

## SOURCES

titles), *A Librarian's Guide to an Uncertain Job Market* delivers strategic advice tailored to library job-seekers. Acknowledging librarians' experience and superior research skills, the author stresses the need to read between the lines of job listings and to research the organizations seeking employees to better understand how to approach each opportunity. Although not all of the information provided is new (for example, applying for jobs via fax seems particularly dated), the book is freshly presented and well structured.

Woodward provides an objective view of current library employment prospects, followed by advice on protecting one's current job and planning ahead for potential layoffs by developing relevant technology skills and maintaining an open, flexible attitude to change. An encouraging chapter on surviving sudden job loss is reminiscent of Emily Koltnow's *Congratulations, You've Been Fired* (Ballantine, 1990). The remainder of the book offers step-by-step guidance on seeking out job prospects, crafting winning application packages, and interviewing effectively. Woodward's sage advice, encouraging tone, and eloquent wit make this book both a valuable addition to a library's professional development collection and an enjoyable read.—Julie K. Williams, *Research Analyst, California Department of Education, Sacramento, California*

---

***Library Management Tips that Work.*** Ed. by Carol Smallwood. Chicago: ALA, 2011. 208 p. Paper \$55 (ISBN: 978-0-8389-1121-1).

*Library Management Tips that Work* is a useful read for librarians looking for a few mental nudges to help resolve administrative issues. A volume in the ALA Guides for the Busy Librarian series, this collection of forty-eight anecdotal essays written by working professional librarians contains concrete and intelligent suggestions from seasoned librarians.

The book is for written for librarians in all kinds of work environments, and its five sections range widely in subject matter, covering personnel supervision, information technology, and library public relations. It introduces the inexperienced librarian to new ideas with a current and timely approach to librarianship. Sections focusing on the uses of social networking technology are particularly salient. This book will also be useful to the experienced librarian, providing a perspective upon the issues of her busy day to remind her of possibilities not yet taken.

A recurring theme found in all sections of *Library Management Tips that Work* is that productive communication between management and staff is essential to an effective workplace. Keeping staff up-to-date on policies, priorities, and daily issues is good for employee productivity and morale and also enables excellent customer service to library users, and all of this in turn reduces frustration and misunderstanding for administration, staff, and patrons.

The use of social networking, blogs, and wiki technology in the library is discussed throughout the book. Some essays describe successful uses of social networking technology to facilitate communication among library employees. Also

included are nuts-and-bolts descriptions of how to choose the right software for various communication needs. In addition, guidelines are offered for maintaining sensible "boundaries" between one's professional and personal social networking activities.

The section on staff is particularly strong. It begins with an article about the characteristics of employees from different generations and suggests ways of considering the varying work expectations of staff as one strives for a harmonious and productive workplace. Two articles provide good descriptions of the steps required in hiring, training, and mentoring graduate assistants in academic libraries. This section also does an admirable job of addressing planning for emergencies and disasters, understanding the law, writing policies and procedures, and implementing ways to aid co-workers with family responsibilities.

*Library Management Tips that Work* delivers what its title promises. It is an anthology of well-written articles providing a range of very useful tips for library management. Many of the articles complement each other by cumulatively enlarging upon similar subjects and themes. The book is a good source of ideas for both new and seasoned librarians.—Philip Fitzsimmons, *Reference and Digitization Librarian, Al Harris Library, Southwestern Oklahoma State University, Weatherford, Oklahoma*

---

***Out Behind the Desk: Workplace Issues for LGBTQ Librarians.*** Ed. by Tracy Marie Nectoux. Duluth, Minn.: Litwin Books, 2011. 294 p. Paper \$30 (ISBN: 978-1-936117-03-1).

In or out, or somewhere in between? Librarians, like all professionals, are always engaged in seeking an artful balance between self and profession. Whatever identities we claim, the insightful stories in *Out Behind the Desk*, contributed by many kinds of librarians with many kinds of sexual identities, make inspiring and thought-provoking reading for anyone who is in the process of being both a human and a librarian. In the words of the editor, Tracy Marie Nectoux, "Every librarian in *Out Behind the Desk* has faced an option between self-expression and self-censorship, self-integrity and self-preservation, and they have generously shared the decisions they made here" (6). These stories are intrinsically powerful, and their value doubles when we consider the ways they create pathways for the librarians of the future.

*Out Behind the Desk* is not the first work to address gay, lesbian, and transgender librarians and their experiences. In her introduction, Nectoux cites Norman Kester's *Liberating Minds* and James Carmichael's groundbreaking *Daring to Find Our Names*. At the same time that she acknowledges the value and significance of these works, Nectoux notes that it has been more than ten years since their publication, making it "time to check out the landscape and assess our progress" (1), a task that this work accomplishes admirably. Nectoux, who currently works as the quality control and metadata specialist for the Illinois Newspaper Project, identifies herself as a bisexual woman married to a man. Negotiating her own