Yukon School Library Clerk

Training Guide

2017

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Yukon School Library Clerks

Library Clerks in Yukon Schools

School library clerks in Yukon school libraries perform clerical duties to assist Teacher Librarians, Teachers-Assigned-to-the-Library, School Principals, students and classroom teachers.

This clerical position was established to provide support for maintenance of school libraries. School library clerks complete clerical, non-managerial tasks in school libraries to organize and maintain library materials for ease of use.

The Teacher Librarian or Teacher-Assigned-to-the-Library supervise school library clerks. The school principal is responsible for the administration of the school, including the school library.

This guide provides specific information for each of the tasks as outlined in Section 4 – Principal Duties and Responsibilities of the Library Clerk Job Description. In this section, duty statements 3, 4, 5, 6 and 7 contain the addendum "as requested/required". These five job tasks are conducted at the request or as required by the professional educational staff designated as the School Library Administrator (Teacher Librarian/Teachers-Assigned-to-the-Library/School Administrator)

School Library Clerk Destiny Accounts
The school administrator, Teacher Librarian or Teacher-Assigned-to-the-Library must contact Resource Services to request to have a school library clerk account created. Library Clerk accounts allow school library clerks access to specific, job-related functions and features in Destiny. These include – full access to the circulation features, adding copies/duplicates to existing records, receiving new items, generating patron reports, updating patrons, etc.

Confidentiality of Patron Records
School Library Clerk accounts provide access to the student information contained in patron records. Confidentiality and protection of privacy are of critical importance when accessing electronic information systems that contain personal information.

Library Clerk Job Description

Section 1 - Identifying Data

Position Number	
Position Title	Library Clerk
Incumbent	
Supervisor's Title	Teacher-Librarian/Teacher-In-Charge/Principal
Supervisor's Position Number	
Department	Education
Branch/Unit	Public Schools
Location	
Date Completed	April 2005
Medical Clearance Required?	No Security
Clearance Required?	Yes

Section 2 - General Summary

The Library Clerk is responsible for providing a variety of school library support services to students, staff and parents/guardians, also referred to as patrons of the school.

Section 3 - Organizational Structure

Describe, in narrative form, the place of this position in the organization, including peers (those positions reporting to the same supervisor as the topic position), subordinates, and supervisor's supervisor.

The Library Clerk is a permanent part-time position reporting to the Teacher-Librarian, Teacher-in-Charge and/or Principal. This position has no supervisory duties.

Section 4 – Principal Duties and Responsibilities (limit to 10 Duty Statements)

1. Perform circulation procedures for the loan and return of resources, produce overdue reports and send out overdue notices as required/requested using an automated or manual system and assisting library patrons in the use of the facilities.

2. Perform shelving and shelf-reading tasks as well as minor repairs to maintain the library collection in good condition.

3. Prepare materials for circulation by processing new and existing library materials that are not in the system i.e.: checking against invoice, stamping school name, date and price, adding pocket and card or bar-coding as required/requested.

4. Enter bibliographic data found within fiction paperbacks into the automated system or manually creating book cards in non- automated libraries, i.e.: adding title, author, copy number, price, bar-code reconciliation, etc. if required/requested.

5. Undertake clerical tasks such as maintaining current periodicals and catalogues, vertical files, maintaining a consideration for acquisition file and other correspondence as required/requested.

6. Prepare a "reserve" collection of resource materials for a unit or theme, seasonal books, project fairs, etc. as required/requested.

7. Assist with annual inventory and weeding procedures as required/requested.

8. Inform the Teacher-Librarian, Teacher-in-Charge or Principal of inappropriate student behaviour and any potential health and safety issues present in the library.

9. Prepare exhibits/displays and bulletin boards, photocopy and laminate materials and perform other related duties as requested/required by the Teacher-Librarian, Teacher-in-Charge or Principal.

Section 5 - Contacts

Describe, in narrative form, the working relationships inherent to the success of the job.

- Daily interactions with Teacher-Librarian, Teacher-in-Charge or Principal to receive and exchange information.

- Daily interaction with students and staff members by providing assistance.

- Occasional contact with parents/guardians and parent volunteers requiring assistance in using the library.

- Occasional contact with Resource Services.

Section 6 - Problem-Solving

List three examples of problems, issues, or complexities most typically encountered in the job AND describe the actions this job takes to resolve each problem listed.

- Frequent interruptions by library patrons with requests for assistance on library computers for database searches or for specific resources. The library clerk must be flexible and willing to accommodate requests while continuing with regular duties as much as possible.

- Requests for information or for resources require the incumbent to consider a number of factors. The library clerk asks questions to establish what the needs are, what the appropriate library resource is, and refers to the Teacher-Librarian or Teacher-in-Charge those reference questions requiring further knowledge of course content and the meaningful use of information to meet curriculum and personal needs.

- The incumbent deals with their own regular duties, as well as assisting with Book Fairs, Library Book Orders etc. as they occur during the school year. The library clerk must be able to prioritize their workload effectively and be flexible in order to accommodate these tasks.

Section 7 - Specific Accountabilities

1. Describe final decisions regularly made for which the incumbent is held accountable.

   The library clerk is expected to exhibit a high degree of tact, diplomacy and discretion in working with students, staff and parents/guardians in a school environment.

   The library clerk identifies the condition of returned library materials and sets aside for Teacher Librarian, Teacher in Charge or Principal to determine if discarding or replacing is required.

2. What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?

- To ensure library patron satisfaction by providing efficient and effective services to students, staff and parents/guardians.

- To assist in maintaining an orderly library by ensuring materials are shelved in correct order.

- To contribute effectively to the smooth operation of school library services.

Section 8 – Budget

1. a) What is the Annual Budget <u>for the unit under the</u> <u>direct control</u> of the position?

    Fiscal Year Annual
    Payroll
    O&M Budget (excluding Payroll) Capital
    Budget (excluding Payroll) Revenues
    Recoveries

    b) Does the position have the authority to reallocate resources, i.e. transfer budget funds? If yes, provide examples.

    N/A

2. If applicable, describe other expenditures or revenues influenced by this position and how.

    N/A

Section 9 - Working Environment

Describe in narrative form the position's working environment which can be generally favourable or include exposure to undesirable conditions.

The work takes place in a school setting and the library clerk shares the work space with the Teacher-Librarian or Teacher-in-Charge. Library clerks spend a significant part of their shift sitting, standing, kneeling, bending, lifting and/or reaching.

Section 10 - Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position. Supervisor: _____ Date: _____	**Incumbent** (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me. Incumbent: _____ Date: _____

Director of Human Resources: (Comments) Signature: _____ Date: _____	**Deputy Minister**: I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position. Deputy Minister: _____ Date: _____

Destiny Library Manager

All Yukon school libraries use Follett's **Destiny Library Manager**. Destiny Library Manager is a web-based library automation and management system software system. It includes circulation, cataloguing, searching, reporting and management.

