



Partners in Education School Libraries Media Services



May 2003

News 'N' Views

- ✚ **Central Kentucky School Media Association Spring Meeting:** May 13th, Logan's Road House (Hamburg Place) 6:30. <mailto:momlor@scott.k12.ky.us>
- ✚ Don't forget to congratulate Melissa Brewer (BSTMS) on receiving "3M Salute to Schools" award presented by 3M and AASL. She looks forward to adding the security system to her library.
- ✚ The official dates for the 10 days of **extended time** for all schools are June 11, 12, 13, 16, 17, 18, 19, 20, 23, 24. This will enable you to complete a thorough inventory and submit the annual report.
- ✚ **So that your inventory numbers will not change after you print reports to calculate your numbers, Media Services will stop adding MARC records and copies to your inventory as of the end of the day on June 6. If you have a different need contact Mary Lou or Barby.**
- ✚ The official date to **return to work** for 10 days of extended time is July 30th for regular calendars and July 23rd for alternative calendar schools.
- ✚ Look at the enclosures in the May 2002 newsletter packet (green) for a sample **staff survey** (developed by Paula Setser- Deep Springs) and a **Library media program self-evaluation**. These might be pertinent to tying up the end of this year. If you need an extra copy of one of these, please contact Barby.
- ✚ **The Annual FCPS Retirement Luncheon** at Spindletop Hall will be on June 20th. More information later.
- ✚ Hey! Hey! **Diane Culbertson (TCHS)** is retiring this year. If anyone else is planning to join her in retirement, you will need to get your paperwork completed by the end of May.

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	33.9	71	6.5	43
Sept 2002	5.3	1.8	29.5	40	6	57
Oct 2002	7.1	2.5	38.3	57	2.9	63
Nov 2002	5.2	1.6	36.8	53	3.1	27
Dec 2002	4.5	2.9	28	26	6.2	13
Jan 2003	5.9	2.4	26.7	25	8	22
Feb 2003	5.2	1.7	23.1	23	9.5	18
March 2003	4.8	1.5	18.5	26	9.4	38
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 for MS Processing "From School" Items	Number of From School Orders processed

Professional Growth Opportunities

- # Thurs. May 1st. **Inventory Process** – Academy at Lexington Library (Price Road); 4:30-5:30 – Sign up with Barbby - 1 hr PD credit
- # Wed. May 7th. **Webpage Work session with tips to help** – Ambrose Lab; 4:30-5:30 - Sign up with Barbby - 1 hr PD credit
 - # AS YOU FIND needs for professional growth, please contact the offices of Media Services as we can provide individual assistance in the same areas that we offered as PD credit sessions.
- # May 13th. **CKSMA** – Logans Roadhouse (Hamburg) 6:30 pm. Network with your central Kentucky library colleagues.
- # June 9th. **KSMA LMS Summer Refresher** - The Center for Rural Development in Somerset

Nancy's Notes

- # Thank you for all the "well wishes" you have sent my way.

Barby's Bits

- # See pages 39-40 of the Follett Users Guide for how to customize your own online Interlibrary Loan Request Form wording. It is quick to do.
- # Do you need to find out which patron checked out a particular item?
 1. Go into System Setup, Setup, Circulation, Misc Data: tab and place a check mark on Extract Patron Data. Without that checked off, you will be able to get title information, patron information, but the two will not be linked together
 2. Open Follett Reports module.
 3. Go to File-- Extract Data. Choose Copy Transaction
 4. In Range, fill in dates you wish to view.
 5. Click Browse and give the file a name. Save it to your desktop or wherever you prefer
 6. Click "Extract"
 7. When it is finished open Microsoft Excel.
 8. File -- Open-- change Files of Type from "All Microsoft Excel Files" to "All Files". Make sure at the top the "Look In" location is where you saved the extraction
 9. Choose the file name
 10. In Text Import Wizard, Choose the File that Best Describes Your Data: Delimited. Click "Next".
 11. Check "Comma" and click "Finish".
 12. You now have a spreadsheet with which to work.
 13. Highlight column with Title; go to Data -- Sort -- Expand Selection; Sort by Title.
 14. You can then scroll down and see the transactions belonging to any particular title, including the last patron(s) if you are lucky enough to have transactions on the title in the date range you selected upon extraction.

