SU-LIR

Southern Union Library Information Resources

LIBRARY/INFORMATION RESOURCES QUICK START REFERENCE GUIDE

Assistance with start-up, maintenance and support for library managers in the Southern Union Conference

Library/Information Resources Quick Start Reference Guide

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Library/Information Resources Quick Start Reference Guide

Welcome!

Welcome to the Southern Union Library/Information Resources team. We are a team of librarians, teachers, and volunteers who seek, as library managers, to provide quality resources that:

- Encourage the development of students into mature Christians, through their search for wisdom and truth, and concern for the physical and spiritual well-being of humanity.
- Foster a love of reading
- Nurture and grow strong readers, researchers, and responsible information users and creators
- Support the school curriculum
- Assist in improving student outcomes - A school's library collection, services, and environment are designed to help each school meet its targets for raising student achievement.

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Your Contacts

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Your Resources

Mandarin Library Automation – Your Online Library Catalog

Mandarin M5 allows access to library resources on any computer with an Internet connection. The simple interface is easy to learn, and the appearance and features have been tailored for your library. Access the M5 Daily Use Handbook here.

This handbook explains routine library tasks using Mandarin M5. It is designed to supplement on-site training by providing simple, step-by-step instructions for common procedures in the Circulation and OPAC modules, as well as daily maintenance tasks that should be performed only by an authorized administrator.

Mackin.com

Mackin.com is an educational resources provider. For more than 30 years, Mackin has worked with over 18,000 publishers to provide library and classroom materials for grades PK-12.

The three main functions of Mackin.com are to:

- Provide information about the products and services offered by Mackin Educational Resources
- Host your school's online management system (OMS) where you can manage your school library account, funds, orders, etc.
- Serve as the marketplace where you shop for your educational resources

MackinVIA.com is the portal where you can access your school's digital resources.

Help.mackin.com is the online helpdesk which houses tutorials for using Mackin.com and MackinVIA in both video and written format.

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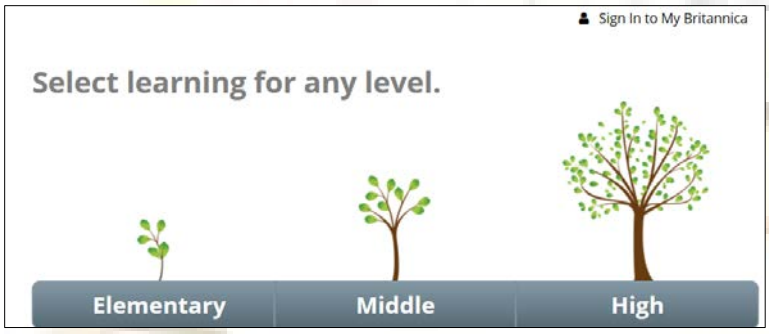
Britannica School is available to teachers and students at NO CHARGE. This resource is sponsored by the NAD and the Unions so that all students and teachers may have access to quality digital content.

Britannica Image Quest provides access to millions of rights-cleared images.

Britannica Digital Learning provides access to a variety of non-fiction eBooks for grades PreK – 12.



Create your own teacher account. Go to https://school.eb.com/levels and click on "Sign In to My Britannica".

Click on "Create and account".

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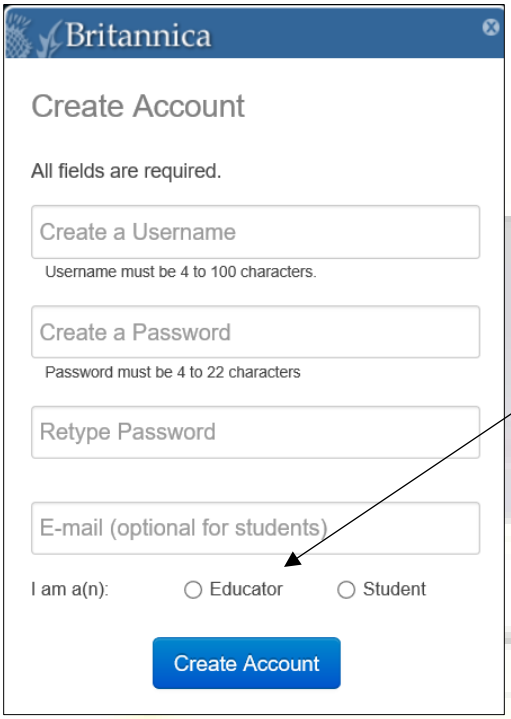
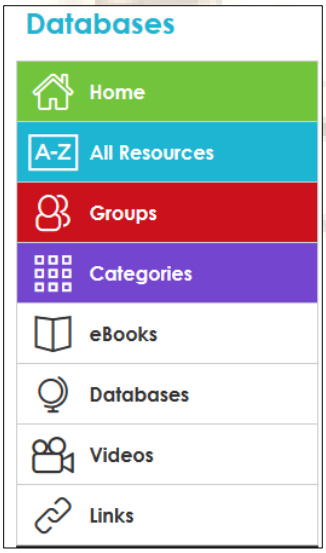
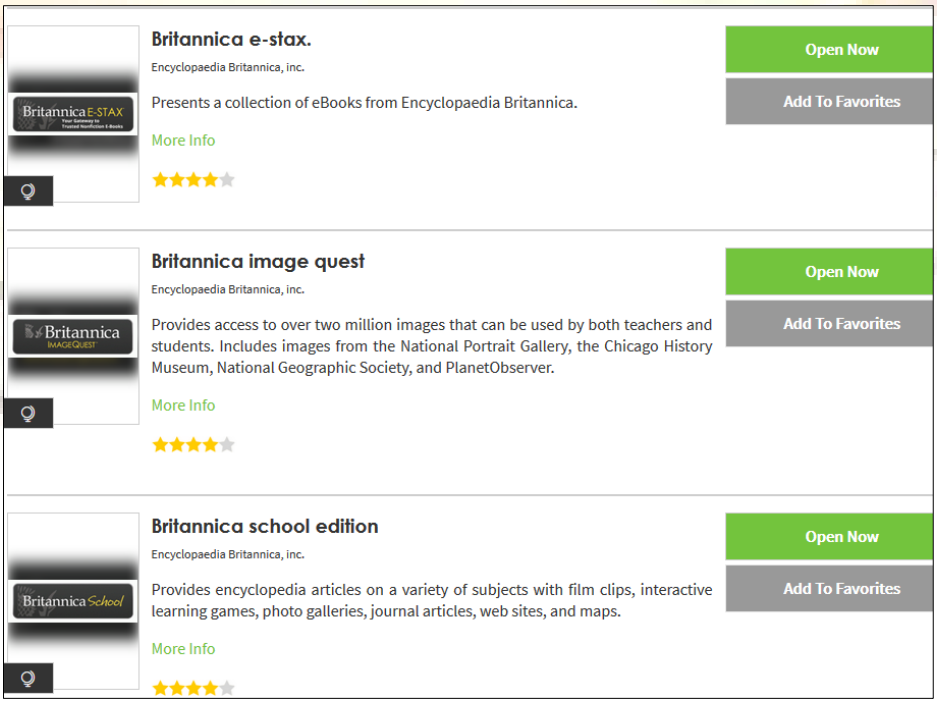


Completed each field and click Educator.

NOTE: Britannica is accessible through your MackinVIA account under Databases.





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SU-LIR serves provides support to in-house library/media centers for grades Pre-K – 8 and secondary schools grades 9-12 throughout the Southern Union Conference.

