



# Partners in Education

**School Libraries**

**Media Services**



*August 2002*

## News 'N' Views

❏ Diane Culbertson is the new LMS at Tates Creek High School. Diane returns to Fayette County from 3 years at the Kentucky Department of Education as Library/Media Consultant.

❏ Barbara Carter is the new LMS at Arlington Elementary. Barb has been teaching grades 4 and 5 at Arlington for the past 7-8 years.

❏ Callie Bowker is the new full-time LMS at the Academy. Callie comes to us from teaching 3<sup>rd</sup> grade in London, Kentucky. Be sure to congratulate Callie on her recent marriage!

❏ A reminder that Beth Drake (Yates) and Marilyn Seiler (LHS) worked for a total of six weeks this summer at Media Services doing data cleanup at the UNION. Thanks to them for improving brief records and editing full records to a cataloging standard. Though they didn't finish the work that needs to be done, we will all appreciate the results of what they did.

❏ Your professional organization KSMA (Kentucky School Media Association) is helpful to all of us in encouraging professional growth and offering opportunities to receive. The LMS Summer Refresher in July was attended by over 300 of your colleagues. KSMA is an affiliate of KLA (Kentucky Library Association), which in turn is an affiliate of ALA (American Library Association). KSMA also exists to "promote improvement of school library media services as well as cooperate/collaborate with other educators, library media agencies, and community to improve all types of library media services for young people in Kentucky and the nation." (<http://www.kysma.org/>) The next professional opportunity for professional growth will be the KLA/KSMA Fall conference October 16-19, 2002 with the concentrated session for KSMA on October 18 and 19<sup>th</sup>. Check the above website for awards and scholarships.

❏ We will be looking for libraries and librarians throughout the year to spotlight. Don't be shy. If you are doing a collaborative project let us know. If we have more than one in a month we can save it for the month we will be spotlighting your level.

❏ Speaking of news 'n' views - we need to become more visible in a positive manner as our position relates to curriculum and student achievement. So, think about developing a monthly report for your principal to let him/her/them in on what goes on in the library. This report should not be just a numbers report, although those figures are important. It could include information on collaborative planning, classroom activities in the library, information skills lessons, and whatever else you deem publishable that has occurred during the month. A quick one-page bulleted report would best suit your administrator.

❏ We will continue the "Principal's Page" this year. Your principal, the directors and the superintendent will receive a hard copy. You and several others will receive an electronic copy. August covers facility and has already been sent out.

❏ This year there is an evaluation tool specifically for LMSs. We are providing PD "Using the 'New' LMS Evaluation to Become a Distinguished LMS" on two different dates and times:

November 18	Picadome	3:30 - 4:30
January 16	LTMS	4:30 - 5:30

# Professional Growth Opportunities

## For LMS or Library Clerks

<u>Date</u>	<u>Topic/Description</u>	<u>Facilitator/ Trainer</u>	<u>Location</u>	<u>Time</u>	<u>PD credit offered</u>
August 5	Elementary STI query to add batch of patrons to Follett	Barby Hardy	JRE	3:30-4:30	1 hr.
August 6	Middle School Lunch Bunch	Nancy Strassner	TBA	11:30	None
August 6	High School <u>Clerk Training</u>	Karen Goocey, Barby Hardy, Mary Lou Corman	Henry Clay	8:00-11:00	None
August 7	Elementary <u>Clerk Training</u> (clerks who have not met in 2001-2002)	Karen Goocey, Barby Hardy, Mary Lou Corman	Veterans Park	8:00-11:00	None
August 8	High School Lunch Bunch	Nancy Strassner	TBA	11:30	None
August 8	Middle <u>Clerk Training</u>	Karen Goocey, Barby Hardy, Mary Lou Corman	BSTMS	8:00-11:00	None
August 8	Middle School STI query to add batch of patrons to Follett	Barby Hardy	BSTMS	4:00-5:00	1 hr.
August 15	High School STI query to add batch of patrons to Follett	Barby Hardy	LHS	4:00-5:00	1 hr.
August 28	"Why Design it Yourself? You can Print it From the Internet!"	Jan Ross	Dixie	3:30-4:30	1 hr.
September 4	Vendors and Ordering for Secondary LMS	Mary Lou Corman	Winburn	4:30-6:00	1.5 hr.
September 5	Financial Spreadsheets for Library finances	Barby Hardy	Ambrose Lab	3:30-4:30	1 hr.

## Nancy's Notes

☞ Well, the summer is over and hopefully you had a restful time off and feel up and ready to go again. We have lots of PD planned as you can see from the schedule, which was designed to help you, not put more on your plate.

