

Nagel Middle School

Media Center



Policy Manual



Cataloging Policy Manual

To know where you can find anything, that in short, is the largest part of learning. Anonymous

Overview

- A. Introduction: This cataloging policy manual is for use in Nagel Middle School Media Center which was established in August 1999. This manual was developed to maintain a high level of consistency for all resources that are purchased or donated to this library.
- B. Mission Statement: The mission of Nagel Middle School Media Center is to provide all students the opportunity to use resources that are age appropriate, uncensored and readily available.
- C. Goal: Is for all students, at all levels to become information literate, responsible consumers of information and life-long readers. Using collaboration, leadership, advocacy and technology we will be able to move Nagel's 21st century school Media Center forward, making a difference to all those who step across the threshold.
- D. History: Nagel Middle School Media Center opened in August 1999 when the middle school was established. At that time the two high schools transferred about 1500 resources that 7th and 8th graders used in their facilities to Nagel. There were approximately 4,000 new resources purchased. At year ten (2010) there are just over 10,000 resources available. This collection includes books, reference materials, professional resources, audio books, music, videos, equipment, computers, periodicals and a special education collection of resources.
- E. History of Cataloging: During the school year 1999-2000 all books that came from Turpin or Anderson High Schools were bar-coded with a Nagel Middle School Barcode. Follett was the cataloging software and MARC records were obtained from Alliance Plus CD's. There was no written policy at that time for cataloging. Karen Reiber has been responsible for cataloging all resources since the opening of Nagel Middle School. In 2008 all catalog records for the district were merged into Destiny Library Management System a division of Follett. All records from six elementary schools, Nagel Middle School and the two high schools have been merged and are held on a Forest Hills District server. The server is backed up on a daily basis. All district resources are now available through interlibrary loan process to all schools. Weeding of this collection was started in 2009 and is a continuing process. Weeded materials are tracked. New resources are added yearly through Media Center Budget and through donations from our PTA, usually in the form of Scholastic Book Fair books.

Circulation

- A. All books and audio books circulate (see table below) with the exception of reference books which are non-circulating. All magazines and journals circulate as temporary. All movies may circulate with a due date determined by the Media Specialist. Equipment may only be checked out by staff members for in-house use. Using equipment outside of school requires an application and homeowner's insurance policy number. This form is available in the media center. Staff may check out materials for one month.

Circulation of Nagel Middle School Resources

RESOURCE	CIRCULATION PERIOD	RENEWAL
Books	3 weeks	One time renewal
Reference Books	Non-circulating	Non-circulating
Audio books (cassette, CD's or Playaway's)	3 weeks	One time renewal
Professional Resources or any books to staff members	One month	Unlimited
Periodicals	Overnight	One time renewal
Videos or DVD's	Temporary Checkout— for an agreed amount of time.	No renewal
Equipment	To staff only—most checked out entire school year.	N/A

- B. Overdue Materials: Student with overdue materials will be fine five cents per day until the book is returned. There are 3 grace period days where the fine is waived. Fines only accumulate for days that the school is open. Staff is not fined for overdue or missing materials.
- C. All materials above are required to be cataloged except periodicals/magazines. Plastic slip covers are bar coded with temporary tags. Go to: Add Materials—scan the barcode, type in the name of the periodical or magazine and then check the overnight box. This bar code will automatically be deleted when checked in and plastic covering available for next checkout. (See periodicals below)

Selections and Acquisitions

- A. All books, periodicals, professional resources A/V materials are researched and selected by Karen Reiber. Please see Selection of Resources Policy of the Forest Hills School District. All equipment (including computers) are researched and purchased by Jodie McKinley or Trisha Underwood. Software purchases must go through Software Committee prior to purchase order.
- B. All equipment and computers are cataloged by Jodie McKinley. All other resources are cataloged by Karen Reiber. Processing or cataloging may be delegated.
- C. All donated equipment/computers will go through Jodie McKinley. All donated books or other resources will be reviewed by Karen Reiber.
 - 1. If donation is accepted use donation form at the back of manual to acknowledge and show receipt of donation. It is the responsibility donor to assign value.
 - 2. Donations that are not used will be sent to Hamilton County Library for their used book sale.
- D. All purchased or donated materials must be bar-coded. Equipment over \$200.00 additionally has an inventory sheet filled out and sent to district office.

- E. Barcodes for Automation will contain the following information (provide to vendors) 14 digit barcode
Software: Destiny **Symbology:** Code 39 Mod 10 **Format:** USMARC/852 (Place sample on orders)

Processing of Materials

- A. A Forest Hills School District Purchase Order will be prepared for any materials that are to be purchased.
- B. A purchase must not occur until PO's have been approved and have been returned.
- C. Verify packing slip with contents.
- D. If resources are not shelf ready processing may be done by student or parent volunteers.
 1. **Stamped:** books should be stamped with Nagel Middle School Stamp on the top and side of book if book is thick enough, on inside of book and on the bottom of page 17.
 2. **Date pocket:** will be stamped with Nagel Middle School Address Stamp and placed in the back of book on the left side end page. If there is vital information on that page it may be placed on right side end page.
 3. **Bar Code:** will be placed on the back of the book in the upper right hand corner going vertical along the spine. It must be placed in that exact spot for inventory purposes. It does not matter what it covers. These new bar codes do not need a protective cover. The thin strip with just the code number is placed inside the back of the book on the left end page running vertically along the spine. If outside barcode is damaged or if cover is missing this number can be used to identify book copy.
 4. **Call Number/Spine Label:** will be attached on the bottom of the spine ½ inch from the bottom of the book. A clear cover protector will be placed over spine label—use entire cover--do not trim.
 5. Once MARC has been entered the book may be placed on NEW MATERIALS SHELF.