School library materials are circulated efficiently using Destiny. The online catalogue is constantly updated regarding the availability of items in the library collection.

The Destiny database also tracks patron and library statistics – most popular titles, patron usage and current circulation, for example. Preconfigured and customized reports, including overdue notices and "items out" lists are easily generated.

Information on a wide range of Destiny features is available online. Click on the Help button located at the upper right of any Destiny screen.

Destiny WebHelp includes tutorials, quick reference guide, and training toolkits including video clips.

DUTY STATEMENT #1
Perform circulation procedures for the loan and return of resources, produce overdue reports and send out overdue notices as required/requested using an automated or manual system and assisting patrons in the use of the facilities.

1.1 Circulation
School circulation practices are site specific (school-based). Using the **Back Office Tab** in Destiny, the Teacher Librarian, School Library Administrator, or Teacher- Assigned-to-the-Library may determine:
- loan periods
- number of items that may be borrowed
- circulation types (e.g. Reference, Regular Loan)
- calendar
- renewal limits
- ceiling dates

Additionally, the Teacher Librarian, School Administrator, or Teacher Assigned-to-the-Library determines site-specific procedures for:
- overdue library materials
- lost and damaged books

Patron Records
Patron records are automatically created and updated at Resources Services with information from Aspen, Yukon's Student Information System.

Please contact Resource Services for information and assistance specific to adding patron records. This is to ensure that all patron records conform to established confidentiality and privacy guidelines.

Deletion of patrons must be performed by the Teacher-Librarian, Teacher-Assigned-to-the-Library or by the Resource Services technical staff. Contact Resource Services for information and assistance when updating patron information.
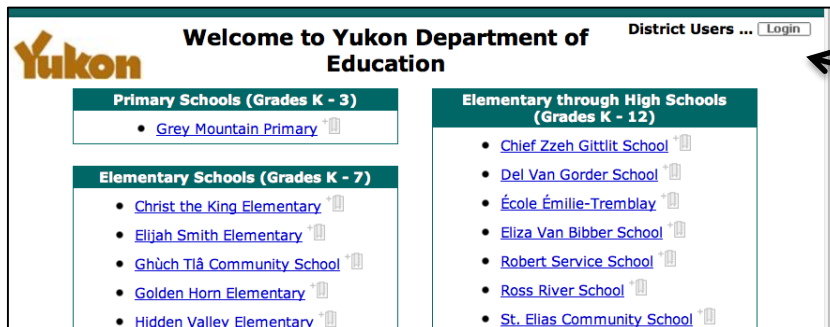
Circulating School Library Items

Quick Links

ITSS
Resource Services
School Libraries
Science Adventures
Yukon Education

1. Open a web browser (Safari, Chrome or Firefox). In the bottom left corner of The YesNet home page, click on the School Libraries link.

2. From the Yukon Department of Education libraries home page, select your school.

Click on the Login button on the far right of the screen.
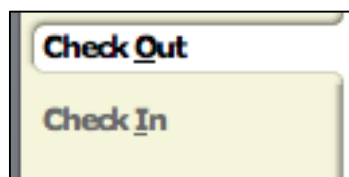
3. Enter the log in information for your account.

User Name:	
Password:	
✔ Login	✖ Cancel

4. When logged in, click on the Circulation Tab at the top of the home screen.

| Home | Dashboard | Catalog | Circulation | Reports | Back Office |

The circulation screen allows for both "Checking Out" (taking out) and "Checking In" (returning books).

Check **O**ut

Check **I**n

Checking Out Items

Click on the "Check Out" tab.

| Check Out |
| Check In |
| Renew |
| Holds/ILL |
| Fines |

Find [   ] Go! [Find Patron] [Find Copy]
☐ Only search [Patron Names ▾] ☐ Only Active Patrons   Due Dates

To find a patron record click in the "Find" box and type the patron's name.

OR

Click on the "Find Patron" button and a list of the patrons in your school's database will be displayed.
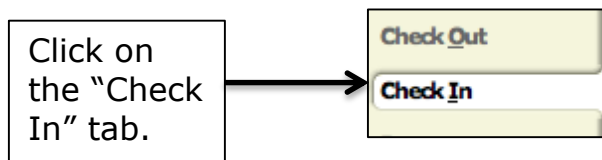
OR

Scan the patron's bar code, in your school library's Circulation Book. **Please contact Resource Services for assistance in creating or updating lists of patron bar codes and/or homeroom information.**

Once the patron's name/account is displayed, scan the barcode on the front of the book.
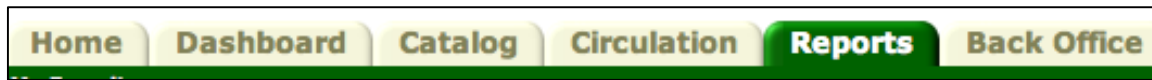
Checking In Items

Click on the "Check In" tab.

| Check Out |
| Check In |

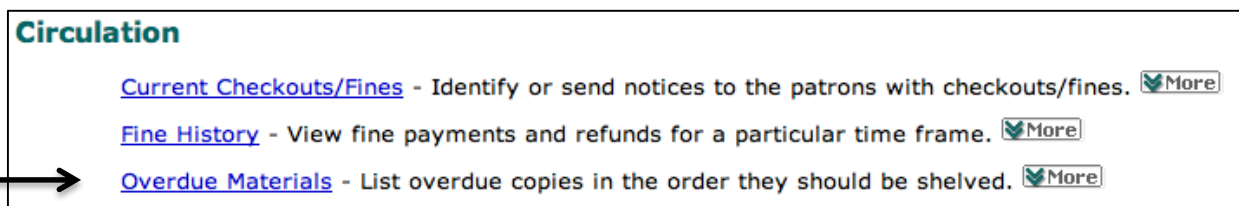Scan the barcode on the front of the book.

1.2 Overdue Reports

Preconfigured overdue reports and notices are available by selecting the **Reports Tab.**
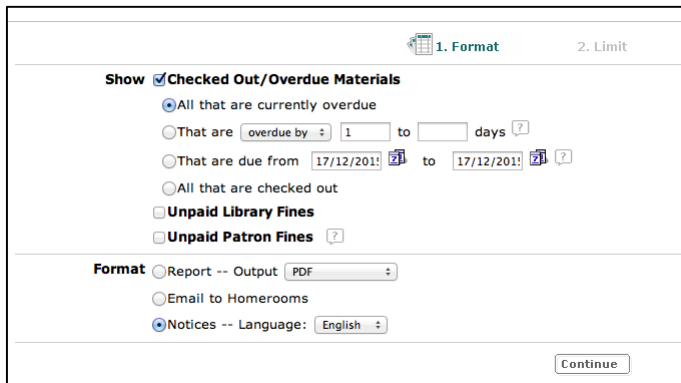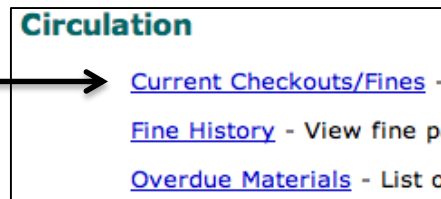

1. List of Overdue Items

In the list under the heading **Circulation** – choose **Overdue Materials**.

