

LIBR 580

Collection Management

Unit 3

Laurie Prange (Prange-Martin)



Agenda

- Taking attendance
- Focusing Activity
- NEW UPDATES – *Cumulative*
Collections Consultation Report
- Lecture – Connection between Report Writing and Organizational Planning for Collections
- Health Break
- Next Steps
- Learning Consolidation – Role-playing a Community Conversation
- Check-In – In-Class Reflection Report on Community Consultations

Taking attendance

Focusing Activity



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Community Consultation Overview

The consultation aimed to be broad, soliciting input from staff and key stakeholders, community and business organizations, key demographics, schools and the general public. The following table illustrates the range of activities we used and the thousands of points of contact we generated.

Audience	Method	# sessions/meetings	# participating
Library Staff	Focus group	3	14
Key Stakeholders	Focus group	2	5
District staff	Interviews	4	8
Community/business organizations	Interviews	12	23
Community/business organizations	Focus groups	2	4
Schools	Interviews	4	11
Schools	Web survey (students)	n/a	150
Public	Graffiti walls	4	412
Public	Tech Fair	1	533+
Public	Tech Fair – Exit Survey	n/a	183
Public	Tech Fair – Sorting Exercise	n/a	133
Public	Web survey	n/a	142
Public	Web survey – Chinese	n/a	25
Public	Intercept survey	n/a	89
Public	Survey – web (2015)	n/a	709

Housekeeping

- New Rubrics available
 - Today's Group In-Class Assignment Reflection Report
 - Needs Assessment Plan – New Due Date??
 - Propose July 17th
 - Special Formats Presentation (July 19th)
 - DRAFT Rubric
 - PDF suggesting various potential topics (See Unit 4)

NEW UPDATES

Collections Consultation Report

<http://electrified.ca/83267.html>



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Lecture

= Relationship between Report
Writing and Organizational
Planning

Focus = MLIS & MAS graduates
immediately go into Line
Supervisor and Middle
Management positions

Line Supervisors & Middle Management

Our role in Collections Management
is very different!



Role of Librarian & Archivist

Relates so much to Collections work!

- Implement organizational strategy in the most efficient way
- Be a link between the senior management and the lower levels of the organization
- Report valuable information and suggestions from the inside of an organization

Downsides of being in the middle

- Need to manage up and manage down
- May interpret information subjectively and may insinuate it with their own opinion and evaluation

Future of Librarians' & Archivists' work in Collections Management

- Development of information technology enabled an increase in the span of control and reduced the need for middle management
- Organizations have become flatter and have downsized in the pursuit of innovation in an age of austerity

Managing Up and Managing Down

To achieve
Collections Development &
Management goals

Managing up and managing down is studied as part of management studies, and details how a middle manager should effectively deal with his or her manager and with his or her subordinates

Managing Up

- All about pleasing one's boss
- Always keep in mind that they're very busy and their own projects to manage
- Put one's own project in the context of organizational priorities

Managing Down

- Especially one is not their direct supervisor!
- Leadership is always possible
- Leaders show, not tell
- Involves a lot of listening and consulting
- Need to demonstrate how it solves their challenges and problems

When you effectively manage
down you create better
relationships with your
employees and in turn, you can
create a work culture that makes
people feel valued in turn
encouraging better work

When you focus on creating value
with the work you do for your
managers and your company you
benefit yourself with the skills you
obtain in the process

Key strategy = Project Management



Project management is the practice of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time

The temporary nature of projects stands in contrast with business as usual, which are repetitive, permanent, or semi-permanent functional activities of the library or archives

The work is usually described in project documentation, created at the beginning of the development process

The primary constraints are
scope, time, quality and budget

The secondary — and more ambitious — challenge is to optimize the allocation of necessary inputs and apply them to meet pre-defined objectives

There are a number of approaches to organizing and completing project activities, including: phased, lean, iterative, and incremental

Regardless of the methodology
or terminology used, the same
basic project management
processes or stages of
development will be used

Key point:
It should always have a specific
start and end dates

Key Tactic = Writing Business Reports



Reports may be conveyed through a written medium, speech, television, or film

In professional spheres, reports
are a common and vital
communication tool



Additionally, reports may be official or unofficial, and can be listed publicly or only available privately depending on the specific scenario

The audience for a report can vary dramatically, from teachers in the local elementary school to a boardroom downtown

Reports fill a vast array of
informational needs for a
spectrum of audiences



Reports may be used to keep track of information, evaluate a strategy, or make decisions

Written reports are documents
which present focused and
salient content, generally to a
specific audience

One of the most common formats for presenting reports is IMRAD—introduction, methods, results, and discussion

Transparency and a focus on
quality are keys to writing a
useful report



Reports use features such as tables, graphics, images, voice, or specialized vocabulary in order to persuade a specific audience to undertake an action or inform the reader of the subject at hand

Lengthy written reports will almost always contain a table of contents, appendices, footnotes, and references

Specifically for this class, Needs Assessment with agenda & SWOT



Needs Assessment



A needs assessment is a systematic process for determining and addressing needs, or gaps between current conditions and desired conditions or wants

The discrepancy between the current condition and wanted condition must be measured to appropriately identify the need

It can refine and improve the collections in a library or archives, and the programming that stems from the collections.



By clearly identifying the committee's objective for collection development and management, finite resources can be directed towards developing and implementing the plan

SWOT

= A standard part of both the
planning process and the
management process for
collections

Purpose

- It is intended to specify the objectives of the business venture or project
- Identify the internal and external factors that are favourable and unfavourable to achieving those objectives
- Identification of SWOTs is important because they can inform later steps in planning to achieve the objective.

First, decision-makers should consider whether the objective is attainable, given the SWOTs.

Keep in mind...

- What may represent strengths with respect to one objective may be weaknesses for another objective.
- SWOT analysis is just one method of categorization and has its own weaknesses

Usefulness

- SWOT analysis may be used in any decision-making situation when a desired end-state is defined
- Not limited to profit-seeking organizations

Limitations

- Leads to limitations on brainstorming possibilities and real identification of barriers
- Places the organization's interest above the well-being of the community

SVOR Alternative

- Acronym SVOR compares the project elements along two axes: internal and external, and positive and negative
- SVOR table provides an intricate understanding of the elements at play in a given project: Constraints consist of: calendar of tasks and activities, costs, and norms of quality

Health Break



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Next Steps



Next Steps

- For Unit 3
 - Complete Reflection Report on Community Consultations and email it to me laurieprangemartin@capilanou.ca
- For Unit 4
 - Review t
 - Start drafting Needs Assessment Plan (remember, new due date!)
 - Start thinking about Special Formats Presentation on July 19th

Learning Consolidation & Check-in



1. Role-Play
(non-homework group members)

2. Homework Groups work on
In-Class Reflection Report on
Community Consultations

Role-Playing a Community Consultation

See package

<http://electrified.ca/media/10ee48ea9113667bffff827afffe904.pdf>



Homework Group In-Class Assignment Reflection on Community Consultations

See package

[http://electrified.ca/media/
10ee48ea9113667bffff827cffffe904.pdf](http://electrified.ca/media/10ee48ea9113667bffff827cffffe904.pdf)

[http://electrified.ca/media/
10ee48ea9113667bffff827bffffe904.docx](http://electrified.ca/media/10ee48ea9113667bffff827bffffe904.docx)



Thank you!

See you Thursday in the classroom!

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Until UBC email works,

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