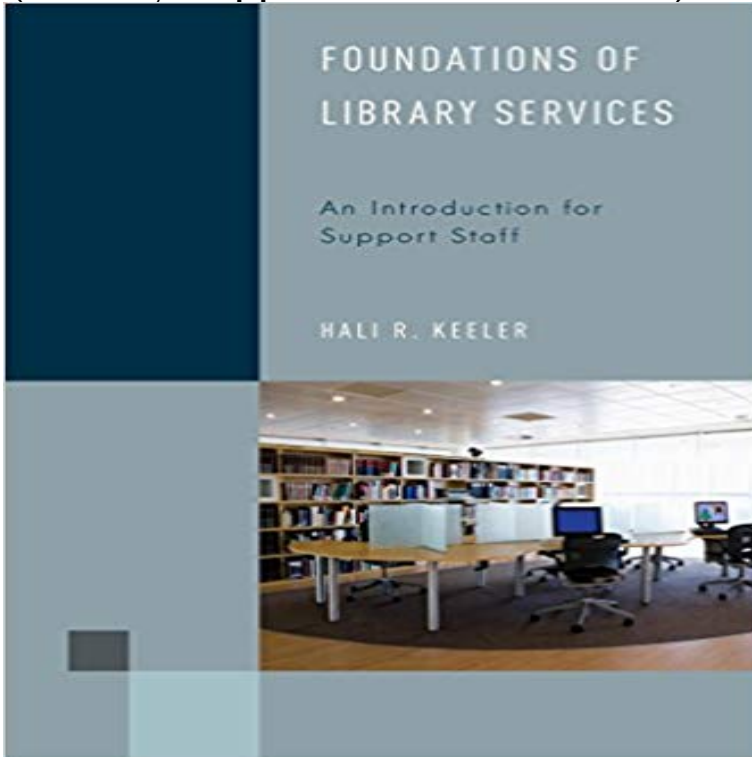


Foundations of Library Services: An Introduction for Support Staff (Library Support Staff Handbooks)



Trained library support staff is critical in assisting the user in locating and interpreting the resources available in libraries. To do so requires the knowledge and practice of library missions and roles in different types of libraries and the delivery of that information to an increasingly diverse clientele. The plethora of resources available today requires that support staff understand and implement the basic principles of information services as well as the responsibility and relationships among library departments and functional areas. Foundations of Library Services is both a text for professors who teach in library support staff programs and an introductory reference manual for support staff who work in libraries. This book will guide the LSS to be able to:

- Understand the mission and role of the library in its community
- Be familiar with the ethics and values of the profession, including those of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records and privacy issues
- Know the responsibility and relationships among library departments
- Practice the basic principles of circulation, including interlibrary loan; current cataloging and classification systems; and acquisitions and collection development policies.
- Understand how libraries are governed and funded within their organizations or government structures
- Realize the value of cooperation to enhance services
- Practice quality customer service
- Communicate and promote the library's values and services
- Recognize and respond to diversity in user needs

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