2. Overdue Notices

In the list under **Circulation** – choose **Current Checkouts/Fines.**

Selecting radio buttons for various overdue time frames can customize overdue notices.

*Note: Yukon School Libraries do not charge fines – always uncheck these boxes.

Select the **Notices Button** and click the **Continue Button.**

Use the check boxes to restrict overdue items to those borrowed from your school library or to include items borrowed by your school's patrons in other Yukon school libraries.

Limit the results to...

My Patrons All Patron Types ➕ Update   **Status** ☑ Active
☐ Inactive
☐ Graduating in 2015   ☐ Restricted

Also Include ☐ Patrons of other sites that have my materials and/or that owe fines to My school.

My Materials All Circulation Types ➕ Update

Also Include ☑ The materials my patrons have and/or the fines they owe that belong to other sites in the district. [?]

Continue

---

1. Format   2. Limit   3. Details
Overdue Materials & Unpaid FinesNotices

Select & Sort by Patron Name ▾ from ____ to ____

Distributed ⦿ Internally [?]
○ Mailed
○ Via email - Provide sender information
Display name _____
Email _____ 📧 Test Email [?]
Send To ⦿ Email 1 and Email 2
○ Email 1
○ Email 2

Page layout Print 4 notices per page ▾
Message Dear _____ Patron's Name:
The following items are overdue. Please return them as soon as possible.

Address Label ☐ To the Parent or Guardian of: Patron's Name

Also Display...
Title Info ☑ Title for library materials
☐ Price of checked out/overdue materials
Patron Info ☐ Barcode
☐ Phone number
☐ Grade Level ▾
☐ Homeroom ▾

💾 Save Setup   📋 Run Notices

The next screen provides for selection of the information that is to be included in the overdue notices.

(Student phone numbers are NOT included in Destiny patron records.)

Click on the **Run Notices Button**.

Jobs: 1 - 4 of 4   Refresh List

	Job	Status
	Overdue Materials, Unpaid Fines.	Pending

Jobs: 1 - 4 of 4   Refresh List   Read

	Job	Status	
☐	Overdue Materials, Unpaid Fines.	Completed (17/12/2015 11:12 AM)	View

At the Job Manager screen, click on **Refresh List** to change from **Pending** to **View**.

Destiny Overdue Notice formatted for distribution to students

Notice: Overdue Materials, Unpaid Fines.

Dear _____
The following items are overdue. Please return them as soon as possible.

Library Materials

Due	Call Num.	Barcode	Title	Est. Fine
02/05/2013	E REI	51139110166190	Perfect snow	

1 Item Overdue

1.3 Assisting Library Patrons in the Use of the Facilities

Library clerks may not supervise classes in the library but may assist individual students. A teacher must accompany classes to the library and remain with the students while they are in the library.

Assisting patrons in a school library setting may include:
• locating items through a familiarity with the layout of the library,
   its collections, and its classification systems

• facilitating access to resources in the print and digital collections
   through a familiarity with the use of library catalog (Appendix A – Check Out
   Yukon School Libraries Online Catalogues brochure)

• providing patrons with information library related to the
   Reference Collection, loan periods, printing, appropriate computer use, etc.

School library clerks will experience frequent interruptions by library patrons with requests for assistance in the library. The library clerk must be flexible and will to accommodate requests while continuing with regular duties as much as possible.

Requests for information or for resources require the library clerk to consider a number of factors. The library clerk asks questions to establish what the needs are, what the appropriate library resource is, and refers to the Teacher Librarian or Teacher-Assigned-to-the-Library those reference questions requiring further knowledge of course content and the meaningful use of information to meet curricular and personal needs. (From Section 6 – Problem Solving in the School Library Clerk Job Description).
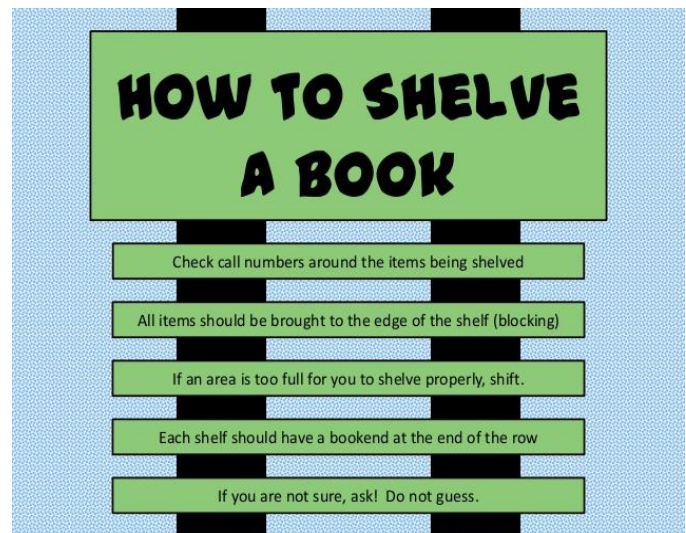
DUTY STATEMENT #2
Perform shelving and shelf-reading tasks as well as minor repairs to maintain the library collection in good condition.

2.1 Shelving

As you get into the serious business of shelving materials, a helpful phrase you may want to remember is the "Four Ss", which are **SORTING, SHELVING, AND SHELF READING.** All are interconnected when it comes to successfully maintaining order and easy accessibility to materials.

Accuracy in shelving is more important than speed.

HOW TO SHELVE A BOOK

- Check call numbers around the items being shelved
- All items should be brought to the edge of the shelf (blocking)
- If an area is too full for you to shelve properly, shift.
- Each shelf should have a bookend at the end of the row
- If you are not sure, ask! Do not guess.

As you begin shelving, glance over the shelf where you are about to place a book. Scan the whole shelf to make sure that you are not misplacing the book by putting it next to another mis-shelved item.

Before placing the item on the shelf, look 4 items to the left and 4 to the right. Re-shelve anything you find out of place.

Try to avoid tightening bookends against items too tightly. This forces books back behind other books and also makes it difficult for students to take the books off the shelf (and put them back).

