

services, and making the case for the library as a core asset to its community. Although no bibliography is appended, the book includes a useful index, and the citations listed at the end of each chapter comprise a valuable resource for research data.—*Linda Ward-Callaghan, Manager of Youth Services, Joliet Public Library, Joliet, Illinois*

Real-World Teen Services. By Jennifer Velasquez. Chicago: ALA Editions, 2015. 116 p. Paper \$50.00 (ISBN 978-0-8389-1342-0).

Author Jennifer Velasquez is a twenty-year veteran of teen services, a frequent speaker and consultant in the discipline, and a lecturer at San Jose State University's School of Information. Her extensive experience working directly with teens and speaking on their behalf is clear throughout *Real-World Teen Services*. The book highlights barriers that teen advocates often encounter and offers clear direction on how to diplomatically yet emphatically insist on the rights of teens as library users.

In the foreword, San Jose State University's Anthony Bernier highlights the need for texts like this by acknowledging that teen services are frequently added as an afterthought to other departments, usually youth or adult services. This common occurrence is one reason the book is a necessity for libraries serving teens: It's a how-to manual for under-prepared staff obliged to interact with teens, as well as a guidebook for libraries struggling with staff attitudes toward teen behavior. Most importantly, though, it presents an opportunity for current teen librarians to reflect on their own practices with a critical eye.

The main messages: Be consistent, genuine, and kind. Involve teens wherever possible in program and space planning. Combat "colonization by adults and imperialism by children" (17) of teen-designated areas and activities. Avoid emphasizing personal preferences in programming and readers' advisory.

Velasquez supports the strategies she presents with actual scripts for confronting difficulties that often arise internally and externally: advocating for teen space and programs with administrators, enforcing behavior guidelines, addressing privacy matters with parents and other authorities, and keeping teen space restricted to teens only.

Each chapter includes a "Soap Box Moment" in which Velasquez presents an opportunity for self-reflection on an oft-encountered issue. The "Moment" titled "Now Say That to His Mother" is particularly powerful when considering how staff members ought to approach a young visitor displaying frustrating behavior.

This handbook is great for any library looking to engage teen users, inform inexperienced staff more thoughtfully, or improve already excellent services. The book would also make a great addition to the curriculum of a course for future teen librarians, but its practical approach and thoughtful message make it a text that could easily supplement a class for *anyone* planning to work in public libraries.—*Deidre*

Winterhalter, Program Coordinator for Kids and Teens, Niles Public Library District, Warrenville, Illinois

Running a Small Library: A How-To-Do-It Manual for Librarians, 2nd ed. Edited by John Moorman. Chicago: ALA, 2015. 288 p. Paper \$80.00 (ISBN 978-0-8389-1273-7).

Running a Small Library provides a plethora of ideas for librarians working in various types of libraries. Small libraries are found all over the country, and Moorman considers them to be "the backbone of our information society and an essential component of a democratic society" (vii). Therefore it is important to provide helpful resources to help library directors serve their communities. This book focuses on challenges and responsibilities unique to directors of small libraries who, due to limited budgets and staffing, often must wear many hats and cross-train on nearly all of the tasks that are performed in the library. This book also includes sections written by experienced librarians who provide ideas for running the small library.

The book is organized into five parts covering the major areas of a library director's responsibilities: administration, planning, services, collection development, and technology. The first part begins by defining and briefly describing different types of small libraries, including college, community college, special, public, and school libraries. The next section explains the different aspects of administration, such as planning, budgeting, policies, and staffing. Further information is given on how to deal with government regulations, governing boards, and friends' groups. The third section discusses the public services that a small library may provide, such as adult services, youth services, and digital services. In the collection development section, the entire life cycle of the library's collection is explained, from selecting, ordering, and cataloging materials, to circulation, and ending with weeding the collection. The final section addresses the use of computers and automation in libraries, covering topics such as personal computers, in-house networks, and integrated library systems.

With small chapters packed full of useful information, this book delivers a great summary of what is involved in the running of a small library. Both new and seasoned library directors will be able to find helpful ideas in this book, as "it is imperative that knowledge be continually upgraded, that all possible areas of cooperation be explored, and that funding be located to provide essential library services" (vii). However, this book would be particularly helpful to the new library director who needs to understand the many different tasks expected of them. Furthermore, it will also be useful for any librarian who wishes to learn how to run a small library, find a wealth of library administration information all in one place, and understand the different aspects of serving their community with the best their library has to offer.—*Janet A. Tillotson, Library Director, Towanda Public Library, Towanda, Kansas*