



# Partners in Education

## *School Libraries*

## *Services*

## *Media*



*October 2002*

# News 'N' Views

- ☒ Be reminded that Media Services will do audiocassette copying for your school if you send in the original cassette(s), blank cassette(s), and written agreement that the original may be copied.
- ☒ Be advised that **no** newspaper subscription coming from any FCPS library may be shipped to any address other than the school by order of Financial Services and the Superintendent.
- ☒ KET has added a DIGITAL feed for its programs! They will broadcast 4 channels with it – one will be the instructional channel. KET is continuing the satellite feed that you are presently receiving but as of September 2004 it will be discontinued in favor of digital feed only. This means that as the satellite receiver on your roof breaks, it should not be repaired but be replaced with a digital decoder box and a UHF-TV antenna. Because we are in Lexington and so close to KET, the antennas will work fine for Fayette County Public Schools.
- ☒ Media Services will stop adding MARC records at the Union and shipping items to schools on May 15th of each year beginning this year. This will ensure that your annual report numbers are correct. We will resume adding MARCs and shipping books for any school when the annual report is submitted. Please realize that you must complete all book orders before Spring Break so they will arrive at your school in time to count these books on this year's annual holdings. Realize that you should complete all AV orders by January 1 for the same reason.
- ☒ A FYI: The processing cycle for new orders Media Services follows. It generally takes 5-10 days. If many orders arrive at the same time and are queued, it could take longer. AV includes time for individual cataloging and increased generation of the number of labels.

1. Books/AV and invoice received
2. Books/AV checked against school list and invoice; stamped with school name.
3. MARC records are uploaded with category; funding codes are added.
4. Records are run through *Alliance Plus* to provide better MARC records.
5. Records are run through *MARC Magician* to strip unwanted tags.
6. Labels that need changes are changed. Labels are created where none exist.
7. Any item without MARC record in the Union or not in *Alliance Plus* is given to Mary Lou for individual processing.
8. Orders sent to schools.

# Professional Growth Opportunities

## For LMS

‡ Wed. Oct. 2nd. **What's new and useful in KYVL for Elementary;** Ambrose Lab; 3:30-4:30; Sign up with Barby for 1 hr. PD

‡ Thurs. Oct. 10<sup>th</sup>. **Librarians as Partners– Elementary;** Cassidy; 3:30-4:30; Sign up with Nancy for 1 hr. PD

‡ Mon. Oct 14<sup>th</sup>. **Cataloging MARC records;** Lansdowne; 3:30-4:30; Sign up with Mary Lou for 1 hr. PD.

‡ Wed. Oct 16<sup>th</sup> **Using Follett Reports for Collection Development (Weeding and Purchasing in the Elementary Library);** Ambrose Lab; 3:30-4:30; Sign up with Barby for 1 hr. PD

‡ Fri.-Sat Oct. 18<sup>th</sup>-19<sup>th</sup> **KLA/KSMA Fall Conference;** Galt House; Louisville; 6 hrs PD for Sat. Program and Registration information at <http://www.kylibasn.org/conference.htm>

‡ Wed. Oct 23<sup>rd</sup> **Using Picture Books in the Social Studies Classroom;** Jan Ross; Dixie; 3:30-4:30; Sign up with Jan and Barby for 1 hr. PD

**PLEASE NOTE** THAT THE NOV 4<sup>TH</sup> MUNIS TRAINING HAS A TIME CHANGE AND THAT THE NOV 6<sup>TH</sup> MUNIS TRAINING HAS BEEN CANCELLED.

‡ Mon. Nov 4<sup>th</sup> **MUNIS TRAINING for Librarians** by Pam Flynn; Ambrose Lab; **4:00-5:30;** Sign up with Barby or Mary Lou for 1.5 hr. PD

~~‡ Wed. Nov 6<sup>th</sup> **MUNIS TRAINING for Librarians by Pam Flynn; Ambrose Lab; 4:00-5:30;** Sign up with Barby or Mary Lou for 1.5 hr. PD~~ HAS BEEN CANCELLED!!!!

‡ Thurs. Nov 7<sup>th</sup> **MUNIS TRAINING for Librarians** by Pam Flynn; Ambrose Lab; 3:00-4:30; Sign up with Barby or Mary Lou for 1.5 hr. PD

‡ Thurs. Nov. 7<sup>th</sup> **Kentucky Bluegrass Award for Middle School;** Janie Short; Morton; 4:30-5:30; Sign up with Janie and Nancy for 1 hr. PD

There's an author coming to Fayette County Schools!!!!

## Nancy's Notes

The test scores are here and we all have the good and the bad news. And, I am sure that the pressure is being applied to many of your principals, which in turn is applied to the staff. Most people know that I am big on collaboration, but the other thing that is important to me is documentation. We have the best of the best School Library Media Specialists, but one of the biggest problems we have is that most other people do not know that, including our supervisors and sometimes faculty. If you are interested in talking about how to provide documentation for what you do, let me know and we can work on it together.

# Barby's Bits

❏ Do you use the reserves or holds feature of Follett? Did you know that patrons can make their own requests if you set this up through System Setup > Setup > Patron Maintenance > Patron Defaults Tab the OPAC up for a user log in?

