Slide 1

Library Systems

Slide 2

Overview

- Choosing system: Computerized vs. Manual
- Lending books: lending policy, penalties
- Choosing a Librarian
- Creating the Manual System
- Executing the Manual System in your library

Slide 3

Now that all of your books have been delivered, what's next?

You need a
library system!

Slide 4

Why Do I Need a Library System?

- A library is a great way to promote education and learning in a school and community environment.
- But, these benefits only come with a good library system.
- Imagine a library with no system. Can a library benefit a community if the students cannot take out books? Can a library benefit a community if the students keep the books as long as they wish?

Slide 5

- A library system will allow you to lend books to the community, and it will also keep your books organized and secure! This way everybody can enjoy the community books!

Slide 6

Lending Books

- Lending books means that people are able to take books out of a library for free.
- Borrowers may only keep the book for a certain amount of time.
- They must return the book when they are finished and do this by the due date.
- This keeps a constant movement of books in and out of the library.

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Choosing a System

- With the new set of books for your library, you must choose between two different library systems to lend books to people:
  - Manual Library System
  - Computerized Library System

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Computerized System

- For larger libraries, a computerized system might be recommended so that you can accurately track the large amount of books coming in and out of your library.
- In a larger library there will be a much greater volume of loans to keep track of.
- An advantage of this system is that you do not need paper.
- However, it takes much more time to set up this system.
- Also, you need to have power on and available at all times for the system to work.

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Manual System

- For smaller libraries, a manual system works best.
- This system is very simple and will work without a computer.
- The manual system is efficient in keeping the books organized and secure during the lending process.
- For your library of about 400 to 800 books, this system is recommended.
- Another benefit of the manual system is that you do NOT need a computer.
- Since the Manual Library System is the option you will be using, lets take a closer look.

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Combination System

- A combination system can also be an option for your library.
- A system like this would entail a manual lending policy with a computerized record.
- For this system however, you must have power available.

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Manual Library System

Slide 12

The Lending Policy

- First, you must create a set of rules for lending books to make sure they are returned to the library.
- What would be a good lending policy for your library?

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Sample Lending Policy

- Here is an example of an acceptable lending policy.
- Students in schools may take one book out of the library every two weeks.
- At the end of the two weeks, the book must be returned to the library.
- Then, the student may take out another book.

Slide 14

Penalties

- If a student does not return the book on time, They must pay a fine.
- What would be a reasonable penalty for not returning the book?

Slide 15

Sample Penalty Rule

- Here is an example of an acceptable penalty.
- The student will pay 10 pesos a day until they return the book.
- If the book is not returned then the family will have to pay for a new book for the library.

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The Librarian

- The librarian is the person who is in charge of the library.
- Without someone in charge, the library would be chaos.
- He or she makes sure that people follow all of the rules in the library.
- He or she helps people take out, locate and return books.
- Who do you think should be the librarian of your library?

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Who Can Be a Librarian

- If you do not have enough people or money available to hire someone as a full time librarian, there are other options.
- Teachers can be trained. Once they learn the system, they can have designated times to serve as the librarian.
- A library coordinator could also serve as the librarian.

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The System

- This manual system uses a series of cards and files to keep track of all of the books in the library.
- Important parts of the system include:
  - Creating book sections
  - Labeling books
  - Creating student/patron files
  - Making due date files
  - Upholding the library rules
- The remainder of presentation will explain these points.

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Creating Book Sections

- Your library will have between 400 and 800 books. To keep track of all of these books you must organize your library.
- Start by separating the books into different sections based on the genre or type of book.
- Label these sections and put the books on shelves.
- Here are some sections for different types of books.

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Children's Reading   Teen Fiction

Adult Fiction   Adult Nonfiction

Reference   Subject Textbooks

Slide 21

- The labels can be made with any material you have available: sticky labels, paper, or wood nailed to the shelves.
- Certain types of books are not to be borrowed from the library.
- For instance, reference books should stay in the library at all times so many people can use them.
- Another thought to consider is only allowing textbooks to be loaned by teachers. This way classes can benefit from the information they provide.

