



Partners in Education

School Libraries

Media Services



May 2002

News 'N' Views

- ✚ June 11th – **The Annual FCPS Librarians Retirement Luncheon.** See enclosure for reservation form.
- ✚ The office of Media Services will now print a run of 577 title barcodes per school year for your school. This service is at no cost to you. Please contact Karen Goocey when you have this need.
- ✚ The Media Technicians are beginning the removal of the 510 tag (Review sources.) They will be attending to this in all incoming MARC records from our vendors. Additionally, they are on a schedule to remove the 510 tags from the E and F books. As these changes are made at the Union, they will travel to your local database.
- ✚ In the future if you have something you want to share with your colleagues, please let us know at Media Services so that it can be added to the *Partners in Education* newsletter enclosures. This month has an enclosure developed by Paula Setser (Deep Springs).
- ✚ Hey! Hey! Tee Bergman (TCHS) is retiring this year. If you have plans to join her in retirement, you will need to get your paper work completed by the end of May.

Professional Growth Opportunities

- ✚ May 1st Follett Inventory Procedures - Winburn Library 4:30-5:30. Register with Barby
This Follett users group will deal with how to take inventory using the Follett automation system. It will be patterned after last year's session at LHS. Come if you are new or feel the need for a refresher on this once a year subject.
- ✚ June 12th – 14th **Closing the Achievement Gap** – PLD High School. Hope to see you there with the team from your school. Nancy and Barby will each be doing a breakout session relating to libraries on the 13th.
- ✚ July 18th KSMA LMS Summer Refresher - John Hardin High School, Elizabethtown.

✚ The 2002-2003 Professional Growth Opportunities for LMS and clerks will be finalized in June. If you wish to share something special you have done for a conference or for your faculty with our LMS group, please let us know.

Nancy's Notes

✚ We are quickly approaching the end of the school year 2001-2002. I would like to encourage you to send out a survey to the teachers in your building to get some feedback on the services of your library. In this newsletter you will find one developed by Paula Setser at Deep Springs Elementary. You may use this one or develop one of your own.

✚ Enclosed is also a copy of the self-evaluation form I sent earlier via email that you might want to keep for your own information.

✚ On another note, if any of you are planning on retiring this June, let us know here at Media Services. We do not want to miss anyone.

Barby's Bits

✚ Media Services only has 3 PHD+s to lend. This is the lowest level of hand-held scanner, holding approximately 400 scans. All schools have either a PHD+II, PHD Laser, or PHD Dolphin assigned to the school. Please contact me, if you wish to borrow a PHD+ for 2-3 days this year. If you wish to borrow an upgraded PHD, make your own informal borrowing plans with another librarian.

✚ In Follett 5.0, you must add any Vendors and Funding Sources in System Setup under Acquisitions **or** simply from the copy screen. In the copy screen when you click the button for the appropriate source a window will open. If you have added them in System Setup, they will appear. If not, simply click 'New' button and add them. Use any code you want.

✚ Another Follett tip: If you want all records in the call number to have a sub location attached to their records (such as paperback rack), open cataloging. Choose Export, by Call Number. Pick the call number you want to export and be sure there is a check on 'include copy information.' **DO NOT** choose the last option of delete after export (this will cause you to lose all statistics). I would export the file to your desktop for easy retrieval. Accept the default name of Microlif.001. Once exported, go to File, Import (1st import option). When the window opens, leave the first default, but on the second one change and pick the option to replace existing barcode. Now click the Options button on the right hand side of the screen. Go down to the Sub Location dialog box and type in the location information you want to add (Paperback rack). Click OK and now click Import. A extra note: if you want to remove the PB from the front end of the call number, contact Mary Lou or me and we will do this globally.

More From Mary Lou

Here are a few reminders:

- ❏ Always send a copy of the information check sheet with your purchase order or with the items that you send us to catalog.
- ❏ Please let us place the barcodes on materials you send us. We have to print our labels in barcode order. If they are not in barcode order then we have to print the labels one at a time.
- ❏ Please let us know when you receive your orders and MARC records. This lets us know that the union is working properly and that you are receiving the items and MARC records promptly.

WebMAX NEWS

- ❏ Web/Max will be shut down from around June 10 to July 1. This will give us time to do inventory, computer clean-up and add next year's school calendars to the system. After July 1, you and your teacher's will be able to book for next school year. We will book the items for the teachers who are sending us request forms for next year.
- ❏ Check out the Media Services web/page for a power point presentation on the new version of Web/MAX. <http://itech.fcps.net/trt11/libtechserv/Mediacirculation.htm> Feel free to use it with your teachers.

Media Services Website FOCUS

- ❏ When you are planning and need some specific web resources, take a look at the Web Resource section at <http://itech.fcps.net/trt11/libtechserv/webresources.htm>. You will also find a place where you can submit websites for inclusion on the page. Thanks in advance for the partnership that is keeping these resources current.

School Library Spotlight



Third grade students at Tates Creek Elementary are conducting an author study on Patricia Polacco. Since much of her work is historical fiction, we decided to include in the unit a study of customs and family traditions. After reading *THE KEEPING QUILT*, students were asked to talk with family members about a family tradition and customs practiced in their home. Next, students were video taped telling a story that illustrated a family tradition. Finally, each class made a paper "keeping quilt" with handprints of each student. Each quilt square was mounted on a large sheet of paper to make a quilt, which decorated our hallways.



For more information, contact Beth Mills, Library Media Specialist at Tates Creek Elementary School.



On a Personal Note

- # We extend sympathy to Emily Damron (Winburn) who lost her father in April.
- # Stephanie Howard Schoff (former LHS LMS) delivered a healthy baby girl, Sidney Blair, on April 10, 2002.
- # Kathleen Salas (Johnson) is recovering from foot surgery performed on April 22nd.
- # Beth Mills (TCES) had gall bladder and appendix removal surgery on May 1st.

Enclosures

- # Staff Survey of Library Media Program – developed by Paula Setser (Deep Springs).
- # Library Media Program Self-Evaluation – from Flexible Access Library Media Programs (1991) by Jan Buchanan.
- # Annual Librarians Retiree Luncheon Reservation Information.
- # WebMax Bibliography – Manners and Business Education
- # “Spaulding University Online – School Library Media Specialist Online Class Certification Program” brochure. Pass this along to anyone who might be interested in school library certification.

ETC.

Some books are to be tasted, others to be swallowed, and some few to be chewed and digested. **Francis Bacon (1561-1626)**

A great library contains the diary of the human race. **Thomas Carlyle (1795-1881)**

A library is not a luxury but one of the necessities of life. **Henry Ward Beecher (1813-1887)**

The man who does not read good books has no advantage over the man who can't read them. **Mark Twain (1835-1910)**