INSTRUCTIONS FOR
CLAY COUNTY SCHOOL BOARD
REQUISITION FOR SUPPLIES AND EQUIPMENT

(1) Requisition number assigned by TERMS when the purchase order is entered.

(2) Date of requisition.

(3) Purchase order number assigned by TERMS when the requisition is posted by Purchasing Department.

(4) Name, address, and vendor number of company.

(5) Name and phone number of your contact person within the company.

(6) Fund will always be 0100 unless the project is Title V for Title V, the Fund is 0420.

(7) Function is always 6200.

(8) Object code designates the kind of article(s) purchased or the service(s) obtained.

(9) Request Center is your school's Cost Center number.

(10) Project designation number is used for special funding such as 1072 or 4062. If regular funds are expended, the project number will be 0000.

(11) Ship To is your school's cost center number again – where the article(s) or service(s) purchased will be delivered or performed.

(12) If the item(s) you are ordering are on a local bid list, a state bid list, or another county's bid list, the bid number goes here.

(13) The catalog number of the article which was assigned by the company.

(14) Name and description (color, size, etc.) of article(s) ordered.

(15) How many of each individual article are being ordered.

(16) Price per individual article if more than one is being requested.

(17) Total price of article(s) ordered on that line of the requisition.

(18) The amount of discount if any.

(19) Estimated or actual shipping costs.

(20) Total of all articles ordered minus the discount, plus shipping charges.

(21) The name of your school.

(22) Your name.

(23) Principal or designated school administrator must sign here before the requisition can be submitted to the bookkeeper for ordering.

CLAY COUNTY SCHOOL BOARD
REQUISITION FOR SUPPLIES & EQUIPMENT

REQUISITION NUMBER ___(1)___   DATE: ___(2)___

P. O. NUMBER ___(3)___

___(4)___   FUND 0 (6)   REQUEST CENTER ___(9)___
COMPANY
                                      FUNC. (7)   PROJECT ___(10)___

_____   OBJECT (8)   SHIP TO ___(11)___
ADDRESS OF COMPANY

___(5)___   BID NUMBER ___(12)___

CONTACT PERSON/PHONE NUMBER

SEO	RF	CAT.#	DESCRIPTION	QTY/UNIT	UNIT PRICE	TOTAL PRICE
		(13)	(14)	(15)	(16)	(17)

USE SEPARATE FORMS FOR EACH DIFFERENT COMPANY. BE SURE TO GIVE
COMPLETE COMPANY ADDRESS. WHEN SUBMITTING MORE THAN ONE   DISCOUNT ___(18)___
ORDER TO THE SAME COMPANY WITH THE SAME BUDGET CODING, COMBINE
REQUISITIONS. LIST BUDGET CODING, SHIPPING, DISCOUNTS, ORDER TOTAL,   SHIP CHGS. ___(19)___
APPROPRIATE SIGNATURE AND ANY OTHER NECESSARY INFORMATION TO
COMPLETE THE ORDER. UNDER TERMS SOFTWARE YOU ARE ALLOWED TO   TOTALS ___(20)___
ENTER MULTIPLE PAGE ORDERS (APPROX. 30 LINES).

___(21)___

NAME OF SCHOOL/DEPARTMENT   ___(23)___

ATTENTION: ___(22)___   PRINCIPAL or ADMINISTRATOR
MIS13500   REV 9/29/1998

LIBRARY MEDIA CENTER INTERNAL FUNDS

The sole purpose for the existence of internal funds is to promote the general welfare, education, and morale of all students and to finance the activities of School Board sanctioned co-curricular organizations. A well-planned program for internal funds will ultimately enrich the curriculum, provide new learning experience, promote interest in classroom work, and improve morale and discipline. Section 237.02 Florida Statutes and 6A-1.097 State Board of Education Rules designate the responsibility of internal funds to the school boards and directs the boards to adopt written policies governing the receipt and disbursement of funds.

The principal of each school is solely and fully responsible to the School Board for all internal fund activities within the school. The bookkeeper is responsible for maintaining the records to document internal fund transactions and for directing the principal's attention to any transaction which is unusual or does not conform with the policies and procedures outlined in the Clay County Internal Accounts Manual.

General:
This category controls monies collected on an overall school basis or donated for the general welfare of the entire student body of the school and spent for the general school needs at the discretion of the principal. Separate accounts shall be maintained for activities when it is good business practice to separately monitor the financial status of the activity. Activities not accounted for separately shall be recorded in a miscellaneous account.

The following expenditures from internal funds are deemed inappropriate and shall not be made except from trust funds collected for a specifically identified purpose:

1. Personal use items, except those which are identifiable as being in recognition of service or promotion of school activities.
2. Equipment, supplies, forms, and postage for curricular or classroom use for which school board funds are available.

3. Curricular-related travel; professional, technical, or consultant services; or other items which are the responsibility of the School Board.
4. Personal memberships or subscriptions.
5. Salaries or other compensation for duties or assignments which are the responsibility of the School Board.
6. Loans, credit, or accommodation purchases for anyone.
7. Repairs and maintenance of School Board equipment.
8. Employees of the district, who are compensated for additional services, such as game personnel at athletic events, shall not be paid directly from internal funds. Payment shall be made through the payroll department with reimbursement from the school's internal funds for salary, retirement, and Social Security.
9. Contributions to fund-raising drives.

Therefore, most library expenditures should be set up in a sub-account and held in trust as follows:

TRUST:
Sub-accounts are set up to record money held in trust for specific organizations, departments, or activities, or for restrictive use. Most media trust accounts will involve long-range projects and may have a carry-over balance. Receipts for the account may include book fair receipts, charitable donations to support book collections, and other library fund raisers. Expenditures may include library equipment, supplies, furniture, repairs, technical services, travel (including registration fees) for conferences not funded by the School Board, etc., which are identified as activities to be funded through the trust.

**USE OF LIBRARY MEDIA CENTER INTERNAL TRUST FUNDS
FOR
TRAINING AND TRAVEL REIMBURSEMENTS**

The following procedures should be followed when district funds are not available to pay for professional trainng and/or travel:

1. Decision is made by school administration and library media specialist as to whether the library media center trust will reimburse expenses.
2. Library media specialist submits Application for Leave to the appropriate department.
3. The proper internal trust fund disbursement procedures are then followed to cover expenses. This includes turning in receipts, registration, accommodations, gas, meals, etc.

CLAY DISTRICT SCHOOLS
INTERNAL FUNDS
INSTRUCTIONS FOR REQUEST FOR PURCHASE APPROVAL AND
CHECK REQUISITION

1. School name and number
2. Name of sponsor, teacher, or activity
3. Description of merchandise, service, or refund to be provided
4. Estimated total price
5. Name of company from whom merchandise or service will be purchased or name of person to whom refund is to be made
6. Signature of sponsor/teacher and date
7. Signature of principal and date
8. Space provided for the bookkeeper's initials, indicating sufficient funds are available in account

INFORMATION BELOW ASTERISKS SHOULD BE COMPLETED ONLY AFTER RECEIPT OF GOODS.

9. Vendor name and address
10. Actual amount of check
11. Class, club, department, or activity which should be charges for this purchase
12. Signature of sponsor/teacher signifying receipt of goods purchased and date
13. Signature of principal and date
14. Check number and check date to be completed by bookkeeper

Distribution of copies:

    Upon initial approval –
        Pink/bookkeeper
        White and yellow returned to sponsor

Upon receipt of goods:
    Information below asterisks is to be completed by sponsor. White and yellow copy given to bookkeeper along with receipt of invoice.

After check is written:
    Bookkeeper returns completed yellow copy to sponsor for filing
    White filed with invoice/receipt.

SCHOOL DISTRICT OF CLAY COUNTY
INTERNAL FUNDS
REQUEST FOR PURCHASE APPROVAL AND CHECK REQUISITION

School: _____(1)_____ Cost Center #____(1)____

It is requested that _____(2)_____
(Faculty Member or Activity)

receive approval for _____(3)_____
(Merchandise, service, refund)

SCHOOL DISTRICT OF CLAY COUNTY
INSTRUCTIONS FOR INTERNAL FUND PURCHASE REQUISITION

1.   School name and address

2. Vendor name and address
3. Purchase order number to be added by bookkeeper
4. Date order was placed
5. Date on which order was received
6. Name of sponsor/teacher
7. The specific activity account for which this expense is incurred
8. How many of the object(s) are being ordered
9. Quantity desired (each, box, carton, etc.)
10. Order number & name of items being ordered
11. How much each individual unit costs
12. Total cost for all items ordered (multiply QTY x Unit Cost)
13. If there is a discount, put the amount here
14. Always add shipping costs here; if you are not sure, call the company for exact shipping charges
15. Subtract discount from Sub Total, then add Shipping for TOTAL
16. All bookkeepers are keepers of the tax certificate. Obtain the Tax Certificate number from her/him
17. Sponsor's signature
18. Principal's signature
19. Bookkeeper fills out this section
20. After items are received, sponsor signs here
21. Date items were received.

SCHOOL DISTRICT OF CLAY COUNTY
INTERNAL FUND PURCHASE REQUISITION

(1)
_____
(School Name)
(1)
_____
(Street Address)
(1)
_____
(City - State - Zip Code)

VENDOR: (2)	PURCHASE ORDER NUMBER	(3)
	ORDER DATE	(4)
	DELIVERY DATE	(5)
	SHIP TO	(6)

PROCESSING POLICY

To provide consistency among all Clay County school library media centers, the library media specialist is responsible for seeing that all print and non-print materials are processed according to county guidelines.

PROCESSING

General Information:

All library media centers within the Clay County School District are automated using the Follett union database, **Destiny**. There is a **Catalog** component in Destiny which uses local records, Alliance + and Z39.50 sources to locate catalog records. This section will address common processing procedures.

Books:

The Instructional Support Services Department recommends purchasing pre-processed books whenever possible. Most books will arrive from the vendor, publisher, or supplier either partially or completely processed, depending on cataloging specifications.

Check-In Procedures for Book Orders:
1. Check the packing slip against the contents of the order when it has been received to make sure everything on the packing slip has actually been received and is accurate**.**
2. Check items received off the purchase order.
3. Check binding, spine, print, and paging of each book for damage BEFORE processing.
4. Notify the bookkeeper of order arrival.
5. Stamp ownership:
   a. Inside front cover
   b. Center bottom of title page and "secret" page
   c. Avoid stamping illustrations and text
   d. Be consistent
   e. Stamp edges of books on all three sides.
6. Apply barcode and barcode protector to item IF this was not done by vendor.
7. If you have a security system, install security strips.
8. Reinforce paperbacks.
9. Reinforce plastic jackets if needed
10. After you have completed steps 1 – 9, the book is ready to be shelved.

Cataloging Procedures for Vendor-Processed Books:

If books arrive processed:
1. Scrutinize the order carefully and separate out any books that should be REFERENCE books or PROFESSIONAL books. Label them with a sticky note – their copy records and their call number labels will need to be changed.

2. MARC records for your new books may be sent in one of three ways:
   a. 3 ½ floppy disk (becoming rare)
   b. CD-Rom disk
   c. E-mailed to you

3. To analyze MARC records, go to **Catalog** in **Destiny** and click on **Import Titles:**
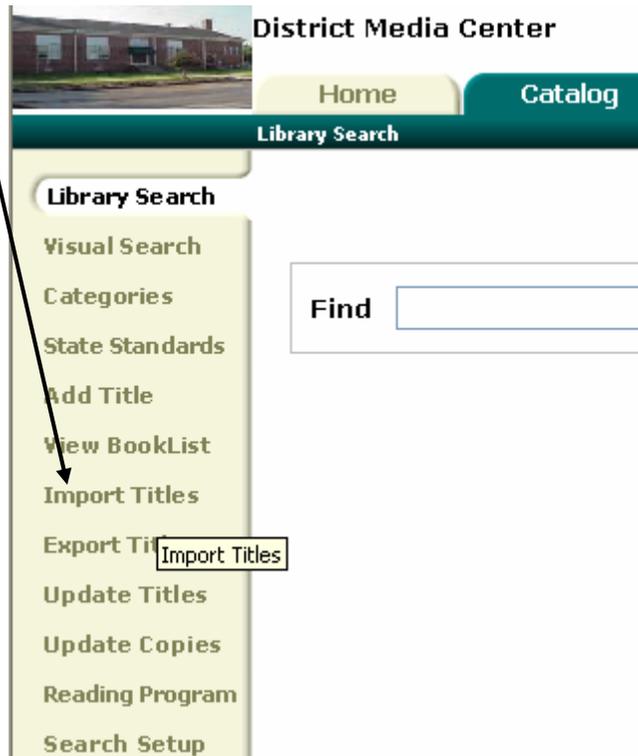
4. You will have several choices on the next screen; these are the automatic defaults. You can just leave them as they are:

Title Matching

☐ Let records without standard numbers match based on titles, etc. [?]

If an incoming title matches an existing title:

◉ Replace the existing title if the incoming title is better [?]

○ Skip the incoming title

Copy Matching

◉ Skip the incoming copy if its barcode matches an existing copy's barcode

○ Replace the existing copy with the incoming copy if the barcodes and the titles match

○ Always add the incoming copy record and assign it the next available barcode

Starting Barcode ◉ [   ]

[Follett Classic]

○ Assign next barcode

If you have an **ENTIRE** order of **reference** books or **professional** books, change this dropdown menu to that particular circulation type. **Regular** should be the default.

Assign Copy Information

If missing, assign the following information to each copy that is added or replaced:

Circulation Type	Regular ▾	
	Reference	
Categories	Regular	➕ Assign
Sublocation	[ ]	
Vendor	[ ]	
Funding Source	[ ]	

Now you're ready to locate your new MARC records and preview them:

Import File [   ] [Browse]

☐ Add the titles in the import file to my BookList.