Services offered by SU-LIR:

- HelpDesk Support
- Training (online, on-site, Zoom, webinars)
- Purchasing
- Material Selection
- Cataloging – Backlog, Large Projects
- Forms and Instructions
- Book Repair Service
- Library Supplies

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Getting Started

Congratulations! You have been assigned the responsibility of managing your school's library. If your school participates in the Southern Union Library/Information Resources Program (SU-LIR), you will want to use your online library catalog right away. See the section on Mandarin Library Automation Access. Next, you will want to see the funds your school has available. You can view these funds on the Southern Union Conference of SDA Mackin Online Management System (OMS) at Mackin.com. These funds can be used to purchase resources for your library. Click here for a list of eligible materials. Be sure to review the Adventist Reading Guidelines in the Collection Development Guidelines section *before* making purchases.

Mandarin Library Automation Access

Mandarin Library Automation is your school's online library catalog. Mandarin has created a library page for each SU-LIR participating school uniquely tailored with the school's logo, caption, and catalog.

1. To access your library page, go to https://www.adventistedge.com/library-services/library-information-resources/ or click here to find your conference, school name, and library page link.

2. Be sure to save your library page to your favorites or desktop for easy access.

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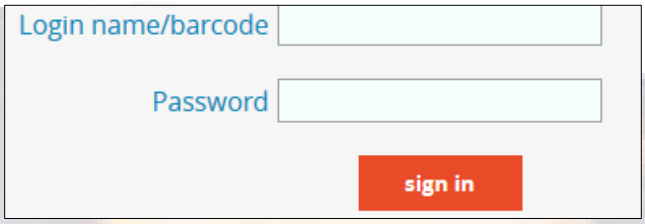
3. Click sign in beneath your school's caption, on your library page.

4. Enter "library" as the login name/barcode.



5. Enter your password: the first initials of your school name, as seen in Dashboard + "librarian", lowercase, all one word.

   Example passwords:

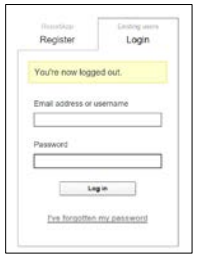
   Asheville-Pisgah Christian School - apcslibrarian
   Greater Memphis Adventist Academy - gmaalibrarian
   ACA Charlotte - acaclibrarian
   Gulfcoast SDA Elementary School - gseslibrarian

6. You will see sign out at the top of your screen. You now have access to your library system.
7. Remember: The e-search feature can be used without logging into the system.

M5 Circulation: Access the Patron barcode list

1. Sign in to your library page click sign in and enter you login credentials.
2. Click reports

3. Click 'Access the New M5 Reports Module'.
4. Enter your school's Email address or username and Password (per the Southern Union Catalog). The login and password are the same.



5. Ensure you see your school name listed at the top of the screen.

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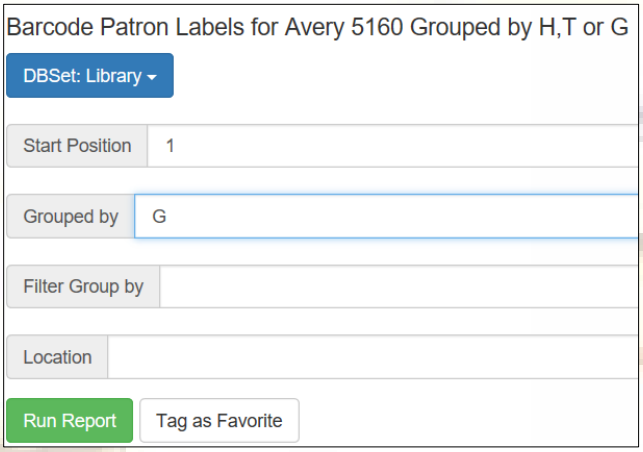
6. Click +Labels and choose '*Barcode Patron Labels for Avery 5160 Grouped by H, T or G'.

7. Place '1' in the start position and 'G' for grouped by. Click Run Report. Choose 'H' homeroom, 'T' Teacher or 'G' Grade.



8. Click 'Render PDF' in the upper right-hand corner of the screen

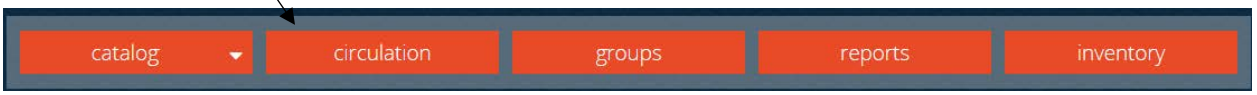
.

9. Print or save the report. This is the Barcode Patron List for your school.
10. Be sure to logout of the report completely.

Loan/Return library items

1. Sign in to your library page, click

and enter you login credentials
2. Click circulation



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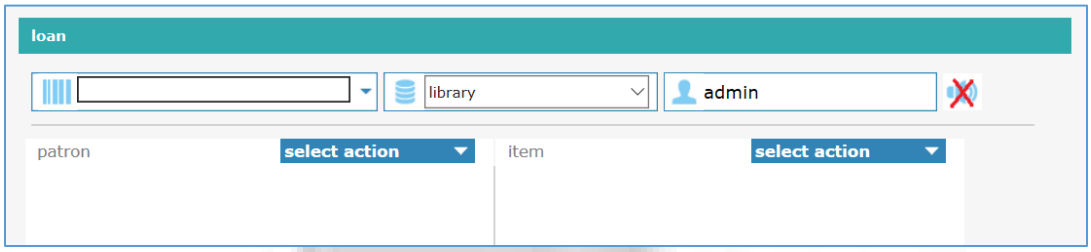
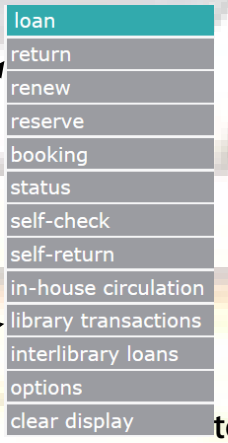
3. Scan or type in the patron's barcode number or last name and hit enter.



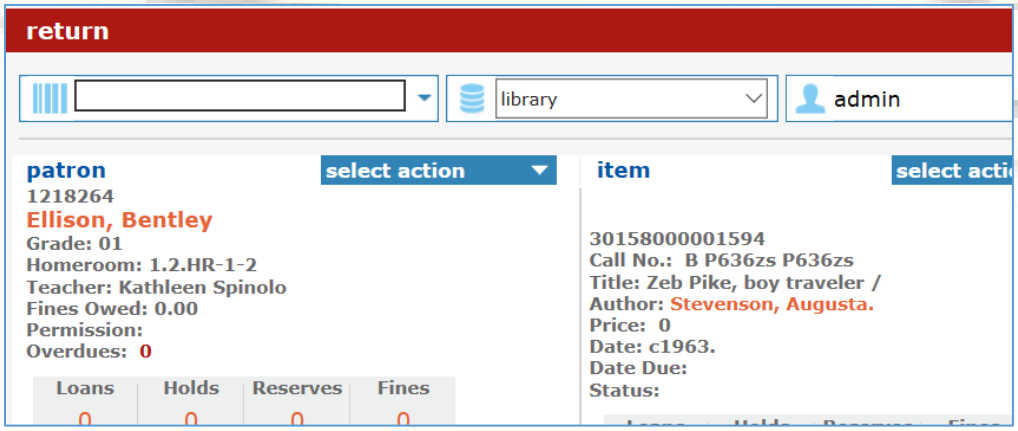
4. Scan or type in the barcode of the item you wish to check out. Hit enter.

