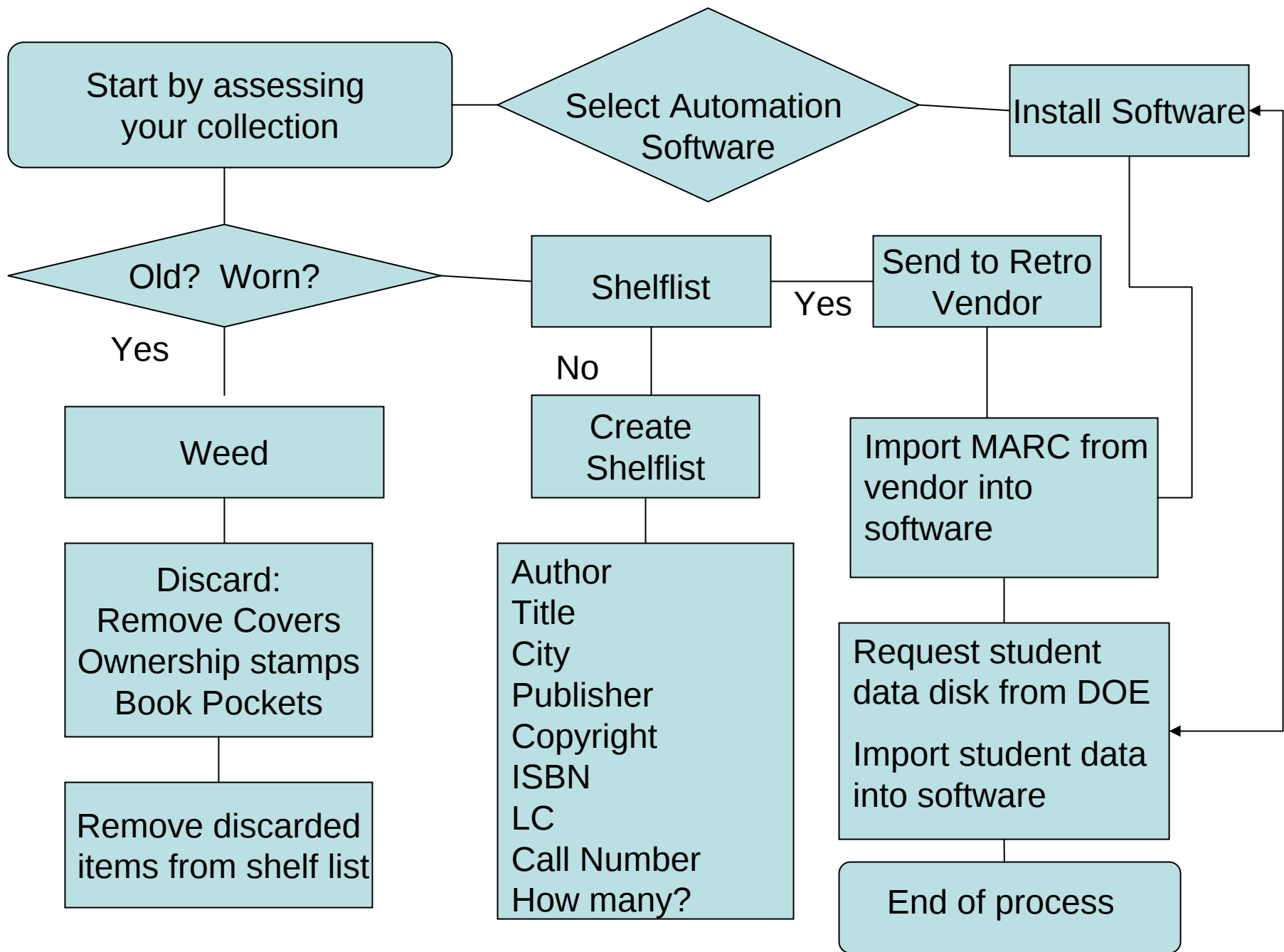


# Library Automation Basics



New York City Department of Education  
Office of Library Services





# Why Automate?

## Reasons for Your Administrator

# Reasons for Automation

- **Intellectual Access**

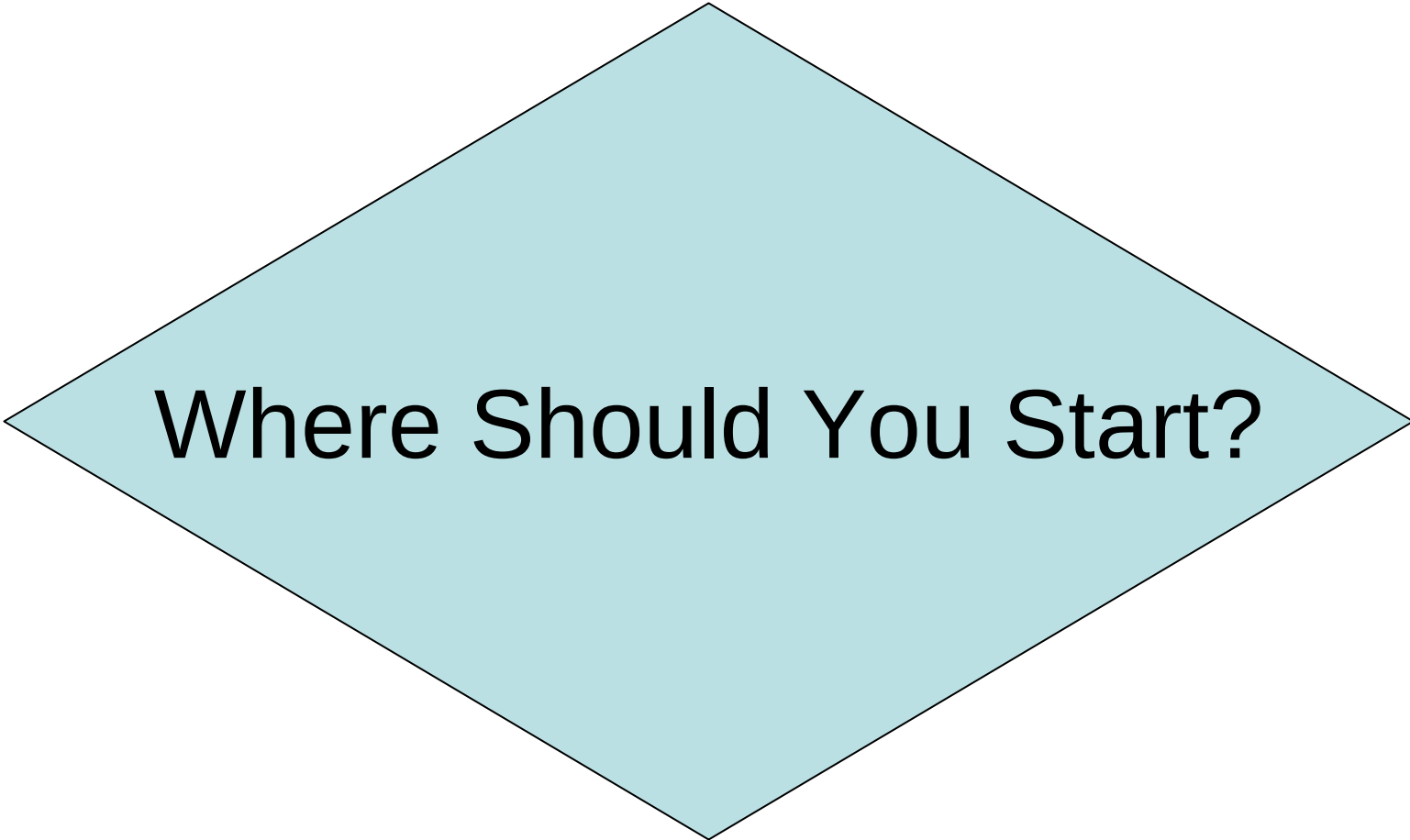
- To title, author, subject and notes on all materials for fast retrieval
- For students and teachers
- Preparations for using academic and public libraries

