

## NOTES FROM KATHY GRAVES

### Library F.U.G. Tips #4

Have you ever had a patron bring an item to the checkout desk and when you scan it the computer says that it doesn't exist? Yet, there it is in front of you with a barcode on it, but you can't get it checked out?

You remember entering it, so you decide to look up the item by title and find it. So, why can't you check it out? The most likely reason is that while the MARC (Machine Readable Cataloging) record was entered, no copy was entered. To do that, open the MARC record in your "Cataloguing" Module. You should see, if you have the Windows or MAC version (not the old DOS version), the MARC record at the top of the screen and another window at the bottom with either nothing in it, or nothing with the barcode you are looking at. To add a copy, click on the button at the right side "ADD COPY." Enter the barcode, call number, and price. Those are the basics. Click on SAVE at the top of the screen and you should be ready to go.

One of the pieces of information I most often see omitted is the price. Many school libraries didn't have usable records when they were automated, or everything was done very quickly, so the prices were left out. I think it's important to include those so you can, if you need to, send out bills. California law makes parents responsible for materials damaged or lost by their students, so you can legally charge for the lost items. In the real world, people are responsible for lost items from a public or college library, so here is an opportunity to offer a real world lesson. In elementary schools there is often the question of should you send out bills? Generally, I say "Yes", but there may be situations that call for a different approach. Here is what I did when I was at a school site library with students from a high poverty area. If the parents were not able to pay or if I knew of a situation where the student might be severely punished by abusive parents or guardians, I made a private deal with the student to work off their fine by working in the library. Many times it was something simple like dusting the shelves, or bringing all the book spines out to the edge of the shelves - something simple but that needed doing. I figured out how much of the fine the student would work off for every 10 minutes worked, and forgave the fine the student was finished. This seemed like a win-win situation to me - it preserved the dignity, and sometimes the safety, of the student, but it taught the lesson of responsibility. I'm sure you can figure out what works for your school.

Since I mentioned earlier in this article about adding copies to the MARC records, I thought I'd make you aware of a Follett screen option for cataloguing other than the standard MARC record the program offers. There is a version of the record called "EASY" which is presented in plain English rather than all of those fields and numbers. To see what it looks like, follow this route:

- From the Main Menu, open System Setup
- From the list across the top of the page, click on SETUP and choose CATALOGUING
- From the tabs across the top choose, MISC

- Somewhere around the middle of the screen is an area called "Default Editor" with two choices - MARC and Easy. Choose EASY, click on SAVE and then close out of System Setup

Go back to your Main Menu, open your Cataloguing module and open the area where you "Add a New Title." You should see a screen that might be more to your liking. Make sure you open all of the tabs across the top as you catalog so you can get all of the information entered into the record. Once you have saved it you will end up in a familiar screen with the MARC record at the top and the area to add copies at the bottom.

Your Follett program probably has more features than you will ever need or use, so explore and find out what they do.

If there are topics you would like to see covered in these articles, please contact me at: [kgraves@sisnet.ssku.k12.ca.us](mailto:kgraves@sisnet.ssku.k12.ca.us) or Anne Hinchcliff at: [anneh@sisnet.ssku.k12.ca.us](mailto:anneh@sisnet.ssku.k12.ca.us) and let us know what we can include in these articles.