

Tucker, Dennis C. and Shelley Elizabeth Mosley. *Crash Course in Library Supervision*. Westport, CT: Libraries Unlimited, 2008. 139p. \$30.00 (ISBN: 978-1-59158-564-0)

Crash Course in Library Supervision seems like it's written for those new to supervision, but much of the language is geared towards an audience of newly appointed directors. I don't know of many people who reach the level of directorship without having had prior supervisory experience. Fortunately, there is enough good information for both groups of people, newly minted supervisors and those achieving their first directorship, to make this book a worthwhile read.

The book is presented as a practical guide for library supervisors, particularly supervisors in a public library setting. Offering step-by-step instructions for many of the necessary procedures expected of library supervisors, each chapter is broken down into easy-to-digest facets of library management. Almost every chapter also offers a gem of a how-to guide, such as how to conduct a 'get acquainted' meeting with staff in Chapter One, how to conduct a staff meeting in Chapter Two, how to write a job description and where to post an advertisement in Chapter Five, how to establish a Friends group in Chapter Six, how to get feedback from library patrons in Chapter Eight, and so on. In addition to these useful tips, each chapter is rounded out with guidelines for supervisory performance and conduct and the establishment of effective relationships within the library and the greater community.

In all, the book is composed 10 chapters, including chapter summaries and endnotes at the end of each chapter. A detailed table of contents allows the reader to easily pick and choose their way through the book and a glossary of terms at the end helps the reader with any unfamiliar terminology. If the table of contents does not immediately point the reader to the right page, a thorough index at the end of the book is provided. A resources section finishes the book, offering master lists of state library web sites, individual state library web site URLs, master and individual state library association web addresses and a listing of national and regional library associations.

Crash Course in Library Supervision is a useful, informative read for those new to supervision and those who have been supervising others for a while but may have forgotten some of the important details of administration in a library setting. I can imagine myself referring to this in years to come.

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