- **Collaboration**

- Time for teachers and librarian to plan and co-teach well developed units and lessons

- **Management of**

- Catalog
- Circulation
- Material and Patron activity



Where Should You Start?

# Start by Assessing Your Collection

- What's on your shelves?
- What's in unopened boxes?
- What's in offices or book rooms?
- Just Books?
- Are there non-print, including video, CD-ROMs and DVDs?
- What is the age and condition of each item?
- Is the collection appropriate for students?
- Sort everything you want to keep by format and call number.

# Weed

- If material is not suitable for the library,
  - It is not suitable for any classroom or home
- Arrange with custodian before you discard
- Check the Librarian's Handbook for weeding criteria and other suggestions
- Gather weeding supplies, e.g., plastic bags, twine, markers to block out ownership marks
- Find additional information at:  
<http://schools.nyc.gov/Academics/LibraryServices/default.htm>

# Ownership Marks

- **What are ownership marks?**
  - Stamps on title page, special page and around book edges
- **Where do we get ownership stamps?**
  - Stationery stores
  - Library supply vendors
- **What's on ownership marks?**
  - One stamp has only the name of your school library
  - One stamp has the library name, school name, address with zip code

# When you Discard:

- Keep a count of everything you discard
  - Use Excel or another recording source
- Remove book pockets or title pages
  - Keep for counting
- Remove book jackets and covers
  - Discard separately
- Stamp “Discard” over ownership marks or block out with black markers

# Discarded Items Count Sheet Setup

|         |  |  |  |  |  |  |  |  |
|---------|--|--|--|--|--|--|--|--|
| 900     |  |  |  |  |  |  |  |  |
| 800     |  |  |  |  |  |  |  |  |
| 700     |  |  |  |  |  |  |  |  |
| 600     |  |  |  |  |  |  |  |  |
| 500     |  |  |  |  |  |  |  |  |
| 400     |  |  |  |  |  |  |  |  |
| 300     |  |  |  |  |  |  |  |  |
| 200     |  |  |  |  |  |  |  |  |
| 100     |  |  |  |  |  |  |  |  |
| 000     |  |  |  |  |  |  |  |  |
| Ref     |  |  |  |  |  |  |  |  |
| Bio     |  |  |  |  |  |  |  |  |
| Fiction |  |  |  |  |  |  |  |  |
| Easy    |  |  |  |  |  |  |  |  |
| Date    |  |  |  |  |  |  |  |  |

# What is a Shelflist?

- A shelflist is a file of cards or an electronic list of a library's holdings containing bibliographic information about all the items in the library.
- A shelflist is usually arranged by the Dewey Decimal Classification. Fiction and Biography are usually arranged in alphabetical order. There may be special sections arranged in either Dewey or alphabetical order.
- A shelflist contains bibliographic information, format, cost, as well as date of acquisition, funding source and number of copies per title.

# After Weeding, Create Shelflist

- Include the following information in a Excel spreadsheet or Word document.
- Author's Last name
- Title
- City of Publication
- Publisher's Name
- Copyright Year
- ISBN (International Standard Book Number)
- LC (Library of Congress number)
- Call Number (Dewey number, Fic, Bio, Ref, SC)
- Number of copies with same ISBN or LC