☑ Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).

[Preview] [Import]

If your MARC records are on a 3 ½ inch disk, you will **Browse** for the A: drive; if they are on a CD-Rom, you will **Browse** for the name of your CD drive; if they are in your e-mail, you will need to save them to your desktop and **Browse** for your desktop files. The file should be "**Microlif.001**."

Now click on **Preview** to take a look at your copy records
BEFORE you import them. If you see problems, make a note
of them so that you can correct them after you import the file.

5. After the records have been previewed, click on **Import** to
import them into your Destiny collection.

Import File [   ] [Browse...]
☐ Add the titles in the import file to my BookList.
☑ Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).
[Preview]   [Import]

6. Go to **Back Office/Job Manager** in Destiny, and click on the
View link for your import; you will **ALWAYS** have a report of
some kind about your import. Unless your import fails, don't
worry about this report.

Job Title Import
Site District Media Center
Started 10/11/2005 2:00 PM
Import Green.001
File
Options Skip the duplicate copies – Replace the existing title if the incoming title is better – Limit the Job summary details to errors and w
Records must contain the same LCCN, ISBN, or ISSN and the same title – Assign Circulation Type 'Regular'

Summary Read 3 Records:
 • Added 3 Title(s) (0 with warnings)
 • Added 0 Copies (0 with warnings)
 • Replaced 0 Duplicate Title(s) (0 with warnings)
 • Skipped 0 Duplicate Title(s)
 • Skipped 0 Duplicate Copies
 • Skipped 0 Invalid Copies
 • Skipped 0 Invalid Record(s)
 • 0 Error(s)
 • Readied 0 hold(s)

7. If you have **REFERENCE** or **PROFESSIONAL** books, call up
the copies for these books and change the call number if
necessary; make a new spine label for these books.
8. Apply the spine labels and the label protectors.
9. Stamp the library name as outlined in **Cataloging Procedures**.
10. Tape book jackets and reinforce paperbacks if not done by the
vendor.
11. If there is a security system, insert security strips.
12. Let the teachers know about the new books.
13. Display the new books and invite students to check them out.

Cataloging Procedures for Unprocessed Books:

1. Follow general **Check-in Procedures** if books were ordered without processing.
2. In **Destiny/Catalog**, choose **Add Title** from the menu:
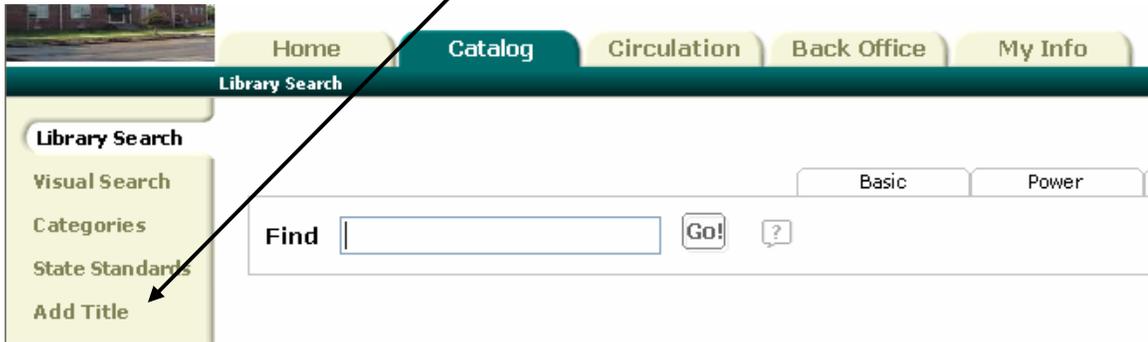
3.   There are several different ways to search for a record for your book. The drop-down menu lets you choose Title, Author, Library of Congress Control Number, International Standard Book Number, or International Standard Serials Number (rarely used & only for magazines and journals).
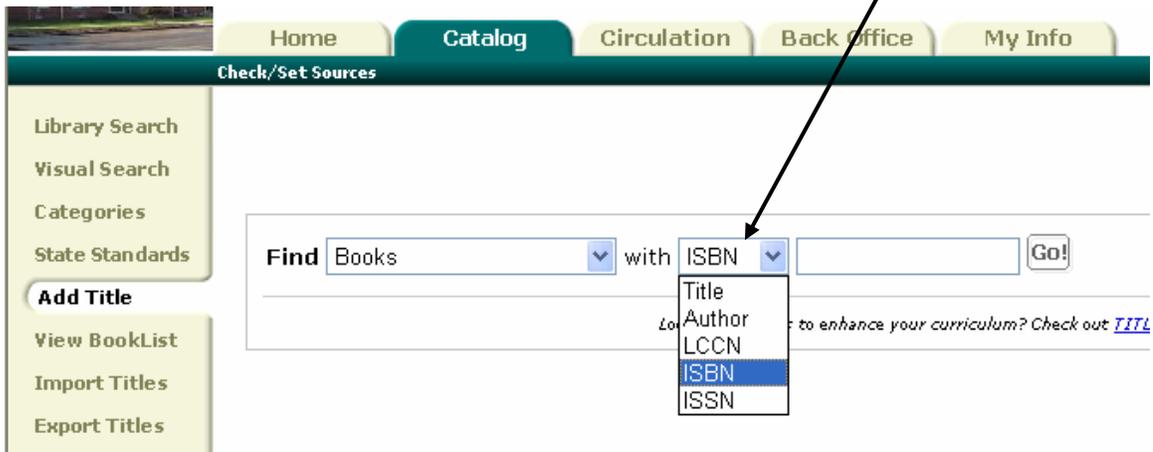
4.   Click on "Go" to search for your record. Here are the
        results searching for ISBN 1563089831:

The **red schoolhouse** indicates that there is already a
record for this book in Clay County's Destiny database.
**ALWAYS USE THE CLAY COUNTY RECORD IF ONE
IS AVAILABLE.** Click on **Details** to view the record.

5.   Click on **Add Copy** to add this book to your library media
center:

6. Add the book's **barcode. ALWAYS CHECK THE <u>CALL</u> <u>NUMBER</u> TO MAKE SURE IT IS CORRECT. THERE SHOULD BE NO SLASH, AND EXTEND NO MORE THAN 3 PLACES BEYOND THE DECIMAL POINT (**except in secondary libraries**).** The correct call number is 621.388 KYK.

How do I add or edit a copy

Educator's survival guide for television production and activities

Author Kyker, Keith.   Call Number from Title 621.388/6

*Barcode ⦿ [   ] [?]

○ Assign next barcode

*Call Number [621.388/6] [?]

Purchase Price [   ] [?]

Circulation Type [Regular ▾]

Date Acquired [0/25/2005] [?]

Status [Available ▾] [?]

* = Required Field

Categories [?]   ➕ Update

Notes [?]   📋 Add Note

There are no notes for this copy

Save C

☐ Print lab

❌ Cancel

7. Now add the **price** and change the **circulation type** if the book is reference or professional**.**

8. After everything has been added to the copy, click on **Save Copy;** the book is now in the library media center's collection and ready to be checked out**.**

Educator's survival guide for television production and activities

Author Kyker, Keith.   Call Number from Title 621.388/6

*Barcode ⦿ [12345] [?]

○ Assign next barcode

*Call Number [621.388 KYK] [?]

Purchase Price [35.99] [?]

Circulation Type [Reference ▾]

Date Acquired [10/25/2005] [?]

Status [Available ▾] [?]

* = Required Field

Categories [?]   ➕ Update

Notes [?]   📋 Add Note

There are no notes for this copy

💾 Save Copy

☐ Print labels

❌ Cancel

17

9. If a title is not in Clay County's Destiny database, **Alliance +,** a Follett database containing thousands of catalog records, probably will have the record. **Alliance +** records are denoted with the blue **A+.** Click on **Details** to look at the record:

A celebration of sisters 🔍Details
A⁺   LCCN: 98-194640   ISBN: 0-8362-3633-5
         Kansas City [Mo.] : Andrews McMeel, 1997.   127 p. :

10. Click on **Add Copy**:

A⁺ This record is from Alliance Plus Online   ▶Title Details   MARC View

📕 A celebration of sisters   💾 Save Title
   edited by Mary Carnahan ; illustrated by Antonia Manda.
Show More ⌄   Publication Info   📚 Add Copy
Publication Info
   Published Kansas City [Mo.] : Andrews McMeel, c1997.
      Format 127 p. : col. ill. ; 58 mm.
      LCCN 98-194640
      ISBN 0-8362-3633-5
                                                                                    Top

11. Add copy information for the book and click on **Save Copy**; It is now ready for checkout.

                                                  How do I add or edit a copy [

                    A celebration of sisters   💾 Save Copy
         Author edited by Mary Carnahan ; illustrated by Antonia Manda.
                                                                      ☐ Print labels
      *Barcode ⦿ | 12346 | ?   ❌ Cancel
                ○ Assign next barcode
   *Call Number | FIC CEL | ?
   Purchase Price | 15.00 | ?
   Circulation Type | Regular ∨ |
   Date Acquired | 10/26/2005 | ?
         Status | Available ∨ | ?
    * = Required Field

12.   If Destiny cannot find a title record in Clay County or in Alliance   +, it searches **Z39.50** sources; these sources are databases such as The Library of Congress, Canada Ami, National Libraries of Scotland and Wales, etc.   This search is VERY slow, and it is designated by

Scarecrow 🔍Details
Johnstone, Michael, 1945-
Wales London : Madcap, 1997.

If the title is found in a Z39.50 source, adding a copy is done exactly the same   way as the previous two copies were done.

13. MARC records can be downloaded from Sunlink. The Internet address for Sunlink is http://www.sunlink.ucf.edu. Click on the **Media Specialists** tab:

Students Media Specialists
Parents Teachers Principals
Florida's K-12 Union Catalog
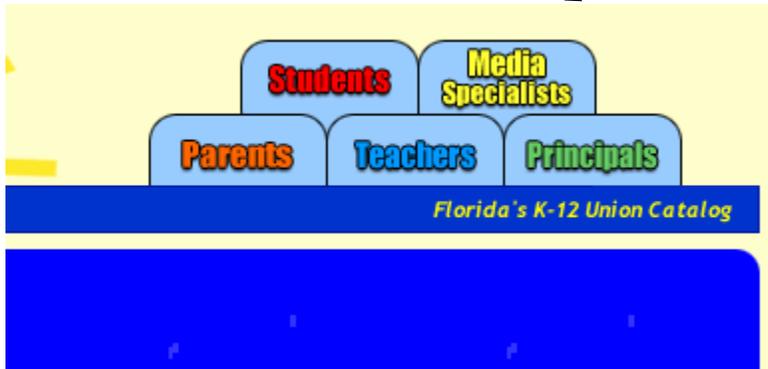
14. Now click on **Search Sunlink**:

SUNLINK Links for Media Specialists
Search SUNLINK
School Dire Search SUNLINK

14. Search first in **Region 4**, then choose **Pasco County** – they hire a professional   cataloger to do their original cataloging:

Where would you like to search? Select a region or the entire state.

Entire State
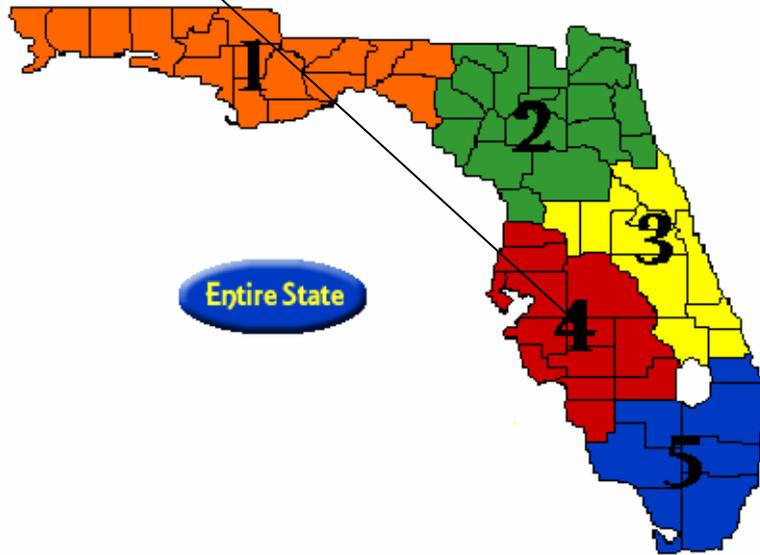
15. In Quick Search, you can search by **ISBN**:

Le Pac NET
©2000 Brodart Co.
SUN
LINK
HELP
Florida Map
Region 4
Search Form

Quick Search: 0698119517
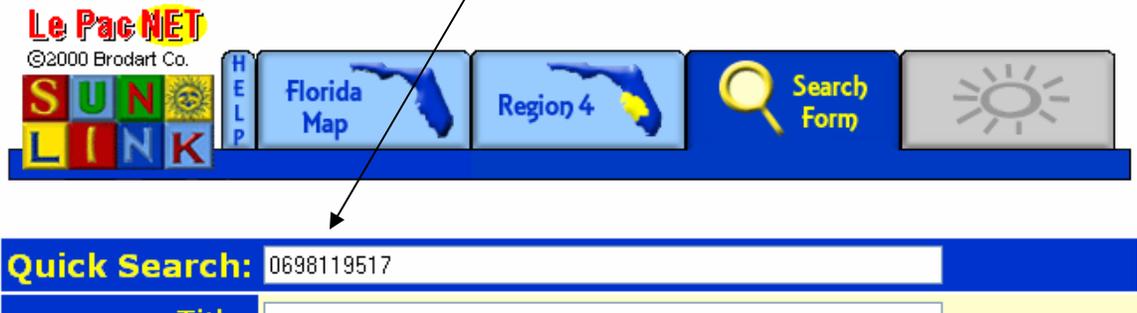
16. Click on **Find It**, and the **link** to the record for this title is displayed; click on the blue link:

