

**AALL Private Law Libraries-SIS
Annotated Bibliography for
A Handbook for Gathering Statistics
for Your Law Library**

Abelson, Robert P. *Statistics as Principled Argument*. Lawrence Erlbaum Associates (1995).

Abelson taught statistics at Yale for 42 years. This illuminating book, filled with real life examples, is graceful and easy to read.

Covey, Denise Troll. "Using Data to Persuade: State Your Case and Prove It." *Library Administration & Management* 19 (Spring 2005): 82-89.

Domas White, Marilyn and Eileen G. Abels. "Measuring Service Quality in Special Libraries: Lessons from Service Marketing." *Special Libraries* 86 (Winter 1995): 36-45.

Fralely, Ruth A. and Carol Lee Anderson. *Library Space Planning: A How-To-Do-It Manual for Assessing, Allocating and Reorganizing Collections, Resources and Facilities*. Neal-Schuman Publishers, Inc. (1990).

Gonick, Larry and Woolcott Smith. *The Cartoon Guide to Statistics*. HarperPerennial (1993).

Don't be fooled by the cartoons. This is an excellent introduction to basic statistics.

Hafner, Arthur W. *Descriptive Statistical Techniques for Librarians*. 2d ed. American Library Association (1998).

Hafner is a university library director and mathematician. His book is both a textbook and a reference manual using library examples, step-by-step explanations, discussion questions and answers.

Hernon, Peter and John R. Whitman. *Delivering Satisfaction and Service Quality: A Customer-Based Approach for Libraries*. American Library Association (2001).

Hernon, Peter and Robert E. Dugan. *Action Plan for Outcomes Assessment in Your Library*. American Library Association (2002).

Hernon is a Professor in the Graduate School of Library and Information Science, Simmons College, Boston, Massachusetts, and author of over 30 books and more than 100 articles. Dr. Hernon has received numerous awards for his research, writing, and contributions to library and information science.

Horn, Robert E. *Visual Language: Global Communication for the 21st Century*. Bainbridge Island, WA: MacroVU, Inc. (1998).

Huff, Darrel. *How to Lie with Statistics*. W.W. Norton & Company (1954).

Don't let the date fool you. This lively little book is still very relevant as it explains bias, average, and other statistical concepts in a highly readable manner.

Kassel, Amelia. "Practical Tips to Help You Prove Your Value," *MLS: Marketing Library Services* 16(4) (May/June 2002): 1-4.

Katz, Trudy. "How to Prove Your Library's Worth to Your Management." *Marketing Library Services* (April/May 1996).

Lance, Keith Curry and Marti A. Cox. "Lies, Damn Lies, and Indexes," *American Libraries*, (June/July 2000): 82-87.

Lettis, Lucy. "Be Proactive-Communicate Your Worth to Management." *Information Outlook* 3(1) (Jan. 1999): 25-29.

Matthews, Joseph R. "Determining and Communicating the Value of the Special Library." *Information Outlook* 7(3) (March 2003).

———. "The Value of Information in Library Catalogs." *Information Outlook* 4(7) (July 2000): 18-24.

Matthews is an internationally renowned expert on library automation and information systems. He is president of the consulting company, Matthews and Associates in Carlsbad, California. Matthews clearly shows dollars and cents value.

Matarazzo, James M. and Laurence Prusak. *The Value of Corporate Libraries – Findings from a 1995 Survey of Senior Management*. [Washington, DC] Special Libraries Association (1995).

Mayo, Diane and Jeanne Goodrich. *Staffing for Results: A Guide to Working Smarter*. American Library Association (2002).

Nelson, Sandra. *The New Planning for Results: A Streamlined Approach*. American Library Association (2001).

Nelson, Sandra, Ellen Altman, and Diane Mayo. *Managing for Results: Effective Resource Allocation for Public Libraries*. American Library Association (2000).

The Mayo, Goodrich, Altman, and Nelson books (the three titles directly above) are as useful for the law firm library as the public library. Don't overlook them.

Paulos, John Allen. *A Mathematician Reads the Newspaper*. BasicBooks (1995).

Prolific author and mathematician Paulos presents numerous entertaining numerical vignettes.

Portugal, Frank H. *Valuing Information Intangibles – Measuring the Bottom Line Contribution of Librarians and Information Professionals*. Washington, DC: Special Libraries Association (2000).

RobertNiles.com (www.robertniles.com)

The most helpful resources on this web site by journalist Niles include easy to understand "stats lessons" and a writer's guide to using basic math to understand data and statistical research.

Rubin, Rhea Joyce. *Demonstrating Results: Using Outcome Measurement in Your Library*. American Library Association (2006).

Schachter, Debbie. "Performance Measures for Information Centers." *Information Outlook* 9(8) (Aug. 2005): 8-9.

Schachter is a regular columnist for *Information Outlook*. Her articles are useful for any library manager.

Stephen, Peter and Susan Hornby. *Simple Statistics for Library and Information Professionals*. 2d ed. Library Association Publishing (1997).

Strouse, Roger. "Demonstrating the Value and Return on Investment: The Ongoing Imperative." *Information Outlook* 7(3) (March 2003): 14-19.

Sykes, Jan. "Measuring Our Value So We Can Market It." *Information Outlook* 5(3) (March 2001): 15.

———. "Value as Calculation and Value as Contribution to the Organization." *Information Outlook* 7(3) (March 2003): 10-13.

Tufte, Edward R. *The Visual Display of Quantitative Information*. 2d ed. Graphics Press (2001).

———. *Envisioning Information*. Graphics Press (1990).

———. *Visual Explanations: Images and Quantities, Evidence and Narrative*. Graphics Press (1997).

———. *Beautiful Evidence*. Graphics Press (2006).

No one displays quantitative information better or more beautifully. Professor Emeritus at Yale University, Tufte taught courses in statistical evidence, information design, and interface design. His books are practical and stunning.

Turock, Betty J. and Andrea Pedolsky. *Creating a Financial Plan: A How-To-Do-It Manual for Librarians*. Neal-Schuman Publishers, Inc. (1992).

Weaver, Marcia. *Visual Literacy: How to Read and Use Information in Graphic Form*. Learning Express (1999).

Weaver provides a basic introduction to graphic presentations and visual literacy.

Wrenn, George L. *Statistics for Marketing: A Selected Annotated Bibliography*: http://www.aallnet.org/sis/allsis/Toolkit/statistics_bib.pdf.

Zelazny, Gene. *Say It With Charts: The Executive's Guide to Visual Communication*. 4th ed. McGraw-Hill (2001).

———. *Say It with Presentations: How to Design and Deliver Successful Business Presentations*. McGraw-Hill (1999).

NOTE: The law firm library manager will glean much useful information from the public and academic library literature as well as from general statistics and law literature.