FH

FOREST HILLS
— PUBLIC SCHOOLS —

Media Materials Coordinator Handbook

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Media Materials Coordinator (MMC)

MMC Position Description

The Media Materials Coordinator (MMC) will focus on maintaining the media center in a way that provides maximum access to learning resources for students and staff. MMCs work to create and enhance an inviting culture of continuous academic growth for all students. This is accomplished through operating an efficient and thorough system that organizes, tracks, accesses, and maintains media materials while promoting student access to media and media services. The MMC reports to the principal.

Essential Job Functions

- Utilize the Follett system to its fullest capacity in organizing, tracking, accessing, and maintaining media materials.
- Sort returned materials, periodicals, and other items and put them on their designated shelves, in the appropriate files, or in storage areas.
- Maintain, update, and help customize databases.
- Maintain media services equipment.
- Work cooperatively with staff to continuously improve services.
- Collaborate with colleagues to continuously improve personal practice and professional knowledge.
- Fulfill all outlined and related functions professionally, timely, and thoroughly.
- Other duties as assigned.

Have a question? Reach out to a fellow MMC across the district or a member of the MMC Leadership Team.

MMC Leadership Team 23/24

Sara Zietz
(Pine Ridge)

Teresa Vance
(Northern Hills Middle)

MMC Leadership Team 22/23

Sara Zietz
(Pine Ridge) -
MMC Lead for
Elementary

Teresa Vance
(Northern Hills
Middle) - MMC
Lead for Middle

Yvonne North
(Eastern High) -
MMC Lead for
High

MMC Leadership Team Mission

In partnership with all levels (elementary, middle, and high school), the FHPS MMC Leadership Team will work collaboratively to establish consistency and a sense of unity among media centers across the district to ensure equitable experiences for all students, staff, and the community.

The FHPS MMC Leadership Team

- Provides expertise, leadership, and support for the group (meetings, mentorship, book review process, system processes, etc.).
- Supports the FHPS Book Reconsideration Process as outlined in the Materials Reconsideration Guide.
- Participates in the process at both the building and district level to ensure that curricula and school libraries include the full range of literacy skills (information, media, visual, digital,

and technological literacy) necessary to meet content standards and develop lifelong learners.
- Works collaboratively with administration to establish evidence-based, measurable goals driven by the school improvement plan.
- Assists with evaluating the effectiveness and quality of the school library program.
- Provides leadership and expertise for the team, including the selection, acquisition, evaluation, and organization of information resources and technologies in all formats.
- Ensures the equitable and ethical use of information.
- Uses MDEs School Libraries in the 21st Century to help FHPS plan forward.
- Encourages the use of instructional technology to engage students and to improve learning (Supporting systematic use of SORA - planning ideas to increase student engagement and family communication).
- Works with staff, administration, and other specialists to ensure that information literacy skills are embedded systematically throughout the school and the library instructional program.

Have a question? Reach out to a fellow MMC across the district or a member of the MMC Leadership Team.

Guidelines for Selection of Media Center Materials

Responsibility of Selection
- Lists of materials are prepared by the Media Materials Coordinators (MMCs) in collaboration with students, teachers, and other MMCs.
- These recommendations are then subject to review and approval by building administrators.

Purpose of the Collection
- Support the district's goals, including the advancement of student literacy.
- Enrich and extend the school's curriculum.
- Provide access to a well-balanced and broad range of materials that represent a variety of viewpoints and experiences.
- Develop lifelong reading and critical thinking skills.

Criteria for Selection of Media Center Materials
All acquisitions and selections, including donations, shall be based upon:
- Educational significance
- Student age relevance
- Student needs, social emotional development, and learning styles

- Student interest
- Representation of diverse cultures and experiences
- Accuracy, relevancy, and credibility
- Need and value to the collection
- Agreement of at least 2 industry-leading publications: School Library Journal, Kirkus Reviews, Horn Book, Booklist, Common Sense Media

Collaborative Book Acquisition Process for MMCs

1. After collaboration with students, teachers, and the MMC Leadership Team, Building MMC creates a list of books to purchase using selection criteria.
2. Building MMC shares proposed book list with the MMC Leadership Team .
3. MMC Leadership Team evaluates book list.
   a. Sources used for evaluation include: Titlewave, School Library Journal, Kirkus Reviews, Horn Book, Booklist, and Common Sense Media.
   b. Specific attention will be given to books published for an adult audience.
4. MMC Leadership Team sends list back to the building MMC with feedback.
5. Building MMC shares recommended list with the principal.
6. Building MMC purchases books upon principal approval.

