

# Solo Librarian Success

Alicia Biggers 2022

 ALBEMARLE®

## Discussion Outline

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- Management
- Communications
- Collaboration
- Connect
- Assumptions



# Management

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## Manage time

- Project management
- Professional management

## Manage expectations

- Define role and responsibilities
- Understand constraints
- No is an acceptable answer

## Leverage

- People
- Technology
- Know that automation is your friend



# Communications

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Over communicate

Story telling

Branding

Events



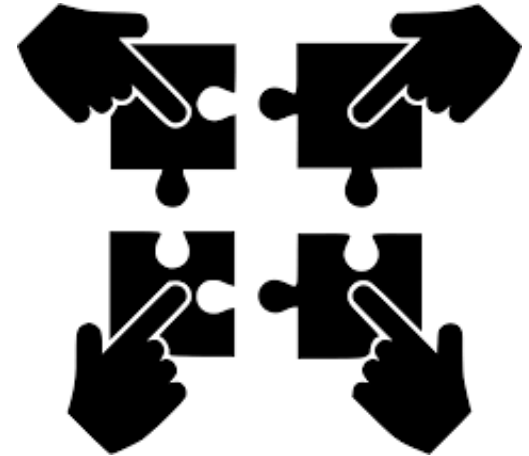
## Collaboration

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Procurement or purchasing  
Know their workflow

Finance  
Own your budget  
Know the funding or budget setting process

IT  
Know their workflow  
Understand their portfolio of tools and support



# Connect

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## Internally

- Volunteer
- Host
- Be visible

## Externally

- Participate
- Seek



# Assumptions

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## Professional skills

- Cataloging
- Digital
- Collection
- Analysis

## Additional skills

- Finance
- Licensing
- Technology
- Business [what is their success, how do you contribute]



Created by Luis Prado  
from Noun Project

# Questions

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## How to connect with me

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@ Albemarle

[alicia.biggers@albemarle.com](mailto:alicia.biggers@albemarle.com)

980-999-5104

@ LinkedIn

[linkedin.com/in/abiggers](https://www.linkedin.com/in/abiggers)