

Technical Services Policy Manual



Putting the Pieces Together
by
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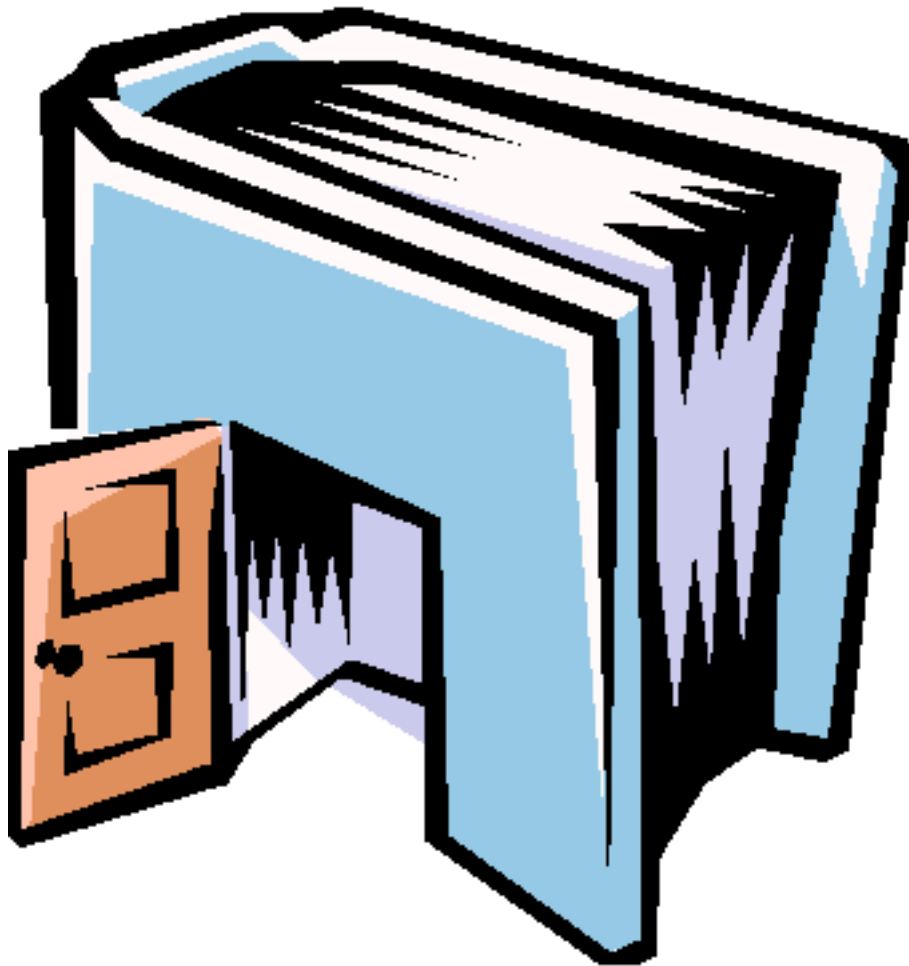
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Introduction



The BBMS Media Center is designed to support information accessibility and learning needs to its students and teachers. In order to do this the Media Center will be open before and after school. The following manual will help familiarize you with the different aspects of the Media Center and what being a part of the Media Center Team means.

Definition of Responsibilities



What do Library Media Specialist's do?

School library media specialists are the professional, certificated staff members charged with the daily operation of the library media program at the school level. They have the primary responsibility for the major library media center functions (i.e., evaluation and selection; ordering and processing; utilization of media; organization of the library media collection; circulation of library media materials; production of original media; and management of instructional equipment). In the execution of these functions, library media specialists must assume several distinct roles, including:

- . A consultative role, which includes active consultation with teachers as they plan instruction to ensure the incorporation of appropriate library, media, and technology materials into daily teaching, and to recommend the inclusion of library, media, and technology skills instruction in classroom units
- 0. An instructional role, which includes both formal instruction in library, media, and technology skills, as well as informal assistance to students and staff in locating and using library media materials and technology
- 0. An administrative role, which includes the daily management of library media center routines, evaluation and selection of library media materials, ordering, circulation control, etc.
- 0. A service role, which includes a full range of library media services to teachers and students (i.e., reference services, media production services, bibliographic services, professional library services, instructional television services, etc.)
- 0. A technology role, which includes coordinating the technology program in the school and participating in the development

of long-range technology plans for the school.
As a professional, each library media specialist should consider the benefits of membership in local, state, and national organizations, which reflect the concerns of our profession.