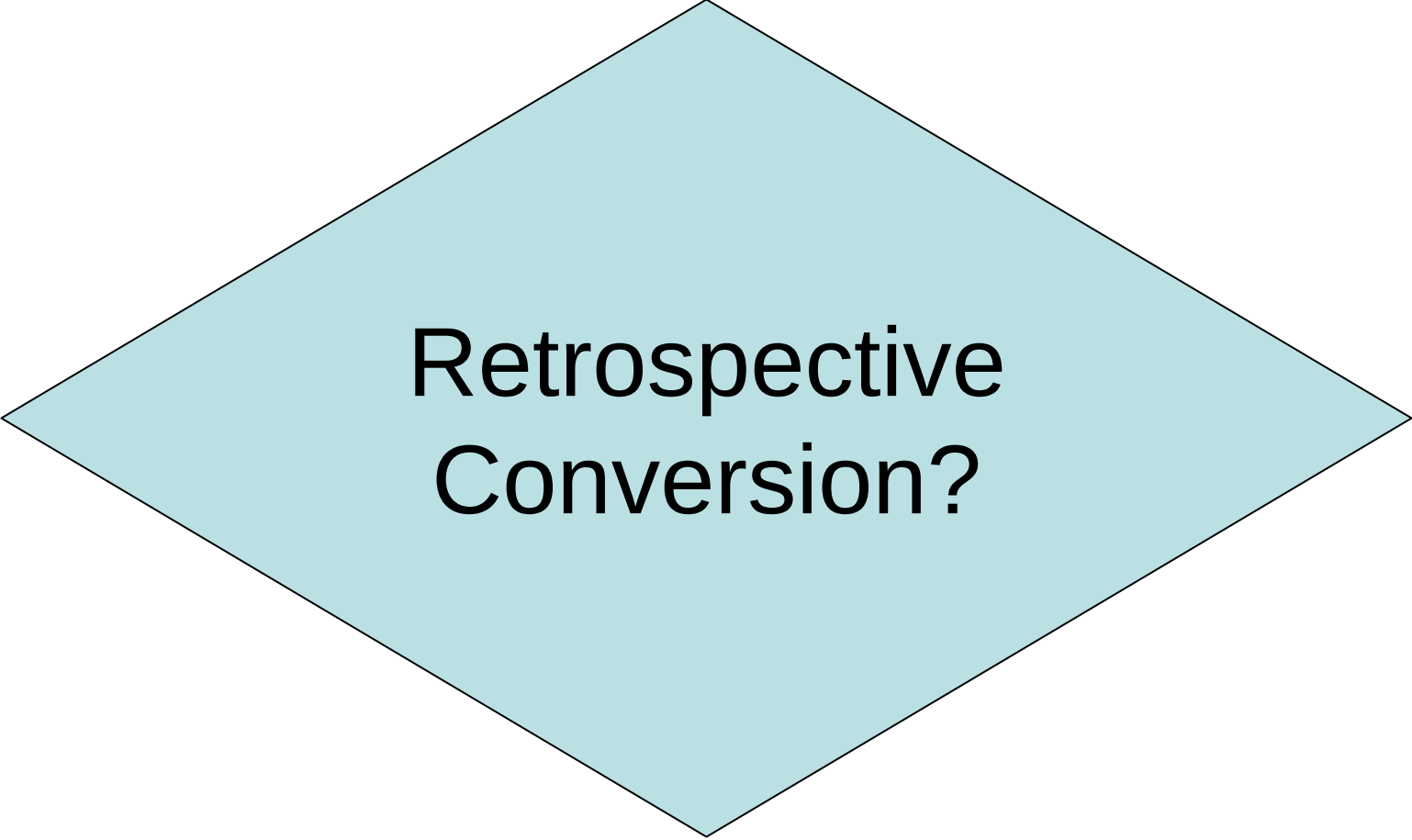
# When is the time to create a Shelflist?

When...

- You have assessed your library collection and weeded.

# Excel Spreadsheet Setup

[illegible]



Retrospective  
Conversion?

# Why Retrospective Conversion?

- Captures all the bibliographic data from the materials in your library collection before you automate.
- Purchase this service from automation vendors when you purchase automation applications or you can purchase this service alone.
- Requires a shelf list to convert your collection to MARC records.

# Retrospective Conversion Timeline

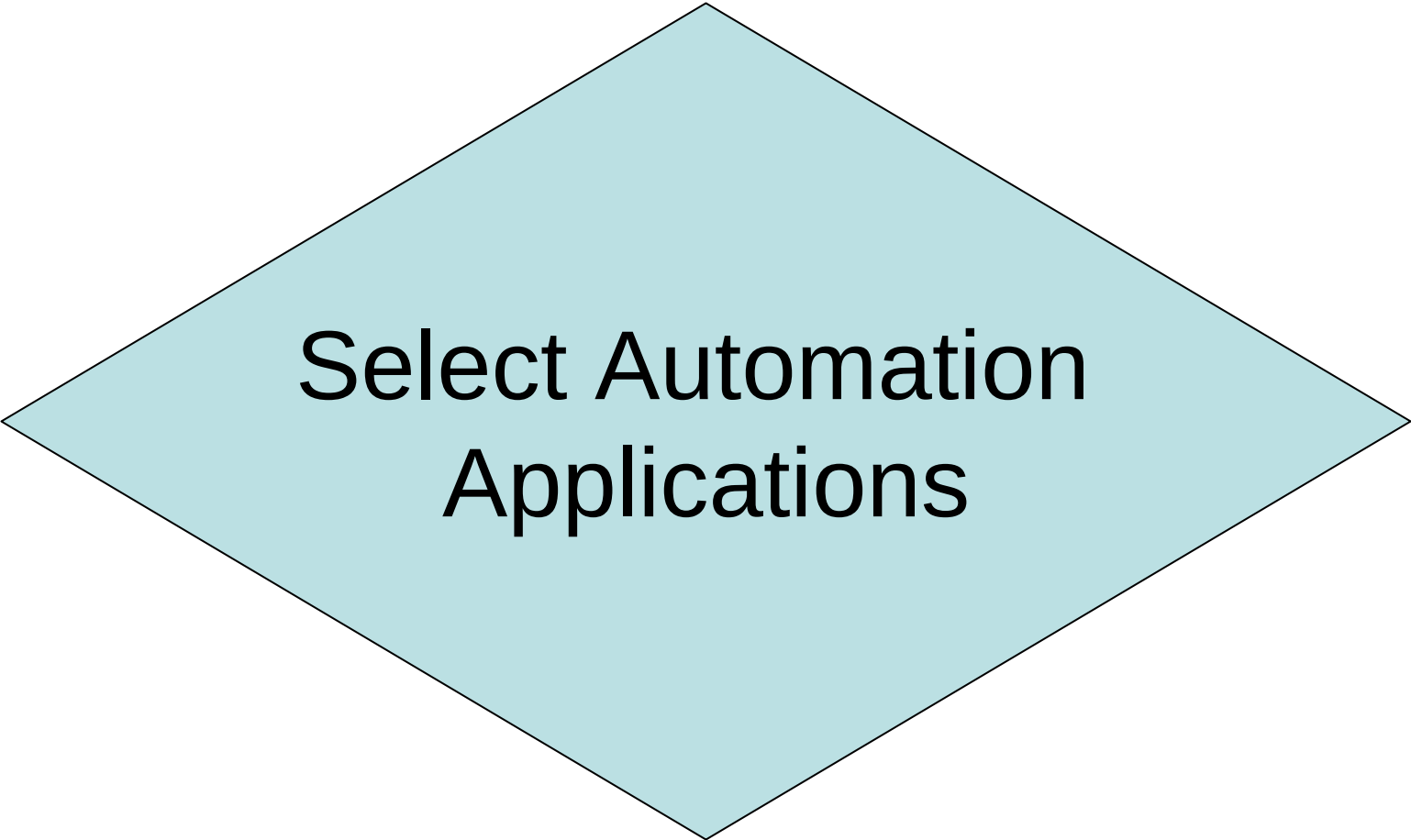
- This takes time.
- From the date of your school's automation purchase to actually being able to use the system can take as long as 4 to 6 months.
- The process can take even longer if you submit your shelf list later than your school's automation system purchase.
- Plan ahead and be patient.

