

# St. Gregory School Library Computer Handbook

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Updated January 17, 2011

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### 1. Call Number Guidelines

#### Call Numbers - Lower Grades Guidelines

**E = Easy Reader** – these are the series and chapter books in the bins in the K-3 library. You don't want to put the author's name in the Call number since it will go in the bins

**E + First 3 letters of author's last name** (i.e. E ABC) = fiction for young readers

**E + # + 3 letters of author's last name** (i.e. E 344.4 ABC) = non-fiction for young readers

#### Call Numbers - Upper Grades Guidelines

**F + First 3 letters of author's last name** (i.e. F BRO) = fiction for upper grades

**# + 3 letters of author's last name** (i.e. 813.4 SAN) = non-fiction for upper grades

**F Series** = Harry Potter, Star Wars, Nancy Drew, Hardy Boys, and other series (these are shelved in the shelf nearest the teacher's desk at the end of the fiction books)

Fiction = books that are made up by the author, or are not true.

Nonfiction = books that are true, about real things, people, events, and places, but includes mythology, folklore, poetry, fairy tales, etc.

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### 2. St Gregs Online Catalog Info

website: [www.libraryworld.com](http://www.libraryworld.com)

Username: stgregs

Password: obtain password from Head Librarian or Pilarica Crocker (Technology Coordinator)

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### 3. Adding a Book to the St Gregs Library

1. Login to the [www.libraryworld.com](http://www.libraryworld.com) website and click on the **StGregs** library icon

My Home



2. Determine whether to keep the book for the St. Gregory library:

- Do we already have a copy of the exact book in the library already? In the Search field, type last name, first name of the author then click on Search. If it doesn't find it by the author, enter the book title to see if there are other books with that same title.
- If you have a book that is already listed in the library database but has a different ISBN #, publisher or publication date then consider it a first copy.
- Is it age and content appropriate for 8<sup>th</sup> grade and younger? Keep in mind that the library is primarily used by K-6<sup>th</sup> graders. If in doubt whether to keep, pull aside and check with the Librarian.

LibraryWorld. Account | Sign Out | Help | Clipboard

EXPLORE | MANAGE | SUPPORT

STGREGS

Catalog Patrons Circulation Serials Inventory Reports Settings OPAC

New Record | Import | Export | Advanced | Show All | Clear

All Words  Search

List | Shelf - 1 to 8 of 8

	Title	Author	Call Number	Copies/It
	The adventures of Huckleberry Finn.	Twain, Mark.	F TWA	2 / 2
	The adventures of Tom Sawyer /	Fuentes, Stephen.	F SERIES	1 / 1
	Disney's The Prince and the Pauper /	Slater, Teddy.	E DIS	1 / 1
	Mark Twain : as others saw him /	Sanderlin, George William,	813.4 SAN	1 / 1
	Mark Twain : a writer's life /	Meltzer, Milton,	818 MEL B	1 / 1
	Mark Twain, boy of old Missouri /	Mason, Miriam Evangeline,	818.40 MAS 92 B	1 / 1

3. If we already have a copy of the book in our library, using a pencil, on the upper right corner of the first page of the book write c2 or c3 if it's the 2<sup>nd</sup> or 3<sup>rd</sup> copy (or more) and under it write the Call Number using the guide at the top of this page. Put these books aside for later work. We want to focus on the books we do not yet have on our shelves.
4. If we do not yet have the book in our library, proceed to add the book to our catalog.

## 5. Click on **New Record**



6. Search to see if the book is listed in the Libraryworld database by entering the **ISBN #** (remove any spaces or hyphens when entering) or the **Title** then hit **Search**. If it finds it, it will be listed on the right hand side after you hit search (in this example, Bridge to Terabithia is what we were looking for); click on what it finds. If you're not able to find the book, proceed to the **If the Book is Not In the System** instructions.

### Adding New Catalog Records

Three ways to add catalog records: search and pull from Z39.50 server or libraries you've records from a local file. Don't forget to edit and add copies to new titles if you are bar code. To edit, click on the pencil to the right of the title.

