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The Public Librarian's Human Resources Handbook: Employer Rights and Responsibilities

David A. Baldwin

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Whether you are a library supervisor with a few employees or an adminstrator with an entire human resources system, there are specific rights, responsibilities, and regulations that you must conform to. In plain language and with a practical, straightforward approach, Baldwin tells you about employment law relating to personnel recruitment and selection; the employment relationship; collective bargaining; wage and hour laws; employment benefits; discrimination laws; health, safety, and privacy; discipline and discharge; and income replacement. By informing themselves of these basic rights and regulations, librarians and library managers will be better equipped to deal with or avoid altogether some of the potential problems that arise between employers and employees in the public library arena. The book also reviews effective management techniques as a way to avoid potentially serious personnel problems. A glossary of employment terms is included.

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