5. You can switch between circulation and the library home page by clicking the button.

6. Click circulation on the home page to return.



7. Click 'library transactions' in the left-hand side menu to view a list of the transactions for the day.
8. To return materials, click 'Return' on the menu.
9. Scan or type in the barcode of the materials you wish to return. Hit enter.



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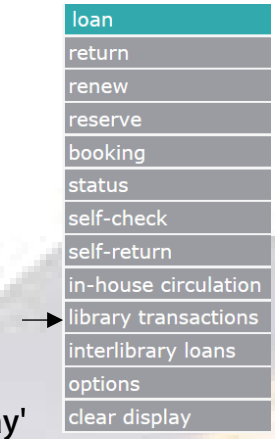
10. The patron and item will populate.



11. Click 'clear display' to start another transaction.

12. Be sure to go back to or log out of the system.

Read the steps for M5 circulation

1. First, login to your page.

2. Scroll to the bottom of the page and click the Library Assistant .
3. Click Read Manuals & Q&A.

4. Click Online Documentation.

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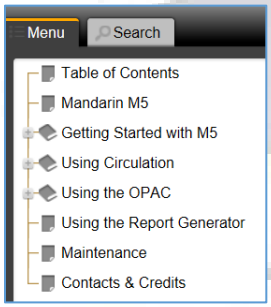
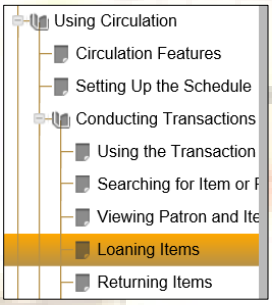
5. Click M5 Daily Use Handbook.

6. Click the plus sign next to Using Circulation to open the sub-sections.



7. Click on what you want to learn.



Get familiar with your library system

1. First, login to your page.

2. Scroll to the bottom of the page and click the Library Assistant

.

3. Click on "Read Manuals & Q&A" or Circulation Tips or any of the eight icons listed there.

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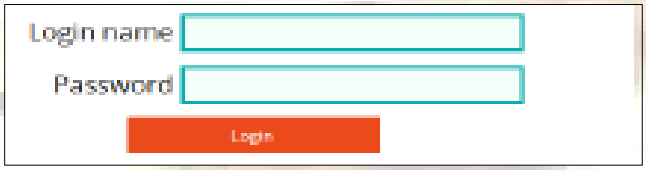
4. Under "Read Manuals & Q&A", click on "Online Documentation".

5. The User Guide, Daily Use Handbook and Tips & Tutorials are found here.

6. For schools that used RenWeb for library circulation, please also review the "Frequently asked data conversion question from RenWeb customers" on the M5 manuals page.
7. Print the documents you wish to use or electronically search your topics of interest.

Customize your library page

1. Scroll to the bottom of the library page and click enter setup.
2. Login to setup with "admin" as the login name and "boca raton" as the password.



3. The setup menu will appear. Click on the option you wish to edit.

4. **Warning: Do not change the login or password on this page.**
5. Please contact lirsupport@southernunion.com for any access issues.

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Mackin.com Access

In order to help ensure the security of your school's library fund, Mackin.com OMS lists the principal as "secondary user" by default. The library manager will be listed as the "Information Resource Specialist" (Info Resource Spec).

1. To add or remove someone from the Mackin.com OMS account, please do the following:
   - Have your principal or school board chair send an email request to lirsupport@southernunion.com and cc: asmith@southernunion.com and Julie.shea@mackin.com
   - Include the subject heading: **Adding to Mackin OMS** or **Deleting from Mackin OMS.**
   - Please send email from your **school and/or conference email address only.**
   - Use the example below:
     "As principal/school board chair (choose one) of (school name), I am requesting that (person's name, position) be added to/removed from (choose one) the school's Mackin OMS account as library manager."

     Please include the following information in the email:

     Name of the person to add/delete:
     Title of the person to add/delete:
     Email Address of the person to add/delete: (Please ensure the email address is one that is actively used)
     School Address:
     School Phone Number:
   - You will receive an email from lirsupport@southernunion.com within 24-48 hours with the Mackin.com login access information. Your principal, Julie Shea (Mackin), the SU-LIR Associate Director, and lirsupport@southernunion.com will be copied on this email.
   - It is important that a written request be submitted due to frequent personnel/volunteer changes. Please do not call or email the SU-LIR office to add/delete users on the school's account. Both this office and Mackin must have a written request from the principal in order to do so.
   - Please submit a completed SU-LIR School Contact Form each August.
2. Click here for directions getting your teachers started with Mackin and MackinVIA.
3. To view your school fund account, transactions, balance and details, login to Mackin.com with your username and password.

4. Click OMS, Options, Accounts, Conference Schools to find your school.

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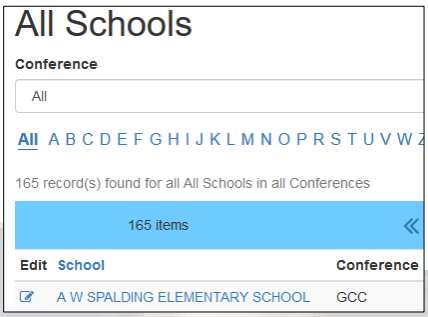
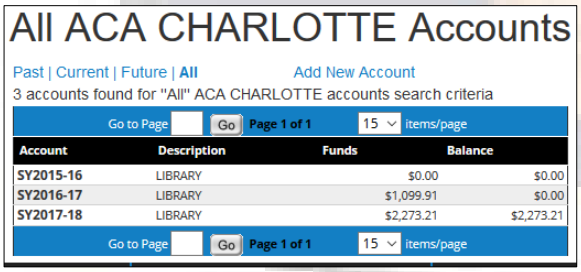
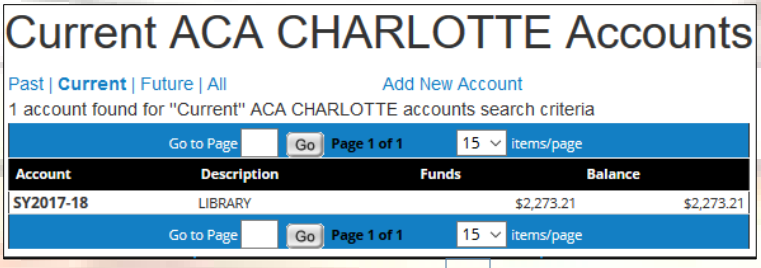
5. Click the letter of the first initial in your school name.



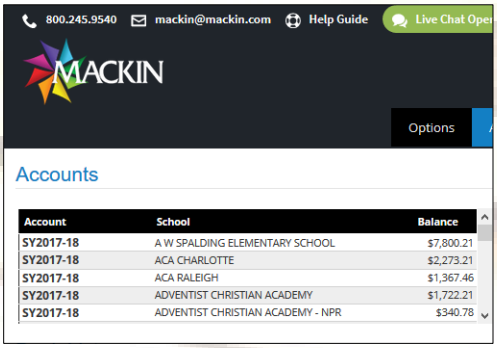
6. Choose your school by clicking on the name. The current active year will be displayed.





