

Running a School Library Media Center, 2nd edition

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*“This updated and expanded edition of **Running a School Library Media Center: A How-To-Do-It Manual** offers a starting-from-scratch introduction to library media specialists who are starting their first jobs; more experienced library professionals, para-professionals, and clerks will also find information and resources of value in these pages.”*

(Preface)

It’s true! This resource manual delivers what it promises. It begins with a chapter on ‘How To Get Started’, which is broken down into the subheadings The People, The Facility, The Collection, Goal Setting, Stress Management and Professional Organizations. These sections are short, to the point, and relevant, with the exception of Professional Organizations, which is American. Also included in this initial chapter is a list of six essential survival strategies. None of them are rocket science, but all of them are useful.

Other chapters give a solid overview of:

- Policies and Procedures
- Ordering and Processing Materials
- Cataloguing, Circulation
- Maintaining the Collection
- Hiring and Working with Staff
- Designing and Using the Facility
- Information Literacy and
- Programming

Included throughout are several sample forms, charts, reports, notices, checklists, surveys and letters which could save many of us countless hours since they are easily adapted to our own needs.

As well, useful tips are framed in boxes alongside much of the text. Many of these are super and would be extremely useful to a teacher-librarian just starting out. For example, in the section on Booktalks, under Programming, the tip reads as follows:

Do’s & Don’ts for Booktalking

DO:

- make notes
- hook the listener
- practice
- say title and author first and last
- point cover of book at listeners

DON’T:

- tell the ending
- talk about a book you haven’t read

Finally, another wonderful feature of this book is the Appendices section at the end, which includes extensive lists of sources such as Book Vendors and Listserves, to name a few. Once again, the majority of these are American, but Canadian sources are listed as well.

Running a School Library Media Center is the kind of book teacher-librarians will like to have on their office shelves, one that will be referred to over and over again.

■ Bobbie Henley

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