

# Table of Contents

Preface .....	v
1. Basic Concepts in Personnel Management .....	1
2. Staff Functions in the Library Organizational Structure .....	23
3. Reconciling Organizational and Individual Objectives .....	39
4. Adapting to Changes in Technology .....	57
5. Leadership, Supervision and the Decision Process .....	71
6. Approaches to Decision Making .....	83
7. Employee Recruitment and Selection .....	97
8. Career Development, Training and Continuing Education .....	111
9. Job Design and Employee Evaluation .....	123
10. Wage and Salary Administration .....	139
11. Communication Today and Beyond .....	149
12. Present and Future Issues for Library Managers .....	161
Personnel Problem Exercises .....	171
Selected Bibliography .....	197
Index .....	211
About the Author .....	214