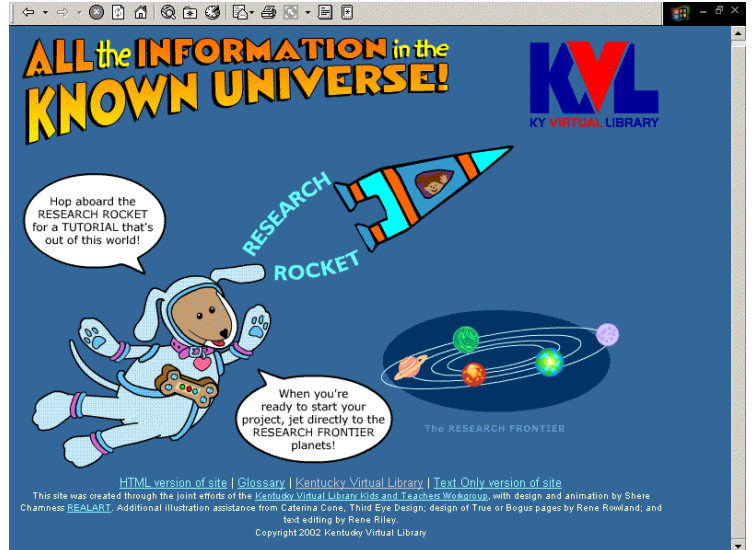
I would like to issue a challenge for this year. Sometimes, we get so involved in those everyday issues and duties that we fail to take time to stop and look at the whole picture (and it is easy to do with all the hats we wear). I would like to challenge you to attempt to be **VISIBLE THROUGH COLLABORATION** this year. The school librarian has become the invisible professional and we really have a lot to offer the staff, the curriculum and the students.

Again, I will attempt to visit each and every library. Those 10 that I did not get to last year will be the first ones I visit. And, again I am just trying to connect and learn about your program and where we can best support and assist you.

# Barby's Bits

☛ Jaye Baesler and I attended a weeklong support training for the Follett products. We are your first line of support prior to calling or e-mailing the Follett helpline. If you have technical issues that require work at the server, e-mail the HelpDesk and copy Jaye. If you have application use questions or screen error messages, contact me.

☛ The Kentucky Virtual Library will be introducing a new information literacy tutorial in August. It is especially designed for students in grades 3-6. From our group Jan Ross, Diane Culbertson and I have helped develop this so that the web designer hired would create a useful product for this age student. It has some interactive components. Look forward to the press release so that you can share the URL with your teachers and students. This is not the only change to the KYVL portal. The portal itself will change its look to be easier for K-12 students and educators to navigate.

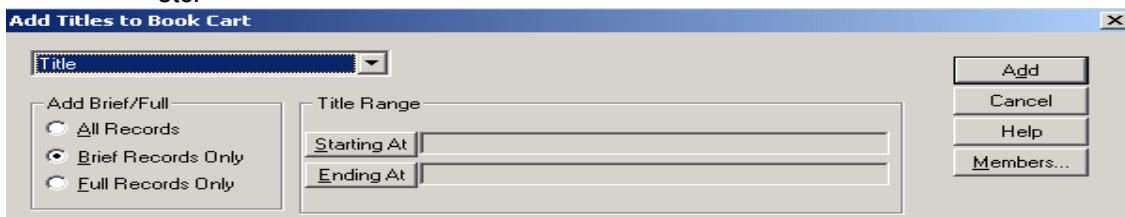


# More From Mary Lou

☛ As you know we have been working very hard this summer on cleaning up the Union Database. We have made inroads on reducing the number of MARC records per title. We will continue on this next summer.

☛ We also have been working on reducing the number of brief records in the union. We will continue to do this throughout the school. You can recon your brief records against the union.

☛ In Follett Cataloging → Select Tools → Select Book Cart → Select Add to Book Cart → Choose brief records only → You may chose your range by title, author, call number ISBN, etc.



☛ After your titles are placed in the Book Cart → Select the Book Cart icon on your toolbar → Select Recon → your Recon source will be the union database → Select the Recon button. The records remaining in the book cart after the process is complete are the titles that could not be found in the union.

# WebMAX NEWS

- ❏ Web/MAX is available for booking for the 2002-2003 school year. Here are a few reminders about Web/MAX. The newest update of Web/Max was installed in February. If you have not looked at it, please take a few minutes to try it. This version is very user friendly.
- ❏ You can use your email name (ex. jdoe) for you User ID. That long number that you always had trouble remembering is no longer needed.
- ❏ If you have teachers new to your school who want to use Web/MAX, have them contact Media Services Circulation (381-3888). They will need to be added to our teacher list. We will update the teacher list, but it will probably be October before we start.
- ❏ Check out the New Titles Bibliography. This bibliography contains all the new titles purchased this past year.

