

School Library User's Group

Occasional Newsletter

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FIRST EDITION

Welcome to the first edition of a long-promised newsletter especially for Siskiyou County School Library Staffs and other interested parties. Try as I might in coming up with a name, I'm afraid that this publication will be forever after known as the "SLUG". It will be published when there is something specific to school libraries to share. Articles regarding school library issues formerly appearing in the "IMC NEWS" will now be published in this newsletter, thus saving room for the more general IMC topics to be included in the "IMC NEWS" and the "Curriculum Connection". If you have specific topics you would like covered, please email Kathy Graves at: kgraves@sisnet.ssku.k12.ca.us or 842-8427.

Many of the articles in this publication will target features specific to the Follett Library Software program, but the topics covered will probably apply to features in other library software programs as well.

PICKING UP WHERE WE LEFT OFF

The fourth article under the column entitled "Notes From Kathy Graves" appeared in a past edition of the "IMC NEWS" and covered topics such as adding copies to a MARC record, the importance of adding the price to the copy record, working in the standard MARC record template versus the EASY Editor.

If you would like copies of all four of the articles, please contact Kathy Graves so you can receive printouts.

Beginning with this edition of the SLUG, more features in the Follett Library Software system will be covered. Other specific library topics will be covered as well (see next article).

YOUR SCHOOL/DISTRICT LIBRARY PLAN

Several years ago, when library monies started coming to schools from the state, each district was required to write a library plan. Schools in multi-school districts were strongly encouraged to write a local site library plan to reflect district goals.

I urge each of you to find that plan and to talk with your site administrator about including it in your school's Single Plan for Student Achievement. Future funds from the state may require that those monies can only be spent on programs cited in the school-wide plan.

FOLLETT FEATURE

There may be instances when you want to attach a message to a patron's record, such as: limitations on numbers of items a particular patron may check out, or a message reminding library staff that a particular patron's parents do not wish their child to check out titles on certain subjects, or that a particular patron is not allowed to take library items home - anything that will help you, as library staff, remember something about a particular patron.

In order to attach a message to a patron's record, go to PATRON MAINTENANCE and choose NAME at the top bar of icons. Type in the name you want to work with, and once found, click EDIT. On the right side of the screen for that patron's record, you will notice a couple of buttons marked MESSAGE and NOTE. The MESSAGE button will allow you to attach a message to that patron's record. A short statement such as: "Parents request no books on guns", or "May not take books home", or "Limited to 1 book per checkout" is probably sufficient to serve as a reminder. Once the message is typed in, click SAVE.

To verify the message, go to CIRCULATION and either scan that patron's barcode or type in their name as though you were checking something out to him/her. When that patron's name comes up you will see the message displayed on the screen you just attached to that record. This is a very helpful feature when your library is full of students and they are in line waiting to check out their books just before the bell rings for recess. The message will give you a quick reminder that otherwise might be forgotten in the rush.

The NOTE button can be used for essentially the same thing in the patron's record, however it does not display when the student's name is accessed for checking out items. This note is only available when library staff is accessing patron records through PATRON MAINTENANCE. The note could indicate something personal about a student such as medications the student is using, or restrictions on who can pick the child up from school, etc. You, as the library staff, have to know the note is there in the record since, unlike the MESSAGE, it is not automatically displayed. Be careful of what you type in the MESSAGE feature (since it automatically displays), as you would not want to divulge something of a confidential nature to anyone else who may be able to check books out using your computer. Information of a confidential nature is better placed in the NOTES feature.

You can also add notes to items in your collection. When in CATALOGUING, open a MARC record, and then open EDIT COPY and you will see, at the bottom of the screen, areas for copy notes and circulation notes.

The COPY NOTE lets you record information that only pertains to that copy. For example, you could use this field to record that the author signed this particular copy. The Circulation Desk displays the contents of this note in the Copy Status window.

The CIRCULATION NOTE field lets you provide your library with notes that are specific to this item's circulation. Whenever this item is checked in or out, the Circulation Desk displays the contents of this field. For example, if there is a CD-ROM attached inside a book's back cover, you could enter a note to remind library staff to look for it. If the CD-ROM disappears at some point, you will know whether it was lost while in a patron's possession or from the library.

I hope you find these notes helpful. If you have particular features you want covered, please contact Kathy Graves at kgraves@sisnet.ssku.k12.ca.us or at 842-8427.