The opposite extreme should be avoided as well. Books very loosely shelved or with gaps in between can end up falling and sliding.

Books should be shelved with the spines even with the front edge of the shelf, but not extending beyond. This makes them easier to see and to pull off the shelf, and gives a uniform and neat appearance to the rows of books.

Whenever possible, try to keep the same call number or author on the same shelf.

2.2 Shelf-reading consists of examining the books on the shelf to ensure they are in the correct alphabetical and/or numerical order. Straightening shelves and correcting shelving errors are ongoing tasks

2.3 Organization of Yukon School Libraries
In Yukon school libraries, materials are catalogued using the following schema:

> **E – Easy**
> **F - Fiction**
> **Dewey – Non-fiction**
> **REF - Reference**
> **PROF – Professional Collection**

Easy - Most of the books in this section are children's picture books.
In most cases, these books contain more illustrations than text.
Wordless books and board books can be shelved along with these books, or organized in separate bins.

Fiction - In this section, the books primarily contain text. Depending on the school library, fiction might be organized into Young Adult, series paperbacks, beginning chapter books, and graphic fiction.

Reference - This collection traditionally includes sets of encyclopedias, dictionaries, atlases, almanacs, yearbooks, etc. Basically, the materials in this section can be thought of as "BOBs" – big, expensive books. With the increasing use of online digital resources these print materials are less prevalent in school libraries.

Professional Collection – This collection consists of education or curriculum related resources designated for teacher or classroom use and not available for student/public use. These are shelved separately from the regular collection, most often in the library meeting room or in the school staffroom.

Non-Fiction - Non-fiction books are those that contain factual information, but also includes folk tales, legends and in most schools graphic novels. Non-fiction books are arranged on the shelves in numerical order according to the Dewey Decimal Classification system. Shelving books accurately in this section of the library is key to keeping these books in order.

Periodicals - Periodicals are magazines or journals that are received periodically throughout the year. These are usually shelved on specialized periodical shelving, with the most current copy/edition on display and back issues kept on shelves either below or under the display shelf. Generally, back issues are kept for a year and then discarded.

2.4 Shelving Specific Items

Library books are shelved in "bays". In each bay of shelves books are shelved from top to bottom
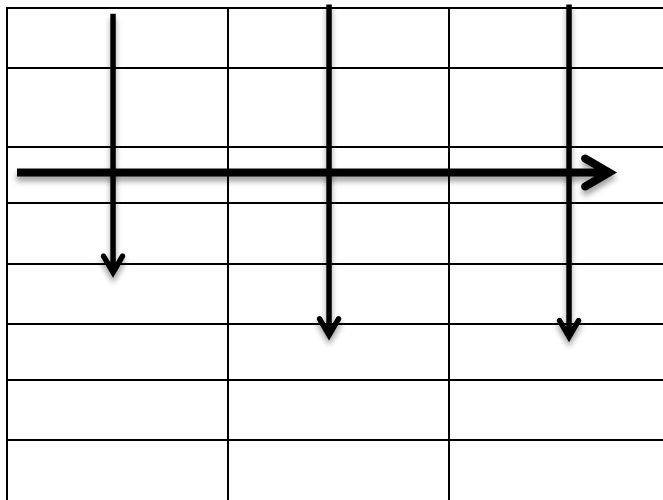
Books are then shelved across the shelves.

Fiction Materials

In the Fiction Section books are shelved in alphabetical order by the author's last name, first name and then by title. (Please refer to Appendix I – Shelving Rules). In some libraries, specific types of fiction may be shelved in separate sections (mysteries, science fiction, books in the same series). As well, fiction hardcover books and Fiction paperback books might be shelved separately or interfiled.

If two authors have the same last name, arrange by first name or initials so that all the books by the same author will be found together on a shelf. If there are several books by the same author the books are further arranged alphabetically by title.

Alphabetizing is done letter-by-letter, then word-by-word. Articles, "A", "An", and "The" are disregarded when they appear as the first word in a title.

The Wizard of Oz is shelved as **Wizard of Oz**

Books without authors are shelved alphabetically by title. Books with up to three authors are files by the last name of the author named first. Books with more than three authors are shelved alphabetically by title.

2.5 Non-fiction Materials

In the Non-fiction Section, materials are shelved in by call number. The call number consists of two parts: the Dewey number and the Cutter number. The Dewey number designates the subject, and the Cutter number designates the individual book

For example:
Welcome to the Wonderful World of Wolves
   by Diane Swanson

| Chicken Soup for the Soul | Tales by the Grimm Brothers | Spanish for Beginners | Everyday Insects by Albert Jamesson | Fresh Water Fish by Bernice Brewster | Pets by Jon Cage | Football by John Madden | Poetry by Jack Prelutsky | Mexico by Jose Cuevo |
| 158.1 CHI | 398.2 GRI | 411 ROD | 595 JAM | 597 BRE | 636 CAG | 796 MAD | 811 PRE | 917.2 CUE |

599.74 → Dewey Number
SWA ← Cutter Number

The Dewey Decimal System organizes information into 10 broad areas, which are broken into smaller and smaller topics. With the Dewey system books about the same topic are shelved in the same area. Different topics are assigned numbers, known as "call numbers." For example, "Tigers" are given the number 599.756. All the books about tigers will have the same call number and be shelved together.

The 10 main Dewey Decimal classifications are listed below:
- **000 General Knowledge** Almanacs, Encyclopedias, Libraries, Museums, Newspapers...
- **100 Psychology and Philosophy** Death & Dying, Ethics, Feelings, Logic, Making Friends, Optical Illusions, Superstitions...
- **200 Religions and Mythology** Bible Stories, Buddhism, Christianity, Judaism, Islam and other world religions; Greek, Roman and other myths...
- **300 Social Sciences and Folklore** Careers, Customs, Environment, Families, Folktales, Fairy Tales, Government, Manners, Money, Recycling...
- **400 Languages and Grammar** Chinese, English, French, German, Italian, Japanese, Sign Language, Spanish. Includes dictionaries...
- **500 Math and Science** Animals, Biology, Chemistry, Dinosaurs, Fish, Geology, Insects, Physics, Planets, Plants...

- **600 Medicine and Technology**   Computers, Cookbooks, Engineering, Farming, Health, Human Body, Inventions, Manufacturing, Nutrition...
- **700 Arts and Recreation**   Architecture, Crafts, Drawing, Games, Jokes, Movies, Music, Puppets, Songbooks, Sports...
- **800 Literature**   Children's Literature, Plays, Poetry, Writing...
- **900 Geography and History**   Countries of the World, First Nations, Yukon

When sorting and shelving non-fiction items, first place the items in Dewey numerical order. For example:

616.1	616.12	616.3

Then further sort/shelve the items alphabetical order using the first three letters of the author's last name.