For Donations:

1. Building MMC selects materials from the donation to add to collection.
2. Building MMC shares list of selected donations with MMC Leadership Team.
3. MMC Leadership Team evaluates list.
   a. Sources used for evaluation include: Titlewave, School Library Journal, Kirkus Reviews, Horn Book, Booklist, and Common Sense Media.
   b. Specific attention will be given to books published for an adult audience.
4. MMC Leadership Team sends list back to the building MMC with feedback.
5. Building MMC shares list of donated items with the principal.
6. Building MMC adds books to collection upon principal approval.

Weeding Guidelines

Definition

Weeding is the removal of materials from a media center collection in a systematic and deliberate way. It is an ongoing part of collection development, a planned and thoughtful action that will ensure media center materials are current and enticing.

Continuous **R**eview **E**valuation **W**eeding

MUSTIE:

M   Is the material misleading or factually inaccurate?

U   Is the book ugly, beyond mending or rebinding?

S   Is this book superseded by a new edition or a better book on the subject?

T   Is this book trivial: no discernable literary, scientific merit, or entertainment value?

I   Is this book irrelevant to the needs and interests of your students and staff?

E   Can the information be easily obtained elsewhere from another resource?

Weeding Criteria
- Condition of the item - consider if it can be easily repaired
- Age of the item - retain classics/award winners
- Connection to the current curriculum
- Breadth/depth of collection in a particular subject area
- Relevance of content and reading level
- Accuracy of information
- Appeal of materials
- Last circulation date

Helpful Follet Reports for Weeding

1. For a quick look at your 50 least circulated items:
   a. Go to the Reports tab and click Library Reports on the left.
   b. Scroll down to the last report - Top/Bottom Titles.
   c. Customize your report at the bottom of the screen.
2. Look at Age Sensitive Areas in your Titlewise Analysis.

Weeding Steps in Follett

1. Go to Catalog.
2. On the left side, choose Update Copies.
3. You will automatically be on the page for Individual Delete.
4. Check the box next to Track as weeded.
5. Click in the box next to Delete Copy.
6. Scan barcodes of weeded books. You can continually scan one book after another.

Treatment of Physical Books

- After books have been removed from the catalog, use a black marker to cross out the media center stamp from the front and back covers, internal pages, and the tops and bottoms of the pages when the book is closed.
- Cross out the name of the media center on the barcode label.
- If there is a plastic book jacket (hardcover) or the book is covered with contact paper/Kapco cover (paperback), remove the cover and throw it away.
- Check with your principal or the MMC Leadership Team on what you should do with the weeded books. Should they be discarded, recycled, or donated?
- Dispose of books in a Paper Gator or recycling dumpster.
- Students should not assist in disposing of materials into Paper Gator or dumpsters.

"Collections that go unweeded tend to be cluttered, unattractive, and unreliable informational resources."

-Will Manley

Media Center Access Options

Reading is a fundamental skill for success in school and in life. Aligning with our vision of all learners achieving individual potential, materials in each FHPS media center are carefully selected to support learning and foster a lifelong love of reading. The district has developed a comprehensive and collaborative process for how materials are added to our media centers. FHPS works hard to ensure that our media centers are well-stocked with a wide and diverse selection of age-appropriate materials.

Purpose: Purpose: This form allows parents or legal guardians choice in what materials from the media center their child has access to. The form can also be used to keep their child from checking out any items from the Media Center. Before denying all access to the media center, we would encourage parents to talk to their child's teacher, the school principal, the MMC Leadership Team, or the Instruction Office.