# Activity One

- Open up Excel
- Create a “Discard Count” spreadsheet and “Shelflist” spreadsheet
- Using Books in Print
  - <http://www.booksinprint.com/bip/>
    - User name: nycalone; Password: nyc
    - Fill in five book/video items

# Enjoy Lunch!





# Select Automation Applications

# How are Software Applications Different?

- **First generation software** (client and catalog)
  - Stand alone computer
  - Search on computers with installed software only
- **Second generation software** (client and catalog)
  - **Local Area Network** is a server and several computers connected to the server in one building
  - Search from many different computers within the school library connected by the server
  - Librarian designates computer for circulation and is responsible for the server

# How are Software Applications Different?

- **Third generation software** (web-based)
  - Central server (located at MetroTech)
  - Search from school or home
  - Search other school catalogs using the same server
  - Central is responsible for the server
- Follett's Destiny is the only web-based software application available within the DOE.

# Why is this Important to Know?

- Each application requires different preparation and offers different access.
- If the first two are used, you will have to install the software and import MARC Records and Student Data.
- If the third is used, you will not install any software or import Student Data. You will import MARC records from your orders.

# What is a MARC Record?

- MARC is a **M**achine **R**eadable **C**ataloging
  - More information on MARC is located at
    - <http://www.loc.gov/marc/umb/>
- At this site you learn about tags and fields
  - Tags are three-digit numbers
    - **245 tag** marks the **title information** (which includes the title, other title information, and the statement of responsibility)
  - Fields are lettered sections with symbols preceding
    - 245 14 \$a The emperor's new clothes / \$c adapted from Hans Christian Andersen and illustrated by Janet Stevens

# A MARC record looks like this:

**LC Control No.:**2001645124

**000**00915cgm a22002173a 450

**001**12554634

**005**20071030123216.0

**007**m|||||||200110

**008**011003s2001 xxu147 m|eng||

**906**\_\_ |a 0 |b cbc |c orignew |d u |e ncip |f 20 |g y-movingim

**010**\_\_ |a 2001645124

**040**\_\_ |a DLC |c DLC |d DLC |e amim

**050**00 |a CEA 1148 (viewing print)

**245**00 |a [Harry Potter & the sorcerer's stone--trailers] / |c [production company unknown].

**260**\_\_ |c 2001.

**300**\_\_ |a 1 film reel of 1 (ca. 147 min., ca. 13,320 ft.) : |b sd., col. ; |c 35 mm. |3 viewing print.

**500**\_\_ |a Copyright notice on datasheet: WV Films II LLC. ; 2001.

**500**\_\_ |a Received with the feature Cats & dogs. |5 DLC

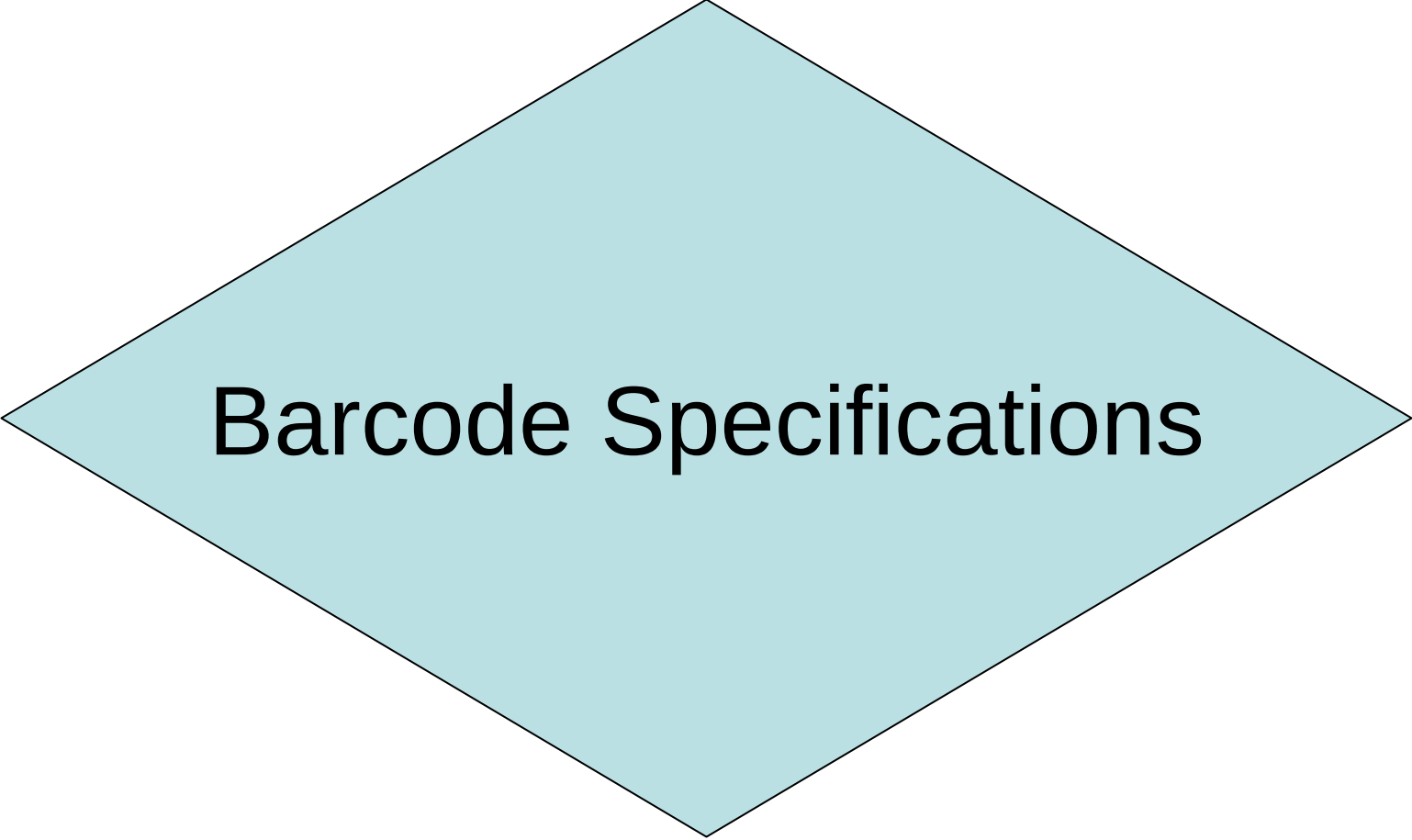
**541**\_\_ |d Received: 8/16/2001; |3 viewing print; |c received with feature received as copyright deposit-  
-RNR ; |a Copyright Collection.

