



Partners in Education

School Libraries

Media

Services



November/December 2002

News 'N' Views

✚ **American Education Week 2002** is Nov 17th -24th <http://www.nea.org/aew/> The theme is 'Making Public Schools Great for Every Child!'

✚ **Children's Book Week 2002** is Nov 18th -24th http://www.cbcbooks.org/html/book_week.html The theme is 'Plant a Seed – Read!' Check out the links from *Education World* at http://www.education-world.com/a_special/bookweek_99.shtml

✚ **Partners in Education Newsletter** has moved to the Media Services Website. Follow the link for *Partners in Education* on the Central Services page <http://itech.fcps.net/trt11/libtechserv/services.htm> This page is linked from the top page. You will need Adobe Reader to view these but note that the hyperlinks are hot. Another added feature of having the newsletter on the web is that students and teachers featured in the School Spotlight section can see their pictures on the web. Beginning in September of 2003, *Partners in Education* will be delivered to you via the web only. Enclosures will be sent through the courier.

✚ CONGRATULATIONS TO **Barbara Carter**, the new LMS at **Arlington Elementary!** She has just received a \$25,000 grant from the GE Fund. The project title of the grant is "Using community and parent volunteers and resources, we will address literacy gaps in at risk Pre-kindergarten through 3rd year primary students." The money will go for some Professional Leave time for 4 teachers to develop the handbook and take home materials, but most of the money will be spent on handbook materials for parents, take home reading materials for parents, as well as a camera, editing equipment and video tapes for producing videos that model reading strategies for the parents to check out.

✚ There will be **NO ANNUAL MEDIA REPORT** required for KDE this year. We are very fortunate that our district keeps the statistics you send in. If you need district wide results of the 2001-2002 school year for a public relations purpose, contact Barby for that information.

✚ **Beginning this month**, this section of *Partners in Education* will supply you with AVERAGE turn around times between the time a PO is generated and the items are shipped to your school from Media Services. The number counted each month is determined by the date when the purchase order was generated or when the items sent from school was opened. This can give you a more global idea of the work done here for all the schools. It could affect the timing of your purchase order generation. As you can see it takes about 7 working days in FCPS hands but it takes about a month or more in the hands of the vendors. We are always seeking ways to shorten this time and have begun to fax all purchase orders that come through this office. If you should want information about the average time it takes a specific vendor to fill and ship an order, you are welcome to ask for this from Barby. **See the chart on page 2.** For your information, as we track orders, we have averaged the turn around time in working

days from PO to shipping to your school for some of our vendors thus far this school year. **Results are listed at the top of page 2:**

- ☒ 34 days – Follett
- ☒ 40 days – B&T
- ☒ 42 days – PermaBound

MONTH	Average Turn Around Working Days from PO Generation to Order Mailing/Faxing	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
Aug 2002	3.6	3.5	25.7	37	17.1	27
Sept 2002	4.5	1.7	18	24	3.3	48

Professional Growth Opportunities

For LMS


- ☒ Mon. Nov 4th **MUNIS TRAINING for Librarians/Clerks** by Pam Flynn; Ambrose Lab; **4:00-5:30**; 1.5 hr. PD for those who have pre-registered
- ☒ Thurs. Nov 7th **MUNIS TRAINING for Librarians/Clerks** by Pam Flynn; Ambrose Lab; 3:00-4:30; ; 1.5 hr. PD for those who have pre-registered
- ☒ Thurs. Nov. 7th **Kentucky Bluegrass Award for Middle School**; Janie Short; Morton; 4:30-5:30; Sign up with Janie and Nancy for 1 hr. PD
- ☒ Mon. Nov. 11th **Cataloging MARC records**; Mary Lou Corman; Yates; 3:30-4:30; Sign up with Mary Lou for 1 hr. PD
- ☒ Tues. Nov. 12th **Author, Larry Dane Brimner: "JUST IMAGINE"**; SCAPA; 7:00 P.M.; Register 1 or 2 attending with Barby or Nancy
- ☒ Thurs. Nov 14th **Librarians as Partners – Elementary**; BTW; 3:30-4:30; Sign up with Nancy for 1 hr. PD
- ☒ Mon. Nov. 18th **Using the 'new' LMS Evaluation to become a distinguished LMS**; Picadome; 3:30-4:30; Sign up with Nancy or Barby for 1 hr. PD. Session to be repeated in Jan. at a 4:30 time slot.
- ☒ Thurs. Nov. 21st **Using Follett Reports for Collection Development (Weeding and Purchasing in the Secondary Library)**; Ambrose Lab; 4:30-5:30; Sign up with Barby for 1 hr. PD
- ☒ Mon. Dec. 2nd **Online OPAC configuration and uses for patrons and LMS**; Lansdowne; 4:00-5:00; Sign up with Barby for 1 hr. PD
- ☒ Thurs. Dec 12th **Librarians as Partners – Elementary**; Dixie; 3:30-4:30; Sign up for 1 hr. PD with Nancy.

Nancy's Notes

✚ If you were unable to attend KSMA this year, you missed a treat. Gary Hartzell had three sessions, two of which I attended. He does not have a library background but has been speaking out for librarians and sharing techniques that are really common sense ideas for public relations. He also has an article each month in School Library Journal that is worth your time. In this day and age it is becoming more and more important and obvious that we need to learn these techniques. If you were unable to go and want a copy of one of the handouts just let me know. The titles are “Your Influence in the Workplace”, “Building Influence Techniques for the School Librarian”, and “Your Principal Relationship”.

