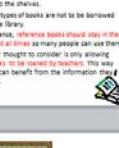
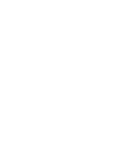
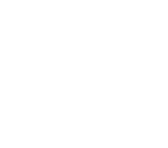
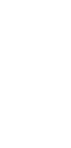


 1	Overview <ul style="list-style-type: none">Choosing system: Computerized vs. ManualLending books lending policy; penaltiesChoosing a LibrarianCreating the Manual SystemExecuting the Manual System in your library 2	 3	Now that all of your books have been delivered, what's next?  4	
 5	Lending Books <ul style="list-style-type: none">Lending books: People make libraries take books out of a library for free.Borrowers may only keep the book for a certain amount of time.They must return the books when they are finished and do this by the due date.This keeps a constant movement of books in and out of the library. 6	 7	Choosing a System <ul style="list-style-type: none">With the new set of books for your library, you must choose between two different library systems to lend books to people:<ul style="list-style-type: none">Manual Library SystemComputerized Library System 8	
 9	Manual System <ul style="list-style-type: none">For smaller libraries, a manual system works best.This system is very simple and will work well.The manual system focuses on keeping the books organized and secure during the process.For your library of about 500 to 800 books, this system is recommended.An advantage of the manual library system is that you do NOT need a computer.Since the Manual Library System is the system you will be using, we have a checklist. 10	 11	Combination System <ul style="list-style-type: none">A combination system can also be an option for your library.A system like this would entail a computerized system during the process.For this system, however, you must have power available. 12	 13
 14	Manual Library System <ul style="list-style-type: none">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? 15	 16	The Lending Policy <ul style="list-style-type: none">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? 17	 18
 19	Penalties <ul style="list-style-type: none">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? 20	 21	Sample Penalty Rule <ul style="list-style-type: none">Here is an example of an acceptable penalty.The student will pay 10 cents per day for every day they do not return the book.If the book is not returned and the family will have to pay for a new book for the library. 22	 23
 24	Who Can Be a Librarian <ul style="list-style-type: none">If you do not have enough people or money available to hire someone as a full-time librarian, consider having part-time librarians.Teachers can be trained. Once they learn the system, they can be responsible for serving the library.A library coordinator could also serve as the librarian. 25	 26	The System <ul style="list-style-type: none">This manual system uses a series of cards and lists to keep track of all the books in the library.Important parts of the system include:<ul style="list-style-type: none">Creating sectionsLabeling booksCreating student/person filesCreating patron filesUnifying the library rulesThe remainder of presentation will explain these points. 27	 28
 29	Creating Book Sections <ul style="list-style-type: none">Your library will have between 400 and 800 books. To keep track of all of these books you must create sections.Start by separating the books into different sections based on the genre or type of book.Label these sections and place them on shelves.Here are some sections for different types of books: 30	 31	Children's Reading <ul style="list-style-type: none">Adult FictionAdult NonfictionReferenceSubjects/Temperatures 32	 33
 34	Labeling Books <ul style="list-style-type: none">Once books have been divided, they must be labeled so people can find the books easily on shelves.On the front cover of the book, write the name of the book cover of the book.Look at the author's name.You can either write the author's last name, first name, and the first initial of their first name.Due to the books are labeled, place the books in alphabetical order by author's name on the shelves. Labeling can be done before the library opens. This prevents a book to end up out of the library. 35	 36	Sample Book <ul style="list-style-type: none">The author of this book is Mark Twain.This book would be labeled "TWAIN, M. T."The "TW" comes from the first two letters of the author's last name.The "A" comes from the first letter of the author's first name.The "T" comes from the first letter of the author's first name. 37	 38
 39	The Catalogue (optional) <ul style="list-style-type: none">This book would be labeled "TWAIN, M. T."We get this by looking at the author's name.The author's name is Mark Twain.The "C" comes from the first two letters of the author's last name.The "A" comes from the first letter of the author's first name.The "T" comes from the first letter of the author's first name. 40	 41	The Labeled Book <ul style="list-style-type: none">This is how the back cover of the book should look once you have labeled it. 42	 43
 44	Creating the Patron/Student File <ul style="list-style-type: none">In order to use this system you must make "student" files.To do this file make folders in three pieces. Each one of these pieces will be student files.On top of each file write the student's name and contact info.When a student takes a book out of the library, write on the card the title of the book. When the book is returned, cross the book's title off the card. 45	 46	Creating the "Due Date File" <ul style="list-style-type: none">The due date files are made using more manila folders.Take the folders and label them with the days of the week on the tabs. Create a set of 14 folders representing the days of the week.Each time a day has passed move that folder to the back of the set. 47	 48
 49	Where to Keep the Student File <ul style="list-style-type: none">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 will still be easy to locate and use the system.Moreover, these folders can also be put in half to extend your resources. 50	 51	How to Create the "Due Date File" <ul style="list-style-type: none">The due date files are made using more manila folders.Take the folders and label them with the days of the week on the tabs. Create a set of 14 folders representing the days of the week.Each time a day has passed move that folder to the back of the set. 52	 53

How to Use the "Due Date Files"

- When somebody takes a book out of the library, move it to the folder from the class folder to the correct Due Date file.
- This will be the folder with what the book should be due by, according to your lending policy.
- According to the lending policy, the book will be the folder that is two weeks from the day the book is checked out.
- When the book is returned, remove the inscript file from the due date file back into the classroom folder.

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Scenario

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

WHERE THE WILD THINGS ARE
By Maurice Sendak

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The first time a book is checked out of the library, a due date file is created and placed (or copied) to the inside back cover of the book.

- when a student checks a book out of the library, the book's due date file is created and placed on the inside back cover of the book.
- the teacher reminds the student what the book is due.
- when the book is returned, the date will be crossed off.
- if one paper runs out of room, 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 system.
- This way the folders will be organized and easily accessible.

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Concluding Remarks

- Following this guide and effectively utilizing this system will ensure the success of your library and the enrichment of your community!
- Remember to keep this guide on hand to familiarize yourself with this system and most importantly, enjoy your new books!