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Collection Management Matters-Time is Filled with Swift Transitions

Glenda Alvin

Tennessee State University, galvin@tnstate.edu

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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), MyiLibrary, ebrary, EBSCO, Blio, and Chegg. www.gruenbergconsulting.com*

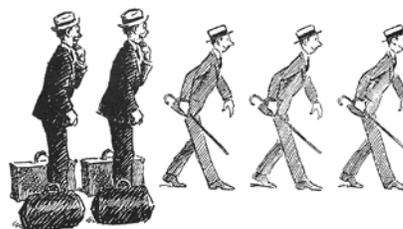
Collection Management Matters — Time is Filled with Swift Transitions

Column Editor: **Glenda Alvin** (Associate Professor, Assistant Director for Collection Management and Administration, Head, Acquisitions and Serials, Brown-Daniel Library, Tennessee State University, 3500 John A. Merritt Blvd., Nashville, TN 37209; Phone: 615-963-5230; Fax: 615-963-1368) <galvin@tnstate.edu>

This year two of my colleagues that formerly attended the **Charleston Conference** with me in the **Lightsey Center** back in the 1990s retired, while three more had retired earlier. Of the group of us that use to sit together and hang out, only **Joyce Durant**, Dean of the Library at **Francis Marion University**, and **Linda Rousseau**, Assistant Director at **Charleston Southern**, are still unretired. Two librarians at my current institution retired this month as well, with one going home to baby sit her granddaughter and the other moving to Oregon and starting a new life with her son.

When peers retire, you miss having someone to bounce ideas off and compare procedures, strategies or management issues. You also miss having someone who is in your same position around to commiserate with. While they are delving in to their home renovations and traveling, you are in the same grind of managing staff, learning new technologies, going to meetings, etc. You can still keep in touch via email, but you know that you will never run into them at another library conference or cross paths with them in Exhibit Hall at ALA.

When the older librarians leave the scene, new librarians come with different ideas and ways of doing their work. They have to be trained to be library liaisons and how to manage their allocations. If they are not coming from a similar institutions, webinars and other training opportunities need to be provided. This can sometimes be repetitious, because replacements are hired at different intervals during the year. I just picked up **Rittenhouse** as vendor last year and arranged training for both liaisons. One liaison retired without letting anybody know her intentions until the very end of the school year. After she left, I had to arrange for another training for her replacement. I meet with each new library faculty hire one on one to orientate them to their responsibilities. I did two this year and have one coming at the beginning of 2018.



When dealing with new library faculty, its best to show some respect for the experiences that they bring to the job, and show flexibility. They approach their jobs with new perspectives and I think it's important that they be allowed to try out their ideas and see how they work. Our previous Government Documents Librarian refused to discard anything. When we hired her replacement, her first order of business was to do a massive weeding project — documents left the area in bins. When she asked my opinion, I was fine with whatever she wanted to accomplish. With younger librarians, especially those new to the profession, I try to take on a mentoring role.

Early in my career, I resolved not to be one of those folks who believe in preserving the status quo and keeping things the way they have always been. As I watched older colleagues who refused to adjust to change and always hearken back to the familiar, I decided that when I became senior, I would remain open to new methods and

always try to adapt. For the most part, I have kept that promise to myself, although I must confess that I recently told the Library Dean that I did not want to go through another ILS migration. I would rather leave that adventure to my successor!

As I start toward the twilight of my own career in a couple of years, I keep my unknown successor in mind and wonder what kind of legacy will that librarian inherit from me. For one thing, I intend to leave a collection that is weeded and updated, as well as accurately inventoried. For another, I want to clean out my office and not leave a colossal amount of paperwork that needs to be shredded or old manuals that should have been discarded long ago. Another item on my agenda is to leave an updated Procedures Manual with the responsibilities of each staff member. Most of all, I want to leave a legacy that the collection and the library itself is more effective and viable because of my service. 🌿

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of Science Fiction & Fantasy, and **Sara Karloff**, the daughter of **Boris Karloff**. Recognized as one of the world's pre-eminent exhibitions

of antiquarian books. "The 2017 edition of the **Book Fair** will have an especially strong international flavor as many of the foreign dealers assembled for the **ILAB Congress** in Pasadena the preceding week will stay on to exhibit," said **Book Fair** Co-Chair **Jennifer Johnson**. "We

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