

**Library Science Downloadable Titles
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ADMINISTRATION

Halsted, Deborah. [Library as Safe Haven; Disaster Planning, Response, and Recovery: A How-To-Do-It Manual for Librarians](#) (e-book). Chicago: ALA, 2014.

The Stafford Act of 2011, a federal government directive, designates libraries as among the temporary facilities delivering essential services, making a Continuity of Operations Plan imperative for libraries. Published in cooperation with the Medical Library Association (MLA), this nuts-and-bolts resource will enable libraries to do their best while planning for the worst. This includes:

- Informative first-person narratives from librarians recounting emergency situations
- An eight-step approach to developing a risk assessment plan
- How to draft a one-page service continuity plan
- Information on how to use mobile devices and social media effectively in times of disaster
- Sample disaster plans, along with model exercises, manuals and customizable communications

COMMUNICATION

Booher, Dianna. [What More Can I Say? Why Communication Fails and What to Do About It](#) (audiobook). Gildan Audio, 2015.

Communications expert Dianna Booher provides an essential nine-point checklist for success in the art of communication and persuasion-for building solid relationships, and for increasing credibility in the workplace. With lessons from politics, pop culture, business, family life, and current events, the book identifies common reasons that communicators fail to accomplish their goals, along with examples and analyses of messages that succeed and those that fail.