616.3 ART	616.3 ASL	616.3 BAI

Book Sets: Books that are a part of a set, **Nature's Children** or **My Canada**, for example, are shelved according to their **individual call numbers.** This ensures that books about the same topic are shelved together.

Abridged Cataloguing: Materials in Yukon school libraries are catalogued following abridged cataloguing rules. The Dewey number is restricted to three numbers after the decimal. Yukon public libraries use unabridged cataloguing rules. In joint school/public library collections, the same item might not be shelved together due to the difference in cataloguing specifications.

An excellent tutorial video about shelving non-fiction books is available at:

https://www.youtube.com/watch?v=l3WCZiVsDDY

2.6 Minor Repairs of School Library Materials

Simple repairs can increase the shelf life of school library materials.
Small rips easily become bigger rips, so it is important to regularly mend and maintain the items in the collection.

It is important to examine the item before it is repaired. Consider the following:
- Does this book still have value?
- Once it is repaired, will it circulate?
- Should this book be replaced instead?
- What is the extent of the damage? Can this book even be repaired?
- Is it cost effective to repair the book?

If the answer to two or more of these questions is "no" then it is time to discard/weed the item. Sometimes, an item is not worth repairing. Unfortunately, often it is the most popular titles that become damaged, as they are used so often they wear out before their time.

> Be sure to keep a record of titles that will need to be replaced. This will be useful in the event the title needs to be reordered.

Page Repair

Taping ripped pages is the most common book repair. Use of a good quality book tape is essential. Do not use packing tape or duct tape. The glue in packing tape or other celluloid tapes dries, and over time, the tape flakes off. Scotch® Magic Tape and Scotch®845 Book Tape are recommended.

Removing Pencil Marks

Most pencil marks can be removed with a soft pink pearl or gum eraser.

Removing Ink Marks and Crayon

Using an Ex-Acto knife, steel knife or book repair knife gently scrape across the surface of the page.

Cleaning Book Covers

Dirt and grime can be cleaned from book covers using disinfecting wipes. Book covers can be wiped using a dish soap and water solution, and wiping with a lightly damp cloth.

DUTY STATEMENT #3
Prepare materials for circulation by processing new and existing library materials that are not in the system i.e.: checking against invoice, stamping school name, date and price, adding pocket and card or bar-coding as requested/required.

3.1 Checking items against the invoice
All new school library materials ordered and/or purchased during the year are received at the Resource Services warehouse. The staff check-in all new books, and the packing slip is compared to the original order before the invoice is paid. Schools are then sent copies of the invoice so they are made aware of what has been received.

3.2 Adding cards and pockets/Labels
Items that are catalogued and processed at Resource Services will be shipped to school libraries ready to be received into the school library database.

Items ordered from United Library Services (ULS) will arrive at your school with labels loose inside each item. In each book there will be a set of two labels.

In school libraries that use cards and pockets, the book pocket will also be loose in the book. Card pockets are affixed to the very first page in the book in hardcover books and on the back of the cover page in paperback books.

If finding a clear (no text, no illustrations) area is difficult on the first page of a hardcover book, then use the following page. Book pockets in Yukon school library books are rarely placed in the back of the book, and never on the back cover.

The second label is affixed to the circulation card.

In all other libraries – affix pocket label to the upper right corner of the first page of the book, or to the upper left corner of the cover depending on your current library procedures. The second label may be discarded.

3.3 Receiving Items into the School Library Database

- Click on the **Circulation Tab**
- Select Check In
- Scan the bar code on the front of the book

3.4 Processing New Items

Stamp – with school library stamp. Hold the stamp so the **school library name is horizontal with the bottom of the page**. Stamping should be done as carefully as possible, ensuring the stamp is clear to read and neatly placed.

Stamp each book on:
- front and back covers
- title page
- page near middle of book
- top of book – especially Reference materials (if thickness permits)

3. Date due slips – place inside front cover or on first page of book.
- self adhesive date due slips are recommended (Brodart # 23-233)

4. Special stickers (Canadian flag, genre, seasonal) - these are generally placed on the spine above the spine label.

5. Dewey colour coding "dots" – placed above spine label. These dots

Colour Coding - Dewey Classifications	
000 - 100	Blue
100 - 199	Orange
200 - 299	Green
300 - 399	Yellow
400 - 499	Pink
500 - 599	Beige/Tan
600 - 699	Rose
700 - 799	Red
800 - 899	Gray
900 - 999	Gold/Copper

provide a quick visual indication that
the books are shelved in the correct
Dewey area.

N.B. Attaching a strip of book tape or a label protector over special
stickers and colour coding dots will provide additional adhesion.

DUTY STATEMENT #4
Enter bibliographic data found within fiction paperbacks into the automated system or manually creating book cards in non-automated libraries, i.e.: adding title, author, copy number, price, bar code reconciliation, etc. if required/requested.

4.1 Cataloguing for Yukon School Libraries
Cataloguing services are available for all Yukon School Libraries.
School library clerks at the request of the Teacher Librarian, Teacher Assigned to the Library, or School Administrator perform copy cataloguing.
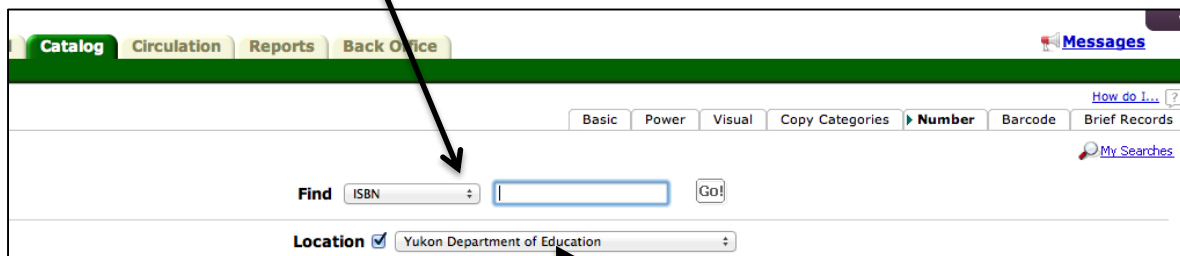
Accurate cataloguing follows consistent and exact cataloguing rules. Please contact Resource Services regarding additions to records, other than Site Specific Subject Headings, especially when adding locations, notes, etc.

All joint school/public libraries are required to sent all materials requiring cataloguing to Resource Services. The Resource Services Cataloguer will catalogue all additions to the collections and send records to the Yukon Public Libraries cataloguing staff.

4.2 Copy Cataloguing

If there is a record within the Yukon School Libraries database Teacher Librarians, Teachers-Assigned-to-the-Library, School Administrators may choose to add the records to the school library database. To ensure the record in the system is an exact match for the item, search using the ISBN (International Standard Book Number).