☑ Check to Select for Bibliography

☐   📖 King of the Middle March / by Kevin Crossley-Holland 2004

16. This brings up the **Full Record**; now click on **MARC Record** to change the view to MARC format:

17. The MARC view allows you to download this single record OR add it to a list if you want to download several records at one time:

17. We'll download only this record right now. Each school in Clay County has a user name & password. If you do not know your school's Name and Password, go back to the beginning screen for Sunlink and click on **School Directory;** then fill in information asked for under **Keyword** and/or **District.** Click on **Start Search.**

18. This displays information about your school's user name; **the password is always MARC** (use all caps)**:**

19. The user name for this request would be **Swimming Pen ES**, and the password would be **MARC**; click on Submit:
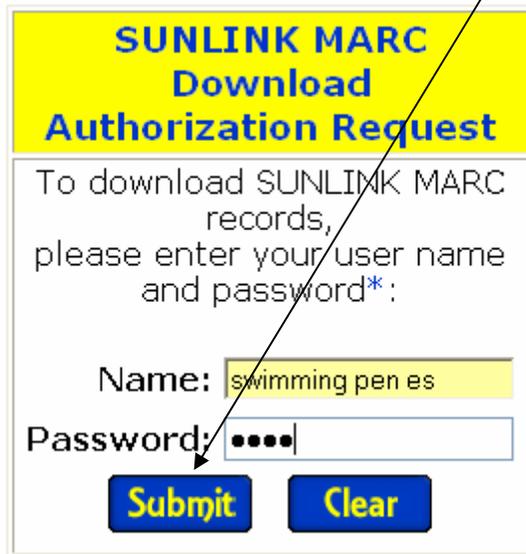
19. A message will appear asking if you want to open or save the record. Choose **Save**:
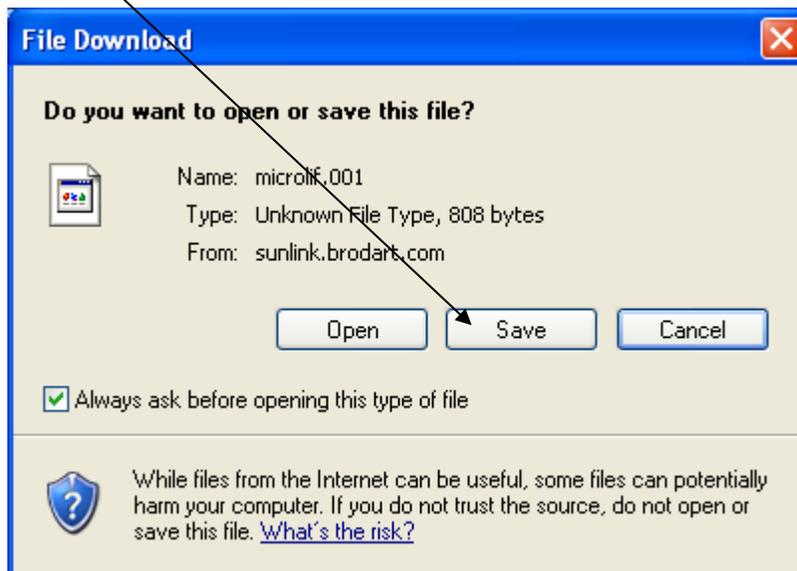
20. If you are going to save to the A:drive, insert a disk into the drive now or you will see this message:

21. If you are going to save to your desktop click on **Cancel,** and Save in your **Desktop.** Give the **record** any file name you like, but leave the **Save as type a .001 Document:**
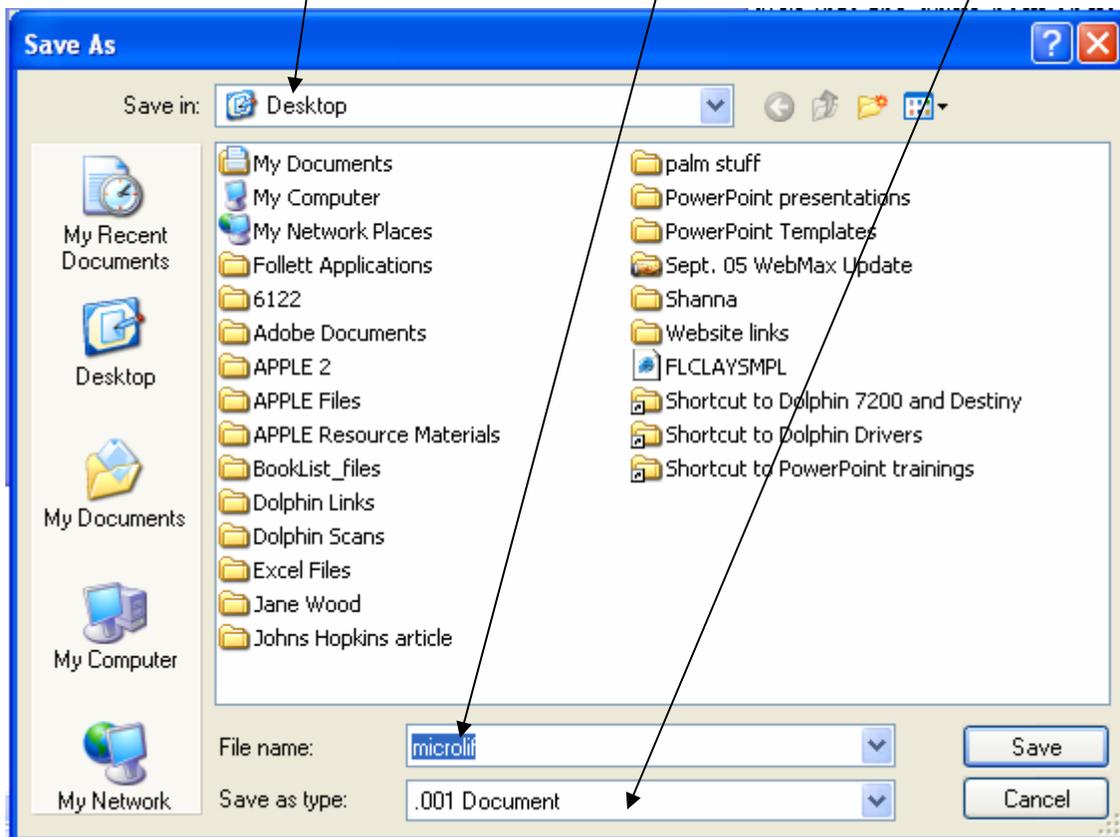
21. In Destiny go to **Catalog/Import Titles, a**nd scroll to the bottom of the page. Click on **Browse** to find your Sunlink downloaded record:

22. Click on the drop-down menu to find the place you saved your file. Our example is saved on the **Desktop**:
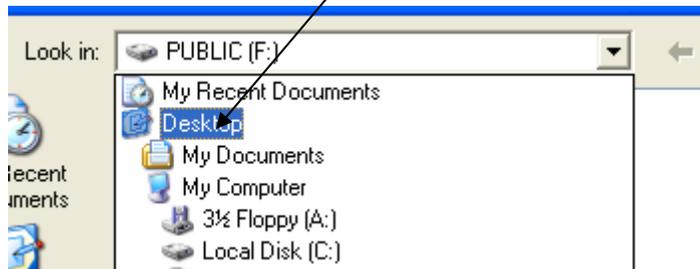
23. The file we're looking for is the **microlif** file:
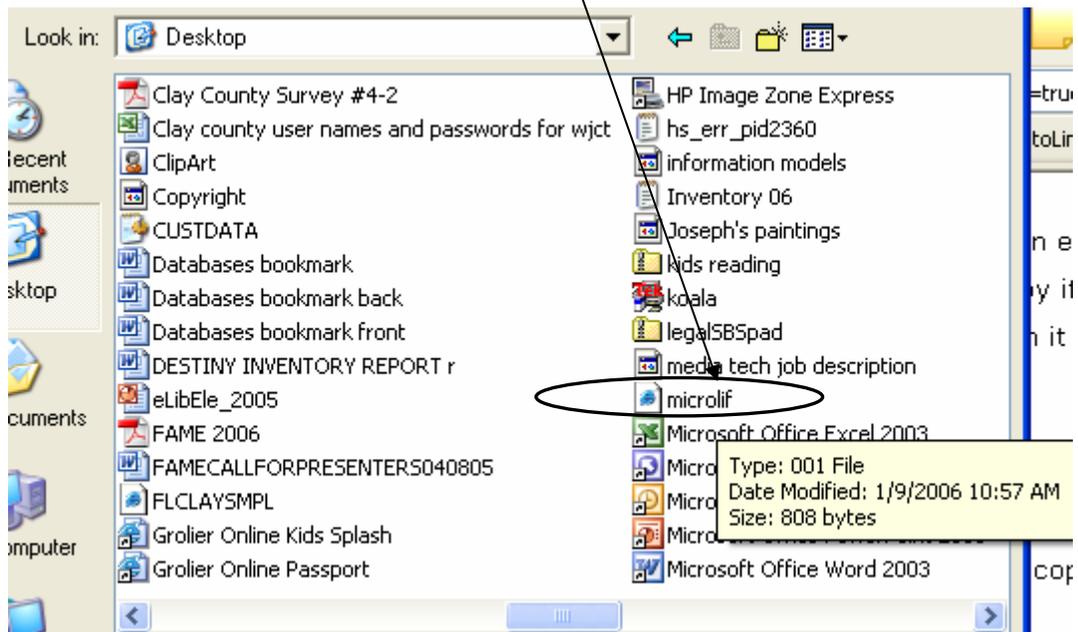
24. Double click on the file to open it – this automatically puts the file in the Destiny window:

Import File C:\Documents and Settings\asapp\Desktop\mi [Browse...]

25. Now click on Import: [Import]

26. This will send you to Back Office to wait for your import. When the import has finished, click on View:

Job	Submitted By	Started	Status	
Title Import	Angie Sapp (1/9/2006 11:06 AM)	1/9/2006 11:06 AM	Completed (1/9/2006 11:06 AM)	View

25. This report will tell you if your title was added or if it was skipped because there was a better record already in the Destiny database.
26. Now you will create your copy with your local barcode number, price, and call number.
27. IF A TITLE RECORD ABSOLUTELY CANNOT BE FOUND IN CLAY COUNTY, ALLIANCE +, SUNLINK, OR Z39.50 SOURCES *after you have searched by title and by ISBN and/or LCCN, ONLY then can you do original cataloging. Original cataloging is discouraged.* Please call Joyce Padgett at extension 2473 or the District Media Services Specialist at 2677 *before* you try original cataloging for the first time.
28. Apply barcodes, barcode label protectors, and spine labels to books.
29. If there is a paper dust jacket, cover it with mylar and tape it to the inside covers of the book. Reinforce paperbacks.
30. Stamp the school name in designated areas.
31. Add security strips if there is a security system.
32. Let teachers and student know the books are available for checkout.

Original Cataloging for Books in Destiny:
1. There are two ways of entering original cataloging information for books in Destiny.

    The first is the **Brief Record** method**. THIS INFORMATION MUST BE TAKEN ONLY FROM THE TITLE PAGE AND THE VERSO OF THE TITLE PAGE –** _NEVER CATALOG A TITLE FROM THE COVER_**!!**

District Media Center   Current user: Angie Sapp [Logout]

| Home | Catalog | Circulation | Back Office | My Info |

Check/Set Sources > Search Results > **Add Title**

How do I add or update title information

| ▶Brief Title | Series/Notes | Subjects | Resources | Added Entries | MARC Form |

Title Information

* **Title** Strange but true

Subtitle mysterious and bizarre people

Authors Thomas Slemen

Edition

Standard Numbers

LCCN   **ISBN** 0760712441   **ISSN**

Material Type Book (monograph)

Author   🔍 FindHeading

Name Slemen, Thomas

Dates

Publication Information

Place New York

Publisher Barnes & Noble, Inc.

Date 1998

Physical Description

Extent 394 p.

Other Details il.

Size 15 cm. x 21.5 cm

* = Required Field

⬆ Click on Save Title:————————————▶ 💾 Save Title   ❌ Cancel

2. After you click on **Save Title**, your title will appear; now you need to add a copy to add your local barcode, call number, and other local information:
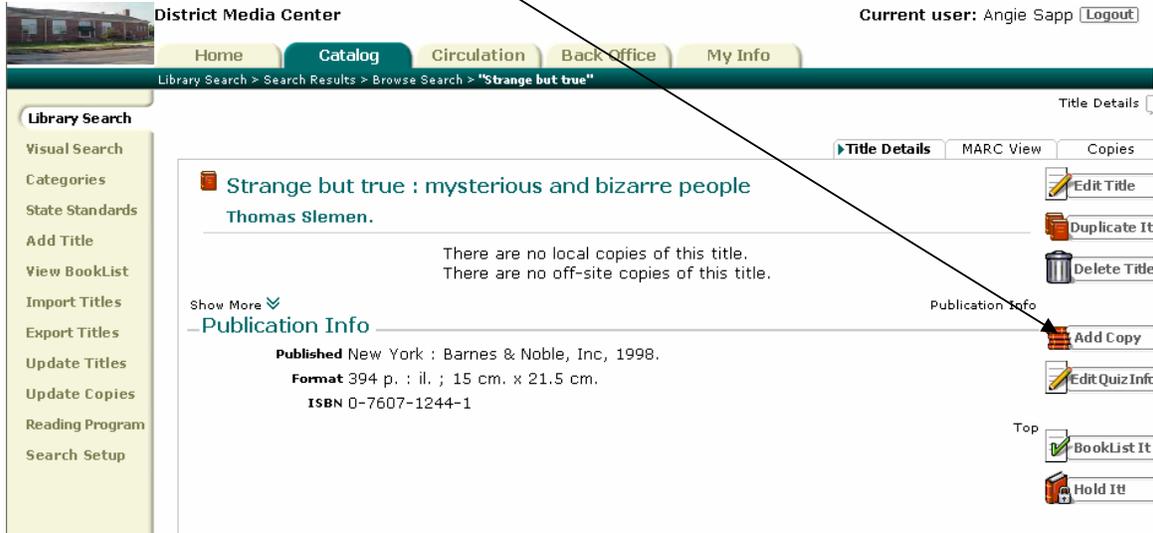
3. If you have made a mistake in your original cataloging, call the District Media Services Specialist (x 2677) or Media Technical Assistant (x 2473) to have the mistake corrected; you do not have access to the **Edit Title** function.
4. The second method used for original cataloging is the MARC record. It looks very difficult, but if you learn a few basic MARC tags, it's not so hard.