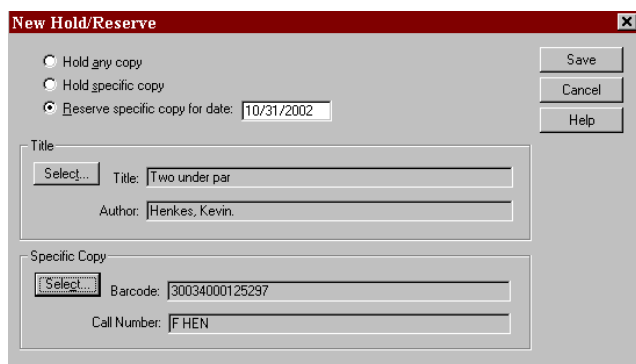
❏ A reserve is a hold place on a specific copy for a specific date. When a hold is placed, it **does not** deal with a specific date. Some definitions to be aware of in setting up this (system setup > setup > circulation > Holds tab)

❏ **Pending Hold:** The number of days that you want a **hold** which is placed on a copy with a copy status of checked out, at the bindery or loaned out, **to remain pending** before expiring.

❏ **Ready Hold:** The number of days that you want a **hold** placed on a copy that has a copy status of available **to remain ready** before expiring.

❏ **Pre-Reserve Processing:** The number of days you need to process a reserve so that it is ready to be picked up.

❏ To add a reserve or hold at the Circulation Desk > hold/reserves tab (see visual below)



Upon <Save>, you will get the following:



❏ Repeat the reserve process for each title for each patron. **Each morning** when you open the Circulation module your reserves will process right along with your holds. You will get an exception report that tells you which ones are ready. The negative of this process is that you have no control over the span of time for which it is reserved and you cannot edit the reserves only view.

## More From Mary Lou

Let's talk this month about the MARC 100 tag. The 100 tag contains the Personal Name Main Entry. This would include an author, reteller or adapter. This does not include editors or compilers. Indicator 1 tells you the type of personal name: 0 is for Forename only and 1 is for Surname, Forename. Two subfields you might be adding are subfield d – date of birth (and death if deceased) and subfield q – fuller form of the name (often used when name contains initials).

The 100 tag can be used when cataloging Books, Teaching Sets, Big Books, Non-Musical and Musical Sound Recordings.

# School Library Spotlight

## Wiggly Research at Breckinridge Library



### WIGGLY RESEARCH

Emily Dawson, Breckinridge LMS, worked with Ms. Jensen's 1/2 grade class to learn about earthworms. She began by reading aloud *The Outside Inn* by George Ella Lyon; a story about creepy, crawly creatures. She and the students then made a KWL chart about earthworms and generated a short list of questions that they wanted to find out about worms. Next, they observed and examined live earthworms to get some answers to their questions. It was very loud and giggly in the library! Finally, using the overhead, they read together some information about worms, underlining key words and phrases that answered the questions. Emily had made some transparencies from a *Nature's Children* book titled *Worms*, which she used to introduce non-fiction. As a class, the students used the information from the transparencies and their observations to answer three main questions. The students recorded the information on their own papers. The technology teacher is going to help them use their research to make a power point presentation.

# WebMAX News

Just a reminder, we have a cheat sheet and a power point presentation about Web/MAX on the Media Services Page. From the Media Services home page, go to Central Services and then to circulation. This may help you and your teachers use Web/Max more easily.

This month Nancy and I have included in your packet an elementary social studies lesson plan to use with students as well as a bibliography of videos from our circulation collection that can be used with the lesson plan. We plan to continue to do this on a regular basis and for different grade levels. I have also included a secondary bibliography for American history.

## Media Services Website Focus

☛ Looks like the Media Services website is on hold for a change that will be more in line to the look of [www.fcps.net](http://www.fcps.net). Hence, I will be making some changes to the existing pages trying to compress information and leaving the existing formatting of pink and purple. Media Service's go-in page has a new look. **Please refresh** <http://itech.fcps.net/trt11/libtechserv/>

☛ Thanks to Jan Ross's (Dixie) suggestion, the Directory Page <http://itech.fcps.net/trt11/libtechserv/directory.htm> now has hyperlinks to each LMSs name that will open automatically to generate an e-mail. This should eliminate the frustration of whom to mail and what is the e-mail address when you need to contact a colleague because one of your students walked out with one of your books! Case in point, Liz Brown (Henry Clay) is [mebrown@fayette](mailto:mebrown@fayette)..... A refresh is needed on this page too.

## On a Personal Note

☛ Susan Aiken (Russell Cave) thanks FCPS LMS for the donation to Hospice of Dayton in honor of Brice C. Mantel, her father, who passed away at the end of August.

## Enclosures

- ☛ "Building Influence: Gods of the Mind; its dangerous to confuse information with understanding" by Gary Hartzell. *SLJ*, August 2002, p. 35. Gary Hartzell will be a featured speaker at KLA/KSMA 2002 Workshop.
- ☛ E-books Information Sheet
- ☛ **Invitation** to hear author, Larry Dane Brimner @ SCAPA. Mr. B. will be visiting JLA, Stonewall, Deep Springs, and Picadome during the 3 days he is in Lexington. Though his works are largely for elementary readers, he has written books that circulate in our middle and high school libraries. See which your school owns!
- ☛ Award Posters from Follett (1 per school) – Coretta Scott King, Newbery, Caldecott
- ☛ Lesson Plan and WebMax Bibliography – "Social Studies: Which Region?" – grades 4-5
- ☛ US. History WebMax Bibliography