**655**\_7 |a Trailer. |2 migfg

**710**2\_ |a Copyright Collection (Library of Congress) |5 DLC

# Tools for finding MARC records

- Books In Print
  - <http://www.booksinprint.com>
    - **Username:** nycalone / **Password:** nyc
- Library of Congress
  - <http://catalog.loc.gov/>
- Automation Vendors
  - Marcive, Inc.
    - <http://marcive.com/>



# Barcode Specifications

# NYC Barcode Specifications

NYCDOE Barcode Specifications are:

- 14 Digit
- Code 39
- Mod 43 with Check Digit

Most automation vendors can provide these with your order or you may be able to print them using the automation application you purchase.

The polythermal barcodes are more permanent than the laser printed barcodes which require label protectors.

# The Barcode

**EXAMPLE** *(not actual size)*



# Material Barcode Ranges

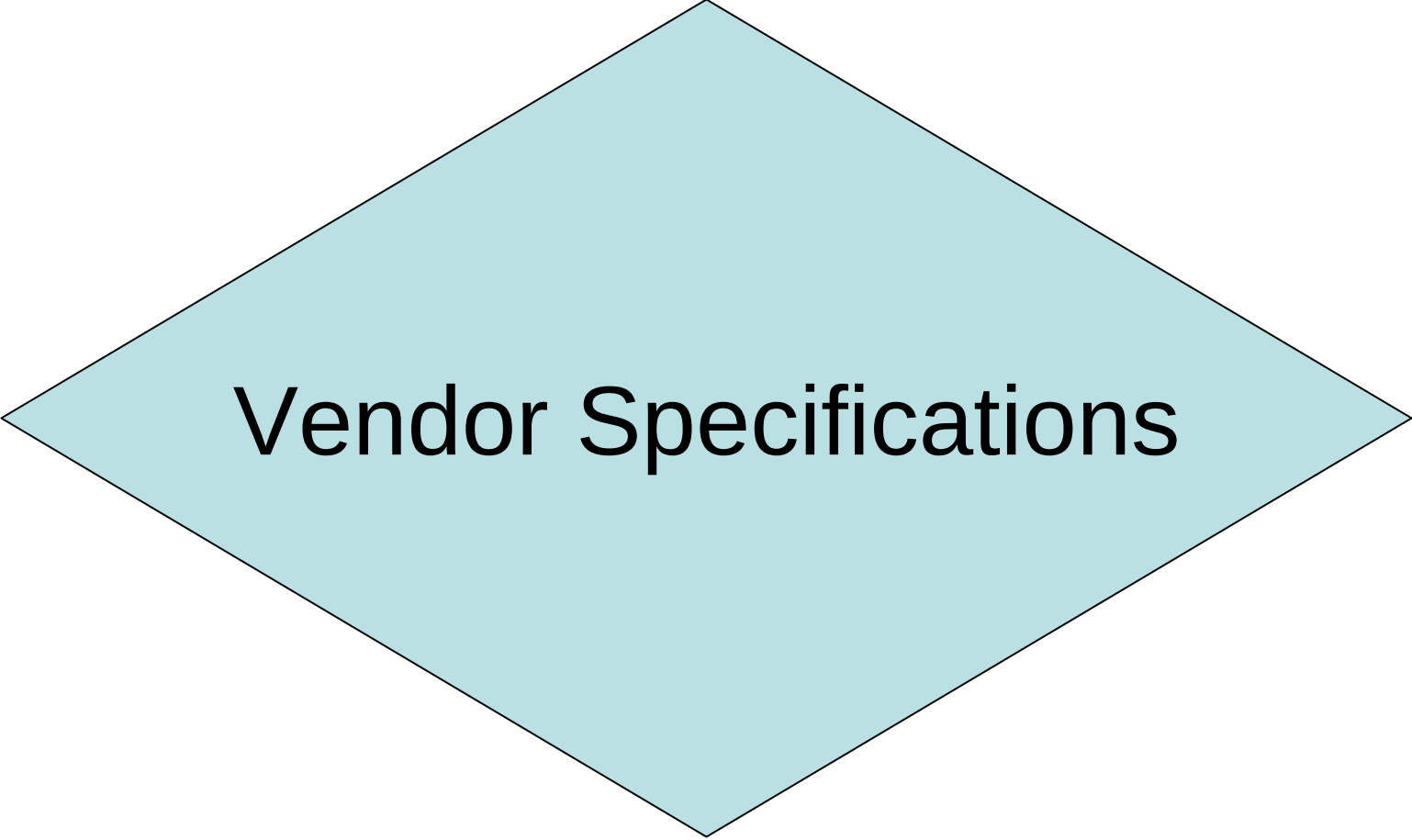
- 3 is the fixed first number of all material barcodes.
- ABCD your fixed location code.
- 01, 02, 03, 04, 05, 06, 07, 08, 09 are fixed vendor codes with 09 being your highest fixed for your school printed barcodes.
- 000001 – 999999 is the number range to assign to vendors.
- The check digit is a random symbol created by the computer.

# Barcode Range Chart

| Vendor Name | Vendor Code | Starting Number | Ending Number | Date Assigned |
|-------------|-------------|-----------------|---------------|---------------|
| Mackin      | 01          | 000001          | 005000        | 09/07         |
| Follett     | 02          | 000001          | 005000        | 09/07         |
| Sagebrush   | 03          | 000001          | 005000        | 09/07         |
| Worldbook   | 04          | 000001          | 000500        | 09/07         |
| Gale        | 04          | 000501          | 001000        | 09/07         |
| Grolier     | 04          | 001001          | 001500        | 09/07         |

# Patron Barcode Ranges

- 2 is the fixed first number of all student barcodes.
- Student barcodes are usually the OSIS number. Some systems allow another barcode number to be used. The OSIS number is still required for student updates.
- Teacher and Staff barcodes should start with 1 unless the application allows another barcode number to be used.
- 10001– 19999 is the suggested number range to assign to teachers and staff. At this time, there is no automated electronic way to import teachers and staff for any system.