1. Search Z39.50 collections or joined libraries.

ISBN\*  , or  
LCCN  , or  
ISSN  , or  
with the title  and/or  
created by

- Library of Congress
- OhioLINK Central Catalog
- University of California Libraries
- University of Chicago
- National Library of Medicine
- Other libraries you have joined.

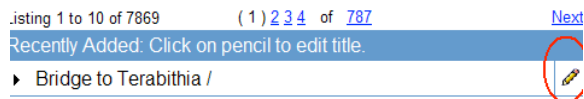
Listing 1 to 1 of 1

Click on the divot to review the record, or click here to [Show](#)

▶ [Bridge to Terabithia /](#)

**NOTE:** You can also search by LCCN = Library of Congress Control Number – not typically labeled in books but starts with year (i.e. 2004054002). If there's a – (hyphen) replace it with 0 when entering (i.e. 92-30323 would be 92030323). Not all books have LCCN #s, but if they do, it is on the first pages of the book.


7. Once you find the correct title and click on it, you will then be put in a window with recently added titles; click on the pencil icon to the right of the title you just added.



8. This imports all the information for the book to our system.

Bridge to Terabithia / (Book)

Share/Change  
Cover



Control Number : 16122  
 Modification Date Time : 20100919232444.0  
 Fixed Length Data - General : 020308s1987 nyua c 000 1 eng  
 Quantity : 7 cbc origcop 2 ncip 20 y-gencatlg  
 925 : acquire 1 shelf copy policy default  
 955 : pv06 2002-03-08 to HLCD lg27 2003-0  
 BCCD  
 LCCN : 2002278546  
 ISBN : 0064401847  
 Cataloging Source : DLC DLC DLC  
 Authentication Code : lcac  
 Library of Congress Call No : PZ7 P273 Br 1987  
DDCN : FIC122  
 955 : PZ7 P273 Br  
 Main Entry-Personal Name : Paterson, Katherine  
 Title Statement : Bridge to Terabithia / Katherine Pate

Very seldom the book record will not have a DDCN field and you will have to add it (click on Add Field, OXX identifiers, 082 DDCN, enter our call number in the classification field then save it).

9. Change classification field to reflect the call number that St. Greg’s staff entered in the inside cover of the book (use all caps); if it is a birthday gift book note that in the Classification field too (i.e. F PAT – still in bday book box). Delete anything in edition number then click on **Save**.

Title: Bridge to Terabithia /



Field: DDCN

Classification Number:

Edition Number:

10. Click on **Add Copy**.

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Record has been modified.

[Add Field](#)
Add Copy
[Delete Record](#) | 
 [Marc View](#) | 
 [Change Type](#) | 
 [Add to Clipboard](#)

1 of 1 - [Return to List](#) | [Add a New Record](#)

**Bridge to Terabithia / (Book)**

Share/Change  
Cover







Control Number : 16122  
 Modification Date Time : 20100919232444.0  
 Fixed Length Data - General : 020308s1987 nyua c 000 1 eng  
 Quantity : 7 cbc origcop 2 ncip 20 y-gencatlg  
 925 : acquire 1 shelf copy policy default  
 955 : pv06 2002-03-08 to HLCD lg27 2003-0  
 BCCD  
 LCCN : 2002278546  
 ISBN : 0064401847  
 Cataloging Source : DLC DLC DLC  
 Authentication Code : lcac  
 Library of Congress Call No : PZ7 P273 Br 1987  
 DDCN : F PAT

11. Attach the next St. Gregory School Library bar code sticker (found in the drawer in the desk under the windows) to the top right of the inside left cover of the book (near the binding).

12. Change the Bar Code Number to match the one on our bar code sticker and add the book’s price (typically listed on the back of the book; if there is none, estimate the price) then click on Submit.

# St. Gregory School - Library Handbook

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Catalog Patrons Circulation Serials

[Return to Record](#) | [Show History](#) | [Delete this Copy](#)

Adding a Holding/Copy Record to: **Bridge to Terabithia /**

Enter copy information (only status and bar code numbers are required).