II. Functions

The library media specialist provides a library media program that supports the curriculum by providing resources and training so that both students and teachers become independent users of information.

II. Duties

- Plan with teachers as cooperative partners to integrate curriculum content with resource use and information literacy skills.
- Consult with students and staff regarding their needs and interests in relation to the selection and utilization of materials and equipment.
- Provide library media center resources that will meet the informational, research, educational, and recreational needs of users.
- Provide for the organization, circulation, and maintenance of resources.
- Implement policies for effective use of technology through the organization of facilities and equipment, staff assistance, and as the facilitator of the technology committee.
- Use direct, formal instruction and indirect, informal instruction to teach specific skills needed for use of the library media center and technology with students and staff.
- Coordinate information retrieval for students and staff

through print, audiovisual, and electronic sources.
Promote literacy and the enjoyment of reading, viewing,
and listening.
Consult with the principal, assistant principal, and faculty
members to formulate and implement a mission,
philosophy, goals, and objectives for the library media
program.
Participate as an active member of the School
Improvement Team.
Participate in the development of a long-range technology
plan for the school.
Analyze curriculum changes and advances in technology to
meet the instructional needs of students.
Serve as technology liaison for the school.
Promote the library media center through public relations.
Maintain an inventory of books, computers, equipment,
audiovisual materials, and computer software.
Manage various financial accounts.
Prepare reports for the county and state.

What do Media Assistants do?

DEFINITION: This is clerical work in a library media center. An employee in this class, with general supervision from a library media specialist, performs duties as assigned. Performance is reviewed periodically.

EXAMPLES OF WORK (Examples are illustrative only): Types letters, memos, reports, requisitions/purchase orders, direct payments; duplicates/collates; distributes mail, supplies information; assists with collection inventory; orders supplies; files; checks in and circulates newspapers/periodicals; composes letters; researches; operates various office machines and

instructional audiovisual equipments; may be required to answer telephone, take messages and answer inquiries within assigned scope of responsibility; assists students and staff with the circulation of library media materials; packs and unpacks cartons; helps with preparation of bulletin boards and learning centers; maintains instructional equipment; assists with instructional lessons/activities; performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of the English language sufficient to understand invoices, catalog cards, and similar material; of common office procedures; of various types of office equipment; of methods of filing. Ability to file alpha-numerically, to prepare and maintain records, to compose letters, to type with moderate speed. Ability to communicate orally with fellow workers, administrators, and students; to understand directions and carry them out.

MINIMUM EDUCATION, TRAINING, AND EDUCATION:
High school diploma or G.E.D.

REQUIRED LICENSES OR CERTIFICATES: None.

ADDITIONAL DESIRABLE QUALIFICATIONS: Interest in working with media materials; willingness to learn new tasks and new techniques; to be resourceful and flexible; to like children.

What does a Media Secretary do?

DEFINITION: This is clerical work in a library media center. An employee in this class, with general supervision from a library media specialist, performs duties as assigned. Performance is reviewed periodically.

EXAMPLES OF WORK (Examples are illustrative only): Types

letters, memos, reports, requisitions/purchase orders, direct payments; duplicates/collates; distributes mail, supplies information; assists with collection inventory; orders supplies; files; checks in and circulates newspapers/periodicals; composes letters; researches; operates various office machines and instructional audiovisual equipments; may be required to answer telephone, take messages and answer inquiries within assigned scope of responsibility; assists students and staff with the circulation of library media materials; packs and unpacks cartons; helps with preparation of bulletin boards and learning centers; maintains instructional equipment; assists with instructional lessons/activities; performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of the English language sufficient to understand invoices, catalog cards, and similar materials; of business English, correspondence, spelling and punctuation; of common office procedures; of various types of office equipment; of methods of filing. Ability to file alpha-numerically, to prepare and maintain records, to compose letters. Ability to communicate orally with fellow workers, administrators, and students; to understand directions and carry them out. Ability to type from rough draft at 45 wpm.

