

# Introduction

Welcome!

This manual is intended for use by managers and staff working in Shortgrass Library System (SLS) member libraries. Whether you are just learning the ropes of your position or you are a veteran library manager, we are sure that the information contained in this volume will be highly useful to you.

This manual is just one of many tools available to help you succeed in your position as library manager. Make sure you familiarize yourself with it, and do not be shy about asking questions! Other ways you can become comfortable with the system and its services include:

- Visit the Shortgrass website (<http://www.shortgrass.ca>) to see what services are available to you and your patrons;
- Get in touch with our Chief Executive Officer, Client Services Librarian, and/or Manager of Systems and Technical Services to find out more about how we support your library (and don't worry -- we'll be in touch as well);
- Familiarize yourself with your library's services and collections. Make note of all your questions and don't be afraid to ask them;
- Review your library's Plan of Service and ask your library board if you have any questions about the document's development or contents. If your plan is expired or close to expiring, contact SLS headquarters or PLSB for more information.