7. If you want to see all or a particular school year, click All and all years will appear, OR

8. Find your school under Accounts by scrolling down and clicking on your school.



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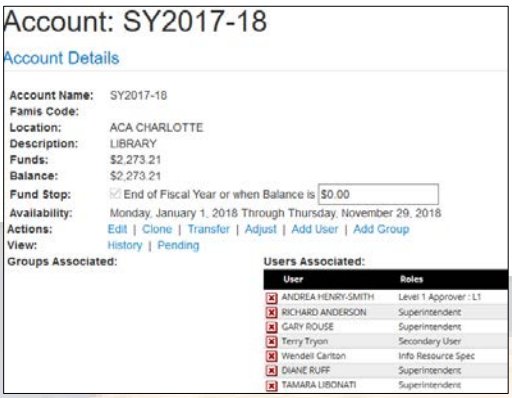
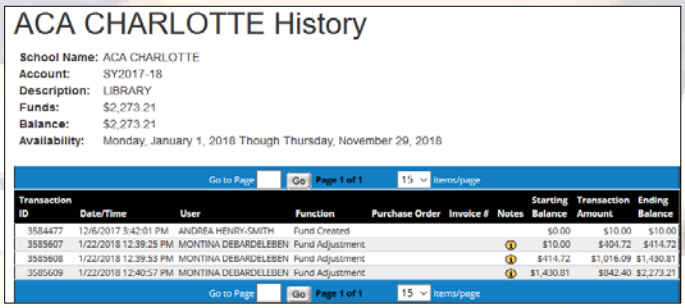
9. To view transactions, click History.



10. Transaction details can be viewed by hovering over any yellow bubble.



11. Simply click your back arrow to return to a screen, or click OMS or Options to start again.

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Collection Development Guidelines

Southern Union Library/Information Resources Program (SU-LIR) Selection Criteria

(Adapted from A.N.G.E.L Program)

SU-LIR attempts to provide library materials which subscribe to the following:

1. Support Seventh-day Adventist beliefs
2. Support the school's curriculum
3. Are adapted to the maturity level of the students
4. Relate to various cultures
5. Treat current issues
6. Present no sexual nor ethnic bias; materials treating males/females or ethnic groups in a demeaning manner should be avoided
7. Build up weak subject areas in individual school libraries
8. Offer gest quality for the least cost

In addition, SU-LIR refrains from providing the following materials (with indicated exceptions) which:

1. Personify animals
2. Emphasize evolution: However, science materials containing very brief references to evolution, with major content of value may be furnished to the school. This is an opportunity for the teacher to point out the differences in the Biblical creationists and the evolutions points of view and an occasion to expose error
3. Picture evil as desirable and goodness as trivial
4. Accentuate (highlight) vulgarity, eroticism, sentimentalism, escapism. (Materials in which are found minimal references of profanity may be furnished IF it is CLEARLY marginal and the content has significant value)
5. Promotes, glorifies, or explores witchcraft, spiritualism, or magic

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Guidelines for Good Reading

1. The Bible is to take first place in the reading done by Christians. Other literature may supplement it; but no literature, however valuable, is to take its place.
2. Any creation of human beings may contain error. For that reason, the Christian reader is to learn to read critically. Literature that is unsuitable is that which has for its main theses ideas that are manifestly opposed to the Bible. Writings that emphasize infidel, skeptical, agnostic, atheistic, and pagan sentiments are in this class.
3. Time is a talent of which Christians are stewards. Every valueless book read is a lost opportunity to read a good one.
4. Literature of a recreational nature should always be interesting and provide pleasure, but the reader is to be taught to read for more than just pleasure. One is to read with purpose, not just for the story.
5. Reading matter and television/video presentations which emphasize the details of sin, crime, and violence blunt one's antipathy toward such and should be avoided. Both nonfiction and fiction may fall into this category.
6. The fact that a story is fictional does not necessarily preclude its value. Some of Jesus parables are fictitious. Pilgrim's Progress is fictional. Sabbath Readings compiled by Ellen White contains fictitious stories. Why did E. G. White denounce "fiction" and yet recommend some of it for family reading? Evidently she choose this broad term "fiction" to represent unacceptable literature because the great bulk of fiction did not then and does not now meet the criteria of good reading. Yet, she recognized that the extensive use of parables by Jesus demonstrated the value of stories as teaching tools. Apparently fiction as a form - or vehicle - is acceptable if its message is not fictitious. Therefore, individual titles should be evaluated with careful regard to the positive principles set forth in Ellen White's writings.
7. Adults are to guide youth in their choice of reading matter. They are to do this in a positive way. Youth will develop a taste for the good by being exposed to it. Interesting, worthwhile literature is to be provided for them. They are to be taught to discriminate between the best and the inferior.

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"Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report, if there be any virtue, and if there be any praise, think on these things." (Phil. 4:8 King James Version).

Weeding Criteria

For weeding a collection, SU-LIR considers all the selection criteria except price in addition to following the CREW Method. The CREW Method of weeding is one popular system many librarians use. CREW stands for Continuous Review, Evaluation, and Weeding. The acronym MUSTIE sums up the main criteria used in the CREW Method:

M = Misleading--factually inaccurate

U = Ugly--worn beyond mending or rebinding

S = Superseded--by a new edition of by a much better book on the subject

T = Trivial--of no discernible literary or scientific merit

I = Irrelevant--to the needs and interests of your community

E = Elsewhere--material may be obtained expeditiously through interlibrary loan

CREW: A Weeding Manual for Modern Libraries. https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf State Library and Archives Commission

Additional criteria to look at for weeding is the frequency that an item is checked out and whether there are multiple copies when only one is needed. Items you may want to consider keeping include classics, local history yearbooks, titles on current reading lists, biographical sources, award winners, school publications, and out-of-print titles that are still useful.

How to Weed

Design a plan that includes a schedule and goals for the weeding process. Schedule weeding during an uninterrupted time. Have post-its, carts, and boxes available. Look at each book and apply your criteria. If pulling the book, note the reason and place on a cart for mending or in a box

for disposal. Having documentation for removal is important in case others question it and it may help with budgeting. Do not forget to remove records from the circulation system.

Take Action

If you do not have a weeding plan in place and would like help developing a plan, please contact Andrea Henry-Smith at Southern Union Office of Education – Library/Information Resources at 770-408-1800 – Email: LIRSupport@southernunion.com asmith@southernunion.com or call Mackin Collection Analysis Department at 800-245-9540.

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Southern Union Education Codebook Numbers