To ensure the success of all students, families can choose their student's media center access level. Families may choose **ONE** option that matches their needs:

General Access	Limited Access	No Access
☐ Allow my student general access to the library.	☐ Family Consent - Student selects materials, parent/guardian approves selections via email before materials are checked out. ☐ Schedule Visit - Set aside hours for material selection arranged by the building principal in collaboration with the Media Material Coordinator.	☐ No Media Center Access - Families will provide materials for their children for use during media center visits.

It is the responsibility of the family to complete the form. If the form has not been received, the student is assumed to have general access.

Online Enrollment View

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General Access
☑ Allow my student general access to the library.

Limited Access
☐ Family Consent - Student selects materials, parent/guardian approves selections via email before materials are checked out.
☐ Schedule Visit - Set aside hours for material selection arranged by the building principal in collaboration with the Media Material Coordinator.

No Access
☐ No Media Center Access - Families will provide materials for their children for use during media center visits.

Save for Later   Submit

Interlibrary Loan

Definition
A system in which one library borrows materials from another library for the use of an individual. The *Interlibrary Code for the United States* governs transactions between two libraries. (ALA)

Why We Use Interlibrary Loan
Interlibrary Loan (ILL) is a patron-centered practice. It is based on a tradition of sharing resources and rests on the belief that no library, no matter how large or well supported, is self-sufficient in today's world. ILL is intended to complement local collections and is not a substitute for good library collections intended to meet the routine needs of users. It is also evident that some libraries are net borrowers (borrow more than they lend) and others are net lenders (lend more than they borrow), but the system of interlibrary loan still rests on the belief that all libraries should be willing to lend if they are willing to borrow. (ALA)

Responsibilities of the Supplying Library
- ILL should be an integrated part of the library's service to users.
- Use the fastest delivery methods.
- Process requests quickly and respond promptly if the request cannot be filled within a week.
- Ensure that books requested and shared with other buildings are age-appropriate for the student requesting.
- Check with the lending school MMC and details in Follett (age, interest, and reading levels). If additional support is needed, please contact the FHPS Instruction Office (instructionoffice@fhps.net).
- The supplying library should fill requests for all library users.
- The supplying library should fill requests for all requested items.
    - Exceptions to the above include:
        - Supplying library may reserve new/popular items until there is no local waiting list for the title. Once the local holds are satisfied, the materials will be shared with all FHPS library users.
        - Supplying library may reserve titles for upcoming (upcoming defined as next 4-6 weeks) classroom unit studies.
        - Supplying library and requesting library collaborate to determine whether the books are or are not age-appropriate for the requesting student. If unsure or would like further guidance, please contact the MMC Leadership Team.
- Do not unreasonably limit the number of book requests from users.

- It is the responsibility of the supplying library to send a final notice for the replacement of lost material. Requesting library should assist in any way possible.
- Confidentiality - ILL transactions, like circulation transactions, are confidential library records. Patron names should not be displayed for the general public to see, nor should the book's title be included in communication with anyone other than the patron. (i.e., Appropriate: Send an email/notice to the student's teacher, "Johnny's book is available." Not Appropriate: Send an email/notice to the student's teacher, "Johnny ordered *Divorce Manual for Kids*, and it's ready for him in the library." (ALA)

Responsibilities of the Requesting Library
- ILL should be an integrated part of the library's service to users.
- The requesting library and its users must comply with the conditions established by the supplying library and will be financially responsible for lost or damaged items.
- Do not unreasonably limit the number of requests from users.
- Involve the end-user as much as possible in the request (i.e., allow patrons, subject to patron age, to place their holds after appropriate instruction).
- Process requests quickly.
- Return materials promptly.
- The requesting library is ultimately responsible for loss or damage to an item borrowed from its patron (See Responsibility of Patron, below.).

Responsibility of Patron

Patrons will pay for lost/damaged items from other libraries in the same way they pay for lost/damaged items to their school library; promptly and in full. Payment may be made at the home library and then the home library MMC will forward this payment via inter-school mail. The patron's payment should be promptly noted in their file. If a patron cannot pay for the item, the principal will resolve the situation and communicate to the Media Materials Coordinator (MMC) what was decided.

