

Stephens, Claire Gatrell and Patricia Franklin. *Library 101: a Handbook for the School Library Media Specialist*. Westport, CT: Libraries Unlimited, 2007. 248p. \$35.00 (ISBN: 9781591583240)

Well organized resources are such a joy to use! This one packs a lot of information into a very useable format. The table of contents clearly details exactly what is contained in each chapter. The appendixes at the back include lists of organizations, an extensive index, a vocabulary list, a list of resources, and a list of awards and prizes. Each chapter is written in an easy, conversationalist manner and finishes with a brief bibliography.

Enough about the format, what about content? The word “handbook” in the title says it all. This manual covers everything a new school librarian needs to know and would also be very helpful to library paraprofessionals and parent volunteers. Library professionals and clerical staff with some experience might also find some useful gems hidden within.

Some topics covered are basic and traditional, such as budgeting and purchasing, staffing and scheduling, the why and how of the Dewey Decimal System, and collection development. Other chapters cover circulation policies and procedures, cataloging and processing, managing the electronic media management software, television production plus video and audio equipment, and lastly, equipping the media center with computers and all the new electronic gadgets. Other parts of the book that are very important are the chapter on the role of the school library media specialist and the section on the media specialist as teacher collaborator.

In summary, this would a very useful resource and would be a great addition to the personal library of every school media specialist. The handbook provides a solid basis from which to build a vibrant and successful school media program.

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