Perform a catalogue search by selecting a **Number** search and then selecting an **ISBN** search in the **Find Box**.

Choose "Yukon Department of Education" in the Location field. Scan or type the ISBN.

Library catalogues contain MARC (**MA**chine-**R**eadable **C**ataloguing) records.

These records follow a precise standard and structure for proper cataloguing.

Once the record is loaded, select **MARC View**.

Examine the record to ensure it includes the following:
- correct ISBN
- consistent publication information

- at least two subject headings
  (Sears Catalogue of Subject Headings – information
  available at http://www.hwwilsoninprint.com/sears.php)
- annotation

Example of a complete MARC record.

```
          LCCN 010        _a 2010035529
          ISBN 020        _a 9781423133087
          ISBN 020        _a 1423133080 :
                          _c $15.71
System Contr Num 035      _a (IJPBB)pb000047009
Cataloging Source 040     _a DLC
                          _c DLC
                          _d DLC
                          _d IJPBB
     LC Call Num 050 0 0 _a PZ7.W65535
                          _b We 2010
Dewey Class Num 082 0 0 _a [E]
                          _2 22
   Local Call Num 092     _a E WIL
   ME: Pers Name 100 1    _a Willems, Mo.
           Title 245 1 0 _a We are in a book! /
                          _c by Mo Willems.
         Edition 250      _a 1st ed.
     Publication 260      _a New York :
                          _b Hyperion Books for Children,
                          _c 2010.
Phys Description 300      _a 57 p. :
                          _b col. ill. ;
                          _c 24 cm.
Series Statement 490 1    _a Elephant & Piggie
   Summary Note 520       _a Piggie discovers that she and Gerald are in a book and she can make the reader say a funn
                             the book is going to end soon.
    Awards Note 586 8     _a Theodor Seuss Geisel Award Honor, 2011
   Subj: Topical 650   7 _a Books and reading
                          _v Fiction.
                          _2 sears
   Subj: Topical 650   7 _a Elephants
                          _v Fiction.
                          _2 sears
   Subj: Topical 650   7 _a Pigs
                          _v Fiction.
                          _2 sears
```

If the existing MARC record is missing any of the essential fields, send the item to Resource Services for cataloguing, to ensure consistency and accuracy.

Incomplete records do exist in the Yukon School Libraries database, especially for materials that were added to the database before the implementation of Destiny. Assistance in identifying these records is essential to maintaining a database that is current and accurate.

Once it has been determined that the MARC record is one that is complete, add a copy record by clicking on the **Add Copies Box**.
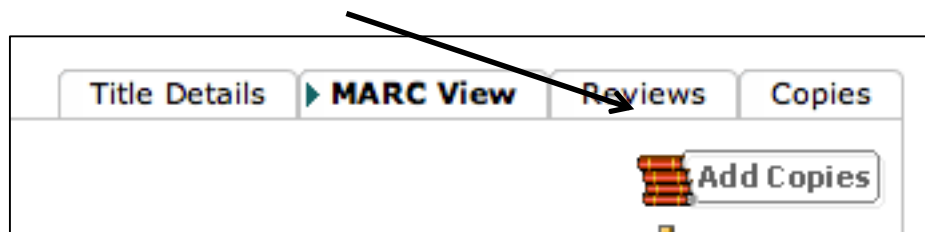
Add the barcode number, call number, and purchase price.
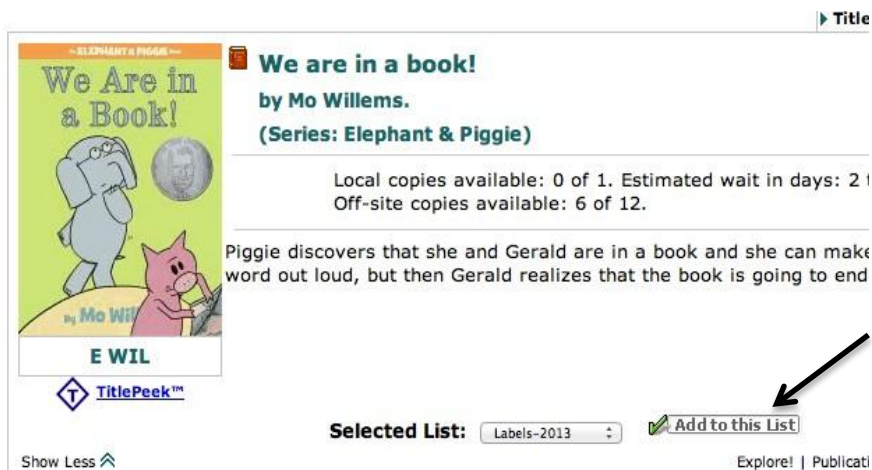Click on the **Save Copies** box.

4.3 Printing Labels

The first step in printing labels is to create a labels list. Under the Catalog Tab, choose Resource Lists. Click on the **Add List** box.
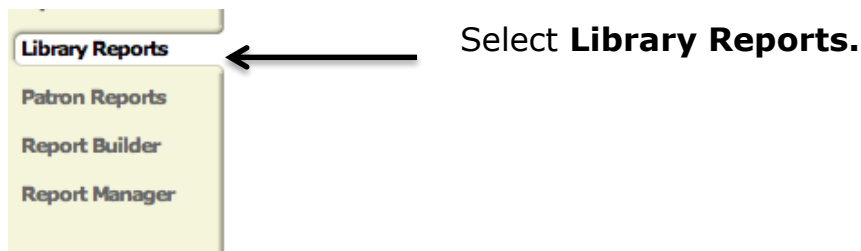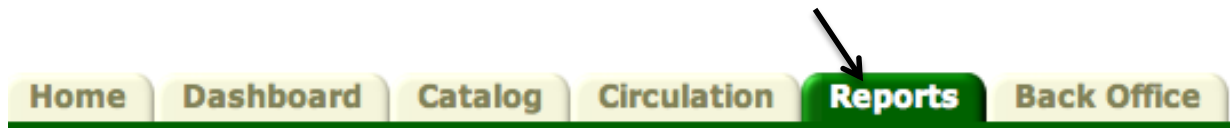

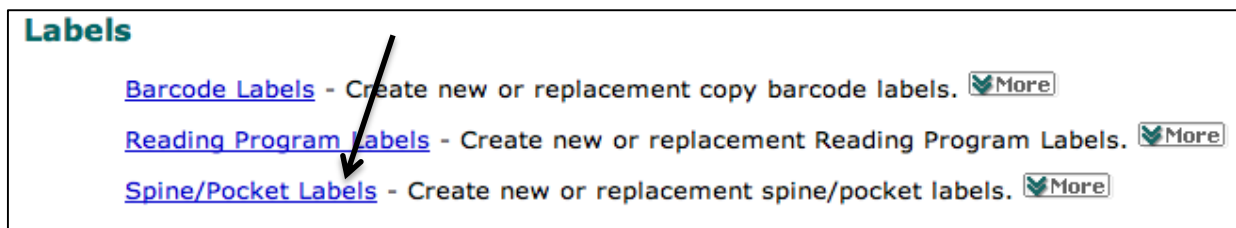Name your list, e.g. Labels-2016, and **Save**.