## Media Services Website FOCUS

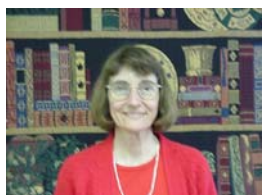
- ❏ The 'New' Cataloging Standards document can be found in .PDF format. It is linked from the Cataloging section of Follett. With free Acrobat Reader® software, you can view and print Adobe PDF files. Since more and more documents on FCPS.net and on the Media Services Website will be in PDF format, everyone should download the software so it will automatically launch when you click on such a link. You may download this freeware directly from Adobe at <http://www.adobe.com/> or from FCPS Intranet at <http://intranet.fcps.net/EdTechnology/download/misc.asp>

# Spotlight

This month our spotlight shines on the Media Technicians at Media Services. Most of the library media specialists know Karen Goocey, secretary. She is the person who matches your purchase orders to your attached lists and deals with the vendors on problems that incur with your orders. You may have spoken on the phone with her and as always found her helpful and knowledgeable. There are six other ladies who work for you in one of the following capacities: Media Circulation and Book, Processing books and MARC records for schools, Packing/Unpacking collections during renovations, Printing barcodes and other requested school services. Some of their work is done in the Louie Mack Building and some is done in an individual school library.



**Beth Chittenden came to work at Media Services in 1995. She has worked in the offices of LTMS and LHS as well. Beth's favorite task is working with the UNION database.**



**Nell Valentine has been working at Media Services since 1997. Prior to that she has worked for FCPS at Maxwell, Ashland, Arlington, Russell, Johnson, and Meadowthorpe. Nell says, "Equally enjoyable are my jobs of writing annotations for media, and helping teachers locate audiovisual material for their curriculum units!"**

**Judy Carman was the library clerk at Jessie Clark for 8 years before coming to Media Services in 1999. Judy says, "I love getting a glimpse of the new books as they are being processed."**



**Debby Farris began working at Media Services in 1999. Debby says, "I always try to do the best I can do for each and every school."**

**Cathy Reed has worked at Media Services for 14 years. She most enjoys talking with teachers and librarians. Cathy says, "I always try to do my best and return the order promptly."**



Books our Media Techs are reading or have just read:

A devotional book by Billy Graham  
Beyond Eden by Catherine Coulter  
A Case for Faith by Lee Strobel  
Dark Guardian by Christine Feehan  
Jewell

# On a Personal Note

- # FCPS Board of Education voted to rename the new SCAPA Bluegrass library “The Sharon Burns Library” to honor and preserve her memory.
- # During summer break, Beth Drake (Yates) enjoyed a cruise on the *Queen Elizabeth II* beginning July 25<sup>th</sup>. La Te Da!!
- # Becky Smith (Russell) made it onto TV talking about managing her life this past year while her husband and his National Guard Unit was called to Fort Bragg, North Carolina. *Is he home yet?*
- # A big welcome back from maternity leave to Emily Dawson (Breckinridge).
- # News from “The Retired”:
  - # Judy Lyman (Jessie Clark) is moving to Florida in August.
  - # Tee Bergman (TCHS) is working part time as office manager for a landscaper. Also, on a sad note, Tee’s brother recently passed away.

# Enclosures

- # Planning and Action for Libraries (PAL) Committee
  - # Vendor Bid Information (3 Comparison Charts) – Library Books, Prebound Books, and AV
  - # Bindery Comparison Chart
  - # Follett Beginning of the Year Tasks
  - # Professional Opportunities for LMS for 2002-2003 school year
  - # Booktalks Without Books; Booktalking Tips
  - # *Internet Search Tools Quick Reference Card* from SEIR\*TEC
  - # **Your School Library Media Specialist** – Tri-fold brochure that can be copied. You may choose to include it in the Teacher Handbook of your school.
  - # **Who to give credit to? Copyright Guidelines** – Tri-fold copy able brochure by Stacie Musgrave
  - # **How School Librarians Help Kids Achieve Standards** - Tri-fold copy able brochure downloaded from **The Library Research Service (LRS)** found at [http://www.lrs.org/html/about/school\\_studies.html](http://www.lrs.org/html/about/school_studies.html)
  - # Web Max Bibliography: New Titles Purchased during 2001-2002 school year.
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- # Setting up Follett’s Visual OPAC – **elementary only**
  - # \$100.00 discount-certificate for Follett Find-It-All product – **MLK and High Schools only**