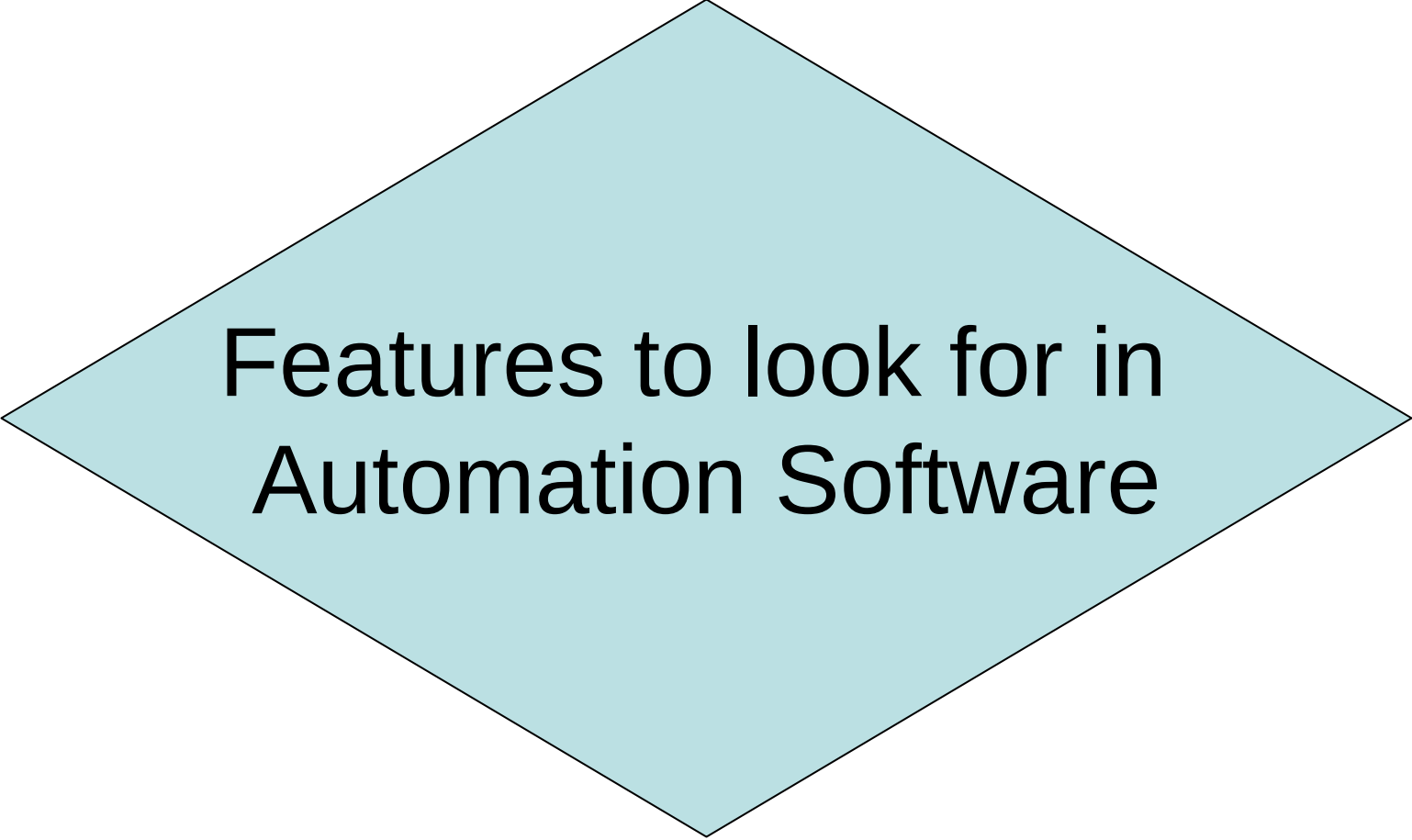
**Vendor Specifications**

# Vendor Specification Forms

- Each vendor will require a specification form.
- Keep a record of each barcode range you provide for your vendors.
- Plan your assigned number ranges before you start to assign vendors a barcode range.
- Determine your call number prefixes.
- See Librarian's Handbook for suggestions.

## Activity Two

- Complete vendor specification form



Features to look for in  
Automation Software

# Automation Features to Consider

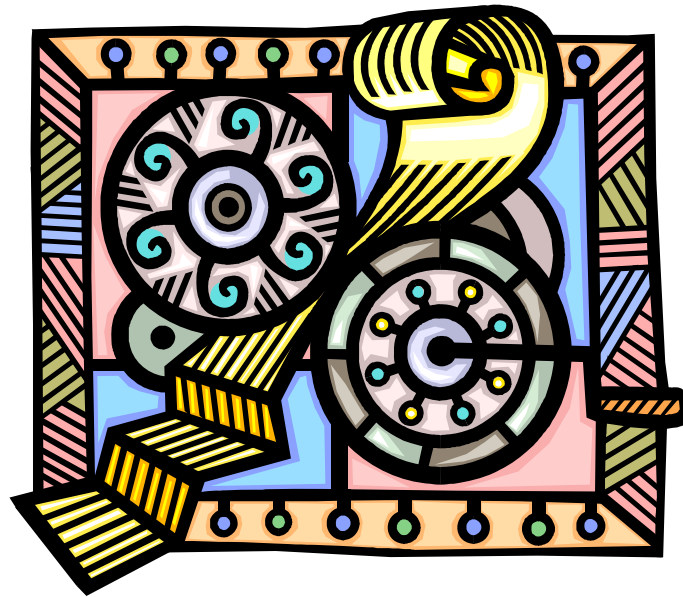
- Provides access via web-based or school building-based
- Provides website for school library
- Allows commercial database links to the school library Website
- Allows importing and cataloging of URLs
- Generates standardized and custom reports for circulation, bibliographies or material management
- Provides Z39.50 access to other library catalogs (This feature requires a web-based application)
- Provides ease of use for patrons and librarian
- Allows different foreign language interfaces for website and catalog