Search for the item in the library database.

Select **Add to the List.**

Create labels lists in "batches" of twelve, as there are twelve labels on each sheet. (Recommended Labels: BroDart Laser/Ink Jet Label Sets #55-395-004).

Choose the **Reports Tab**.

Select **Library Reports.**

Select **Spine/Pocket Labels**.

Format the labels in the **Create spine/pocket labels** screen by choosing Demco Three Across and setting the printer offsets for the printer to be used.

Run report and print labels from the **Report Manager** screen. (Refer to pg. 14 for more information about using Report Manager).

| Run Report |

4.4 Sending Items to Resource Services
All materials requiring cataloguing, whether newly purchased or older items can be sent to Resource Services.

Materials sent to Resource Services should be stamped with the school's library stamp and if possible, barcoded. Barcodes are placed on the top left hand corner of the book, without blocking the title.

Use of the *School Library Cataloguing Request Form* (Appendix B) allows for specification of cataloguing details.

Yukon Education
Resource Services
Making resource-based education a reality in Yukon schools

**School Library Cataloguing
Request Form**

School Name:_____   Date:_____

Location: Please circle -

F   F PB   E   E Pb   BC   BC PB

PB   Fiction   Dewey   REF   PROF   Other:_____

Cataloguing Details:

☐   not in database/no record   ☐   add subject headings

☐   add series information

☐   correction required (please specify) _____

_____

☐   other: _____

DUTY STATEMENT#5
Undertake clerical tasks such as maintaining current periodicals and catalogues, vertical files, maintaining a consideration for acquisition file and other correspondence as required/requested.

5.1 Periodical Subscriptions
Yukon school libraries subscribe to a selection of periodicals on a school-by-school basis. These are renewed, or discontinued during the Spring Book Order process.

During the year, library clerks must maintain records in order to ensure periodicals are received as per the subscription e.g. – weekly, monthly, quarterly.

A simple and easy method of tracking periodical subscriptions is by using index cards. Write the title of the publication and the publishing intervals at the top of the index card, and then record when the periodical is received.

National Geographic Kids			Monthly
	2014	2015	2016
Jan.	✔	✔	
Feb.	✔	✔	
March	✔	✔	
April	✔		
May	✔		
June	✔		
July	✔		

5.2 Catalogues
School libraries will receive catalogues from a variety of vendors throughout the year. Retaining those relevant to library book order can be particularly helpful. Many vendors publish catalogues online and this task is becoming less relevant to the role of the library clerk.

5.3 Vertical Files
School libraries no longer maintain vertical files.

5.4 Consideration for Acquisition Files
The Teacher Librarian or the Teacher-Assigned-to-the-Library generally maintains titles of books and/or information about items that are to be included in the next book order.

5.5 Library Correspondence
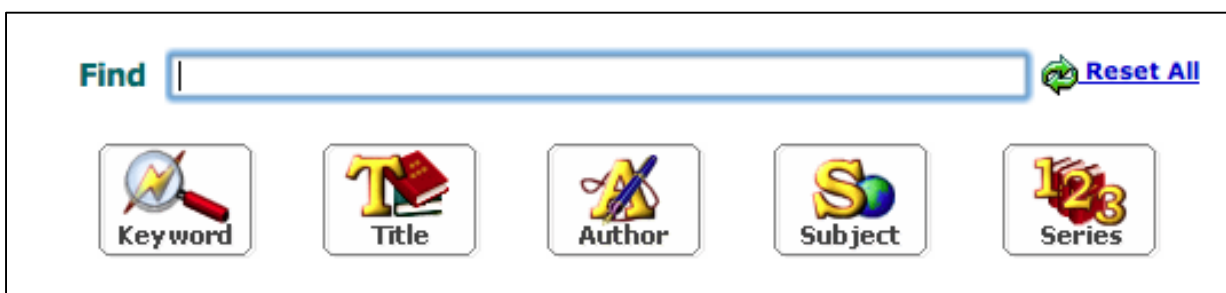As requested/required by the Teacher Librarian or the Teacher-Assigned-to-the-Library - this is less prevalent as most school library correspondence is done through email.

DUTY STATEMENT #6
Prepare a "reserve" collection of resource materials for a unit or theme, seasonal books, project fairs, etc. as required/requested.

6.1 Preparing a Reserve/Theme Collections

"Pulling" a collection of school library resources related to a curricular or seasonal theme can be a frequent request in elementary school libraries.

Conducting a keyword or subject search in Destiny will create a list of possible items. Select items based on the subject or theme, age/grade level of students, specifics of the teacher's request, etc.

Results list for a Keyword Search on apples.

Clicking on book titles, results in additional title details to assist in selection.

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DUTY STATEMENT #7
Assist with annual inventory and weeding procedures as required/requested.

7.1 Inventory
There are ranges of practices for conducting an inventory of school library collections. Some Teacher Librarians/Teachers-Assigned-to-the-Library chooses to inventory their entire collection at the end of each school year. Others focus, each year, on a different section of the collection (e.g. all Fiction). **A suggested guideline is to conduct an inventory of the school library collection every two years,** either with an inventory of the entire collection or smaller sections on a rotation system.

Assistance with setting up, conducting and finalizing school library inventories is available from the Resource Services technical staff.

Library clerks assist the school library inventories by scanning the bar codes of the items being inventoried.

7.2 Weeding Procedures
Weeding is the removing of materials from a library collection in a systematic and deliberate way. This process provides for the removal of items that are damaged and outdated. Weeding on a systematic basis ensures that collections are kept current and contain materials that stimulate recreational reading interests.

MUSTY is an acronym that is helpful in identifying resources to be weeded.

M   Misleading or inaccurate

U   Ugly (worn out, dirty, unable to mend)

S   Superseded by newer copy/edition

T   Trivial (of no literary or scientific merit)

Y   Your collection

When shelf reading or shelving, be vigilant for items that fit the above criteria. Pull these items for the Teacher Librarian, Teacher-Assigned-to the-Library or Principal to determine if discarding or replacing is required.