Considerations:

Materials other than books: All library materials are available for Interlibrary Loan. If an item requiring special paperwork (permission forms for electronics, 8th grade only, etc.) is requested, the appropriate form should be sent along with the material and submitted by the student/guardian before the item is checked out at the requesting library. Notation of the signed form should be added to the patron record and a copy sent to the supplying library.

Due Dates/Renewals: Item due dates are set by supplying libraries. Renewal policy is set by the supplying library. Patrons should be informed of due date/renewal information when checking out material.

Age-Appropriate Materials: Students requesting to check out a book from a higher level media center (for example, a middle school student requesting a high school level book or an elementary school student requesting a middle school level book) must have parent/guardian permission on file before the request is made to the supplying library (unless the book previously exists in the school collection and is checked out by other students, leaving no copy available for checkout).

- Students can request to check out library books at the same level (e.g. middle school to middle school).
- If a student (K-8) requests a book from a higher level collection that is not a book that already exists in their level media center, *the student must have permission from a parent/guardian on file in order to check out the book.*

Note: For more information, please refer to the "Media Center Access Options" section on page 8 of this handbook.

Ordering Books Through Titlewave

Library Materials
Purchase professionally-curated content using the most powerful curriculum support and ordering tool available.
Visit Titlewave

Accessing Titlewave Through Follett Destiny

1. Select Catalog along the top horizontal menu.
2. Select Titlewave alongside the vertical menu.
3. Click the button.

Making a List

1. Select "Saved Lists" along the top menu.
2. Click "Start a new list".
3. Name your list (i.e. 22-23 First Order EMS or EMS Ideas)
4. If desired, set a do not exceed number for your list and type any notes in the note section.

Sharing a List

1. Select "Saved Lists" along the top menu.
2. Click "See all lists".
3. Click options across from the list you want to share.
4. Click "Share this list".
5. Type in the TITLEWAVE username the person you want to share your lists with. Select the option to share my notes if you have made notes on the items that you would like to share.

☐ **22-23 Second Order MS** (#163665090) Prices guaranteed through **03/16/2023**	01/23/2023	2	$41.78	—	Options ▾
☐ **22-23 Second Order HS** (#162926075) Prices guaranteed through **03/10/2023**	01/20/2023	101	$1,715.25	—	Options ▾
☐ **High School Ideas** (#110746589) Prices guaranteed through **02/11/2023**	01/19/2023	13	$221.68	—	Options ▾

Adding Items To Lists
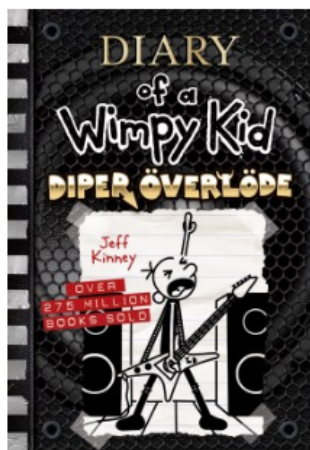
Diper overlode (Diary of a Wimpy Kid, Book 17) (#2487GA2)
by Kinney, Jeff
1 full-text review
FollettBound Glued — Amulet Books, 2022
Price: ~~$19.27~~ **$18.31**
10+ in stock.
Description: **217 pages : illustrations ; 21 cm.**
Dewey: **-Fic-**; Audience: **Middle School**; Reading Level: **5.8**
AR 6.3 MG 3 517138EN
From the publisher: **Grades 3-7**; **Ages 8-12**
From Kirkus: **Ages 8-12**; read the full-text review

Preview

Add to List | Qty: 1 | ☐ 1st Choice | to **22-23 Second Order MS** ▾

Add a note …

1. Ensure the list you wish to add the item to is showing.
2. Click on the displayed list name if you would like to select a different list.
3. Check the 1st Choice box if you would like this item to be a priority while your order is filled.
4. Change the quantity if you are ordering multiple copies of the same book.
5. Click the blue "Add a note" if you would like to add any notes (i.e. Requested by STUDENT NAME).
6. Click the blue "Add to List" button to add the item to your list.