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Labeling Books

- Once books have been divided, they must be further organized so people can find the books easily on shelves.
- To label the book simply write on the inside of the back cover of the book.
- Look at the authors name.
- You write the first 2 initials of the author's last name and the first initial of their first name.
- One the books are labeled place the books in alphabetical order by authors name on the shelves.
- Labeling can be done before the library opens OR the first time a book is checked out of the library.

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Sample Book

- The author of this book is Mark Twain
- This book would be labeled TWM
  - The TW comes from the first two letters of the authors last name. Twain
  - The M comes from the first letter of the authors first name. Mark

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Slide 24

The Labeled Book

- This is how the back cover of the book should look once you have labeled it.

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How would you label this book?

Slide 26

- This book would be labeled CAL.
- We get this by looking at the author's name.
- The author's name is Lewis Carroll.
- The CA comes from the first two letters of the authors last name.
- The L comes from the first letter of the author's first name.

Slide 27

The Catalogue (optional)

- This can be helpful but, it is not necessary for smaller libraries.
- A catalogue is a list of all the books in this library.
- As you are labeling the books by the author's names you can record them on a piece of paper or a card to keep as the catalogue.
- This way you can keep track of all of your books.

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Creating the Patron/Student File

- In order to use this system you must make "Student Files."
- To make the files cut manila folders into six pieces. Each one of these pieces will be a student file.
- On top of each file write the student's name and current grade.
- When a student takes a book out of the library, write on the card the label of the book. When the book is returned, cross the book's label off card.

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Example of a Student File

Slide 30

(diagram)

Slide 31

Where to Keep the Student File

- These student files should be stored in manila folders.
- The manila folders should be labeled by the school classes and grade.
- This way the student files will be easy to locate and use in the system.
- If desired, these folders can also be cut in half to extend your resources.

Slide 32

How to Create the "Due Date Files"

- The due date files are made using more manila folders.
- Take the folders and label them by writing the days of the week on the tabs.
- Create a set of 14 folders to represent two weeks.
- Each time a day has passed move this folder to the back of the set.

How to Use the "Due Date Files"

- When somebody takes a book out of the library move the student file from the class folder to the correct "due date file".
- This will be folder with that the book should be due by, according to your lending policy.
- According to our sample policy, this would be the folder that is two weeks from the day the book is checked out of the library.
- When the book is returned, remove the student file from the due date file back into the classroom folder.

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- The first time a book is checked out of the library a sheet of paper should be attached (glued or taped) to the inside back cover of the book.
- When a student checks a book out of the library, the date the book is due will be written on this sheet of paper on the inside of the back cover of the book.
- This will remind the student when the book is due.
- When the book is returned, the date will be crossed off.
- If the paper runs out of room, just attach a new sheet

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The back of the book should look like this:

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Where to Store the Folders

- All of these folders should be stored in either some type of box or filing cabinet.
- This way the folders will be organized and easily accessed.

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Scenario

- On Tuesday May 2nd, Kofi Adwoa wants to take this book out of the library.

WHERE THE WILD THINGS ARE

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- First he locates the book in the children's reading section.

WHERE THE WILD THINGS ARE

- Inside the back cover, the book is labeled SEM. Why?
- Hint: look at the author's name.

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- He goes to check the book out book out from the librarian.
- He tells her that he is in Mrs. Yaboah's Class, in the fourth grade.
- She finds the folder for Mrs. Yaboah's Class.

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- The librarian opens the folder and takes out Kofi's student file card.
- The librarian then writes on the student file the label of the book Kofi wants to take out, which is SEM.

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- The book will be due in two weeks. If it is Tuesday now, the book will be due in two Tuesdays.
- So the librarian takes the student file and puts it in the second Tuesday due date file.

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- The librarian will also write the due date on the inside back cover of Kofi's book. If it is May 2nd now, the book will be due on May 16th.

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- When Kofi finishes reading the book and returns it to the library, the librarian will remove Kofi's student file from the due date file.
- The librarian will then cross the book's label off the card and return it to the appropriate class file.

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- The librarian must also cross out the due date on the inside back cover of Kofi's book.

- Once all of this is done, Kofi can take another book out of the library.

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Concluding Remarks

- Following this simple and effective Manual Library System will ensure the success of your library and the enrichment of your community!
- Review this presentation to familiarize yourself with this system and most importantly, enjoy your new books!