



Partners in Education

School Libraries

Media

Services



January 2003

News 'N' Views

✚ A well-deserved congratulation goes to **Diane Culbertson** (TCHS) for receiving this **year's prestigious KSMA Award of Merit** <http://www.kysma.org/awarmert.htm>. The KSMA Award of Merit honors those who through individual leadership have advocated effective school library media services in meaningful educational programs. It also recognizes the responsible and influential role of those other than the local school building administrator in developing successful school library media programs. Diane was recognized at the 2002 KSMA Awards luncheon for her work as Library Media and Technology Consultant at KDE.

✚ Upon the retirement of **Carolyn Nichols** (former Media Services coordinator) and the return of **Diane Culbertson** (former KDE consultant) to FCPS, KSMA presented each with a Resolution recognizing the services they did to further the status and work of school libraries in Kentucky.

✚ The **Literary Book Club** has been updated! You can find the new site at <http://teach.fcps.net/lbc>. The new submission process allows for students to upload pictures with their book reviews. Students can also stop and save their work in the middle of the review. No more hurrying to finish a review before class time is finished. Grade-level appropriate writing prompts and examples have been added to each step that will help students (and teachers) understand the process a little better as well. We are also working on a **live chat** where classes across the district can meet and discuss the books they have read and possibly meet with local guest authors too. As, LMSs, who care about discussing books, you can shape this to be something special for your school or partner with another school in chatting. Wouldn't it be neat to arrange for 2 classrooms in different schools to discuss the same title or genre or author? Barby will be working with the live chat so feed your thoughts her way.

✚ **StoryTime** is a new Channel 13 feature show. It features stories or books read at our libraries. It airs on Mondays, Wednesdays, and Sundays at 5:00 pm as well as on Saturday at 9:00 am. Look for **Debbie Kiser** (SMS), **Emily Damron** (Winburn), **Michelle Armstrong** (Cardinal Valley), **Becky Smith** (Russell) just to name a few who will be featured. If you have not already committed to this great promo for school libraries, let Barby know and she will pass the information along.

✚ The results are out of those educators who have become **National Board Certified** (NBCT) <http://www.nbpts.org/nbct/directory2.cfm>. There are only 9 Lexington educators from all areas certified. Two of our own are on that list. **Barbara Carter** (Arlington) has been NBCT in Middle Childhood General teaching. **Amber Tongate** (MLK) is one of ONLY 9 LMS in Kentucky to become National Board Certified in the area of Library Media.

✚ !!! Media Services will STOP dropping MARC records into your database on the LAST day of school for students. We will resume the book processing and adding of MARCs when your annual

report for 2002-03 is submitted. Note that this date is corrected from the December 9 e-mail from Barby!!!

| Turn Around Averages on receiving orders where Media Services has provided processing and the orders have been sent to schools. * | | | | | Turn Around Averages for items sent from the school for processing at Media Services | |
|---|---|--|--|-------------------------------------|--|--|
| July/Aug '02 | 3.4 | 3 | 32.6 | 70 | 17.1 | 27 |
| Sept 2002 | 5.4 | 1.6 | 25.6 | 40 | 3.3 | 48 |
| Oct 2002 | 6.2 | 1.7 | 24.6 | 35 | 1.9 | 111 |
| Nov 2002 | 5 | 1.3 | 16.8 | 13 | 1.46 | 30 |
| MONTH P.O. was generated | Average Turn Around Working Days from PO Generation to Order Faxing/Mailing | Average Turn Around Working Days for MS Processing of Purchase Order items | Average Turn Around Working Days from PO to items arriving at the school | Number of Purchase orders processed | Average Turn Around Working Days from "From School" Items | Number of From School Orders processed |

* 12/17/02 - Please be aware that we can only control the turn-around times once the P.O. and any attached lists, invoices, and orders have arrived in the Media Services office.

Professional Growth Opportunities

For LMS

- ☞ Wed. January 8th; **Retrieving and using pictures, files, and text from the web responsibly**; Barby Hardy; Media Services; 4:30-5:30; Sign up with Barby for 1 hr. PD
- ☞ Thurs. January 9th; **Librarians as Partners – Elementary**; Deep Springs; 3:30-4:30; Sign up with Nancy for 1 hr. PD
- ☞ Thurs. January 16th; **Using the 'new' LMS Evaluation to become a distinguished LMS**; Nancy Strassner/Barby Hardy; LTMS; 4:30-5:30; Sign up with Nancy or Barby for 1 hr. PD
- ☞ Thurs. January 23rd; **Middle School Librarians**; TCMS; 4:30-5:30; Nancy Strassner; Sign up with Nancy for 1 hr. PD
- ☞ Thurs. January 30th; **High School Librarians**; BSHS; 4:00-5:00; Nancy Strassner; Sign up with Nancy for 1 hr. PD

Nancy's Notes

Hope everyone had a restful/fun winter break and is ready to start again. Since it is midyear, it is a good time to revisit the goals you made for yourself or your library program for this year. It is easy with the hectic pace of each day to lose sight of those goals and therefore find at the end of the year that you made no progress in those areas you targeted. You might also want to look at the library usage document we sent you on disk with the Nov/Dec newsletter to see if some part of it can be used to help you provide information about your program to your teachers and/or administrator(s). If you want assistance with or have questions about the document please call either Barby or me.