# Shop Automation Applications

# Purchasing Library Automation Applications in the NYCDOE

*What do I need to know?*

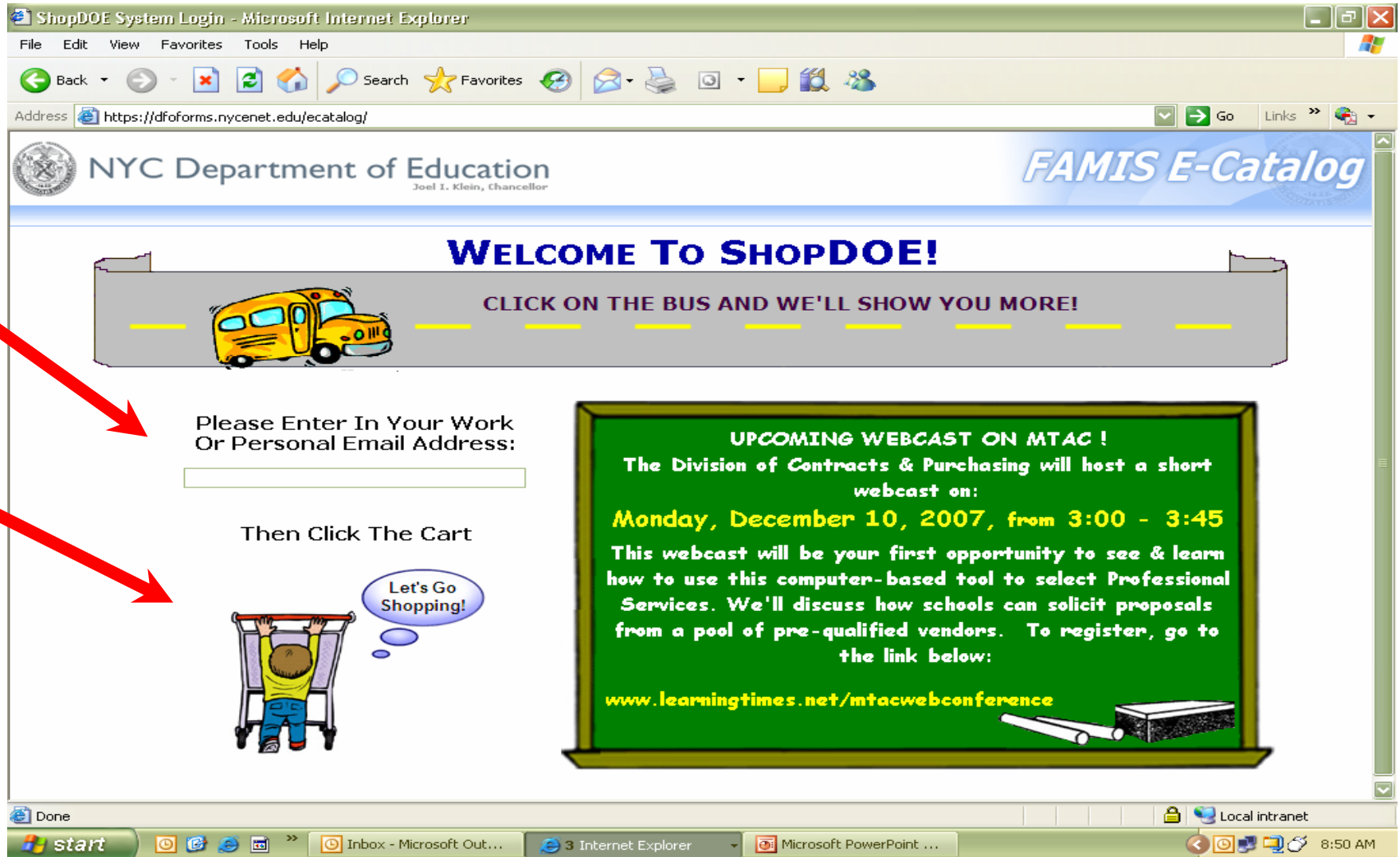


# Learn Before You Purchase

- Make sure the vendor has a contract with NYCDOE
- Visit each contracted vendor's website
- Request literature and a demonstration
- Request pricing information
- Consider hardware and software requirements for each automation application
- Search the archives of NYCSLIST and LM-Net for User Reviews
- Talk to Colleagues
- Weigh the Pros and Cons of Each Product