5. Click on **Add Title** in the Destiny menu; search for your title, then click on **Nothing matches? Add the title,** then on **MARC format**:

6.   This MARC worksheet will now be displayed:

The numbers are called **Tags**; the information that goes in the tag is a **Field**. Fields have Subfields that ask for very specific information. **YOU DO NOT HAVE TO FILL IN EVERY BLANK FIELD OR SUBFIELD.** Click on the blue letters (subfields) to add needed information.
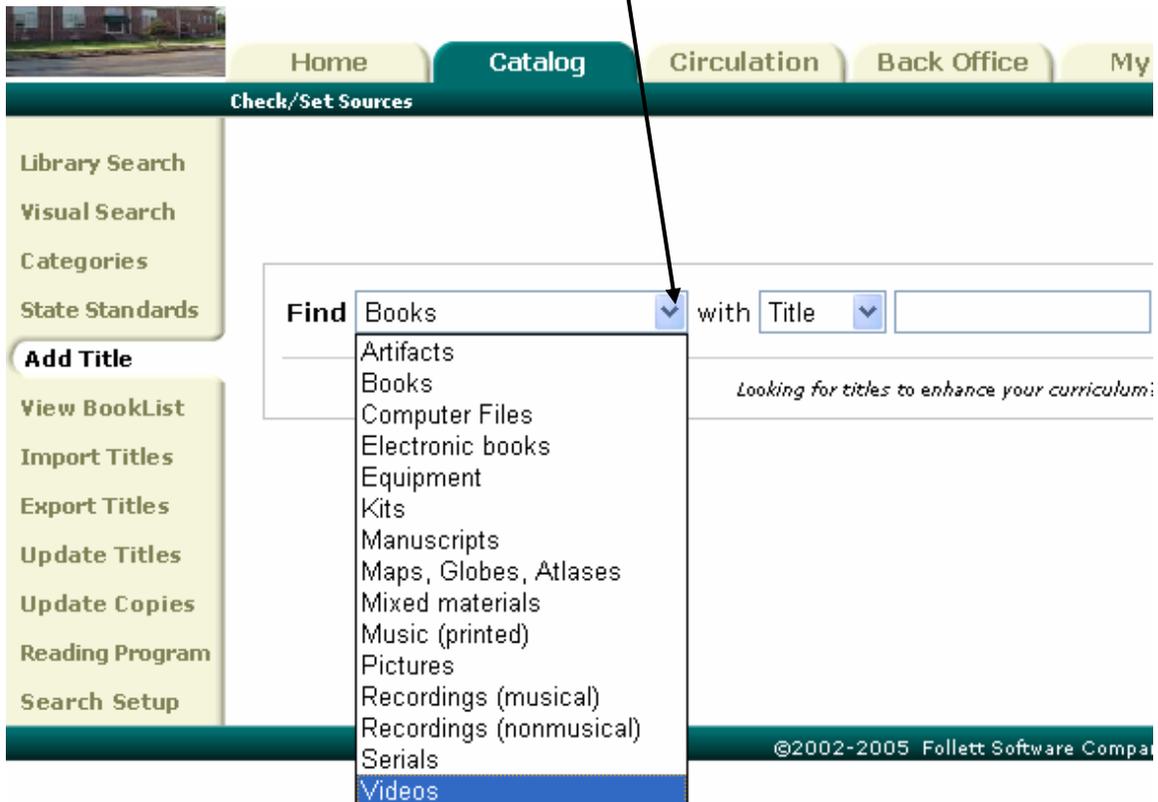
1. Here is an example of a MARC record for a book:
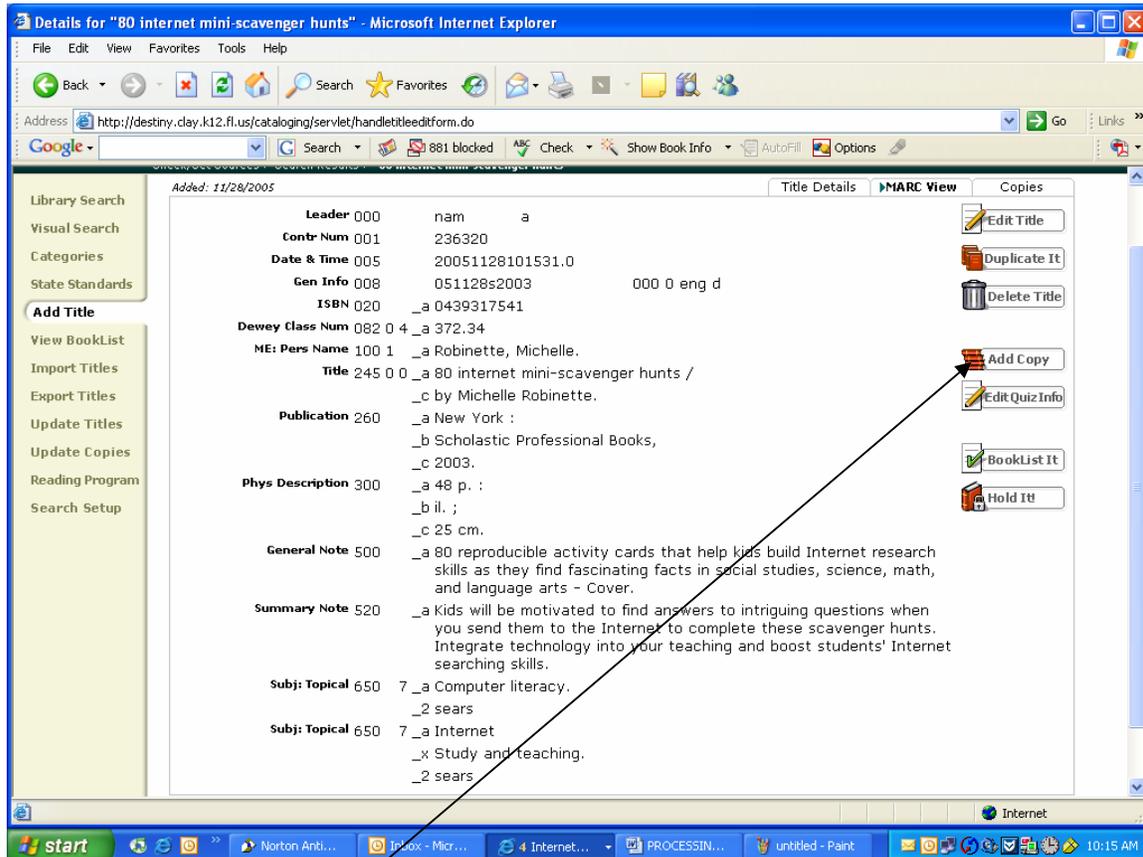
8.   Click on **Add Copy** to add your local information such as Call Number, Barcode, and Price.

Processing AV materials in Destiny:
1. Preview, stamp school name, and barcode the AV materials for inventory control.
2. Go to **Destiny/Catalog** and click on **Add Title**.
3. On the drop-down menu, choose the kind of AV material you are processing:

4. Because AV materials often do not have ISBNs and have no LCCNs, search by **Title** for your material if there is no ISBN.
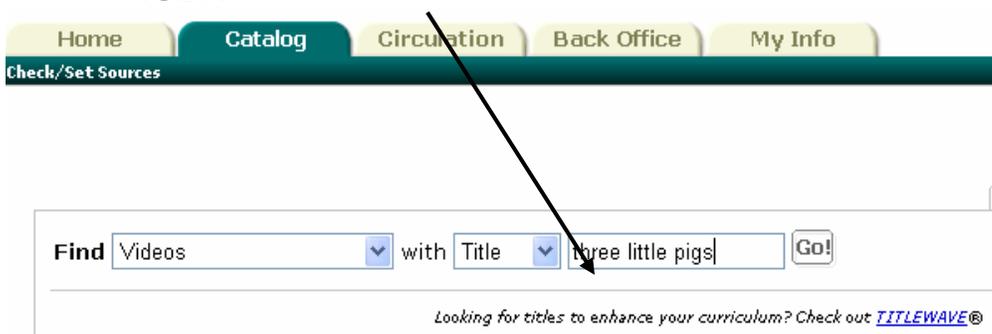
5. There can be many different versions of AV materials, as well as duplicate titles; be very careful that the title records are correct when adding AV materials:

The Three little pigs 🔍Details
🏠 Gaylord Television Entertainment ; Platypus Productions ; produced by Bridget Terry and Frederic S. Fuchs ; directed by Howard Storm.
Livonia, Mich. : CBS/Fox Video, 1985.   1 videocassette (51 min.) :

The Three little pigs / Weston Woods release ; produced by Paul R. Gagne ; directed and animated by Virginia Wilkos ; from the book by James Marshall. 🔍Details
🏠

6. To add a title record or copy, follow the procedures listed above for adding books.

Processing Equipment in Destiny
1. MARC records cannot be purchased for equipment; equipment records must be produced by original cataloging UNLESS a record that can be used is already in Destiny**.**
2. When searching **Destiny/Library Search** for equipment records, be very specific**:** use **overhead projector elmo** in keyword search if that's the equipment you're cataloging. Search all Clay County records in Destiny, not just one school. There should be one record in Destiny for each type and specific model of equipment; all examples of that one type and model will then be attached to the record. IF YOU HAVE 10 IDENTICAL PIECES OF EQUIPMENT, DO NOT CREATE 10 DIFFERENT RECORDS. Create one record and attach 10 copies to it IF there is not already a record in Destiny. If a record has already been created (if you find it already in Destiny), attach copies to that record.

   SEARCH ALL SCHOOLS IN DESTINY/LIBRARY SEARCH BEFORE YOU CREATE AN ORIGINAL RECORD.

3. When creating an original equipment record in **Destiny/Catalog** - **Add Title**, choose **Equipment** from the drop-down menu.

4. Right now this search will bring up any palmcorders of any brand in all of Clay County Destiny records:

5. There are no matches, so click on Add the Title to create an original record:

6. There are two different ways to enter original cataloging information in Destiny. The first is the **Brief Title** entry. This includes the bare minimum of information needed to access the equipment when searching:

Much of this information does not pertain to equipment records.

Filling in the necessary blank spaces will automatically put the information into MARC format after the record is saved.

7.   The second method of original cataloging is **MARC Format**. Here is an example of a MARC Format record for a mini-DV Palmcorder:

8. Now click on **Add Copy** to add your local information: Call Number, Barcode, and Price.

CIRCULATION

BOOKS
Regular Books:
All regular collection books should have a unique barcode affixed.

Length of the loan period and the number of books that may be checked out by an individual borrower should be as flexible and liberal as possible. A one-week loan satisfies most needs at the elementary level. Two-to-three weeks seems best at secondary level. Some curtailment may be necessary when collections are small and demand is heavy; however, when the collection reaches numerical adequacy, restrictive loan policies should be dropped and replaced with others that more closely match user needs.

Reference Books:
When the "R" or "Ref" is above a classification number, the book is a reference book. Reference books may be used in the library media center and taken from the library media center for overnight or short-term loans. Books with the "R" or "Ref" designation are shelved together in the library media center's reference area. Reference books should be given a separate loan type to indicate short-term checkout.

Reserve Books:
A teacher may ask for certain books or materials to be placed on reserve in the library media center for a unit of study.
Procedures for circulating reserve books:

1. Receive request form. Pull books and materials for reserve.
2. Place the items on reserve under the teacher's name.
3. Print three reserve lists: one for the teacher, one for the library media specialist, and one to post on the shelf or cart where reserved materials are held.
4. Have students use the reserve materials *in the library only* or loan for overnight as the teacher requests.

When a student or teacher requests books that are currently in circulation, a hold is placed on the item in the computer. A notice is generated by the computer when the item becomes available.

OVERDUE, LOST, OR DAMAGED BOOKS

Students are encouraged to use and circulate materials. School policy and environment should foster this positive approach. However, overdue, lost and/or damaged materials may limit the effectiveness of the library media program and waste funds. The following suggestions may help alleviate this problem.

Overdue books:

An organized effort should be maintained to expedite the return of overdue books.

- Send notices to students at regular intervals; daily for reference and reserve materials, weekly for regular circulation
- Establish a contact person to reinforce notices. The homeroom teacher, first period teacher, English teacher, or other professional person is helpful since each student has contact with them every day.
- Overdue fines are discouraged. A student may be restricted from additional checkouts until the book is returned. If the student fails to return the book in a reasonable amount of time, the student should be charged for the book as a lost book. (reference lost books on page 128).

