
About the Author

Rebecca Brumley has worked as a librarian in both academic and public libraries. She worked for many years in the Humanities Division at the Dallas Public Library, Dallas, Texas, where she was the religion, philosophy, and paranormal selector. She currently works as a librarian at the Navarro College Library at the Waxahachie and Midlothian campuses in Texas.

Brumley has also worked as an information literacy workshop instructor for Dallas Independent School District teachers. She has served on the board of the Desoto Public Library in Texas and as a consultant to small libraries and communities interested in updating policy and procedure manuals.

Brumley received her Master's in Information Science from University of North Texas. She is the author of three other books, *Public Library Managers Forms, Policies, and Procedures Handbook with CD-ROM*, *The Reference Librarian's Policies, Forms, Guidelines, and Procedures Handbook with CD-ROM*, and *Neal-Schuman Directory of Public Library Job Descriptions with CD-ROM*. In her free time, she supports the efforts of Frisco Humane Society by fostering cats and kittens.