Barby's Bits

Do you use the Patron Empowerment function of the Follett system so that patrons are allowed to view their checkout, fines, holds, and reserves information through Text OPAC? Here is an easy how to:

1. You will need to activate this feature in System Setup > Setup > Patron Maintenance > Patron Defaults tab under the Text OPAC Patron Empowerment section.
2. Check the box to Allow Patrons to Log In and decide on whether they would use their barcode or ID and the password the patrons would use to log in to receive this information.
3. Also, select the feature, Allow Patrons to view their Checkouts, Fines, and Holds/Reserves, by placing a check in the box in front of the feature and click on the Save button. Also, select the feature if desired for a patron to place Holds/Reserves, by placing a check in the box in front of the feature. With this feature choice, your patrons are now able to place a hold and/or reserve in the Text OPAC by clicking on one of the Holds/Reserves buttons located at the selection hit list window, the record display window, and in the Bookbag window.
4. The last area I recommend that you set up is to have the search station reset automatically after a period of inactivity. This will ensure the patron's information to remain private even when the patron forgets to log off. To enable this option, select File > Setup > General Setup tab and check the box for "Reset inactive search station" and enter the required time.

When the station resets, the current patron is logged out, the current search, Bookbag, and search history are cleared, and the limiters reset to the default settings. Your patrons are now able to log in through Text OPAC to access this information and have it remain private.

More From Mary Lou

✚ Let's talk a little bit about the MARC 245 tag – Title. A title can have an author for the main entry or the title can be the main entry. If it is an author main entry, Indicator 1 will be 1. If the **245-title tag** is the main entry, **Indicator 1** will be 0. **Indicator 2** is for non-filing characters – 2 for A, 3 for An, and 4 for The. The main subfields you will use are: **a** for title, **b** for subtitle, and **c** for statement of responsibility. If the item is not a book you will also need the **h subfield** for the general media designation. Also if you have a part or section of a work, you would use the **n subfield**. Examples are below.

Author main entry:

```
Title      245 100 a Cone forever! :  
           b an alphabet of extinct animals /  
           c Sandra and William Markle ; illustrated by Felipe Davalos.
```

Title main entry:

```
Title      245 000 _a Opt  
           _h [videorecording] :  
           _b an illusionary tale /  
           _c by Arline and Joseph Baum.
```

School Library Spotlight

RUSSELL ELEMENTARY SCHOOL LIBRARY

Submitted by Becky Smith, LMS

Research. Research. Research



Research is a very important part of the Library Media Program at Russell Elementary. Our flexible schedule allows for a variety of group sizes to come to the library for research. Students might be working in small groups, with their entire class, or individually on projects.



Teaching research skills begins in the first grade at Russell. The Library is a literacy center for one first grade teacher once a month. Small groups of six year olds come to the library for 30 minutes to find facts and a picture on a specific topic related to Social Studies or Science. Students are learning at an early age how to locate information in an encyclopedia and how to document where they found their information.

WebMAX NEWS

⚡ On January 8th, Media Services will play host to the elementary science representatives meeting. We will be handing out lesson plans and media circulation bibliographies to the teachers. Elementary librarians, please take a close look at these lesson plans, as they are not only for the teachers to use in the classroom but also portions of the lesson plan include using the library. This would be a great way to collaborate with your teachers.

⚡ New media for our collection is starting to arrive. Look for e-mails in the future about some of our new titles.

Media Services Website FOCUS

⚡ Hyperlinked from the top page, the **WEB RESOURCES** is designed for student use. The address is <http://itech.fcps.net/trt11/libtechserv/webresources.htm>. The links in this section of the Media Services Website are a compilation of reviewed and annotated websites. They can be used as a guide for teachers, students, and LMSs to direct students who are looking for information. These links might be a start for resources for a Webquest or any Internet activity where students need pertinent and valid information. The page is organized by the following topics:

- ❑ **Reference:** Find subheads of *Almanacs, Atlases, Dictionaries, General Information, Internet Searching, Newspapers, and Quotations*
- ❑ **Authors**
- ❑ **Curriculum:** Find subheads of *General, Math, Reading, Science, Social Studies, Writing*
- ❑ **Literacy**
- ❑ **Submit a site:** Where anyone may submit a good site for inclusion in one of the areas.

Enclosures

⚡ **Listing of each school's URL hyperlink for Web Collection + OPAC** - Use this address when promoting use of the OPAC on any newsletter or e-mail. This is also the proper link to use as the On-Line OPAC is hyperlinked on your school's website.

⚡ **KET Programs** that need to be **deleted** - unless you have purchased the rights.

⚡ **Literary Book Club Flyer** – to be posted in the library – feel free to copy if you see a need.

⚡ January issue of Baker & Taylor's Growing Minds Catalog

⚡ **Lesson Plan and WebMax Bibliographies** – Elementary Only - "Science: Biome and Animal Unit" – grades 4-5. Refer to WebMax **News** concerning these materials and the elementary science reps upcoming meeting.