

March 1, 2008

To Whom it May Concern,

I am writing this letter in recommendation of Ms. Susan Houck. I came to know Susan when I was working on the book *Biographical Directory of National Librarians*. This book contains biographical information of people in executive positions in national libraries around the world, from Albania to Zimbabwe. Susan distinguished herself from the very beginning by developing a form to mail to the individual libraries in each country in order to obtain the following information: **Name of Person; Official Title; Professional Address; Personal Address; Birth; Spouse; Education; Professional Certificate(s); Career; Military Service; Publications; Honors, Awards and Fellowships; Professional Memberships; Civic and Political Activities; Religious Groups, Social Clubs and Lodges; Languages; Recommended Source of the History and Description of the Library.** When Ms. Houck received the form, she typed the information submitted using the guidelines provided by Mansell Publishing Ltd. Some of the forms were typed; however, there were quite a few written by hand and I was impressed at how Susan was able to decipher some of the most illegible handwriting I have come across. During our professional working relationship on this book, I knew immediately I had found the right person to assist me in further publishing projects.

Ms. Houck assisted me in several other books over the course of the next twelve years. All but the last book we worked on were hand-typed by Susan using her copyediting/desktop publishing skills as she assisted me in the proper structure of paragraphs, sentences and grammar, and formatted appropriately for the publishing company. Below is a list of books she assisted me in as Typist and Copyeditor/Desktop Publisher.

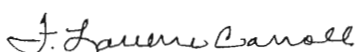
1. *Biographical Directory of National Librarians*, 134p, published by Mansell Publishing Ltd. in 1989
2. *More Exciting, Funny, Scary, Short, Different, and Sad Books Kids Like About Animals, Science, Sports, Families, Song and Other Things* (with Mary Meacham), 192p, published by the American Library Association in 1992
3. *Destination Discovery!: Activities and Resources for Studying Columbus and Other Explorers*, 212p, published by the American Library Association in 1994 (I would like to mention that this one in particular was a difficult undertaking. I handwrote this book on a yellow legal pad, with notes in the sideline, attached notes stapled over paragraphs, and several rewrites. Ms. Houck used her professional skills to rewrite some of the content in order for the book to be more readable. She was truly invaluable and extremely patient in this endeavor. Each time I came in with changes she graciously greeted me with a smile, inviting me to sit down by her desk as we went over the changes).
4. *International Biographical Directory of National Archivists, Documentalists, and Librarians*, Compiled by Susan Houck, 225p., published by The Scarecrow Press, Inc. in 1997. (Susan used the same form used in the *Biographical Directory of National Librarians* with some alterations; however, on this project she printed the cover letter, form and envelopes, and mailed the information so that she would receive it at her office.)
5. *INTERNATIONAL LIBRARIANSHIP — Cooperation and Collaboration* (with John Frederick) Coordinated by Susan Houck, 367p, published by The Scarecrow Press, Inc. in 2001. (This book was officially presented at the 67th IFLA [International Federation of Library Associations and Institutions] General Conference and Council in Boston, MA which I invited Ms. Houck to attend as without her, I am not sure if this book would have gone to publication).

Ms. Houck was always able to meet the required deadlines on all of the manuscripts we worked on, even though she was working on other projects from faculty, administrators and/or staff from the University of Oklahoma. I have no doubt, due to the amount of work she handled at one time, that she is very adept at prioritizing her assignments. She is extremely advanced in her knowledge of computer programs whereas I have never touched a computer; however, at times I would sit at her desk while she worked on my projects, and I was extremely impressed with her knowledge and abilities. Through our working relationship, we have become very good friends, and still to this day stay in close contact by phone and lunch dates. She is exceptionally professional in her demeanor at work and has the most pleasant personality, always greeting me with a smile

Susan is without a doubt the most qualified candidate for desktop publishing, copyediting and design layout. She is the best editor I have ever had the pleasure of working with in my many years of publishing. She would be an extremely positive asset to your company.

If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me at (405) 579-8526.

Sincerely,



F. Laverne Carroll, Retired, Professor Emeritus
School of Library and Information Studies