Ordering a List on Titlewave

1. Select "Saved Lists" along the top menu.
2. Ensure all items you are ordering have the blue "Want" box checked.
3. Ensure all priority items have the box checked for "1st Choice".
   a. This means these items will be prioritized when filling your order if there is a DNE amount set.
4. Along the right vertical menu, click "Order Online" if you are ready to place an order.
5. Select your school from the drop down menu.
6. Select whether you want Cataloging/Processing done.
   a. Ensure that the information saved for cataloging/processing is accurate.
7. Type in the Purchase Order number and DNE amount for order (you may not have a DNE amount depending on how you set up your list).
   a. Purchase Order can be obtained from your school secretary.
8. Click continue to review your order and place it!

Schuler Books – 25% Discount for FHPS

Schuler Books is offering us a 25% discount with tax exemption on our book orders.

<mark>All books must be approved by the principal and all orders must go through head secretaries. Head secretaries will provide MMCs consultation and authorization via the requisition for purchase order process through Schuler Books.</mark>

Ordering Books from Schuler Books

In order for purchases at Schuler Books to qualify for the discount as well as the tax exemption, orders are required to be placed on our district's "house account" and subsequently invoiced.

1. A purchase order will be required to be presented at Schuler Books in order for a charge to be placed on our district's house account.
2. Purchase orders should be for an "amount not to exceed" in the form of a blanket purchase order as the exact amount of the charge is likely not to be known prior to arrival.
3. Upon checkout, purchase order numbers will be recorded and filed with the charge.
4. The MMCs will be required to provide a copy of the original receipt to the head secretaries, and along with the purchase order, should be placed in the Accounts Payable shared folder for your particular building.
5. The amount the MMCs have available to them to spend is a product of the original allocation of MMC budget as a part of the building budget. These amounts are shared with the MMCs and head secretaries upon initial budget allocation (Let me know if you need a reminder of this amount).

Opening Checklist

These tasks are in no particular order.

Organize/Clean

☐ Put the library back in order after summer cleaning.

    ☐ Optional: Write thank you notes to cleaning staff!

☐ Unpack any items stored away for the summer.

☐ Organize circulation desk/set up your space.

☐ Unpack any books or supplies that came over the summer.

☐ Go through your mail and emails.

☐ Tidy up the bookshelves.

☐ Check over supplies and order needed materials (suggested [library supply list](#)).

Paperwork

☐ Review any changes to school policies.

☐ Print out new permission slips for the year.

☐ Review school schedules for any changes you need to know.

☐ Let staff know of any changes to library staffing/hours.

Technology

☐ Ensure the computer is connected to the network.

☐ Update your password if prompted.

☐ Make note of any training modules that need to be completed.

☐ Login to websites and save passwords for easy login.

☐ Bookmark helpful sites (i.e. Destiny, Email, Canvas Page, Timesheets, etc).

Decorate

☐ Set up bulletin boards or other signage for warm welcome to students/staff.

☐ Set up book displays.

Lesson Plans (If applicable)

- ☐ Outline what you want to accomplish this year. Any specific projects or alignments to the school curriculum? Do you want to change anything from previous years?
- ☐ Prepare for the first several weeks of lessons- have copies made, etc. The first few weeks can get busy and it is easy to get behind.
- ☐ Have the MMC handbook ready and accessible in case of a sub in the media center.

Destiny

Wait to do any work in Destiny until the information has been updated by the technology department.

- ☐ Run overdue report (wait to run overdue notices as some books are likely to be returned when students return to the building).
- ☐ Set calendar in Destiny (block out school closures so that due dates are accurate) *This process is outlined in the MMC handbook.
- ☐ Ensure that Library Policies are accurate (i.e. checkout length, number of books students can check out, etc.).
- ☐ Run any reports that you would like to run (inventory, lost copy or circulation reports from last year).
- ☐ Set up circulation reports for the year in Destiny and save as favorites for easy access.

Closing Checklist

These tasks are in no particular order.