Barby's Bits

✚ Do you do a newsletter? Do you write directions about how to use OPAC or KYVL? Do you know how to put **screen shots into a word document or a PowerPoint**? It can jazz up what goes out to your students, staff, and principal. You know... a picture is worth a thousand words. Here's your easy how-to:

1. Get what you want as a picture in your word document or your PowerPoint presentation on the screen. Press the 'print screen' button on the keyboard to copy the image into the 'clipboard'.
2. Open Paint from the Accessories found in the program files. Paste the image you have on the clipboard into the Paint program. You can do this with the <ctrl>V keyboard command or drop down edit and choose 'paste'. When asked if you would like the bitmap enlarged, choose 'yes'.
3. With the image opened in paint, use the  to lasso the area you want to put in Word or PowerPoint or Front Page.
4. Drop down 'edit' and choose 'copy'. You have now copied the lasso-ed part to the clipboard.
5. Open your Word, PowerPoint, FrontPage or any other like application.
6. Put your cursor on the location where you want to paste the image on your clipboard.
7. Choose to paste (edit > paste or <CTRL>V keyboard command).
8. Close Paint without saving the image.
9. The image in your new document can be resized by highlighting it dragging the double arrow in the corner to a small or larger image.

✚ **The Literary Book Club's** new web portal is just getting underway for the 2002-2003 school year. More information will follow concerning the live chat format when this is set up. Please know though that when any student in your school has made 5 submissions to the Literary Book Club, s(he) is entitled to a **free book**. The web submission is set up so that I will automatically be e-mailed when this occurs. At that time, I will select and send you a book and let you know which student is to receive it.

More From Mary Lou

✚ When I attended the National Media Market, I was fortunate to hear Dr. Carol Simpson talk about copyright. Her most recent book on copyright is "Copyright for Schools a practical guide – Third edition" Linworth Publishing, 2001. Below is the website to the power point presentation she used. It provides some insightful information about copyright, including video streaming and distance learning. It talks a little about the Teach Act, which was recently passed by Congress. This is still waiting to be signed into law. <http://courses.unt.edu/csimpson/handouts/nmm>

WebMAX NEWS

✚ The times they are a changing. As with the 16mm film the day of the video is slowing going into the sunset. The new kid in town is DVD or video streaming. When I was at the National Media Market, I heard that Panasonic is planning to discontinue making video players. The consensus at the Market was that most videos have around five years of life left! Media Services will be buying mainly DVD from now on. You might think about buying more DVD players. MCSI or Douglas Electronics will be your best bet. If you need contact information for these companies, contact Karen. Be sure and check out the holiday bibliography and the Finding your Roots lesson plan.

Media Services Website FOCUS

✚ The School Library Page at <http://itech.fcps.net/trt11/libtechserv/Schoollibrary.htm> has been updated to follow the headings in the new LMS Evaluation document. Find links and activities that will help you as you fulfill your roles as Administrator, Teacher, Instructional Partner, Information Specialist, and Technology User. This page might need a refresh to see these changes.

Enclosures

- ✚ **Live Homework Help** – New service from the Lexington Public Library - <http://www.lexpublib.org/>
- ✚ **3.5 Floppy Diskette: Library Usage Summary** – find a Excel workbook with tabs for a lesson planner, a tab sheet, and worksheets for each month's statistics. Refer to the info tab/contact Nancy or Barby about use.
- ✚ **Copyright and Fair Use Guideline for Teachers** – chart may be reproduced for teachers in your school.
- ✚ **WebMax Holiday Bibliography**
- ✚ Baker and Taylor's "**Growing Minds – The Newest Selection in Children's Literature.**" November 2002.
- ✚ **KET, DTV, & Schools: A Brief Primer**
- ✚ For Middle and High School: "**Find Your Roots**" lesson plan for Latin (*School Library Media Activities Monthly*, Sept. 2002) and corresponding WebMax bibliography. **High-School Library Research Guide Handout.** (*The Book Report*, September/October 2002)

School Library Spotlight

BRYAN STATION HIGH SCHOOL LIBRARY

Suzie Nelson, one of Bryan Station High School's English teachers, created a project for her senior English classes involving **contemporary instances of genocide and ethnic cleansing throughout the world**. Focusing on the Balkans, Cambodia, and Rwanda, Ms. Nelson's students had to use the Internet to research genocide in these countries and write a one-page summary of the situation. In advance of giving the assignment, Ms. Nelson approached Bryan Station librarians Donnie Woodward and Tom Buchanan to learn the best resources available for her students to use. Mrs. Woodward and Mr. Buchanan recommended encyclopedias, atlases, globes, various Internet search engines, and the Kentucky Virtual Library as the best possible resources. The students took the encyclopedias and globes back to the classroom, where they familiarized themselves with the history, the background, and the geography of the countries.

When the students came to the library, Ms. Nelson had narrowed the resources down to the Kentucky Virtual Library as her preferred resource. Her students dove into the topic and, with Ms. Nelson's advance planning and with the hands-on help of Mrs. Woodward and Mr. Buchanan, enjoyed a successful research experience.