Cataloging of Materials

- A. Standards of Cataloging
 1. If MARC records are purchased with resources be sure to import records. (Load MARC disk)

Go to **Catalog tab**

Then to **Import files** (in left task bar)

Title Matching choose:

--Relaxed

--Replace if incoming title is better

Copy Matching choose:

--Skip the incoming copy if barcode matches an existing copy's barcode

Assign Copy Information:

--Regular

Import File: Click on browse find MARC disk. Import using Microlif 001 and choose Limit the Job Summary details to errors and warnings. Click **Preview**—if records are in order then click **Import**. Review errors and warning take action accordingly.

2. Copy cataloging should be done on all materials from Destiny software. Match level 1 markers for the best MARC record match. Searching item by ISBN usually receives the best MARC record match. (If no ISBN match you may search by title, author or ISSN)
 - a. All cataloging is completed following the standards set forth in AACR2.
 - b. Subject headings follow LOC and at least three are added when completing original cataloging.
 - c. Destiny Library Management Software will be used for all cataloging
3. Level 1 cataloging is the minimum requirement for software to complete record upon autorecon.
4. For original cataloging be sure to include on Copy Page—Barcode number, call number, price, vendor, and sublocation (if it applies).
5. If MARC record not available from Destiny use INFOhio as a backup.
6. Call number from MARC record or CIP on verso page will be used.
7. When ordering be sure to tell vendor that tag 521 is to have Lexile Level indicated whenever possible.
8. When original cataloging lexile can be looked up at www.lexile.com.

Classification

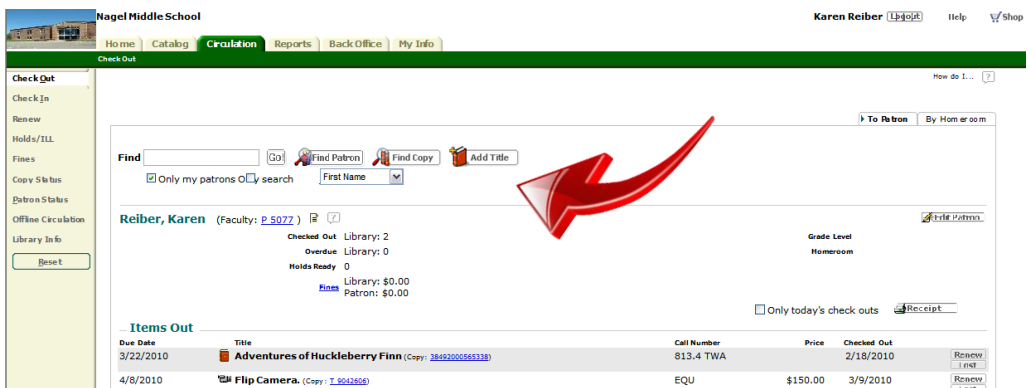
- A. The Dewey Decimal Classification System will be used. Nagel Middle School uses three places behind the decimal. Break the decimal part of a Dewey number in standard places, usually indicated by an apostrophe (') or backslash (/).

TYPE OF MATERIAL	DESCRIPTION OF CALL #	EXAMPLE
YA Fiction All hardback fictions are housed together	Letter F to designate fiction Author's first three letters of last name	Using Harry Potter by J.K. Rowling F ROW
YA Fiction Paperback All paperbacks are housed separate from the hardbacks	Same as above except on third line add PB	F ROW PB
Fiction for Special Education Dept. There are a variety of resources in this section of the Media Center—since they students do not typically use the catalog books are often broken up by series: Arthur Books, Step Into Reading etc.	SE for site designation, and then the same as above No need to designate as Paperback	SE F ROW
Biographies These books are in the section marked Biography	Letter B to designate biography First three letters of the subject's (whom the book is about) last name.	Using Michael Jordan by Marshall B JOR MAR
Reference Books These books are in the Reference Section	Letters REF to designate reference Use DDC number	Using Norse Mythology by Lynch REF 293 LYN