Organize/Clean

- ☐ Clean out your desk and circulation desk.
- ☐ Clean out file cabinets (recycle any paperwork that doesn't need to be saved; shred confidential paperwork).
- ☐ File any important papers for next year.
- ☐ Clean up/organize storage cabinets/supply areas.
- ☐ Make note of any supplies that need to be purchased for next year.
- ☐ Pack up decorations so cleaners can work over the summer.
- ☐ Move any items you will use at the start of the year to an accessible place.
- ☐ Review any outstanding orders or ones that are due to come over the summer.
- ☐ Clean out and store any small appliances (mini fridge, microwaves, etc).

Technology

- ☐ Clean up computer/email. Save any files from your computer to a network drive or Google drive.
- ☐ Store document cameras or any other technology in a safe and secure place.
- ☐ Make a list of websites or passwords that you may need over the summer.

Media Center Specific Tasks

- ☐ Run overdue notices and send them home with students.
- ☐ Run overdue notices for teachers.
- ☐ Run end-of-year reports (these could be collection stats, lost books reports, inventory, etc.).
- ☐ If you started an inventory, finish it and run reports.
- ☐ Put away any book displays you have out.
- ☐ Make note of any broken equipment and complete tickets to request repair if necessary.
- ☐ Tidy bookshelves.

Setting Calendar in Follett

1. Login in Follett Destiny under your school.
2. Click Admin along the top horizontal menu.
3. On the side vertical menu select Calendar/Hours.
4. Ensure weekend closure and hours are correct. Click on the blue font to make any changes.
5. To view the entire year click View 20XX in the bottom right corner (circled above: you cannot make changes in year-view but it may be helpful to look at the whole year).
6. Either select a month from year-view or use the arrows in monthly-view to find the month you want to note closures.
7. To note a closure select the blue number for that date and it will change to a closed date and the square will turn gray.
8. Any changes to the calendar save automatically.

General Circulation

A main component of the MMC position is circulating materials (checking them in and out) to students and staff. To do so, we use a company called Follett which provides software that not only manages individual school and district-wide circulation, but maintains our online cataloging system as well. This section covers the basic "how-to" of checking materials out (when they leave the library), and checking materials in (when they are returned to the library's shelves).

To check out materials

- Once you are logged into Follett for your specific school (school name will be on the top left of the screen) there are six main tabs underneath - Home / Catalog / Circulation / Reports / Admin / My Info - click on Circulation.
- When you are on the next screen, take a look at the top line of your left sidebar - Check Out - it should be bolded / clicked with the cursor flashing in the "Find" box.
- This "Find" box will initially look for your student or staff library account. To do so, a student may type in their student username (5 digit FHPS ID number), or the MMC can scan a student's FHPS ID card or type in the student's last name. Hit "enter" on your keyboard or the "Find Patron" button using your mouse on the screen.
- Once the library account is up on the screen, locate the item's barcode (usually on the top right side of the back cover of the book/DVD) and scan it. The title along with the due date, photo of the book cover, call number (where to find the book in the library), price to replace the book should it be lost, and the date it was checked out will all automatically pop up.
- Let the student know when the book is due. Schools vary on how this is conveyed - some stamp due dates in the back of the book, others hand write this information, check to see what your school's preferred method is.

To check in books/materials

- When you are ready to begin the return process, go back to Follett. Scan the left side bar and click on the third option under the "Circulation" tab - "Check In".
- Click your cursor into the "Find Copy" box.
- Scan each individual barcode of the items being returned.
- Please take your time while checking items in, pausing between scans. This is because you may encounter hold notices - when checking in a book, a message might pop up that reads "This book is being held for (student's name)". If you get a message like this, put a post-it note with the student's name on it and set it aside. You will need to alert the student that their requested book has arrived (through an email or in person when their class is back in the Media Center).

