

# Library Letters

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*all articles written by Lisa M. Carlson, THS Teacher-librarian [not responsible for bad/good puns and dry, satirical humor]*

## Take a Look @ Your Tye Complex Library!



*Sign, sign, everywhere a sign! Signs are very useful in helping patrons navigate the various areas of the library.*

very difficult for not only those who are caretakers of the materials to keep track of them, but for patrons attempting to find them quickly.

Rose and I decided it was in the best interest of the collection and the patrons to take some time for a complete inventory.

The results: Over 600 books previously declared "lost" were removed from the catalog (an average cost of over \$10K). Some lost books were found, but another 170 came up "missing" in the process of the inventory.

This may be hard news to swallow, but it allowed us take those materials out of the circulation catalog so that

Much has happened at the Tye Complex Library since the beginning of this school year. Some of the accomplishments are small and cosmetic, while others are not immediately obvious to patrons, but help facilitate using the library services more effectively.

The first major challenge became apparent in September when I began to realize there were serious inconsistencies between the catalog records and the actual physical books on the shelves. Many books were not cataloged properly, or at all, and even more were listed as "lost". Such disorganization makes it

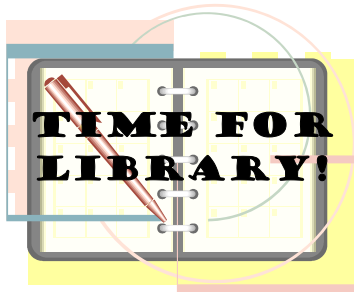


*Classes, as well as individuals, frequently use the library's services, and the librarian's instruction, for research and other projects.*

## LIBRARY TRIVIA

1. What is the name of your Tyee Educational Complex Teacher-Librarian?
2. What is the Tyee Library Website URL?
3. What two things should you do first in order to schedule time in the library?

Answers below.



**It's hard to believe but second quarter is well underway and mid-year is approaching.**

**Don't miss out on your opportunity to bring your classes to the library for research, projects, or other activities!**

**The Library Calendar is full for November and is rapidly filling for December!**

**Plan ahead before TIME flies away!**



Trivia Answers:

1. Lisa Carlson
2. [www.hsd401.org/tyee](http://www.hsd401.org/tyee)
3. a) look at the Tyee Library calendar; b) fill out the library scheduling form

## Your Library Services . . .

Some helpful services your Tyee Library provides:

- A library webpage with useful research links including specific class hotlists, bibliography information, website evaluation information and a plethora of research links on various large topics
  - [www.hsd401.org/tyee](http://www.hsd401.org/tyee)
- Instruction in all areas of research/information literacy including
  - Developing key questions/essential questions
  - Locating and accessing information
  - Evaluation of information
  - Note-taking
  - Navigating the Internet
  - Methods for presenting information (beyond the essay)
  - Tips for creating effective Power Points
- Clusters or sets of books for your in-class or in-library projects (can be delivered or prepared for pick up)

## Library Updates continued . . .

patrons are not misled into thinking a book is on the shelf that actually is not.

Another consequence was discovering that our patron records needed as much reorganizing as collection, particularly since many students had moved between schools, or had left entirely without our knowing.

Expediting this feat provided us with much needed information, however, so that we now can determine what areas need upgrading, weeding or supplementing. Additionally, although I cannot do much about those materials lost before my arrival, I feel confident that I can account for all current materials housed in the library.

Once the inventory was completed, I could then begin more cosmetic, simple changes that I've learned enable students to better navigate the library collections.

First, I've implemented a color-coded "dot" system which identifies groups of books that are used predominantly by specific patrons. These include red dots for class sets (Social Studies/L.A.), green dots for kindergarten books (which many of our ELL and special ed. patrons read or look at), and yellow dots for Everybody books that focus on various reading levels from AR 0.5 to 2.5. Further color-coding is pending need.

Another implementation is non-fiction signage. It's difficult for students

to effectively use the catalog to locate materials if they cannot navigate the physical space. Thus, large, print signs, with the Dewey number sections (000, 100, 200, and so on) and what each section contains (computers, unsolved mysteries, philosophy, religion . . .). My goal is to encourage students to use information seeking strategies that incorporate the call number given in the catalog and the signs around the library—an information literacy skill they will need in their lives after high school.

So far, the most satisfying accomplishment has been encouraging the usage of the non-fiction print materials (for research, projects and general interest), and, primarily, the sets of encyclopedias. Although our current sets of encyclopedias are dated (on average encyclopedia sets should be replaced every 2-3 years), for all but the most current issues/events they can still be used fairly confidently.

Whenever I speak to teacher- and student-patrons about accessing information, I always point toward the encyclopedias for easily accessible and credible information that can provide a cursory understanding of nearly any topic. From there, students can explore other materials with better ability to discern valid information from opinion, bias or hoax—all of which are quite prevalent on the Internet.