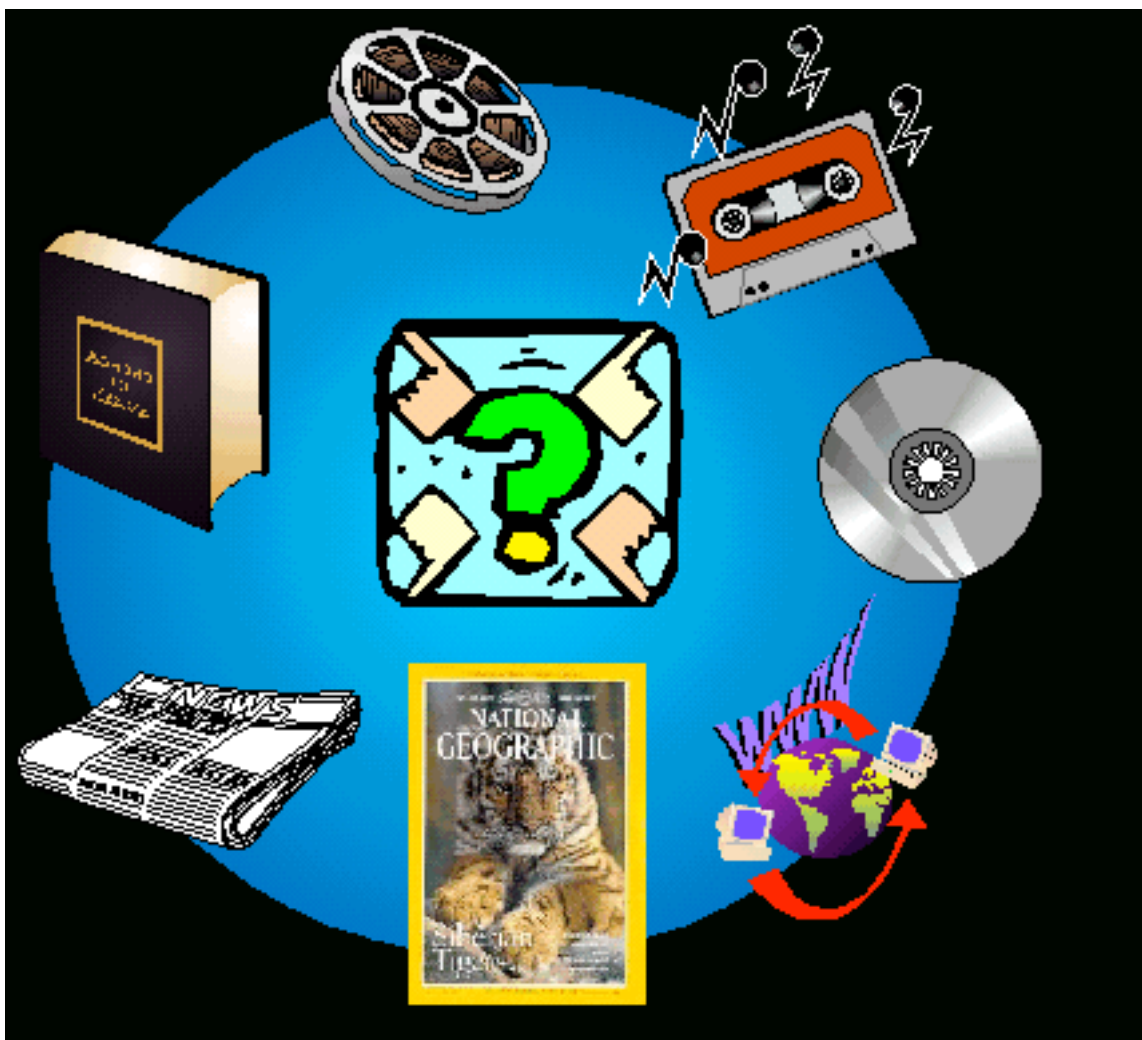
MINIMUM EDUCATION, TRAINING, AND EDUCATION:

High school diploma or *G.E.D.* Must type a minimum of 45 wpm with no more than 3 errors.

REQUIRED LICENSES OR CERTIFICATES: None.

ADDITIONAL DESIRABLE QUALIFICATIONS: Interest in working with media materials; willingness to learn new tasks and new techniques; to be resourceful and flexible; to like children.

Catalog What?!



Items to be cataloged and how:

Books: Will be cataloged on a level 2 process, and taken care of by the Central Office. Copy cataloging will be done by the Follett database.