- Another message you may see while checking in items is, "This book must be returned to (school name)." This message indicates that a student requested/borrowed a book from another school and it needs to be "sent home." If this happens, put a note on the book that it is "returning," (some schools have pre-made "returning" labels, others just use handwritten post-it's), then put the book in an inter-school mail envelope with the name of the school it is headed back to (e.g. Northern Trails, Media) - making sure to have crossed out the address above.
- The last message you will see frequently when checking items in, is an alert that the book just scanned was overdue ("Please note…Overdue item "book title" with the barcode number along with the number of days overdue). You can disregard this message. It is just a "heads up" for informational purposes only. **FHPS does not charge overdue late fees.**

To check textbooks in and out
- There are certain classifications of materials that have barcodes beginning with an "X." These "X" barcodes denote textbooks and will not check out or in under the general "Check Out" / "Check In" headings. The same procedures apply, but to circulate textbooks, make sure you are in Follett under the "Circulation" tab. This time, use the second option in the left sidebar - "Check Out Text" - to check out materials. The fourth option, "Check In Text" is used when students return items with barcodes that begin with an "X."

Adding books to the Follett catalog
Throughout the school year you will be spending the majority of the library budget on new books for your students. This section will highlight the ways new additions to your library get added to the Follett catalog.

Adding book donations or items purchased from Amazon or locally
- Go to Follett. Find the six tabs on the top left of the screen - Home / Catalog / Circulation / Reports / Admin / My Info. Click on "Catalog."
- Scan over to the left side bar and select the fourth option, "Add Title."
- You have options on this next screen. It is recommended to go to the center drop down menu. It defaults to "Title," but I would select "ISBN."
- ISBN stands for International Standard Book Number and is a 10 or 13 digit number that is unique to each and every book that is published. Most ISBNs are located on the back cover, usually near the bottom right and look like a square barcode.
- When you have the book you want to add to the collection in your hand, scan this ISBN barcode which will (hopefully) cause a title record to pop up.

- If multiple records pop up, look to see if one record has a "red house" under the book title. This red house is an alert to you that another school in FHPS already owns this book. We try not to have duplicate records of the same title, so if the book in your hand matches the title record on the screen, click on the title option with the red house.
- From here, shift your gaze to the right side of the screen. There is a column of options, but the one you want is the fourth choice, "Add Copies."
- Each school library has a packet of school specific barcodes with the school name on them. From this "Add Copies" screen, you will need to find these barcodes. Peel one barcode off and place it on the top right corner of the back cover of the book. Your cursor should be flashing in the "Starting Barcode" box. Once the barcode is on the book, scan it.
- The next empty box is "Call Number." This entry is important because it is the address of where your book lives in the library and you want it to be accurate. For consistency purposes, scan the shelves and make note of how books have been cataloged. For example, E = picture books, F = fiction - but how has your library added the author's name? On the spine of books are you showing the entire last name? Just the first three letters? Is everything capitalized? Or just the first letter? When you have decided which way the call number will look, add it in this box. (Ex. E Wil or E WIL or E Willems or E WILLEMS)
- Lastly, in the next empty box, "Purchase Price," put in the cost of the book as it is printed on the book.
- Look back to the top right corner of the screen and click on the blue rectangle, "Save Copies," and your book has been added.

Adding books to the catalog from a Follett Titlewave order

- As a MMC you have the choice of where to purchase books from. One popular option is to buy directly from Follett who, for a fee, will then process your books for you (put on the barcodes, spine labels, dust jackets or kapco covers, as well as do all the cataloging for you). You can set up an account for free at www.titlewave.com.
- Should you purchase books through Follett, there is just one step to getting the books out of the box and onto the shelf once your order arrives. To do so, you will need to be logged into both Follett and Titlewave.
- Start in Titlewave. On the top right corner of the screen are three drop down menus in a black oval - select the middle option, "Order History."
- From the dropdown menu that appears, select the last option, "MARC Downloads."
- The next screen that appears will list your orders - from most recent to oldest. From here, you want to bring over all of the cataloged records that Follett did for you out of Titlewave into our local Follett online catalog.