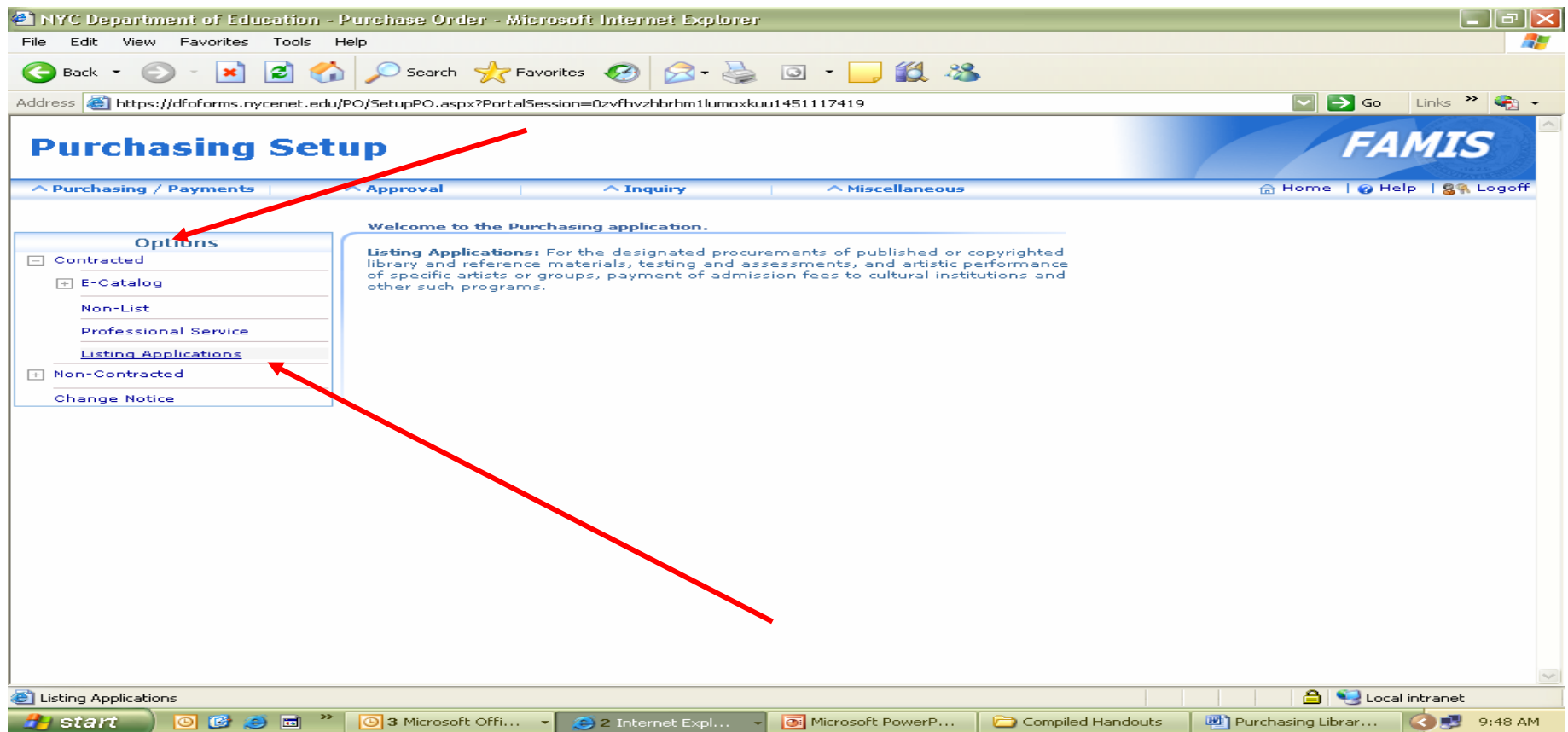
# Go Shopping with ShopDOE

<http://www.shopdoe.com>



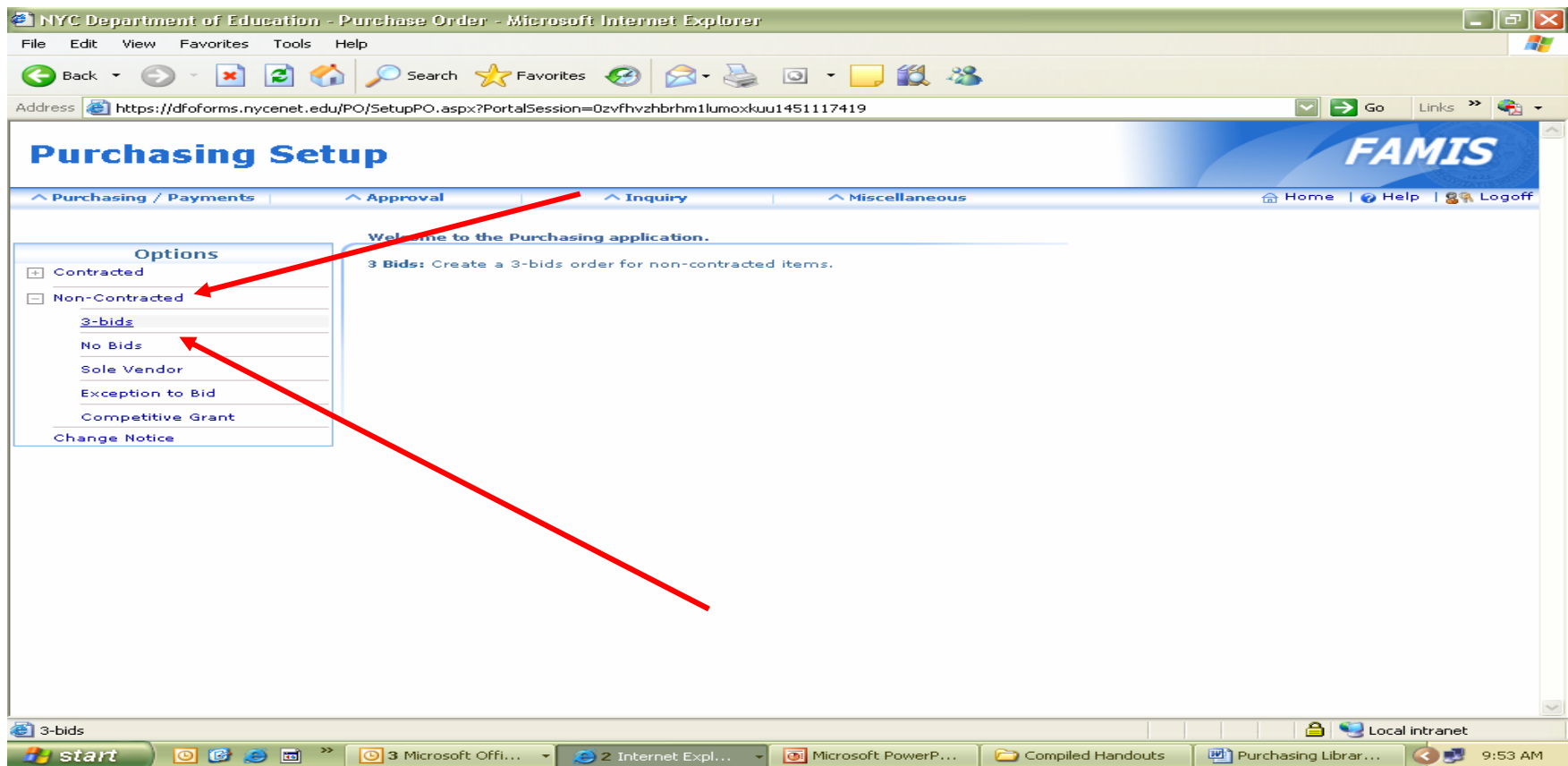
# Purchasing Using Listing Applications

- Unable to search products using ShopDOE
- Purchase must be made using Contracted/Listing Applications



# When a Vendor Does NOT Have a Contract...*Can I Still Purchase??*

- Vendor MUST have a Vendor Number
- Purchase can be made using 3-Bid Process



# End of Process

- After your MARC records are imported
  - Less than an hour for thousands of records
- After your student data files are imported
  - If you use first or second generation you will have to request your ATS files from [PBasso@schools.nyc.gov](mailto:PBasso@schools.nyc.gov) and import these files yourself.
  - If you use third generation, this will be done automatically by Central.
- After receiving training for your automation application
- At this point, you are fully automated and ready to use your new system.
- Congratulations!