Northwestern University Feinberg School of Medicine

## Galter Health Sciences Library & Learning Center

## **Administration**

The chief responsibility of Library Administration is to manage the library. This involves oversight for all library operations including:

- the delivery of quality services and collections to all users
- the implementation of library policies and procedures
- budget preparation, analysis, reporting and accountability
- library staff hiring, training and development
- public relations with users and peers
- networking contacts with internal and external peers
- building maintenance and related physical plant operations

## Staff

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