Collection Management Matters-Time is Filled with Swift Transitions

Glenda Alvin
Tennessee State University, galvin@tnstate.edu

Follow this and additional works at: https://docs.lib.purdue.edu/atg

Part of the Library and Information Science Commons

Recommended Citation
Alvin, Glenda (2019) "Collection Management Matters-Time is Filled with Swift Transitions," Against the Grain: Vol. 29: Iss. 6, Article 35.
DOI: https://doi.org/10.7771/2380-176X.7899

This document has been made available through Purdue e-Pubs, a service of the Purdue University Libraries. Please contact epubs@purdue.edu for additional information.
exploring more about your product, propose a follow-up on-site meeting.
Send an email with a proposed agenda with possible dates and times as well and be sure to include who from your company plans to attend.

- Once the proposed agenda is approved by the librarian, and then gather only the relevant information needed for that meeting. If the library contact has specifically said what they want to discuss, don’t introduce other products that will only muddy the waters.

- At the meeting, come prepared with a number of questions to further ascertain if, in fact the proposed product ultimately makes sense for the library to consider purchasing. Take nothing for granted!

- Once those questions and the librarian’s questions are answered, summarize the points and reinforce the fact that there is an agreement on all issues. Jointly decide what the next steps are.

- Follow the guidelines to keep the meeting length to less than 1 hour. Your time and their time are valuable. Extraneous conversations unnecessarily lengthen the meeting.

By both parties understanding and respecting each other’s time, a swift conclusion to the meeting will occur with both sides coming away with what they want followed by a plan to finalize the decision.

“Time Has Come Today” was a hit single by the Chambers Brothers, written by Willie & Joe Chambers. The song was recorded in 1966, released on the album The Time Has Come in November 1967, and as a single in December 1967. The theme of time management resonates through this song.

Mike is currently the Managing Partner of Gruenberg Consulting, LLC, a firm he founded in January 2012 after a successful career as a senior sales executive in the information industry. His firm is devoted to provide clients with sales staff analysis, market research, executive coaching, trade show preparedness, product placement and best practices advice for improving negotiation skills for librarians and salespeople. His book, “Buying and Selling Information: A Guide for Information Professionals and Salespeople to Build Mutual Success” has become the definitive book on negotiation skills and is available on Amazon, Information Today in print and eBook, Amazon Kindle, B&N Nook, Kobo, Apple iBooks, OverDrive, 3M Cloud Library, Gale (GVRL), MyLibrary, ebrary, EBSCO, Blio, and Chegg. www.gruenbergconsulting.com