Joint School/Public Libraries - All school library books to be discarded from joint school/public libraries are to be sent to Resource Services. Resource Services staff will delete books from the respective school's database. A list will be sent to the Yukon Public Libraries cataloguing staff, ensuring the public library database remains current in respect to school library holdings.

The library clerk access level in Destiny does not allow for deletion of titles. The Teacher Librarian or Teacher-Assigned-to the-Library can delete titles from a school site. Please contact Resource Services for more information and assistance with deletion and disposal of weeded school library materials.

DUTY STATEMENT #8
Inform the Teacher-Librarian, Teacher-in-Charge or Principal of inappropriate student behaviour and any potential health and safety issues present in the library.

8.1 Inappropriate Student Behavior
Inappropriate student behavior refers to the actions that disregard the school's established set of behavioral expectations for students. This includes treating all members of the school community with courtesy and respect.

Students are also expected to use school library resources respectfully and responsibly.

It is recommended that the school library clerk, Teacher Librarian/Teacher-Assigned-to-the-Library and School Principal discuss expectations for student behavior while in the library and for use of library resources – both print and online. This ensures consistency in expectations and designated staff responsibilities for implementation.

8.2 Reporting of Potential Health and Safety Issues
The health and safety of students and staff is of crucial importance in a school setting. Each of these situations is often a unique circumstance, but could range from broken or damaged shelving, water-damaged items, mildew in books, dust, tripping hazards, burnt out lights, the need for a first aid kit in the library, custodial issues, etc.

It is always better to "err on the side of caution" and report any issues promptly to the Teacher Librarian, Teacher-Assigned-to-the-Library and/or School Administrator.

DUTY STATEMENT #9

Prepare exhibits/displays and bulletin boards, photocopy and laminate materials and perform other related duties as requested/required by the Teacher-Librarian, Teacher-in-Charge or Principal.

9.1 Displays

Displays of school library materials enhance the patron's enjoyment of the library as well as adding to the attractiveness of the library.

Book displays can be a simple as a display of new library materials, a collection of books of the same topic, series, books by the same author, etc.

The following websites have aggregated links to examples of bulletin boards and other library displays:

https://www.pinterest.com/ksmurphy/school-library-displays/

http://librarydisplays.org

https://informania.wordpress.com/2012/02/26/three-for-awesome-ideas-for-library-displays/
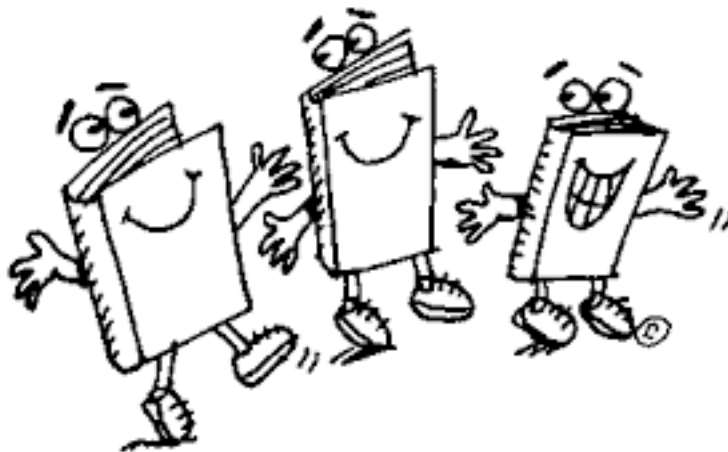
APPENDICES

Appendix A – Destiny Brochure

Quest offers many additional features not found from the "classic" library search interface, such as **Shelf Browse** and a **Book Review** feature.

Shelf Browse

Resource Lists
Resource Lists can be created through either **Library** or **Destiny** searches. The "Resource List" and "My List" features facilitate creating customized lists of school library resources.
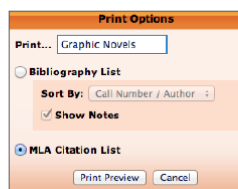
Citation Lists
Once Resource Lists have been created, MLA Works Cited lists can be formatted.

After clicking on the print options button you can select the **MLA Citation List** radio button. To generate a citation list select the print preview button.

Print Options
Print... Graphic Novels
○ Bibliography List
Sort By: Call Number / Author
☑ Show Notes
● MLA Citation List
Print Preview   Cancel

Contact:
Resource Services
Yukon Education
667-5161
learnres@gov.yk.ca

Check Out
the
Yukon
School Libraries
Online
Catalogues

Yukon Education Resource Services

Yukon Education
School Libraries
http://educationlibraries.gov.yk.ca

Yukon Education
Resource Services
Making resource-based education a reality in Yukon schools

All Yukon school library catalogues are accessible online at:

http://educationlibraries.gov.yk.ca

This link is also accessible at:

http://www.yesnet.yk.ca

Quick Links
ITSS
Resource Services
School Libraries
Science Adventures
Yukon Education

Searching Your School Library Catalogue

On your school library home page, select the Catalog Tab.

Home   **Catalog**
Library Search

There are two interfaces for searching your school library catalogue - the "classic" **Library Search** and **Destiny Quest.**

Library Search
**Destiny Quest**
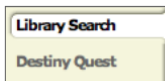
These tabs are located on the left of the web page.

● **"Classic" Library Search**

Find _____   Reset All
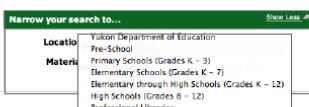
Keyword Title Author Subject Series

Searching your library collection by keyword, title, author, subject or series is available through the "classic" library search.

Results of any of these searches can be organized by sorting.

Sort By   Go!

Call Number
Title
Author
Date
Type
Status
✓ Relevance
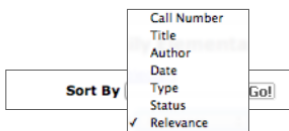
You can also choose to search the databases of schools across the Yukon by using the pull-down menu in the **Location Tab.**

Narrow your search to...   Show Less ▲
Location   Yukon Department of Education
Pre-School
Materia   Primary Schools (Grades K – 3)
Elementary Schools (Grades K – 7)
Elementary through High Schools (Grades K – 12)
High Schools (Grades 8 – 12)
Professional Libraries

Title Peek
Title Peek is an easy way to find more information about a particular title. Title Peek may include pictures of book covers, author notes, title profiles, chapter excerpts, annotation summaries, tables of contents, award information, and reviews.

● **Quest Search**

Destiny Quest is a visually appealing database.

Quest   Find: _____ Go!

Searches result in a display of the books in your library collection. These results also indicate if the book is "in" (on the shelf) or "out" (borrowed).

Searches can be narrowed by:

Narrow Your Search
Author
Subject
Genre
Series
Awards
Publication Year
Extent - Pages
Extent - Length
Language
Format

and/or sorted by relevance or title.

Sorted by: Relevance | Title