if this is the path you would like to take.

1-15

At first glance, you may not be the best fit for managing a one-person library. Not to worry – there are many opportunities in LIS to specialize and serve library users in a capacity suited to a specific skill set.



For more information, and to learn solo librarian skills and strategies, consult the new book from which the checklist was derived:

Managing the One-Person Library

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