Non-Fiction Paperbacks have no special identification and are shelved with the hardbacks	Use DDC next line use first three letters of authors last name	The Hubble Telescope by Spangenburg 522.29 SE SPA SCI
Non-Fiction for Special Education These resources are shelved by Science, Social Studies, Language Arts and Math	SE for site designation and then SCI For Science, SS for Social Studies, LA for Language Arts, MA for Math	SS MA
Professional/Teacher Resources This section is divided up by subject area and then further sub-divided by the type of resource—American History, Ancient Greece etc. Professional resources that are used by the Media Specialist are kept inside the circulation desk.	Letters TR followed by LA for Language Arts, SS for Social Studies, SCI for Science, MA for Math, GEN for General and MC for Media Center materials	TR TR LA MC
Audio Books This includes CD's Cassettes and Playaways	Letters AUD for Audio Book to designate location then DCC #.	AUD AUD F 522.29 ROW SPA
Movies This includes VHS and DVD's These are housed in workroom	Letters VID followed by DCC # for a VHS movie or DVD followed by DCC # for a DVD	VID DVD 522.29 522.29 SPA SPA
Equipment Equipment like flip cameras, overheads, LCD projectors, cameras etc. will not have a DCC label—code is for tracking/inventory purposes	Letters EQU	

B. Periodicals

1. All periodicals are to be ordered in July through EBSCO subscriptions—please check budget amount prior to purchase order. Check order in October to see that periodicals are coming.
2. Periodicals are not classified at Nagel Middle School.
3. Each periodical is to have a date sticker on the front top left hand corner.
4. New periodicals are placed in plastic cover and kept in reading corner.
5. When periodicals are circulated they are placed in a plastic bar-coded bag.



Go to **Add Title**

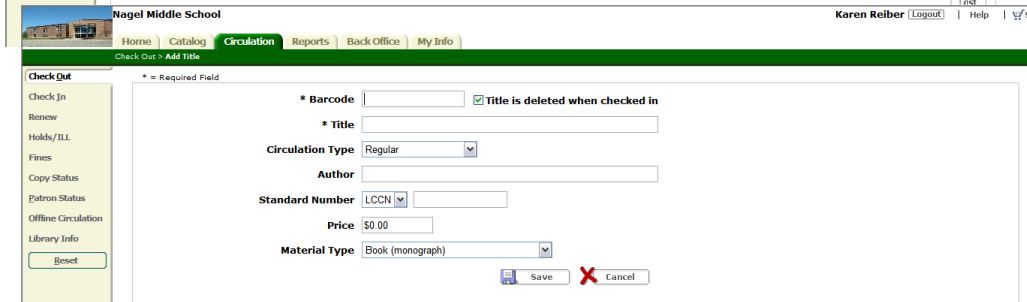
Then

Barcode: **Scan Barcode**

--the one on the plastic bag

Place a check: **Title is deleted when checked in**

Title: **Title of Periodical & Date**



Circulation Type: **Overnight**

Then click **SAVE**

Title will be automatically removed upon check-in.

Withdrawn or Weeded Materials

- A. Remove item from shelves
- B. Remove from catalog: Go to **Catalog** tab then to **Update Copies** in left task bar. Place a checkmark in the box **Track as Weeded**. Scan barcodes all withdrawn or weeded materials. As agreed by district we will only remove copy not title. Title will be removed during district update so as not to delete any schools records by accident.

The screenshot shows the Nagel Middle School library management system interface. The top navigation bar includes 'Home', 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The user is logged in as 'Karen Reiber'. The main content area is titled 'Update Copies' and features a sidebar with options like 'Library Search', 'Destiny Quest', 'WebPath Express', 'Standards Search', 'Add Title', 'Resource Lists', 'Import Titles', 'Export Titles', 'Update Titles', 'Update Copies', and 'Search Setup'. The main area has a 'Delete Individual Copies' section with a 'Delete Copy' input field, a 'Track as weeded' checkbox, and a 'Go!' button. Above this section are buttons for 'Individual Delete', 'Batch Delete', 'Individual Update', 'Batch Update', 'Global Update', and 'Receive'. A footer at the bottom indicates the copyright is ©2002-2009 Follett Software Company, dated 3/13/2010 10:21 AM EST.

- C. Remove Nagel Middle School Barcode, stamp DISCARD on top of book pages, inside front cover and inside back cover, use Permanent Marker to black out any Nagel Middle School stamp markings. (Front cover, page 17, top and side of book pages) and tear out Due Date Pocket.
- D. Follow district policy for disposal of withdrawn/weeded materials.

Evaluation and Review

- A. This policy manual will be reviewed at the end of the first year (2010-2011) and then every 5 years or as a necessary by the Media Specialist.

Rationale

- A. This cataloging manual was created and implemented to provide guidelines for consistency in cataloging of Nagel Middle School resources.
- B. This cataloging manual will allow Nagel students and staff to find resources efficiently and effectively by having consistent display records available to them through Destiny.
- C. This cataloging manual will assist media/tech staff with location and sub-location of resources.

Inventory

- A. Inventory will be conducted yearly on all equipment and computers by Jodie McKinley/Trisha Underwood and submitted to district office.
- B. Inventory will be conducted every other year (even years) on all print and audio/visual materials by Karen Reiber. Handheld device available.
- C. Inventory details can be found in Destiny Help.
- D. Inventory records will be kept on file in Nagel Middle School's Media Center.