- In the right-most column, "Download MARC," click the "Download Now" link that corresponds to your Titlewave order.
- This link will bring you to three options - Standard / Compressed / Textbooks - choose Standard.
- Follow the instructions on the screen and click the blue "Download Now" box.
- Once the MARC records have been downloaded to your computer, you have to import them into Follett. Leave the Titlewave site and head back to Follett.
- Make sure you are working in the "Catalog" tab.
- Then select "Import Titles."
- The screen that comes up has default settings - leave them as is. What you are looking for is at the bottom - "Import File." Click the gray box next to it, "Choose File."
- From here, choose the MARC records file you just downloaded, and then click the gray "Import" button at the bottom of the page.
- It may take a minute or two to upload these records into the catalog. Once the job is complete, your new book records are ready for circulation. It is recommended to scan each book's barcode to make sure all new books look correct in the title record - especially the call number. You can edit the title records to make any changes.

Printing Spine Labels

1. Click Reports along the top horizontal menu.
2. Click Library Reports from the vertical menu on the left.
3. Scroll down to the Labels Heading.
4. Click Spine/Pocket Labels.
5. Use the drop downs to select your label parameters.
    a. MMCs generally use Sort by Call Number, Based on Barcode List.
    b. Click use label stock and select your label size from the drop down- most labels are Demco 5" by 11", but yours may differ.
    c. Start on label 1 if using a new sheet, or change the number if reusing a partial sheet.
    d. Printer settings depend on your printer- print some sample labels on a plain sheet of paper and compare to your label stock to confirm the alignment.
    e. Use font size 12 and ensure that "Start a new line at every space" is checked.
6. Click "Run Report."
7. Click "View" on the far right side of the reports screen and print your labels.

Overdue Notices

Email Notices

1. Click "Reports" along the top horizontal menu.
2. Click "Patron Reports" from the left vertical menu bar.
3. Under the circulation section, select "Current Checkouts/Fines."

4. Set the parameters for your notices.
   a. If you select "All that are currently overdue", it will send notices for any books a student has checked out while an active patron in FHPS.
   b. If you want to narrow your search, choose the second or third option.
5. Ensure that under "Format", you have selected "Notices."
6. Click "Continue."

1. Set parameters for limits on your notices.
2. Make sure "Active" is selected under "Status" on the right hand side.
3. Click "Update on Patron Types" to select students.
   a. If running overdues for a certain grade level, select the "Graduating In" button and type in the appropriate school year.

4. Under "My Materials" click "Update" to select specific materials you would like notices sent for regular, reference, equipment, etc.
5. Select "Textbooks" or "The materials my patrons have that belong to other sides in the district" if applicable.
6. Click "Continue."

- Click "Run Notices" to send your notices.
- Click "Save Setup" to save your notices under "Favorites" for easy access.

How often should I run overdue notices?

This can be a preference based on your building. Some buildings run overdue emails to students every week on a specific day (e.g. Eastern runs overdue emails every Thursday). Other buildings may do it bi-weekly or monthly.

Inventory

A partial or complete inventory should be conducted each school year. (Complete inventories are not out of the question. 14,000 items can be done in 3 days by one person.) If you choose to do partial inventories, create a regular, rotating schedule so you do not skip sections. (For example, fiction one year, nonfiction the next.) Don't forget to include outlying parts of your collection, like magazines or audiovisual items.

You will need a laptop on a cart with a handheld scanner attached via a USB port to complete inventories.

Inventory Steps in Follett

1. Go to "Admin".
2. On the left side, choose "Inventory".
3. Click "Start New".
4. Give your inventory an appropriate name based on what you are scanning. One approach is to create subsections within an inventory. For example, scan all books in the 500s, or all books in the mystery genre, etc.
5. Create a call number range. For example, 500 AAA to 599.999 ZZZ or F AAA to F ZZZ.
6. Click "OK."
7. Scan all books within your call number range.

- When you are done scanning all books in your range, look at the list of unaccounted books.
- Consider sending an email to your staff with a list/pictures of missing books.
- When you are done searching for unaccounted items, close the inventory. Unaccounted items will be marked as lost.
- You can have multiple inventories going at once. To switch between inventories, click "View in-progress" and "Completed inventories".
- Since you can only view reports of your last two years of inventory, you should periodically remove old inventories from the database.

Have additional questions?

Reach out to a fellow MMC across the district or a member of the MMC Leadership Team. We are better together!

(Last updated Aug. 1, 2023)