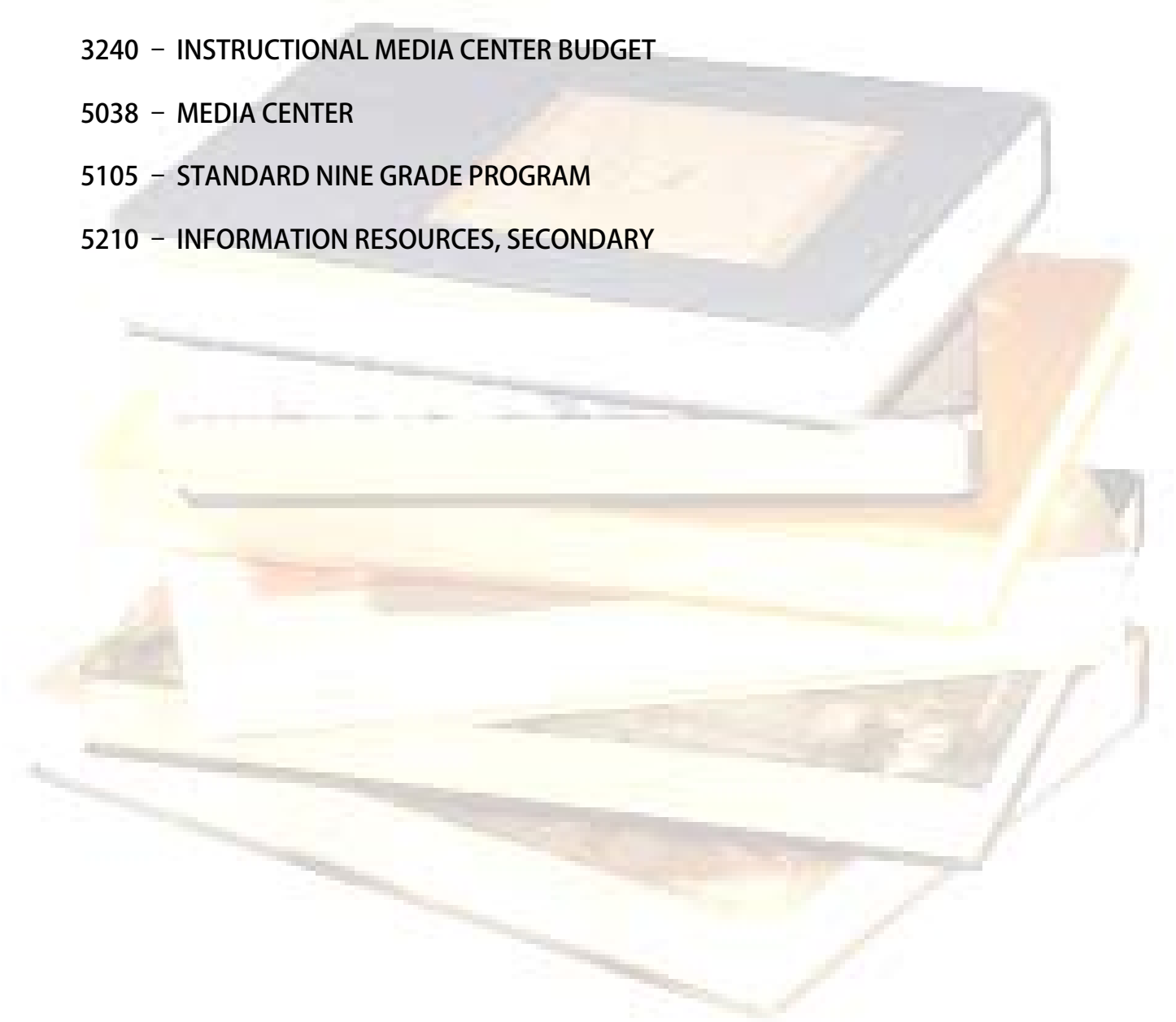
Please access the Southern Union Education Code Book here. Codes specific to the Library and Media Center are:

3240 – INSTRUCTIONAL MEDIA CENTER BUDGET

5038 – MEDIA CENTER

5105 – STANDARD NINE GRADE PROGRAM

5210 – INFORMATION RESOURCES, SECONDARY



Library/Information Resources Quick Start Reference Guide

Operation Procedures

Things to Consider When Setting up Your Library

1. Hours of Operation
   a. Hours - school year hours
   b. Summer hours, if any
2. Library floor plan
3. Library emergency evacuation plan
4. Students from classrooms
   a. Can students be sent to the library anytime?
   b. How many can come at once?
   c. Will they need a pass?
   d. Are study halls in the library?
5. Circulation
   a. Students – How long will students be allowed to check out books?
   b. What will students need to check out books? ID card? Any ID?
   c. When will students be able to check out books? Student schedule
   d. Will reference books circulate?
   e. Will magazines circulate?
   f. How will a classroom library handle circulation issues?
   g. Fines – Will fines be charged for late books or lost/damaged books?
      1) If so, how much?
      2) How will that be collected and when?
6. Staff – Length of time they may keep materials.
   a. How do you get materials back from teachers?
   b. What do teachers need to check out materials? Any ID?
7. Inventory - Plan for regular inventory cycle of all school library materials.
   a. Check classroom libraries for lost books.
   b. Check with staff for lost books.

8. Technology:
    a. For what equipment is the library responsible?
    b. What are the circulation policies for those items?
    c. If stationed in library, what is the school's acceptable use and code of conduct for those items?
9. Library Expectations for Students - include school behavior and/or library/media center behavior expectations.
10. Teacher Schedule, if classes come on a regular schedule.

Helpful Links for Operating your Library

1. Fines
    a. http://listserv.syr.edu/scripts/wa.exe
    b. http://www.teenlibrariantoolbox.com/2016/08/things-i-never-learned-in-library-school-should-libraries-charge-fines/
    c. https://lj.libraryjournal.com/blogs/annoyedlibrarian/2013/05/22/life-lessons-your-library/
    d. https://www.libraryjournal.com/?detailStory=doing-fines-fines-fees
    e. https://www.scld.org/read-away-fines/
2. School Library Policies and Procedures Examples
    a. Sample_2017 MCE Policies and Procedures.pdf
    b. Denton Independent School District – http://www.dentonisd.org/site/Default.aspx?PageID=330
    c. Mississippi Public & Nonpublic School Library Guide and Resources – http://www.mde.k12.ms.us/docs/elementary-education-and-reading-library/ms-school-library-guide-2017-(2)-20170307.pdf?sfvrsn=2
    d. Library Media Center Handbook http://dresdenes.dekalb.k12.ga.us/Downloads/Library%20Media%20Center%20Handbook%20III2.pdf
3. Acceptable Use Policy Examples
    a. Examples of K-12 Acceptable Use Agreements: Acceptable Use Policies - K-12 Blueprint
    b. This handbook is provided for the benefit of Forest Lake Academy … pp. 43-49 is FLA's Technology Policy
4. Behavior examples
    a. http://www.wrmslibrary.org/home/-library-rules
    b. http://wacs.wnyric.org/Page/189
    c. https://elementarylibrarian.com/behavior-management-in-the-library/

Library/Information Resources Quick Start Reference Guide

Collection Development Policy/Plan

Collection Development Plan

The school library exists to support the school's curriculum. As such, it is important that each school is intentional and deliberate about the materials included in their collection. Schools should customize/create a Collection Development Plan that best fits the needs of the school, using the following categories:

Selection Criteria

The school library needs to be very clear regarding how the materials in the library are to be selected. The Southern Union has provided guidelines on aligning the content with SDA Guidelines. Beyond that, the following criteria should be included in your selection process:

1. Format: What type of materials will your library include? May include print books, ebooks, audio books, periodicals (magazines), DVDs, professional development materials, or other materials.
2. Appropriateness: Are resources appropriate to the age of your students? Is the reading level suitable, providing both lower level and challenging selections? Does the content support the school's curriculum and values?
3. Accuracy: Does the material contain accurate information from a reliable source?
4. Cost: Is the material the most cost-effective source of information?
5. Literary merit: Does the material enhance the quality of literature in the library? Does it provide other people's viewpoints for the students to consider?
6. Physical quality: Will the material hold up well with use?

Weeding

The library should be as diligent and deliberate regarding the deselection of books as it is in the selection of them. In a library, the deselection process is often referred to as "weeding", as you would in your garden. The purpose is to remove outdated, damaged, or irrelevant books to ensure that the best books we have to offer our students are able to be easily accessed and appreciated. For an in-depth description of weeding, you can review the CREW method developed by the Texas State Library and Archives Commission at https://www.tsl.texas.gov/ld/pubs/crew/index.html, or

use the following acronym MUSTIE coined by the American Library Association in cooperation with the Texas State Library.

