

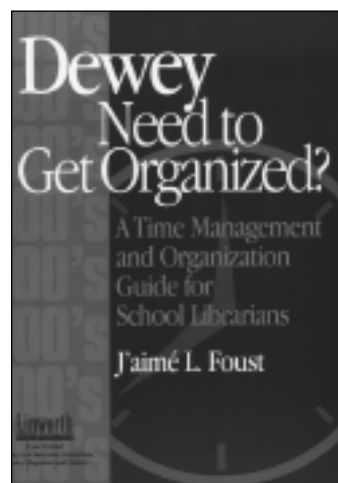


Dewey Need to Get Organized? A Time Management and Organization Guide for School Librarians

J'aimé L. Foust
Linworth, 2002,
1-58683-059-7
Paper, 8 1/2" x 11" ,
94 pages, Bibliography and Index
\$59.50

Dewey Need to Get Organized? is exactly what the subtitle promises – a time management and organization guide for school librarians. I was attracted by the title (I love puns) and hooked by the cartoon on the title page (frazzled woman at desk, “Anybody seen my guide to better organizational skills?!” Let’s just say I can relate!) Foust provides comprehensive coverage in only 94 easy-to-read pages. Topics include theories of mind (left brain/right brain, convergent/divergent thinkers, etc.), stress, goals, values, planning (master list, daily planner), prioritizing, scheduling, setting up workspaces, dealing with paperwork, and accounts/budgeting. Foust also identifies seven problems, such as distractions and perfectionism, and suggests solutions. An annotated bibliography provides a guide to further reading.

I like the practical nature of Foust’s suggestions and I think it’s important to have such a book written especially for teacher-librarians as our needs are different from those of both classroom teachers and office workers. In her introduction, Foust writes that this book is meant for right-brained people, like her, who are organizationally challenged. Frankly, I don’t know whether I’m right-brained or left-brained – I have characteristics of both types – but I do know organization and time management are challenges and I’m looking forward to applying the information in this book...assuming, of course, that I can find my copy when I need it!



Dewey Need to Get Organized? is highly recommended for any teacher-librarian for whom time management and organization are challenges. It would also be useful to have copies of this title in district collections to make it more easily available, especially to new teacher-librarians.

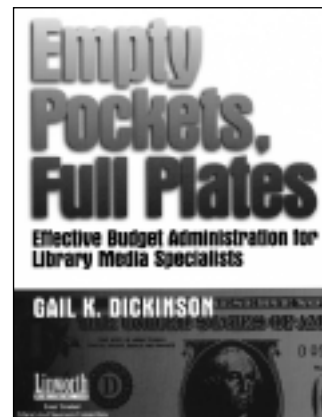
Empty Pockets, Full Plates: Effective Budget Administration for Library Media Specialists

Gail K. Dickinson
Linworth, 2003,
1-58683-056-2
Paper, 8 1/2" x 11",
163 pages, Bibliography and Index \$67.00

Empty Pockets, Full Plates is the ultimate school librarian’s budget handbook. Dickinson makes very clear that it is absolutely necessary for school libraries to have stable funding. Book fairs and grants are fine as supplemental funds but should not be part of the budget. For this reason, while she does mention these sources of funding, this book is not about fund raising or writing applications for grants. This is a book about understanding the budget process, planning a budget, and implementing the budget plan. Although the wealth of information presented might seem overwhelming at first,

it really isn’t because Dickinson presents the information clearly and provides chapter summaries, a glossary, and an index. Most chapters end with sections called For You to Do and What Would Savvy Library School Media Specialists Do?, which help the reader move from information to action. *Empty Pockets, Full Plates* is a comprehensive budget guide for teacher-librarians.

This book is essential reading for every teacher-librarian and school library co-ordinator. Access to copies in a district level collection should meet most teacher-librarians’ needs. However, if funds permit, having copies in school-based professional collections would be



useful. If you don’t have access to a district-level collection, then it’s essential to have a copy of this title in your school’s professional collection. And if that’s not possible, then it’s worth purchasing this title personally.

Leverage Your Library Program to Raise Test Scores: A Guide for Library Media Specialists, Principals, Teachers, and Parents

Audrey P. Church. Linworth, 2003, 1-58683-120-8
Paper, 6" x 9", 123 pages, Bibliography and Index
\$59.50

Teacher-librarians understand that standardized test scores are a hot