More From Mary Lou

☛ The tag this month is the 300 tag. This is the Physical Description of the item. The indicator fields are undefined. What goes into the subfields of this tag depends the type of item being cataloged. The subfields you will use are:

a-extent of item (for books the number of pages, 150 p. :, For AV it is the main item, 1 videocassette or 12 books.)

b-other physical details (books- ill. , video - sd., col. ;)

c- size of item (books-size in centimeters and AV size varies depending on the materials)

e- accompanying material.

Check out these examples:

Book

```
Phys Desc    300  [ ] [ ]  _a  951 p.  =
                                     _b  ill.  ;
                                     _c  25 cm.
```

Video

```
Phys Desc    300  [ ] [ ]  _a  1 cassette (23 min.) :
                                     _b  sd., col.  ;
                                     _c  1/2 in. +
                                     _e  1 teacher's guide.
```

Kit

```
Phys Desc    300  [ ] [ ]  _a  2 videocassettes (240 min.) :
                                     _b  sd., col.  ;
                                     _c  1/2 in. +
                                     _e  1 computer compact disk + 2 3.5" diskettes.
```

WebMAX NEWS

☛ If you have been having problems with Web/MAX , we recently converted to private IP addresses. You should now be able to get into Web/MAX. The direct URL is <http://webmax.fayette.k12.ky.us/webmax/login.html> If you are still having problems, please let Mary Lou know. We will be doing inventory right after school ends and setting the calendars for next year as well as doing any software maintenance. You can tell teachers that Web/MAX will be up and running by July 1st. However, teachers can **now** send in written request forms for the 2003-2004 school year.

School Library Spotlight

Literary awareness is an important part of **Julius Marks Elementary Library Program**. Children are encouraged to enrich their lives by reading excellent children's literature. To that end, the Kentucky Bluegrass Award program helps to create an awareness of recently published quality literature. The Kentucky Bluegrass Award program involves children from across the state of Kentucky by having them read and select their favorite Bluegrass book nominees. After listening to one of the Bluegrass selections, Ms. Kandt's and Ms. Davis' class are shown voting to evaluate the story with Monica Brown, Library Media Specialist. The children will soon learn that the newest KBA winners for 2003 are Hoodwinked by Arthur Howard (Harcourt) for K-2 grades and Albert by Donna Jo Napoli (Harcourt) for grades 3-5!



Natasha and Taylor are pictured listing tallies of all the classes' voting results on the Bluegrass Award Bulletin Board.

Media Services Website FOCUS

☒ Do a refresh of **STANDARDS AND POLICIES** page linked from "**School Library**" at <http://itech.fcps.net/trt11/LibTechServ/standard&policies.htm> to find information local, regional, and national standards that librarians and descriptors of distinguished school library programs. Also, look at the links for policies for school libraries in case you are working on some library policies within your school.

Enclosures

☒ Hard copy of the **Annual Report** to use as a working copy as you prepare to fill it out on line at <http://itech.fcps.net/trt11/libtechserv/AnnualLibReport2003.htm> DO NOT SEND this hard copy to Media Services.

☒ **Follett 5.10 update features.** You may look forward to the updates to your Follett system by the end of school. They will not interfere with the inventory process.

☒ **Kentucky Horse Park** – Flyer which previews the special exhibit: "All the Queen's Horses: April 26-August 24, 2003"; Flyer showing the schedule all of the 2003 events, exhibits, classes and workshops at the Horse Park; Reproducible fact sheet for School Groups featuring "All the Queen's Horses: the role of the horse in British history".

☒ For Elementary and Middle: CD which is multimedia presentation of what students will see in the special "All the Queen's Horses" exhibit.

☒ For Elementary School and SCAPA: "**State Landmarks**" Unit Guide featuring Kentucky Landmarks (School Library Media Activities Monthly; May 2003) and complimentary **Geography bibliography** generated by WebMax.