M-Misleading, inaccurate, or obsolete content
U-Ugly or worn out
S-Superseded by a newer version
T-Trivial
I-Irrelevant
E-Elsewhere

Repair and Disposal

SU-LIR participating schools may submit a Book repair form listing the items that need repair. Instructions are included on the form. MackinBound books are fully guaranteed against defects as long as the purchased ISBNs remain in print. Visit here for the MackinBound book repair procedure. Your library should have a policy regarding the disposal of weeded books. Books that are damaged beyond repair should be disposed in the trash or recycling facilities. Books that are weeded for other criteria may be donated to other organizations, given away, or disposed in receptacles designated for recycling.

Inventory

The collection should be inventoried regularly to ensure accurate records. Ideally, inventory will be done through Mandarin or the program currently used by your school. After completing the inventory, print a report of the uncounted books, and do a final verification that they are not on the shelf. Check with teachers to verify that the book is not in a classroom. If a book is not found, mark it as "lost" in your system.

Gifts

Most schools have a generous community who enjoys donating books to the school library. The school should include a specific plan explaining what will be done with those gifts. An example is shown below:

> The library gratefully accepts monetary and tangible gifts to be used in the library. Any monetary donations should be clearly marked for use in the library (along with any restrictions or specification for use) and made through the school office or directly to the school treasurer. Donations of books and other materials become the property of the (*your*

library name here). They will be assessed for appropriateness of use using the criteria noted in the "Selection" section. Any books not determined as useful will be donated to other organizations or recycled.

Challenge Procedure

It is likely that the library will have materials that someone in the community will feel is inappropriate for the school library. In order to ensure objectivity and that the community member is heard, each school should have a specific Book Challenging chall in place. See sample Challenge Form here. This procedure should include a form for the community member to fill out as well as a detailed timeline of how the challenge will be handled and by whom. An example is below:

If a parent, student, or community member has concerns about the content of a book from the library, a Challenge Request should be completed and submitted to the Library Media Committee for review. The committee will review the material(s) and the submitted concerns within one week. A recommendation will be given at the next scheduled school board meeting. The board will then make the final determination. The school principal will provide written notification of the board's decision to the challenger. If the challenger is not satisfied with the result, an appeal may be made at the (your local) Conference level. While the review procedure is taking place, the book will be removed from circulation.

Helpful Links for Challenge Procedure

a. https://www.ala.org/ala/oif/challengesupport/reporting/challengedatabaseform_2003.pdf
b. http://www.ala.org/tools/challengesupport

Helpful Links for Collection Development

a. http://www.southern.edu/mckee-library/about-us/library-policies/collect-dev-pol.html

Appendices & Helpful Links

CREW: A Weeding Manual for Modern Libraries
https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf
State Library and Archives Commission

Please see https://www.oclc.org/en/dewey/features/summaries.html for the complete explanation of the Dewey Decimal Classification.

Challenge Procedure

a. https://www.ala.org/ala/oif/challengesupport/reporting/challengedatabaseform_2003.pdf
b. http://www.ala.org/tools/challengesupport

Collection Development

a. http://www.southern.edu/mckee-library/about-us/library-policies/collect-dev-pol.html

Operating your Library

1. Fines
   a. http://listserv.syr.edu/scripts/wa.exe
   b. http://www.teenlibrariantoolbox.com/2016/08/things-i-never-learned-in-library-school-should-libraries-charge-fines/
   c. https://lj.libraryjournal.com/blogs/annoyedlibrarian/2013/05/22/life-lessons-your-library/
   d. https://www.libraryjournal.com/?detailStory=doing-fines-fines-fees
   e. https://www.scld.org/read-away-fines/
2. School Library Policies and Procedures Examples
   a. Sample_2017 MCE Policies and Procedures.pdf
   b. Denton Independent School District – http://www.dentonisd.org/site/Default.aspx?PageID=330
   c. Mississippi Public & Nonpublic School Library Guide and Resources – http://www.mde.k12.ms.us/docs/elementary-education-and-reading-library/ms-school-library-guide-2017-(2)-20170307.pdf?sfvrsn=2
   d. Library Media Center Handbook http://dresdenes.dekalb.k12.ga.us/Downloads/Library%20Media%20Center%20Handbook%20III2.pdf
3. Acceptable Use Policy Examples
   a. Examples of K-12 Acceptable Use Agreements: Acceptable Use Policies - K-12 Blueprint
   b. This handbook is provided for the benefit of Forest Lake Academy … pp. 43-49 is FLA's technology policy

4. Behavior examples
    a. http://www.wrmslibrary.org/home/-library-rules
    b. http://wacs.wnyric.org/Page/189
    c. Basic set up/start of year ideas: https://elementarylibrarian.com/behavior-management-in-the-library/

Library Lesson Plans

1. https://elementarylibrarian.com/lesson-plan-resources/
2. https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=7&cad=rja&uact=8&ved=0ahUKEwiqs9WxyqTcAhWK2VMKHS7QDiQQFgiQATAG&url=https%3A%2F%2Fwww.pinterest.com%2Fcari_young%2Felementary-library-lessons%2F&usg=AOvVaw1BLQXIyZoyZMfqxMd_rrg2
3. http://hcps2.hanover.k12.va.us/instruction/media/First%20combined%20062003.pdf

Additional Helpful Links

1. OCLC for cataloging help: http://classify.oclc.org/classify2/
2. Library of Congress: https://www.usg.edu/galileo/skills/unit03/libraries03_04.phtml
3. American Library Association: ala.org
4. American Association of School Librarians: ala.org/aasl
5. Scholastic Librarians: http://www.scholastic.com/librarians/?esp=CORPHP/ib/////NAV/Parents/MAIN/LibHP////
6. Reviews:
    a. commonsensemedia.org
    b. goodreads.com
    c. thechildrensbookreview.com
    d. https://www.kirkusreviews.com/book-reviews/childrens/
7. Supplies:
    a. SU-LIR Supply List
    b. demco.com
    c. thelibrarystore.com
    d. shopbrodart.com
8. Book Repair:
    a. Book repair form
    b. MackinBound book repair
    c. Step by Step Guide to Book Repair for Beginners
    d. Book Repair 101

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Glossary of Library Terms

813 – Fiction: 813 is the DDC classification for fiction, specifically American fiction in English.

AASL – American Association for School Librarians; a professional membership organization that is focused on school libraries.

ALA – American Library Association, the oldest and largest professional library association in the world.

ALSC – Association for Library Services to Children; an **ALA** division focused on services to children within the library.

Bar Codes – Became commercially successful when they were used to automate supermarket checkout systems. Their use has spread to many other tasks. Barcodes on books allow for a scanner to check books out easily and also take inventory in a much more efficient manner. Books ordered from Mackin come with barcodes.

