

Sweetman, Kimberly Burke. *Managing Student Assistants: A How-To-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, Inc., 2007. xvii, 187p. \$59.95 (ISBN: 1-55570-581-2)

Kimberly Sweetman, head of the Access Services Department for New York University's Division of Libraries, has created a very usable manual for anyone who manages student assistants. Although the book is directed towards the management of paid academic and research library student assistants, the information can be modified to meet the needs of those managing student assistants in middle or high school or public libraries.

The book is divided into seven chapters: basics of managing, preparing to recruit, hiring, recruiting and responding, interviewing and selection, training and orientation, and maintaining high performance and low turnover. Each chapter has margin boxes of frequently asked questions, discussions and highlights. Chapters end with a conclusion paragraph, exercises that apply the information, and a list of references that apply to that chapter. Templates spread throughout the chapters and in the exercises are applicable and easy to use. The bibliography at the end of the book compiles all of the references listed in the chapters. References are specific to student assistants as well as general hiring sources.

There are web links to recommended policies and procedures in the "sources" section at the end of the book. Also, there is a sample student worker handbook in the sources. Both of these sections and the bibliography in the sources are helpful and can direct the reader to further research and examples.

Anyone who selects, supervises and/or manages student assistants could benefit from the information, forms, sample handbook, and direction to further sources presented in this book. The author reminds the reader that "a surprising percentage (of student assistants) ...go on to pursue careers in library work."

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