Lost books:

The problem associated with the loss of materials has escalated severely because of the high cost of replacements. For this reason, electronic security systems have been installed in the junior and senior high schools.

The following suggestions may help alleviate the problem:

- Allow students to check out anything in the collection to use overnight, even reference and reserve materials.
- Provide multiple copies and variety if funds permit
- Provide a copy machine for student/faculty use
- Limit the number of access/exit points for the center

- Supervise exits periodically to check that library media materials are properly checked out
- Place additional book returns around the building to provide more accessibility: front lobby, office, outside the library media center door, in the cafeteria, etc.

Students who lose books or materials should be charged the replacement cost of the materials. Library media specialists should notify an administrator if a student does not pay for the material in a reasonable length of time. An administrator may assign library-related community service in lieu of payment, leaving the assignment of the service to the library media specialist's discretion (i.e. cleaning tables, straightening library, shelving and straightening books, etc.). At no time should a student be restricted from checking out books for a period longer than three weeks. After that time period, an administrator should be notified.

Damaged books:
The following suggestions may help alleviate the problem of damaged materials:
- Educate students about the proper care of materials, especially during orientation
- Reward good behavior
- Maintain regular, attentive supervision of materials and students within staff limitations
- When possible, provide copying services to students and staff
- Consider ordering duplicate copies of materials: one to circulate and one for reference

Students are charged for damaged or lost books using the following guidelines:

Full Replacement Cost:
Books are lost or damaged beyond use (wet or defaced)

50% Replacement Cost:
Damage due to mishandling, but still usable.

$2.00:

Defaced with writing, but still usable

$0.50:
Missing barcode label, call number label, etc.

A numbered receipt must be given for money collected. The official numbered receipt books are to be obtained from the bookkeeper. Money received for damaged or lost books must be deposited with the bookkeeper daily. Money for a lost book must be refunded if the book is still in good condition when returned and it is returned during the same school year in which it was paid for. The barcode of the book being paid for should be written on the receipt for easier identification when refunding money. Check with your school bookkeeper for specific procedures for refunding money. Students withdrawing from school should be cleared by the library media specialist to insure that all materials are returned and fines are cleared.

Monies Collected for Lost or Damaged Books
Section 10, Subsection (2) of section 233.46, Florida Statutes reads:

> (2) Money collected for lost or damaged books: It shall be duty and responsibility of each principal to collect from each pupil or the pupil's parent the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged and to report and transmit such amounts so collected to the superintendent. If such material so lost, destroyed, or damaged has been in school use for more than 1 year, a sum ranging between 50 and 75 percent of the purchase price of the book shall be collected. Such sum shall be determined by the physical condition of the book. The failure to collect such sum upon reasonable effort by the principal may result in the suspension of the pupil from participation in extracurricular activities or satisfaction of the debt by the pupil through community service activities at the school site as determined by the principal.

AUDIOVISUAL MATERIALS

Building Level

Audiovisual materials may include, but are not limited to: DVDs, laser discs, CDs, computer software, audio and video recordings, films, realia, slides, filmstrips, charts, pictures, posters, kits, maps, globes, transparencies, art prints, study prints, etc.

Clay County library media specialists adhere to the philosophy of free access as outlined in the "Access to Resources and Services in the School Library Media Program: An Interpretation of the Library Bill of Rights" offered by the American Library Association. In the ideal situation, all materials would be available to students with audiovisual materials circulated much the same as books, thus providing students with materials best suited to their learning styles. The library media specialist and the School Media Advisory Committee may decide that it is not practical, especially when considering the cost of materials and that students may also need to check out the equipment needed for viewing the materials. Library media specialists may use a variety of methods to provide accessibility: teachers using the material in their classroom, students being provided a place in the library media center to view and listen, and/or students having access to materials and equipment before, after, or during the school day when the student has free time, etc.

District Level

The District Media Center hosts WebMax, an online booking system used to browse and book the several thousand videos, DVDs, cassette tapes, CDs, and professional books housed in the District Media Center. WebMax may be accessed from the District Media Center website: http://www.clay.k12.fl.us/districtmedia. Complete directions for

using WebMax may also be found on the District Media Center website.

PERIODICALS AND NEWSPAPERS

Current and past issues of periodicals and newspapers may be used in the library media center. The library media specialist may allow teachers to check out professional periodicals and journals for short periods of time.

INFORMATION FILES AND TACTILE MATERIALS

Information/Vertical Files
Encourage use of these materials in the library media center. It is recommended that the folders/envelopes containing these items be barcoded to enable checkout, should this be necessary. These materials should not be circulated for an extended time period. Items needed for an extended time should be photocopied.

Tactile Materials
These materials should be used inside the school only because of high cost and possible damage. Many of these items are placed in classrooms for extended use.

INSTRUCTIONAL EQUIPMENT

School Staff Use
Based on needs and availability, instructional equipment may be assigned to school staff for extended loans. However, large, expensive items or those in short supply should be handled on a day-to-day basis from the library media center. A sign-up list may be maintained at the circulation desk. A sample form follows for overnight circulation by staff members. All equipment taken off campus must have the approval of the building principal.

Student Use (Secondary)

All persons are encouraged to use equipment at the school. Requests for use at home or outside of school should be handled on an individual basis. When making the decision, consider the following:

- Needs of the instructional program
- Size, weight, and delicate make-up of item
- Cost of item
- Responsibility of borrowers
- Willingness of the borrowers or their parents to accept responsibility for damages that may occur.

SCHOOL DISTRICT OF CLAY COUNTY
Equipment Check-out Agreement

School:_____ CCSB Number (if applicable): _____

Equipment description (type, manufacturer, model #, serial #):

_____

_____

_____

_____

_____

Date(s) requested: _____ Reason: _____

Approved by: _____, Property Manager or Designee

Agreement

"In the event the above equipment should malfunction, I am to return it to the assigned Cost Center and notify the Property Manager immediately. I understand that I am responsible for any physical damage to any of the above equipment as a result of negligence, theft, or accident. I am also aware that I will be responsible for replacement of said equipment at the current new market value. If a student is under 18, and is financially unable to pay, community service will be assigned within Cost Center. Furthermore, I agree to abide by all copyright laws pertaining to the usage of the above equipment. I verify that use of this equipment is for Educational / School Board related activities, and I will adhere to Clay County's policy on ethical standards."

I, _____, agree to the terms stated above.

_____
Signature (or parent signature if under 18)

Date checked out: _____ by _____

Checkout condition: _____

Date checked in: _____ by _____

Check-in condition: _____

Original: Property Manager   **Copy 1: Borrower**   **Copy 2: Property Control**

TEXTBOOK POLICY

The library media center is not a depository for textbooks. State textbooks furnished to the students should not be stored in the library media center, nor should the library media specialist be charged with the responsibility of issuing them and collecting them at the close of the year.

MAINTENANCE

MAINTENANCE POLICY
(EQUIPMENT/BOOKS)

The library media specialist acquires and distributes audiovisual equipment according to the needs and budget allocations of the school. The library media specialist is responsible for seeing that the equipment is properly maintained and repaired. This excludes classroom and lab computers.

The book collection must be periodically weeded and repaired in order to maintain current information that is appealing to the patrons.

WEBSITES ON MOLD, MILDEW, PARASITES, DISASTERS

Invasion of the Giant Mold Spore:
http://www.solinet.net/emplibfile/moldnew.pdf

Mold: A Follow Up:
http://palimpsest.stanford.edu/byauth/kaplan/moldfu.html

Discovered Mold – Now What?:
http://www.p1m.com/P1M-DiscoveredMold--NowWhat.htm

Preservation:
http://www.lib.az.us/cdt/preser.htm

Mold as a Threat to Human Health:
http://tinyurl.com/dudl2

Drying Wet Books:
http://www.solinet.net/emplibfile/wetbooks.pdf

Mold:
http://www.chicora.org/mold.htm

Booklice:
http://ohioline.osu.edu/hyg-fact/2000/2080.html

Care, Handling, and Storage of Books:
http://www.loc.gov/preserv/care/books.html

Major Pests of Libraries and Archives:
http://www.unesco.org/webworld/ramp/html/r8820e/r8820e03.htm

WEEDING

Overview
Weeding (also known as deselection) is an essential part of collection development; weeding ensures that the library media center's materials are current, useful, and accessible. All library media centers are limited by the amount of space available to house materials; weeding is a continuous evaluation of resources intended to remove items that are worn out or no longer useful from the collection.

For an excellent article on the weeding process, visit http://www.lib.az.us/cdt/weeding.htm. Other valuable sites are *Weeding the Library Media Center Collections*: http://www.iema-ia.org/IEMA209.html and Guidelines for Weeding Library Materials: http://www.sbac.edu/~media/guid_weeding.html.

Sunlink (http://www.sunlink.ucf.edu) features a section called SUNLINK Weed of the Month; the link is found on the Sunlink home page. The Weed of the Month not only lists materials that should be taken out of the library media center collection, it also lists possible replacements for those items.

Discarding Process
Weeded materials must be physically removed from the library media center collection. The following steps should be taken:
- Remove barcode
- For print material: black out the call number on the spine and the school stamp on the title page, top of book, or any other area (if possible) on which the school stamp or other identification exists. Stamp **DISCARD** in several prominent places.
- For non-print material: remove any identification and indicate (if possible) that the item is discarded.
- Tabulate statistics on the total number of discards and/or breakdown in Dewey that may be helpful for future purchases.

- Delete the copy from your Destiny copy records.

Teachers may choose any materials for special classroom collections if the information in the text is accurate. Once teachers have made the selection, students may be given permission to select from the remaining material. Any materials to be discarded should be boxed, marked as discarded library books, and shipped to Instructional Support Services at the District Office.

SUNLINK

SUNLINK is a statewide database of print and non-print materials available in the public school library media centers. Approved Internet sites are also available through SUNLINK.   All Clay County school library media centers must participate in the sharing of print materials through this service.

SUNLINK Additions and Deletions are reported to SUNLINK by the District Media Services Specialist March 1st of each year. ***The number of interlibrary loans either loaned or borrowed during the school year by each library media center must be reported to SUNLINK by EACH LIBRARY MEDIA SPECIALIST in May of each year.*** SUNLINK will provide the form, or it may be downloaded and printed from the SUNLINK website.

For more information, visit the SUNLINK website:
http://www.sunlink.ucf.edu

MENDING OF BOOKS

Mend good titles that are irreplaceable (out-of-print or very expensive to replace). Minor repairs made on a daily basis will extend the life of a book.

Before mending is done, an examination of the book should be made to see whether its usefulness would be worth the cost of labor and materials. Only minor mending that can be completed with minimum time and effort is recommended. A rule-of-thumb is that if the repair will take more than 30 min., discard the book.

Discard and do not mend books that have:
- Very fine print
- Poor, brittle, yellowed pages
- Inferior or mediocre content
- Out-of-date content
- Missing pages.

Mend books not badly worn by following these procedures:
- Secure information on mending from websites listed below
- Purchase recommended tools
- Master the mending process before you attempt to teach assistants or volunteers
- During the check in procedure and/or inventory, put aside books that need to be mended or discarded.

Mending websites:

A Simple Book Repair Manual:
http://www.dartmouth.edu/~preserve/repair/repairindex.htm

Three Basic Book Repair Procedures:
http://www.philobiblon.com/bkrepair/BookRepair.html

Procedures and Treatments Used for Book Repair:
http://www.library.uiuc.edu/preserve/procedures.html

REPAIR

Audiovisual Materials

Audiovisual materials should be mended at the building level only if the repair can be accomplished easily and the library media specialist feels confident in making this repair. Otherwise, send it to a competent facility for repair or discard and replace.

Instructional Equipment

Keep all equipment in the best possible condition. Check it often and respond to teachers' requests. Simple maintenance is encouraged at the building level: lamp replacements, tightening of screws, dusting, and so on. Store equipment in controlled areas. Shelving or bin storage is good and will keep equipment relatively dust free. Over the summer, storage in an area without windows and unexposed to an outside exit is preferable for security.

Equipment for repair should be tagged and assembled for pick-up by the Maintenance Department. A record should be made on the inventory congrol card of the date sent and the repair requested. Make certain that each piece of equipment sent has the school name clearly labeled as well as the specific problem with the equipment. Create a patron in Destiny named "A.V. Repair" and check out the equipment before sending it for repair.

When a piece of equipment is damaged beyond feasible repair or is outdated and no longer serves a viable purpose in the instructional program, it may be surveyed. Contact the property administrator in your school before you survey equipment. An MIS 13410 form must be filled out for items under $500, and a separate MIS 13410 form filled out for items over $500; These items cannot be listed on the same form.

EQUIPMENT REPAIR TAG INSTRUCTIONS

White Copy: Whomever picks up the equipment will sign their name on the Picked Up By line and fill in the date. The white copy will be removed and given to the library media specialist to be retained until the equipment is brought back to the school. This provides proof that the Electronics Shop has possession of the item.

When the equipment is returned to the school, the library media specialist will sign on the Received By line and fill in the date. This copy will be brought back to the Electronics Shop and will be entered in a permanent file to provide proof that the item was delivered to the proper school, and a person of responsibility signed for it.

Pink Copy: This copy will accompany the equipment when delivered to the Electronics Shop. The data listed on this copy will list what was done and how much the procedure cost; this will be filled in by the technician doing the work. When completed, it will remain in the Electronics Shop as a permanent record where it will indicate how much in repair funds will be charged back to the school.

Hard Copy (Buff): This copy will stay with the item of equipment throughout the entire Pick-up, Repair, and Delivery process. It should be useful in helping the library media specialist keep track of how repair funds are being expended.