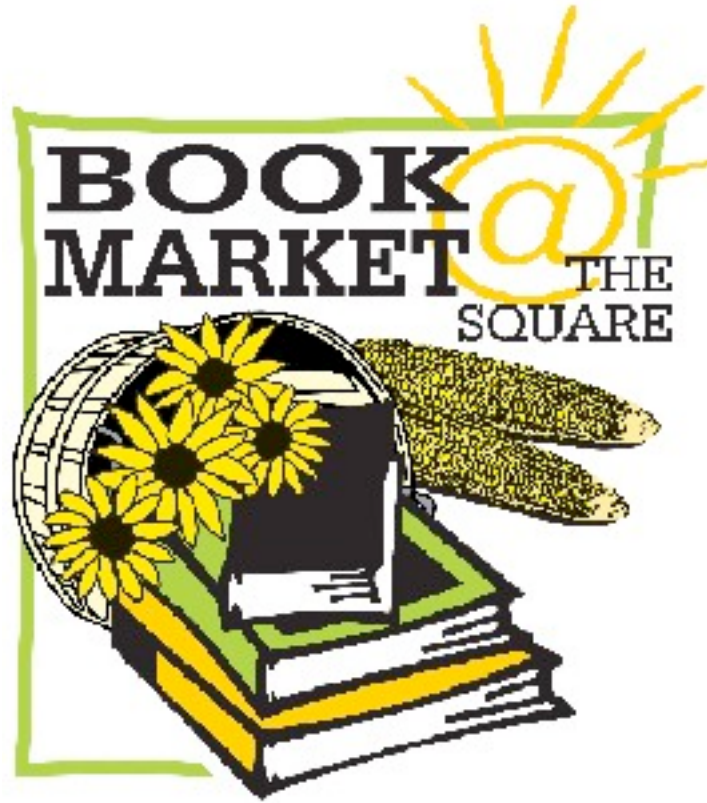
AV Equipment: Will be cataloged on a level 2 process, and taken care of by the Central Office. Copy cataloging will be done by the Follett database.

Websites: Will not be cataloged but will be available on the BBMS Media Center Home Page.

Instructional Materials: Will be the responsibility of the individual team leaders.

Classroom Libraries: Will be the responsibility of the classroom teacher.

Vendors



Vendor Specifications:

- Books: title page, verso, colophon, ISBNs from back cover
- Sound Recordings: label first, container, accompanying material
- Video Recordings: Title Screens and labels
- Cartographic Materials: Item itself, container
- Electronic Resources: Item itself (Web site)
- Artifacts and Realia: Object itself, attached labels accompanying material

Dewey Classifications



Dewey's 10 Main Classes

- 0XX General Works
- 1XX Philosophy
- 2XX Religion
- 3XX Social Sciences
- 4XX Language
- 5XX Natural Sciences
- 6XX Applied Sciences
- 7XX Arts and Recreation
- 8XX Literature
- 9XX History and Geography

*note that Biographies will be shelved in the 900's, Folklore will be shelved in the 390's, Literature will be shelved with fiction, Graphic Novels have their own section, as does Reference.

Shelving



Let the shelving begin!

Genre Sections:

Biography: This section includes works that are accounts of a person's life; they can appear in written or video form. These resources will be found on the shelves in Dewey Decimal order, under the heading NON-FICTION.

Fiction: This section includes written works that are based on creativity and the authors' imagination. These books can be found on the shelves (or on the center spinners) in Dewey Decimal order, under the heading FICTION.

Magazines: This section includes publications that are issued daily, weekly, bi-weekly, monthly, bi-monthly, annually or bi-annually. They can contain articles that are fact-based or those that are exaggerated. These resources can be found in the center of the Media Center next to the fiction book spinners.

Newspapers: This section includes publications that are issued daily or weekly, which contain current news, events, editorials, feature articles and advertising. These sources can be found in the center of the Media Center on the low table.

Non-fiction: This section includes writing that deals with facts or real events. These books will be found on the shelves in Dewey Decimal order, under the label NON-FICTION in the Media Center.

Reference: This section includes resources such as dictionaries, encyclopedias, almanacs, and atlases. These books will provide you with factual information in a snapshot style. These resources can be found on the shelves in Dewey Decimal order, under the heading REFERENCE.