Status:  **Bar Code Number:**  Copy No.:

Branch:  Location:  Collection:

Call Number:  Call Cutter:  **Price:**

Comments:  Loan Period:

Volume:  Issue:  Bound Indicator (y/n):

Publication Date:  Expected Date:  Received Date:

### Circulation Information





Patron\_id: Patron Barcode: Patron Name:

Checkout Date: Due Date: Fine Per Day:

Last Patron To Checkout the Item: Last Patron Barcode: Last Patron Name:

### 13. Review the record for accuracy then click on **Save Record**.

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Catalog Patrons Circulation Se

Record has been modified.

[Add Field](#) | [Add Copy](#) | [Delete Record](#) | [Marc View](#) | [Change Type](#) | [Add to Clipboard](#)

1 of 1 - [Return to List](#) | [Add a New Record](#)

**Bridge to Terabithia / (Book)**

[Share/Change Cover](#)



Control Number : 16122

Modification Date Time : 20100919232444.0

Fixed Length Data - General : 020308s1987 nyua c 000 1 eng

Quantity : 7 cbc origcop 2 ncip 20 y-gencatlg

### 14. Be sure to review the record for accuracy after you have saved it and make changes if needed.

## 4. Adding a Book Title to St Gregs Online Catalog if not found in system

1. If you are not able to locate the book title in the Libraryworld system, you will need to add a New Catalog Record for it.
2. While logged into the system, click on **Catalog, New Record**.

- At 2. Under “adding new catalog records”, click on **Book**.

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### Adding New Catalog Records

Three ways to add catalog records: search and pull fr records from a local file. Don't forget to edit and add c  
To edit, click on the pencil to the right of the title.

- Search Z39.50 collections or joined libraries.

ISBN\* , or  
LCCN , or  
ISSN , or  
with the title  and/or  
created by

- Library of Congress
- OhioLINK Central Catalog
- University of California Libraries
- University of Chicago
- National Library of Medicine
- Other libraries you have joined.

- Or enter records manually by selecting the type of Material: [Book](#), [Serials](#), [Manuscript](#), [Computer Files](#), [Maps](#), [Music/Sound](#), [Nonmusic/Sound](#), [Scores](#), [Visual Materials](#), [Mixed Materials](#). See all material types: [Material Types](#).

- You need to manually enter the **ISBN #**, the **Call Number**, the **Author** (last, first), the **Title**, the **Year Published**, **Subject: Topical Term** (i.e. Dogs, Cats, Cars, biography, black history, Newberry Award winner, Caldecott Award winner, etc) and **Summary Note** (a brief summary of the book). If it is an upper grade book, include # of pages under **Physical Description** then click on **Submit**.
- Click on **Add Copy**.
- Enter the **Bar Code Number** and the **Price** then click on **Submit** and save record.
- Once entered, the books need to be **labeled (and covered** if it is a hardcover book with a paper cover). All labeling materials are in the top left hand drawer of the teacher’s desk in the library. Using the label making machine, enter the DDCN (or call number) written in pencil inside the book. Use spaces where necessary and enter as many books as you can leaving two spaces between each book (F BRO E SCA E 323.4 IBE...). Then print. Cut apart the labels for each book and put them on the spine (see books on shelf to determine direction of label). Cover them with a **label cover**. Use **classification stickers** if needed (mystery, religion, Caldecott Award, animals, poetry, historical fiction...). Cover with label cover. All “E” books need to have an “E” **sticker** placed above the call number sticker (and cover with label cover). Covering materials are in the middle drawer of the metal cabinet. Birthday books (once entered, labeled, and covered) go into the appropriate box in the closet in the lower grade library (left closet).

### 5. Deleting a Book from the St Gregs Online Catalog

Enter the circulation number to pull up the book; if there is only one copy of the book and it is being deleted, click **Delete Record**. If there is more than one copy DO NOT do this since it will delete ALL copies of that book. Click on the copy you want to delete then click on **Delete this copy**. Click on **Yes, delete record** when prompted.

### 6. Reports – Running an Outstanding Books for a Specific Class Report

1. Click on **Patrons** and next to all words, enter the class graduation year (i.e for school year 2010/2011, the 8<sup>th</sup> grade class graduation year is 2011). This will bring up all the students in that class. If you do not specify a class, the report will include the entire school.
2. Next, click on **Reports, Overdue List, Find Set Only**. This will show books for that class only. Print the list (be sure printer is on and loaded with paper; extra paper is in the cupboard below the printer).