Book Awards:

Belpre Award – Annually awarded to a Latino author and illustrator who best portrays and celebrates Latino culture. http://www.ala.org/alsc/awardsgrants/bookmedia/belpremedal

Caldecott Medal – Annually awarded by **ALSC** to the artist of the most distinguished picture book of that year. Runners up receive a Caldecott Honor. http://www.ala.org/alsc/awardsgrants/bookmedia/caldecottmedal/caldecottmedal

Children's Literature Legacy Award – Formerly known as the Laura Ingalls Wilder Award, awarded annually to an author or illustrator whose collected works have made a significant impact on children's literature. http://www.ala.org/alsc/awardsgrants/bookmedia/wildermedal

Corretta Scott King Award – Awarded annually to authors and illustrators of books that demonstrate an appreciation of African American culture and universal human values. http://www.ala.org/rt/emiert/cskbookawards

National Book Award – A collection of awards for a variety of categories, including young people's literature. http://www.nationalbook.org/

Newbery Medal – Annually awarded by the **ALSC** to the author of the most distinguished children's literature book of that year. Runners up receive a Newbery Honor. http://www.ala.org/alsc/awardsgrants/bookmedia/newberymedal/newberymedal

Siebert Award – Annually awarded to the author and illustrators of the best informational books of the preceding year. http://www.ala.org/alsc/awardsgrants/bookmedia/sibertmedal

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Geisel Award – Annually awarded to the author and illustrator of the best beginning reader book of the preceding year. http://www.ala.org/alsc/awardsgrants/bookmedia/geiselaward

The Scott O'Dell Award for Historical Fiction – Awarded annually to an author of a distinguished historical fiction book of the preceding year. https://scottodell.com/the-scott-odell-award

Book types:

Trade Hardcover/T-HC – A standard publisher hardcover bound book, and is most often what you find in a local bookstore.

Library Reinforced/L/R – Bindings are publisher hardcover books. The Library binding is the best available binding and has been specially reinforced to last longer. It is intended for high-volume library use and is made to withstand the rigors of repeated checkouts. A Trade Hardcover binding is a standard hardcover and is most often what you find in a local bookstore.

Paperback/PBK – A book bound in stiff paper or flexible cardboard.

MackinBound/MB – A Pre-bound paperbacks that are a cost-effective alternative to publisher hardcover books and carry a lifetime guarantee. Many paperback books can be converted to a hardcover binding called a MackinBound (commonly called a 'prebound paperback'). All MackinBound books are fully guaranteed against defects as long as the purchased ISBNs remain in print.

MASS Titles – Paperback titles produced by the publisher for the mass market. These books are generally smaller and contain lesser quality paper than the traditional paperback.

KAPCO Cover – A clear laminate that is applied to the entire cover of a paperback book to provide added protection to the book. Mackin is able to add Kapco covers to paperback titles for a charge of $1.79 per book.

CD/Audiobooks (or talking book) – A recording of a text being read. A reading of the complete text is noted as "unabridged", while readings of a reduced version, or abridgement of the text are labeled as "abridged".

E-Book – An electronic book (or e-book or eBook) publication made available in digital form, consisting of text, images, or both, readable on the flat-panel display of computers or other electronic devices.[1] Although sometimes defined as "an electronic version of a printed book",[2] some e-books exist without a printed equivalent. E-books can be read on dedicated e-reader devices, but also on any computer device that features a controllable viewing screen, including desktop computers, laptops, tablets and smartphones.

Single-user License – Only one person can use this title at a time.

Multi-user License – Simultaneous access is provided so more than one person at a single site can use this title at the same time.

Subscription Access – Digital resource available for a limited period. At the end of the subscription period, you must renew your subscription to continue access. Subscription periods are noted for applicable titles and may be based on time-frame (such as one year) or number of checkouts (such as 26 checkouts).

Perpetual Access – Purchase this digital resource once and gain perpetual access.

PlayAways – An all-in-one product. It is a highly portable, easy-to-use player that comes with an entire audiobook loaded. More titles can be added.

Library/Information Resources Quick Start Reference Guide

Catalog – A list or registry of all the items in a library's collection. Most libraries have online catalogs now (See **OPAC**).

Cataloging – The process of creating an electronic record of an information source, such as a book. Cataloging is performed according to a specific set of rules, and includes information such as title, author, publisher, copyright date, and physical description.

Challenge – An attempt to remove or restrict materials, based upon the objections of a person or group. A banning is the removal of those materials.

Challenge Policy – A specific plan for dealing with complaints about a book's appropriateness. This should be included in a library's Policies and Procedures document.

Circulation – Refers to the lending of library materials. It is the process of checking library materials out of the library for use and back into the library upon return.

Classroom library – An organized and functional space that young children can use independently to browse books.

CLCD Reviews – Children's Literature Comprehensive Database (CLCD) is a reference service, offering more than 300,000 reviews of children's books and multimedia from 30+ review sources. For more information about CLCD, visit www.childrenslit.com.**Collection**: Usually refers to the assortment of resources contained in a library. It can refer to the physical resources (books, periodicals, etc.) and the digital (databases, ebooks, etc.).

Collection Analysis – Scrutinizing your library's collection against what the school's curriculum or goals require. Things to include:

- evaluation of core works
- collection strength
- collections budget analysis
- gap analysis
- evaluation of magazines
- assessment of all e-resources
- collection currency and age
- usage of e-resources
- estimation of costs of new collections

Copyright – The exclusive legal right to publish, distribute, record, exhibit, or duplicate material—this includes printed, audio, visual, and art. For more information, see www.copyright.gov

Curriculum – Refers to the knowledge and skills students are expected to learn, which includes the learning standards or learning objectives they are expected to meet; the units and lessons that teachers teach; the assignments

and projects given to students; the books, materials, videos, presentations, and readings used in a course; and the tests, assessments, and other methods used to evaluate student learning.

Cutter Number (no longer used in school libraries) – Also called ***Cutter***, a method of representing words or names by using a decimal point followed first by a letter of the alphabet, then by one or more Arabic numerals. It is named for Charles Ammi Cutter, who developed several tables using letters and numbers to achieve an alphabetical arrangement. Single Cuttering typically uses the author number/Cutter. Where double Cuttering is used, the second Cutter is sometimes known as the book or author number/Cutter, while the first is alternately the subject or class Cutter or, in the case of literature, the author Cutter. *Example:* Call number: 456.*U558G66 - Cutter Number*, U58 *[for the United States],* G66 *[for Goodrum, the author]* 1991.

Dewey Decimal Classification (DDC) System – A general knowledge organizational tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and was first published in 1876. The ten main classes are:

000 Computer science, information & general works
100 Philosophy & psychology
200 Religion
300 Social sciences
400 Language
500 Science
600 Technology
700 Arts & recreation
800 Literature
900 History & geography

Please see https://www.oclc.org/en/dewey/features/summaries.html for the complete explanation of the DDC.

DOGObooks Ratings and Reviews – A popular site where kids discover, review and rate books. The goal is to provide a fun, safe and interactive environment for children to share their reactions, thoughts and opinions about books. All book selections and reviews are moderated prior to being published. Visit (www.dogobooks.com).

Integrated Library System (ILS) or Library Management System (LMS) – Used by libraries to order and acquire, receive and invoice, catalog, circulate, track and shelve materials.

Inventory – In a library this primarily involves checking the library collection on the shelves against the catalogue as well as other library materials. You are trying to ensure that your catalogue is accurate, costs and losses are estimated, missing items are replaced or withdrawn, and materials are evaluated and strengths are analyzed in your collection. Inventory is efficiently accomplished with your OPAC using a scanner on the book bar codes.

ISBN – Stands for *International Standard Book Number*. This can be 10 digits (books printed through 2006), or 13 digits. It's usually located on the back of the book under the barcode. You can also find it printed on the front matter of the book (the page with publication information).