Online Resources: This section includes everything that the Bonnie Branch computers have access to. The computers you may use are on the left and right sides of the Media Center Information Desk. There are also a few computers that can be used in the center of the Media Center.

Catalog Updates and Inventories



When NEW materials have arrived!

As new items arrive:

- Check materials against the packing slip and then against your purchase order.
- Note any missing items. Jobbers often drop-ship backorder items within 6 weeks.
- After 6 weeks, the remaining order may be cancelled. Make sure the charges are correct.
- Depending on how the vendor has processed the materials, check/add:
 - the spine label
 - barcode
 - due date slip
 - title page stamp
 - identifying information to disks
- Take preventative steps.
 - Dust jackets
 - Paperback covers
 - Reinforce corners, spines, binding
 - Kit items-create content lists on outside of kit
 - Reinforce magazines
- When to throw it away
 - The subject matter is out of date or mediocre.
 - Pages are missing, extremely soiled, or torn.
 - You have enough duplicate copies.
 - You have something superior.

- Repair when:
 - There are torn or loose pages
 - There are weak or broken hinges
 - There are worn covers that you can repair.

- Rebind when:
 - Replacement copies are not available.
 - Necessary repairs are too time consuming.
 - Existing covers are unsightly.
 - The signatures have come apart.
 - Signatures are the sewn bundles of pages.

Inventory

Inventory will take place during the last two weeks of school. Catalog updates will take place throughout the year as new items arrive or as needed.

Helpful Terms

AACR: Anglo-American Cataloguing Rules. The standard in the US, Canada, and UK for cataloging. The current edition is the second edition, 2002 revision, 2004 update.

Barcode: A printed horizontal strip of vertical bars of varying widths, groups of which represent decimal digits and are used for identifying commercial products or parts. A barcode reader reads barcodes and the code is interpreted either through software or a hardware decoder. In libraries, barcodes are usually affixed to the book covers to assist in easier circulation and collection control.

Bibliographic Record: The organized description of an information package; originally applied to the description of books, the phrase is now associated with such records of all material types. Can also be known as a Surrogate Record.

Call Number: The shelf address of an item, made up of its classification number and shelf marks.

Catalog: 1.) A list of library materials contained in a collection, a library, or a group of libraries, arranged according to some definite plan; 2.) in a wider sense, a list of materials prepared for a particular purpose.

Copy Cataloging: The act of taking one or more surrogate records from on library database and copying the record(s) into another library database; the surrogate records of another database, also known as copy.

Database: One or more large structured sets of persistent data, usually associated with software to update and query the data. A simple database might be a single file containing many records, each of which contains the same set of fields where each field is a certain fixed width.

ISBN: International Standard Book Number. This is a system of unique numerical 10 or 13 digit identifiers for published titles. It helps to ensure more efficient ordering, inventory control, and accounting.

ISSN: International Standard Serial Number. The standard number publishers assign to serial publications; most often refers to periodicals, journals, or magazines, but may also be assigned to monographic serial publications.

Keyword: A searchable word, such as a significant word in a title or one of the words in a multiword subject heading.

LCSH: The Library of Congress Subject Headings.

LC/AC: The Library of Congress Annotated Card.

Main Entry: The complete catalog record of an item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the tracing(s).

MARC: Machine Readable Cataloging. A group of identifying codes used to communicate information about an information package using computers, originally developed by and for the catalogers at the Library of Congress.

OCLC: Online Computer Library Center. Formerly the Ohio College Library Center, a bibliographic utility headquartered in Dublin, Ohio.

OPAC: Online Public Access Catalog. The electronic form of the library catalog.

Subject Heading: A word or phrase identifying the content of an item being cataloged and used as an access point; term from an authorized list of terms to be used as access points, called the Descriptor.

Vendor: A vendor is the manufacturer, distributor and seller of a library automation system.

Cataloging Resources



The following resources are here to help!

Catalog it! - MARC cataloging guide

DEMCO - supplies

DDC14 - Dewey

AACR2 - cataloging guide

www.loc.com

The website above will allow you to locate:

- authority records

- MARC records

My Resources

www.HCPSS.org: For the information regarding the media job descriptions.

Marty Fry: For the information regarding vendor specifications, processing and repairing books/materials.

Catalog It!: For the information regarding helpful terms.