Note: The number that is required to be listed on the NO: line is the entire work order number which is generated by the library media specialist or other school employee prior to sending in any items of equipment for repairs. This line is directly above the ITEM line and is uppermost on the tag.

Equipment cannot be removed from the school unless all paperwork is complete, and no equipment will be returned and left at the school unless signed for by proper authority (library media specialist, principal, etc.).

```
                                    NO:_____

SCHOOL:_____    ITEM:_____
CCSB NUMBER:_____          _____
TROUBLE:_____
REPAIR DATA:

_____
PICKED UP BY-_____  COST: $_____
DATE-_____
RECEIVED BY-_____
DATE-_____
MIS35312 EXP 6/30/95
```

Here is a copy of the Survey Form that must be filled out in order for the school to discard equipment; you must obtain the form from your property manager:

SCHOOL DISTRICT OF CLAY COUNTY
REQUEST FOR ON-SITE SURVEY

DATE: _____, 20___   _____OVER $500.00   _____UNDER $500.00

FROM: _____   _____
           (COST CENTER)   (PROPERTY MANAGER'S SIGNATURE)

TO: COORDINATOR OF PROPERTY CONTROL, COUNTY OFFICE

It is requested that the below listed furniture/equipment located in room _____, be surveyed by your office for proper disposal.

COUNTY NUMBER	SERIAL NUMBER	ITEM DESCRIPTION	UNITS	UNIT PRICE	DISPOSAL		
					REISSUE	SALE	JUNK

Above listed furniture/equipment has been surveyed and disposal is directed as indicated.

_____   _____
            Coordinator's Signature   Date

INSTRUCTIONS: Form will be **COMPLETED** and **SIGNED** by the Cost Center property manager. The white and yellow copies of the form will then be forwarded to the Coordinator of Property Control, who will acknowledge receipt of the form and arrange for the date of survey. The pink copy of this form will be retained by the Cost Center property manager and be signed off when on-site survey occurs.

* NO ITEMS OTHER THAN THOSE LISTED ON THIS FORM WILL BE SURVEYED OR REMOVED.

* COMPLETE ALL COLUMNS.   *SEPARATE ITEMS OVER AND UNDER $500.00

*NEED PICKUP: _____   DATE: _____

MIS13410
REV01/05/2000

55

INVENTORY

INVENTORY POLICY

A complete and accurate inventory of all materials and equipment must be taken each school year and recorded. The library media specialist and the media technical assistant, along with library media volunteers, are responsible for conducting this inventory. The School District of Clay County requires an inventory report to be submitted to the District Instructional Media Services Specialist and the local designated school administrator. **It is NOT necessary to stop circulating materials during a computer inventory**; if a shelflist inventory is performed, however, circulation of materials must cease during the inventory. A shelflist inventory should be performed once every three to five years, if at all. No classes should check out materials during the last two weeks of school prior to post planning so that all materials are returned and shelved prior to the last day or post planning. Weeding of outdated and damaged books and materials as well as surveying of damaged and outdated equipment should be done yearly.

Why inventory???

An inventory:
- Helps assure appropriate selections by identifying weak areas or gaps in the collection
- Is required by Florida State Statutes
- Helps assess the extent to which students and teachers are provided a wide variety of resources suitable to different learning styles and curriculum areas
- Helps identify resources that need minor repairs or those that should be discarded (physical condition, outdated or inaccurate materials, duplicate copies)
- Assists the School District of Clay County and the Florida Department of Education in assessing the current status of media collections in the schools and in relateing to the legislature the need for financial resources
- For insurance purposes in case of a disaster.

When Inventory???

The schedule chosen for inventorying materials will depend on circumstances in each individual library media center. Inventory can be performed throughout the year or performed any time of year. This process can take place while materials are being circulated. **The school's library media center should never be closed when school is in session.**

How to Inventory:

With Follett Destiny, there are a couple of different options for performing automated inventory. Inventory can be performed with the hand-held PHD Dolphin scanner, with a barcode scanner and a computer on a cart.

What to Inventory:

All items owned by the school, barcoded with Follett Destiny-compatible barcodes, housed in the library media center or other school location must be inventoried and accounted for.

NOTES ABOUT INVENTORY

INVENTORY WITH THE DOLPHIN

When your Dolphin is in home base, it will (or should) display the Follett logo:

The green Dock light should be lit on the Dolphin home base. When the Dolphin is taken out of the home base, this screen should appear on it:

IF THIS SCREEN DOES NOT APPEAR, CALL THE MEDIA SERVICES SPECIALIST AT x 2677.

To scan, point the Dolphin at the item's barcode and push the white ***On.Scan*** button. The Dolphin seems to read better at a distance than it does up close, and if it's working correctly, it scans very quickly and accurately.

If a barcode cannot be read by the Dolphin, you can now manually enter the number:
1. Press F1 on the Dolphin
2. Type in the barcode number using the number pad
3. Press Enter (green button).

To go back to scanning instead of typing in numbers, press the F4 key.

If the Dolphin is out of the home base without being used for a few seconds, it will go back to the Follett logo screen. Press the ***On.Scan*** button to wake it up and return to scanning.

When the Dolphin reads the barcode, it will tell you the name of the barcode symbology for that particular item – you'll see all sorts of different symbologies: Interleaved 2 of 5, Code 128, Code 39, Codabar, etc. The Dolphin can read them all, so don't be alarmed!

CODE 128

ABCD
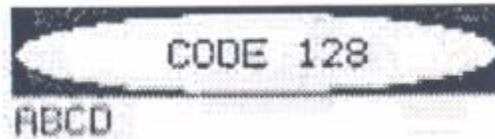
After you have finished scanning for the day and you want to download your scans, put the Dolphin back in the home base. You'll get a message on the Dolphin screen saying:

You have a LOG
file, do you wish
to ship it out?

(Press Y or N)

This is asking you if you're ready to upload your scans to the computer's hard drive. You do, but you need a place for the scans to be sent so that you can find them easily. Let's set that up now ***IF THE DISTRICT MEDIA SERVICES SPECIALIST DIDN'T DO IT WHEN HE/SHE INSTALLED YOUR DOLHIN.***

On your regular computer desktop **RIGHT** click and choose **NEW**, then **FOLDER**.
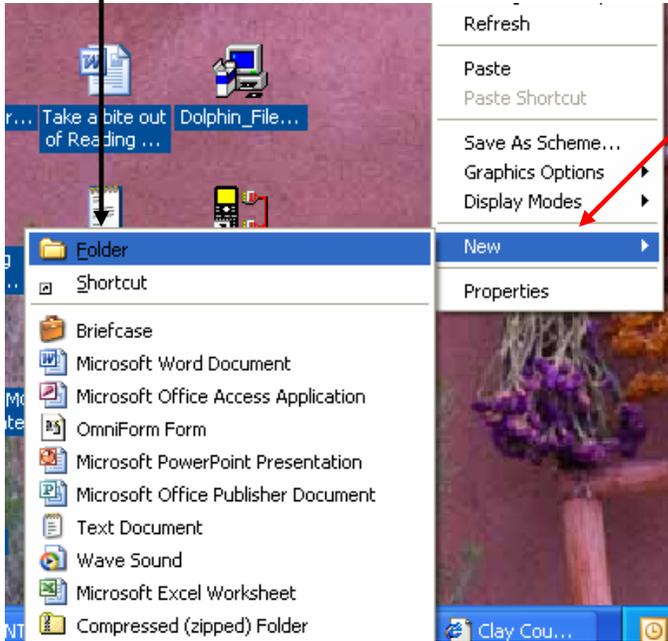
Your new folder will show up on the computer's desktop. Name it "Dolphin Scans" (this is what the Media Services Specialist may name it) or something else that will make it easy to find on the desktop.

Now go back to your Dolphin and press "**Y**" (the YZ key) to ship your scans to the computer. This message will appear on the Dolphin screen (I realize "Receive" is misspelled – Follett misspelled it, not me!!)
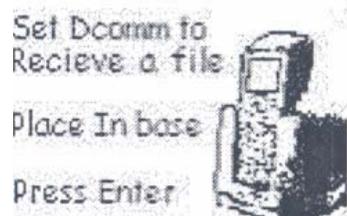
Before you press the green **Enter** key, double click on this icon on your desktop:

Dolphin File Transfer

This box will now appear on your computer screen:
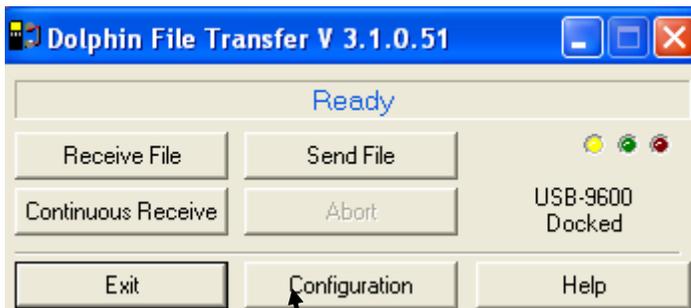
To force your scans to go to the *Dolphin Scans* folder you just made, click on the **Configuration** button.
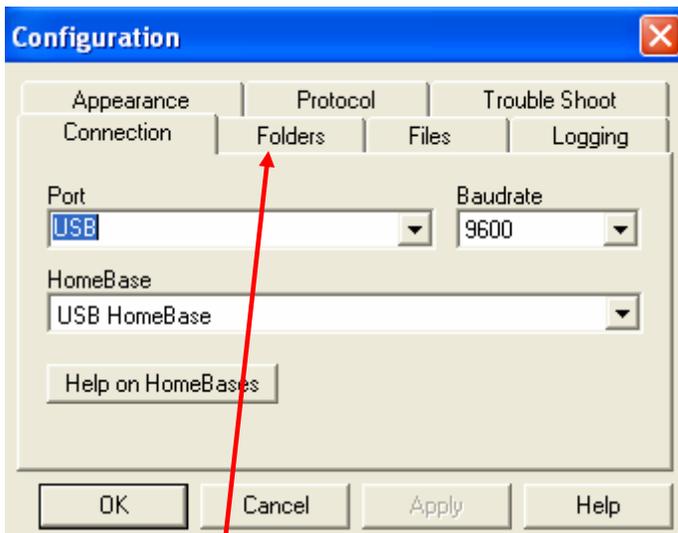
Now click on *Folders*.
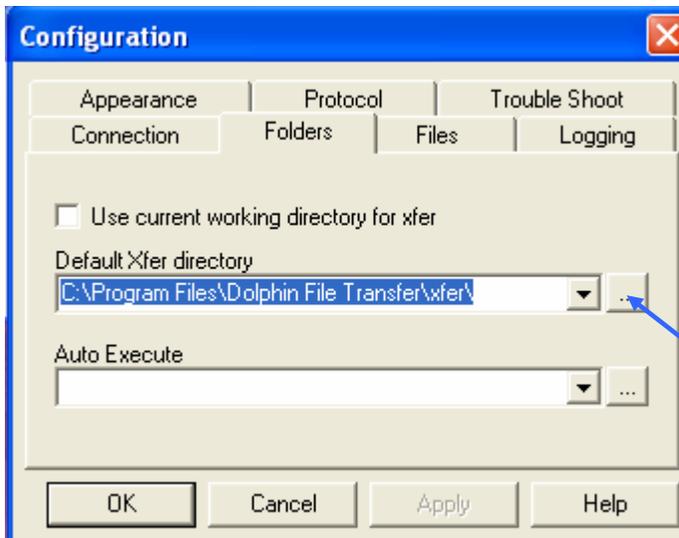
C:\Program Files\Dolphin File Transfer\xfer\ is the default; you want to find your **Dolphin Scans** folder to put in that space instead. Click on the box with the three dots…

