

SLIS 5120 **Management of Library and Information Systems**

Required Reading Spring 2005

J. Lubans, Jr. and S. Anspaugh

Barnard, Chester I., "Informal Organizations and Their Relation to Formal Organizations" in Shafritz and Hyde, Classics of Public Administration, pp.48-52.

Campbell, Jerry D., "Management Style: At Least Once Ride a Wild Horse into the Sun," *North Carolina Libraries*, pp. 234-238, Winter, 1989.

Follett, Mary Parker, "The Essentials of Leadership" with *Commentary* by Warren Bennis in Prophet of Management: A Celebration of Writings from the 1920s, Pauline Graham (Editor) Boston: Harvard Business School Press, 1996 pp. 163-181

Gulick, Luther, "Notes on the Theory of Organization" in Shafritz and Hyde, Classics of Public Administration, pp. 38-47.

Handy, Charles, "The Sigmoid Curve: The Road to Davy's Bar," a selection from his book, The Age of Paradox, pp. 49-63.

Herzberg, Frederick, "One more time: How do you motivate employees?" *Harvard Business Review Classic*, pp. 109-120.

Katz, Daniel & Kahn, Robert L. "Organizations and the Systems Concept" in Shafritz and Hyde, Classics in Public Administration, pp. 238-249.

Kelley, Robert E. "In Praise of Followers," *Harvard Business Review*: 66 (Nov.-Dec. 1988): 142-48.

Kotter, John P. "What Leaders Really Do", *HBR*, (May-June, 1990): 114-123.

Lubans, John "Sherlock's Dog or Managers and Mess Finding in Libraries." *LA&M*, (Summer, 1994): 139-149.

Lubans, John: The following items come from Lubans' "On Managing" quarterly column which is published in *LA&M*, the journal of the Library Administration and Management Association, a division of ALA:

"I've Closed My Eyes to the Cold Hard Truth I'm Seeing: Making Performance Appraisal Work" original text dated, Dec. 13, 1998.

"Teams in Libraries" original text dated, January 23, 2003, 10pp.

Revised items that first appeared as On Managing columns:

"Orchestrating Success: A Profile of *Simone Young*" June 2, 2002 revision, 14pp.

"More than a game – Duke Women's Basketball" January 23, 2004 revision, 14pp.

McGregor, Douglas, "The Human Side of Enterprise" in Shafritz and Hyde, Classics in Public Administration, pp. 187-194.

Marshall, Peter. "Taoism and Buddhism" excerpted from his book, Demanding the Impossible: A History of Anarchism, London: HarperCollins, 1992. pp. 53-60. Please note this excerpt *only* discusses Taoism.

Maslow, A.H. "A Theory of Human Motivation" in Shafritz and Hyde, Classics in Public Administration, pp. 80-95.

Merton, Robert K. "Bureaucratic Structure and Personality"

Parkinson, C. Northcote, Parkinson's Law or the Rising Pyramid. (1957) in Shafritz and Hyde, Classics of Public Administration, pp.194-198.

Roethlisberger, F.J. "The Hawthorne Experiments" in Shafritz and Hyde, Classics in Public Administration, pp. 67-77.

Stueart, Robert D. and Moran, Barbara B. "Budgetary Control" from the most recent edition of their textbook, Library Management. pp. 204-221.

Taylor, Frederick, W. "The Principles of Scientific Management", Chapter 1 of the book of the same name, pp. 9-29. 1919.

Wodehouse, P. G. "Lord Emsworth and the Girl Friend" a selection from his Blandings Castle, NY: The Overlook Press (original copyright, 1935) 2002, pp.136-160