**Managing Library Technology: Keeping All the Balls in the Air**

**Learner Guide**

<http://www.webjunction.org/events/webjunction/managing-library-technology.html>

**Event Description**: Managing library technology isn’t just about the technology. It involves fine juggling skills to manage people, workflows, procedures, policies and more―all while prioritizing, delegating and tracking. Just preparing staff effectively for upgrades or changes to technology takes finesse. How does one person do it all? Strong project and time management skills are key. Regardless of your job title, and whether working with a small team or a library-wide technology committee, anyone can learn smart practices to keep everything, and everyone, in motion and on target.

Presented by: **John Klima**, Assistant Director, Waukesha Public Library (WI), author, editor, and [LITA Blogger](http://litablog.org/author/jklima/)

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| **What are your goals for viewing this webinar?** | |
| **Personal Goals** |  |
| **Team Goals** |  |
| **Discussion/Reflection Question 1** | |
| What are the biggest barriers to adopting new tools in your library? And what are some ways that you could overcome those barriers? | |
| **Activity 1** | |
| Make a list of the workflows or would you like to improve, e.g. calendaring, document collaboration, etc. Consider whether or not technology the right solution, or can this be handled in other ways?  1.  2.  3.  4. | |
| **Discussion/Reflection Question 2** | |
| How can you assess if a tool meets your needs before implementing it with other staff? Consider criteria you might use, or ask your team to use, in assessing new tools. | |
| **Discussion/Reflection Question 3** | |
| How would you deploy a new tool in your library? How do you create enthusiasm, train, make time for implementation? | |
| **Action Plan:** (include some simple next steps, along with who, when, etc.) | |
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