…which brings up lots of hiding places on your computer. Choose **Desktop** by clicking on it…:
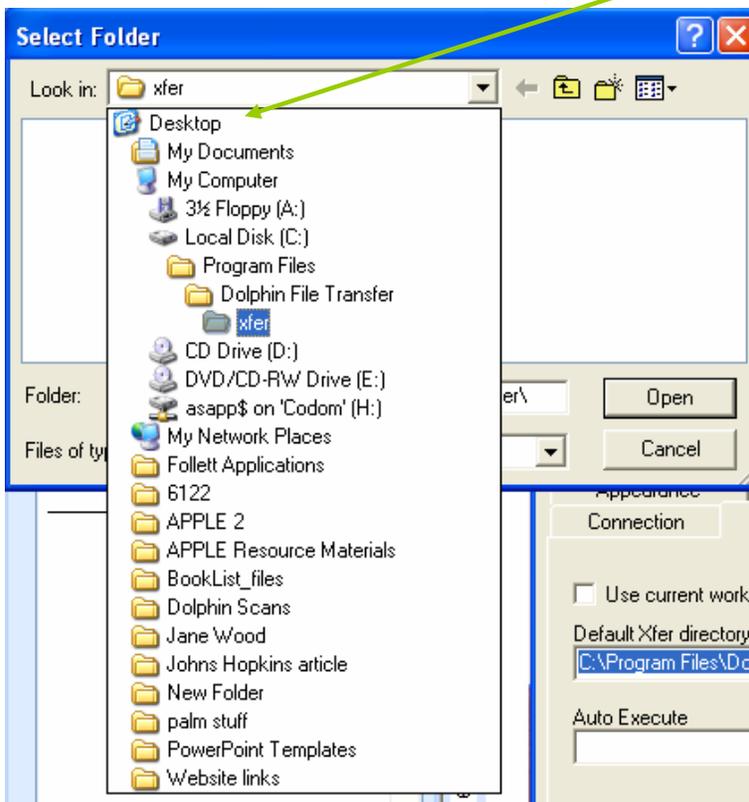
Then choose ***Dolphin Scans*** by clicking on it. This will make ***Dolphin Scans*** the folder your scans will automatically go to. **THIS ONLY HAS TO BE DONE ONCE.**
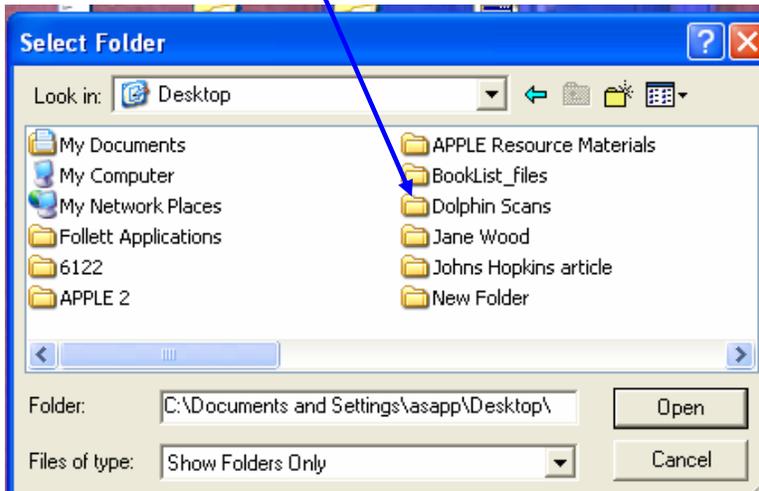
Now click on **Open**.
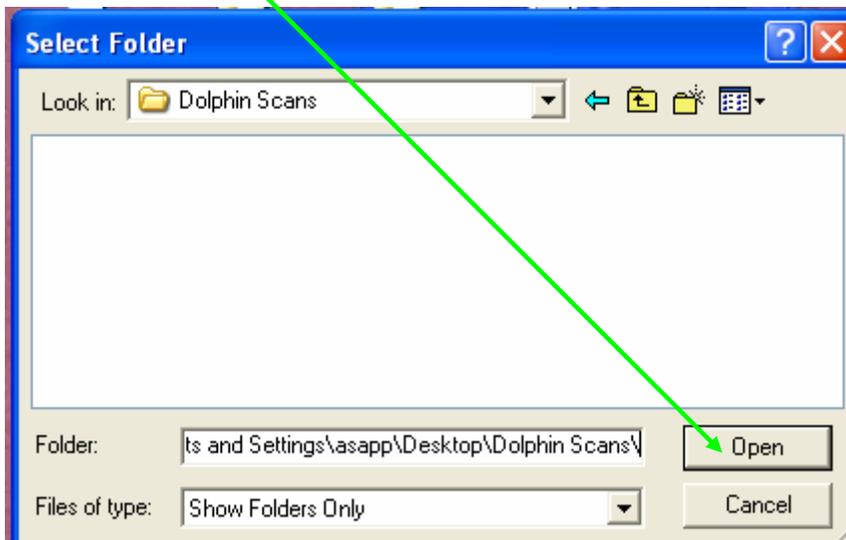
This changes your default location for scans to the ***Dolphin Scans*** folder!! That is now the default. Click on **OK** and then on the red **X** box to close this box.
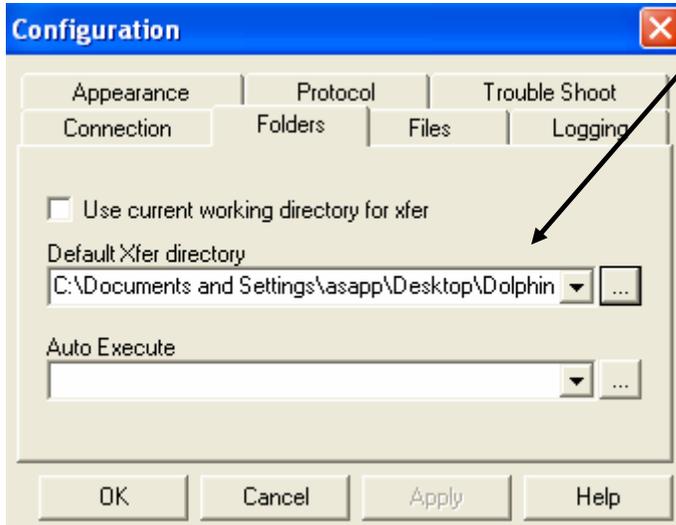
Now you're ready to send your scans from the Dolphin to your computer.

Press the green **Enter** key on the Dolphin.
Click on **Receive File** on your computer screen.
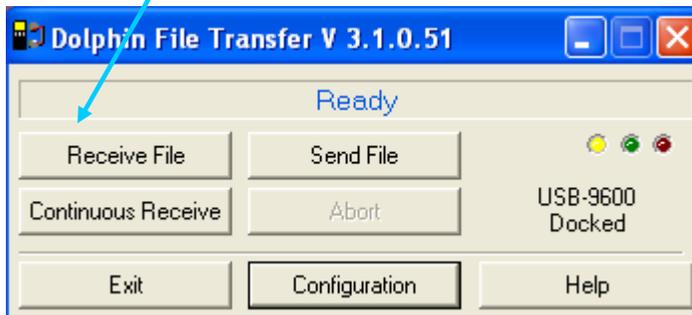
The **FIRST** time you download scans, the following message won't show up since it'll be the only file in your Dolphin Scans folder. After the first time, however, the following message will appear:
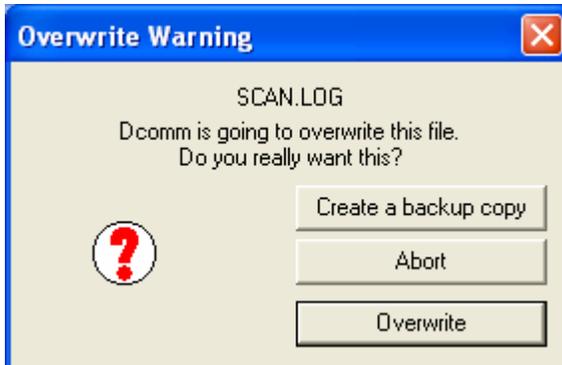
It's asking you if you want to write over the file(s) you have in your Dolphin Scans folder. This is up to you. Once your earlier scans have been transferred to Destiny (next step), they are on the district Destiny server; you should be safe if you overwrite the files. Some of us like to be extra careful; if you're one of these folks, you can click on **Create a backup copy**, and the computer will automatically make a backup of your last scan log file. **DO NOT OVERWRITE FILES UNLESS YOU HAVE ALREADY UPLOADED YOUR OLD SCAN LOG FILE(S) INTO DESTINY. If you haven't uploaded the old files yet and you tell it to overwrite them, they are gone forever (or at least until you rescan everything that was in them).**

Whichever option you choose, now the scans will be transferred from the Dolphin to your Dolphin Scans folder on your computer desktop. They have to be uploaded into your Inventory screen in Destiny before they are actually in your inventory.

In Destiny, click on **Back Office**, then **Inventory**.
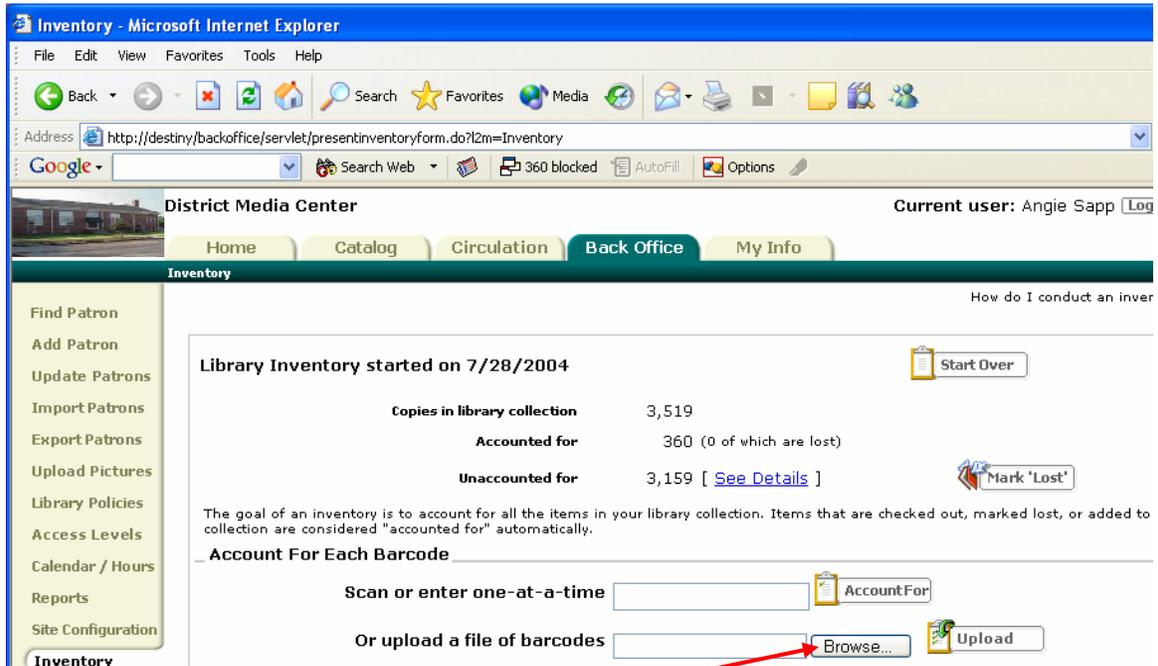
Now you are going to "**upload a file of barcodes**," but first you have to locate the file. Click on the **Browse** button.
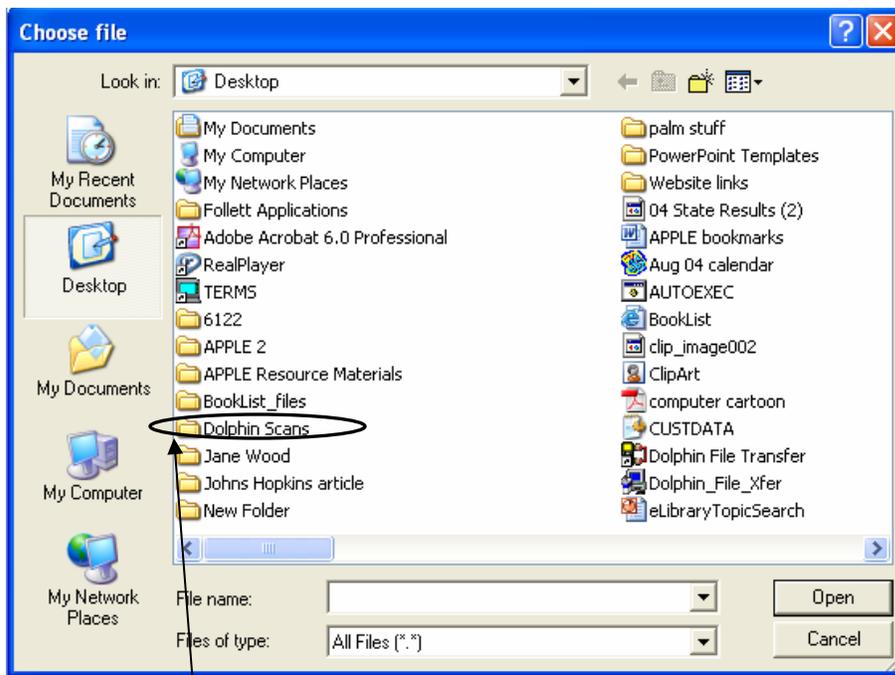
Find your *Dolphin Scans* folder and double click on it to find your scans.

Your current scans will always be in the **Scan Log notepad**. Notice that I had told the computer to make a backup of my old scans; that's why there are two files in the Dolphin Scans folder. If you choose to make backups, you will have many, many backup folders.
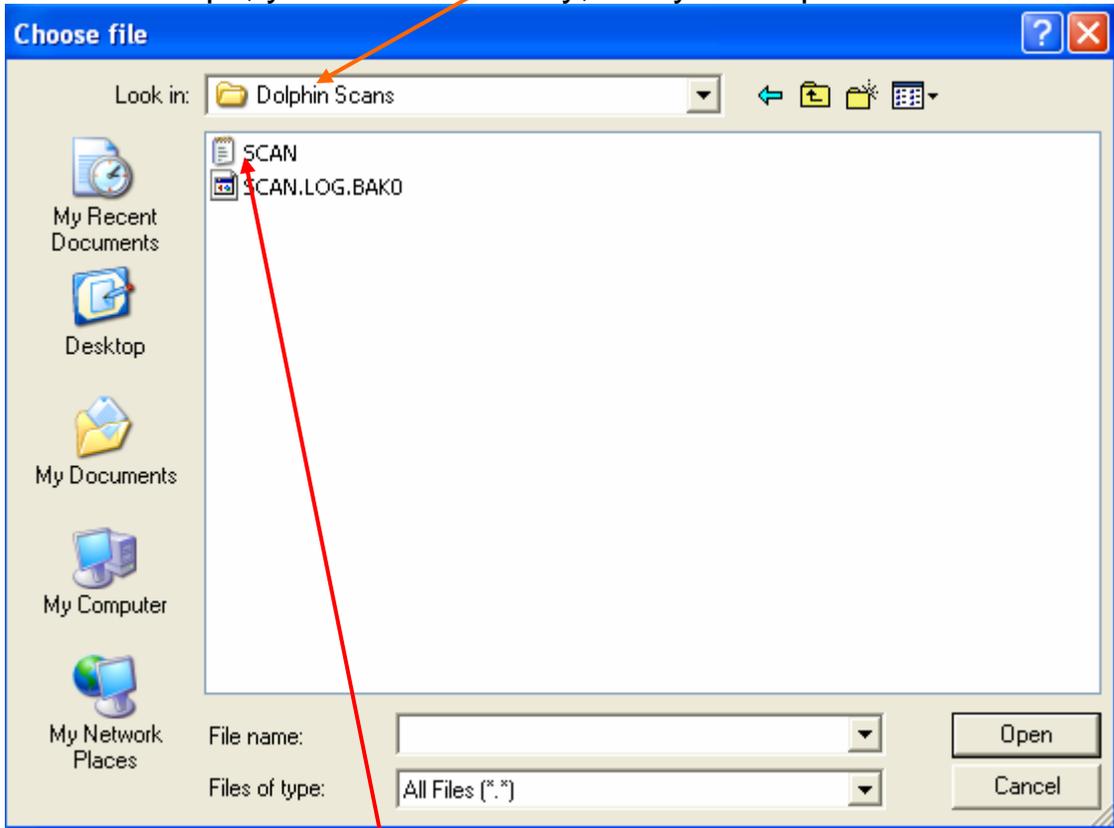
Double click on the **Scan Log notepad** to open it.