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Learning Commons – Also known as scholars' commons, information commons or digital commons, are learning spaces, similar to libraries and classrooms that share space for information technology, remote or online education, tutoring, collaboration, content creation, meetings and reading or study. Architecture, furnishings and physical organization are particularly important to the character of a learning commons, as spaces are often designed to be rearranged by users according to their needs. Learning commons may also have tools, equipment, makerspaces, and/or publishing services available for borrowing or use. Along with the so-called "bookstore model," which is focused on customer service, bookless or digital libraries, the learning commons or digital commons is frequently cited as a model for the "library of the future."[4]

Library of Congress Classification System (LC) – A system of classifying and organizing books in a library. Often used in academic (college level) and special libraries. Not generally used in elementary or secondary school.

Library Databases – A searchable electronic (online) catalog or index. When searching a database you are not searching "the web". Libraries can subscribe to many databases, which allow you to find:

- Articles in Journals/Magazines/Newspapers
- Reference Information (i.e. entries from Encyclopedias, Dictionaries, etc.)
- Books & other documents

Mackin – Mackin.com is an educational resources provider, that provides library and classroom materials for grades PK-12.

MackinVIA: The portal owned by Mackin where schools can access their digital resources
Compendium Titles: Mackin's semiannual compilation of the nations most highly recommended K-12 library titles. All Compendium titles are denoted with a flower icon in Mackin's title search ( )

Makerspace – A makerspace is a collaborative work space inside a school, library where students can gather to create, invent, tinker, explore and discover using a variety of tools and materials. These spaces provide hands on learning, and help to prepare students with critical 21st century skills in the fields of science, technology, engineering and math (STEM). These spaces can be non-tech, low tech or include equipment such as 3D printers, laser cutters, soldering irons and even sewing machines.

Mandarin Library Automation Solutions – A Web-based, customizable Library Management system. This is the library management system currently used by Southern Union Schools participating in the Southern Union Library/Information Resources Program.

MARC Records – A MAchine-Readable Cataloging record. Please refer to https://www.loc.gov/marc/umb/um01to06.html for a full definition of a MARC record and each field that comprises the MARC record.

OMS – Stands for Online Management System. This is a way to catalog and manage the library's collection electronically.

Library/Information Resources Quick Start Reference Guide

OPAC – An online public access catalog (often abbreviated as OPAC or simply library catalog) is an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material available at a library.

Periodical – A Magazine or other journal that is issued at regularly recurring intervals.

Plagiarism – The practice of taking someone else's work or ideas and passing them off as one's own.

Reading Level Tools:

Lexile – A method for measuring a student's or a text's reading level, using a scale of BR (Beginning Reader) to 1300+. After testing, students will receive a Lexile range (e.g. 300-385) indicating what level of books they are most likely to be able to read successfully with no support. A book receives a Lexile score based on two factors: word frequency and sentence strength.

Accelerated Reader – A computerized program that some schools use to measure reading progress. Students read books, then take short quizzes on the content of the book to determine comprehension level.

Fountas and Pinnell Benchmark Assessment System – A system that measures specific reading behaviors of students to help teachers plan effective reading instruction. Texts are graded with an A-Z level, which a teacher can use to match with a student's reading abilities for instructional or independent reading.

Reading Counts – A computerized reading program that tests student's comprehension (using **Lexile)**, and monitors their progress using student quizzes over texts they've read.

Reference Materials – Resources that we refer to for a definition or simple coverage of a topic. There are many different types of reference materials - including dictionaries, encyclopedias, handbooks, companions, guides, etc., that are available in both print and electronic formats.

School Library – Within a school where teachers and students have access to books and other resources (or a school library media center) is a library within a school where students, staff, and often parents of a public or private school, have access to a variety of resources. The goal of the school library media center is to ensure that all members of the school community have equitable access "to books and reading, to information, and to information technology. A school library media center "uses all types of media... is automated, and utilizes the Internet [as well as books] for information gathering. School libraries are distinct from public libraries because they serve as "learner-oriented laboratories which support, extend, and individualize the school's curriculum... A school library serves as the center and coordinating agency for all material used in the school.

School Media Center – A library, usually in school, that contains and encourages the use of audiovisual media and associated equipment as well as books, and periodicals, etc.

Sears Subject Heading – A system of standard subject headings for **cataloging** books.

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Shelf Report – From your OPAC will allow you to discover a list of items that are mis-shelved or missing from an inventory.

SIS – A student information system (SIS), student management system, school administration software or student administration system is a management information system for education establishments to manage student data. Student information systems provide capabilities for registering students in courses; documenting grading, transcripts, results of student tests and other assessment scores; building student schedules; tracking student attendance; and managing many other student-related data needs in a school.

Southern Union Education Codebook – Has codes for various church entities including schools and school libraries. Click here for the SU Education Codebook.

Spine Label – These are the labels attached to the edge or "spine" of the books to be seen when shelved. Typical elements of a spine label include the Dewey Decimal number, author abbreviation, copyright or purchase year, and other information a library may deem important for their purposes or specific shelving needs. 220.1 Swin 2012

Weeding – The systematic removal of resources from a library based on selected criteria. Please refer to the CREW method and MUSTIE. CREW: **CREW: A Weeding Manual for Modern Libraries**

Worldwide Rights (WWR) - Indicates the title is eligible for distribution outside of the United States in all foreign countries.

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Electronic Journals & Resources

American Association of School Librarians - http://www.ala.org/aasl/

Booklist Online - https://www.booklistonline.com

Booklist Magazine - www.ala.org/booklist

Libraries Unlimited - https://www.abc-clio.com/LibrariesUnlimited.aspx

Mackin Community - http://www.mackincommunity.com/library-transformation/

School Library Journal - www.slj.com

State Book Awards - https://www.mackin.com/hq/browse-titles/state-book-awards/

Teacher Librarian Magazine - http://teacherlibrarian.com/

Technology & Learning - https://www.techlearning.com/

THE Journal - https://thejournal.com/Home.aspx

State Electronic Databases

Alabama – Alabama Virtual Library http://www.avl.lib.al.us/ - helpdesk 256-971-7487 or 800-338-8320 – avlhelpdesk@asc.edu – Free to all Alabama residents.

Carolina NC – North Carolina WiseOwl http://www.ncwiseowl.org/AZ_List.htm - NCWiseOwl Toolkit https://ncdpi.instructure.com/courses/1276

Carolina SC – South Carolina Virtual Library http://www.scdiscus.org/ 803-545-0201 discusoffice@statelibrary.sc.gov – Free to all South Carolina residents

Georgia – GALILEO (GeorgiA LIbrary LEarning Online) 706-583-2007 - http://www.galileo.usg.edu

Florida – Florida Electronic Library - https://www.flelibrary.com 800-245-6631 info@flelibrary.org

Southeast Florida Library and Information Network (SEFLIN) 561-208-0984 - http://SEFLIN.org

Library/Information Resources Quick Start Reference Guide

Tampa Bay Library Consortium - http://tblc.org (serves central Florida - Citrus, Desoto, Glades, Hardee, Hernando, Highlands, Hillsborough, Indian River, Lake, Manatee, Okeechobee, Orange, Osceola, Pasco, Pinellas, Polk, Sarasota, and Saint Lucie).

Kentucky – Kentucky Virtual Library https://www.kyvl.org/ 844-400-5985 kyvl@ky.gov

Mississippi - http://magnolia.msstate.edu/

Tennessee – Tenn-Share - http://www.tenn-share.org/ - 615-669-8670. Free to all Tennessee residents.

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Sources:

http://www.ala.org/tools/

https://www.edglossary.org/

https://help.mackin.com/

https://www.mlasolution.com/

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Notes