This will automatically put the file in the File name window and in the "**Or upload a file of barcodes**" window in Destiny. Now click on **Upload**.

To check on the status of your upload, click on **Job Manager**, then **View**. The screen that will be displayed in View will give you error messages as well as documenting the number of titles that were added to your inventory.

Here's an example. A report will be generated each time you upload scans into Destiny Inventory. Print the reports and and try to clear up any problems that are referenced.

Job Manager > **Job Summary**

Job Library Inventory
Site District Media Center
Started 2/3/2005 1:51 PM
File Name SCAN.LOG

Summary Read 8 Barcodes:
- Accounted For 2
- Skipped 6

Skipped Barcode "03410419230" not found.
Skipped Barcode "004629" not found.
Skipped Barcode "004627" not found.
Skipped Barcode "004626" not found.
Skipped Barcode "004630" not found.
Skipped Barcode "004632" not found.

Inventory Update completed 2/3/2005 1:51 PM

When you click on the back button to go back to Inventory, the latest items uploaded into inventory will be listed.

After you've scanned every single item in the library media center you can find, click on **See Details** to print a list of what has not yet been accounted for. Search everywhere for the missing items on this list. After a thorough, exhaustive search, click on the **Mark 'Lost'** icon to change the Unaccounted For items to Lost. Print this list. Send a copy of this list to the District Media Center with your **Inventory Report**.

INVENTORY WITH BARCODE SCANNER

Inventory can be performed using a barcode scanner (the scanner used for check-outs and check-ins). Any computer can be used, but laptops are more convenient.

1. Shut down the computer the barcode scanner is attached to IF you are not going to use that computer for inventory.
2. Disconnect the barcode scanner from the computer, and connect it to the computer you're going to use for inventory (computer should be off when you connect the scanner). This computer should have a 3 ½" drive or a USB drive if you're saving to a portable thumb drive. The inventory computer should be on a cart, and a long extension cord should be used to keep the computer plugged in at all times.
3. Turn on the inventory computer. The barcode scanner should beep, and a red light should be emitted from the scanner.
4. On the inventory computer, click the **start** button (lower left of screen); choose **Programs**, then **Accessories**, then **Notepad**.
5. Scan the items – you should get a barcode number on your Notepad page each time you scan. You can also manually type in numbers.
6. IF YOU DO NOT SEE A LIST OF NUMBERS ON THE NOTEPAD PAGE WHILE YOU ARE SCANNING, MAKE SURE THE **NUM LOCK** LIGHT IS ON. If it isn't on, press the **Num Lock** key to turn it on.
7. Save this list of numbers often. If you save the list to the desktop, it will be easie for you to find later. Your list should look something like this:

.
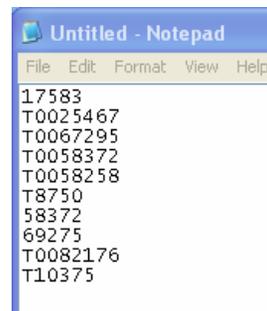
8. To save your list, click on **File/Save**
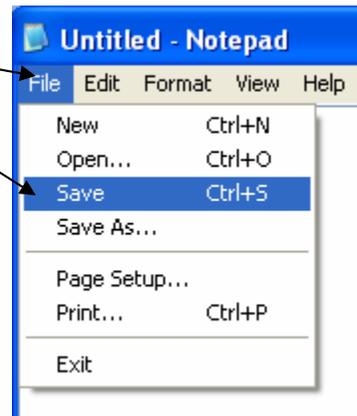
9. This screen will be displayed **(My Documents** is usually the default**):**

74
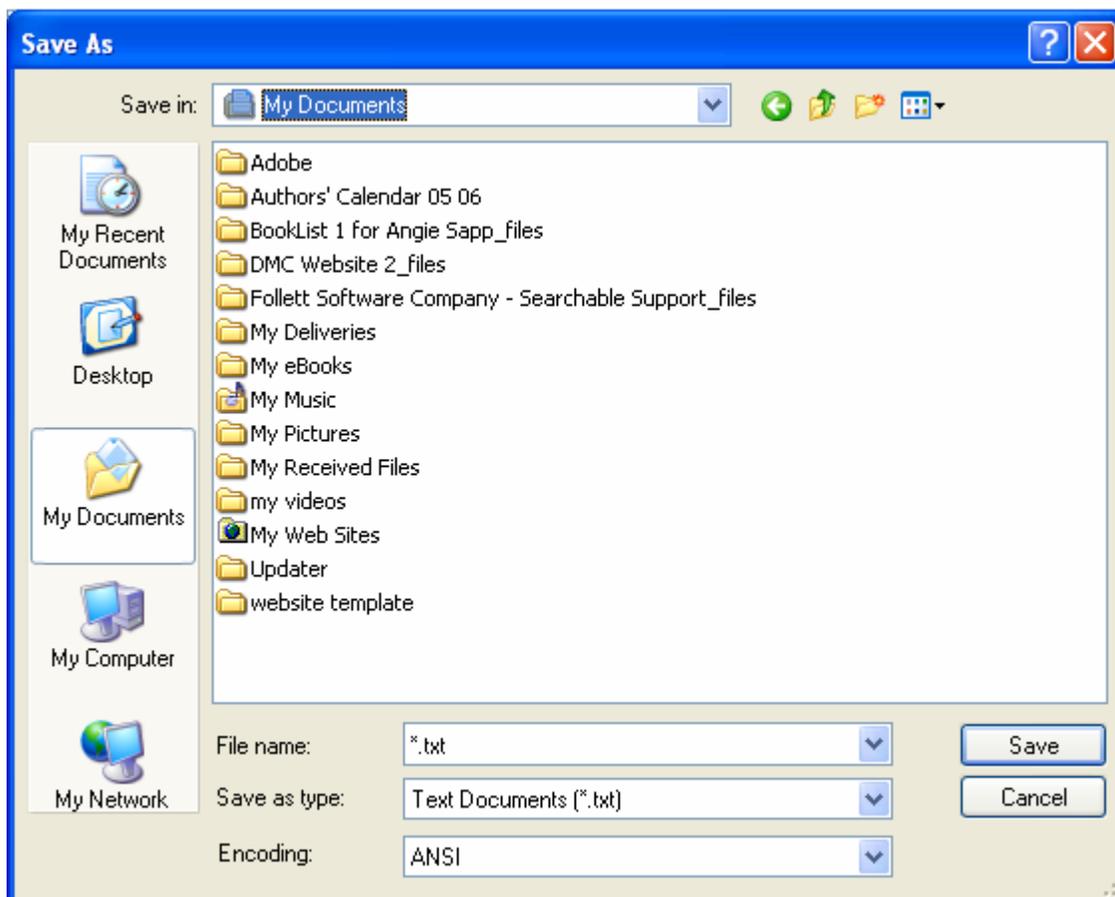
10. To change the place you're saving your file to, click on the **caret** (down arrow) beside the window to bring up the drop-down menu. Choose **Desktop**:
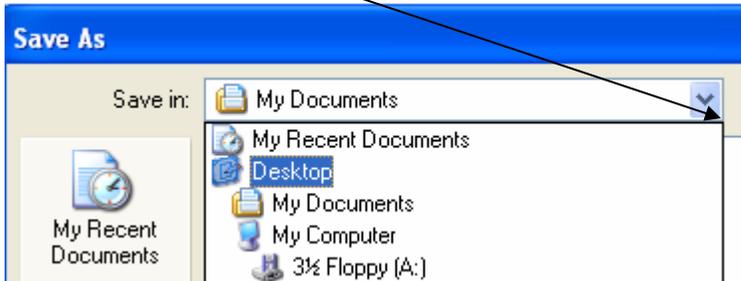
11. Give your file an easy **name** to remember and click on **Save**:
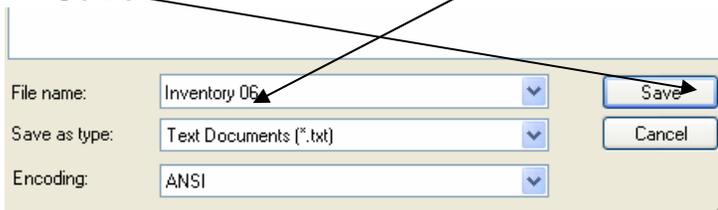
12. Twice a day, put a floppy disk in your A:drive or put your jump drive in a USB port on the inventory computer. Click on your inventory scans on the desktop to open ALL your saved scans. Click on **Save As**.
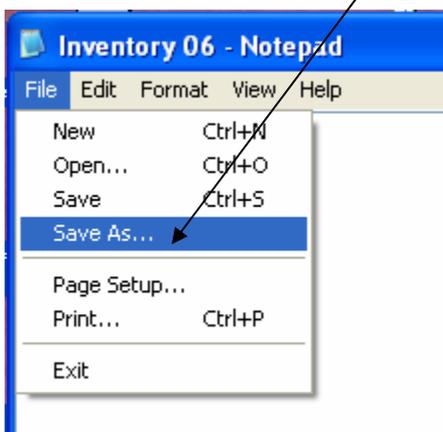
13.   Now you're going to have to search for your **A:**drive or your **jump drive**.
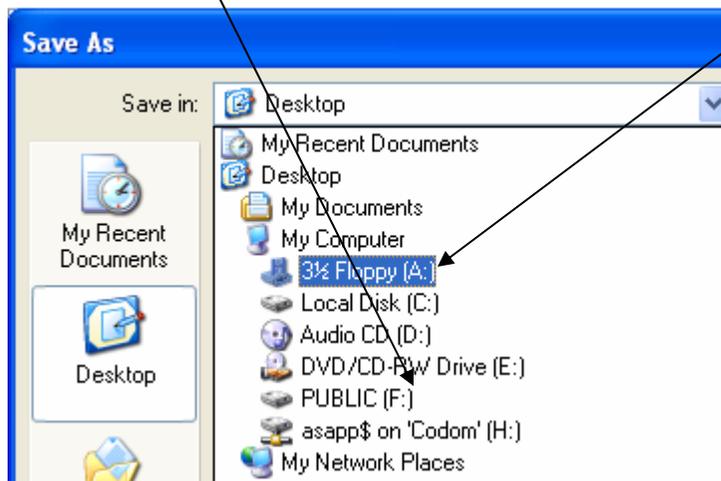
Choose the drive you want to use to transport your scans from Notepad to Destiny Inventory, and click on **Save**.

14.   Remove the disk from the A:drive or the thumb drive from the USB port on the inventory computer.

15.   Take the disk or thumb drive to a computer that is connected to the CCSB network, and insert the disk or drive into the proper place. The computer should already be on before you insert the disk or drive.

16.   Log in to Destiny with your regular login name & password, and choose **Back Office,** then **Inventory.**

17. **Browse** for either your 3 1/2 " (A) drive or your jump drive:

18. If you do not have a disk in your A: drive, you will get this message. If your disk is in the A: drive, it will automatically open. If you are using a jump drive instead of an A: drive, click on Cancel.
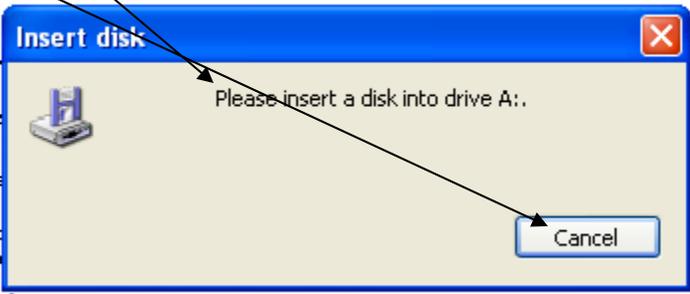
19. Since the example file is saved on a jump drive, we'll click on Cancel. This brings up the location window. Click on the caret, and choose the jump drive:
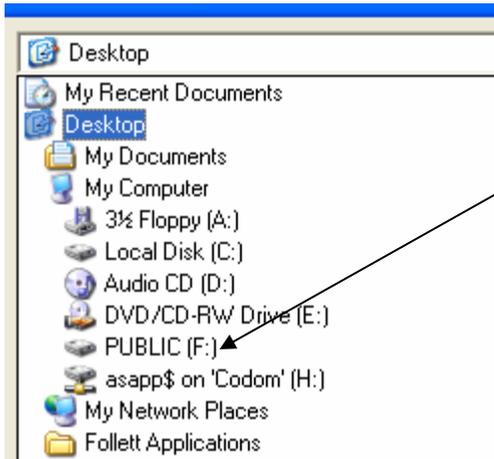
20. All files saved to the drive are listed. Double click on **Inventory 06** to put this file into the Destiny window automatically:
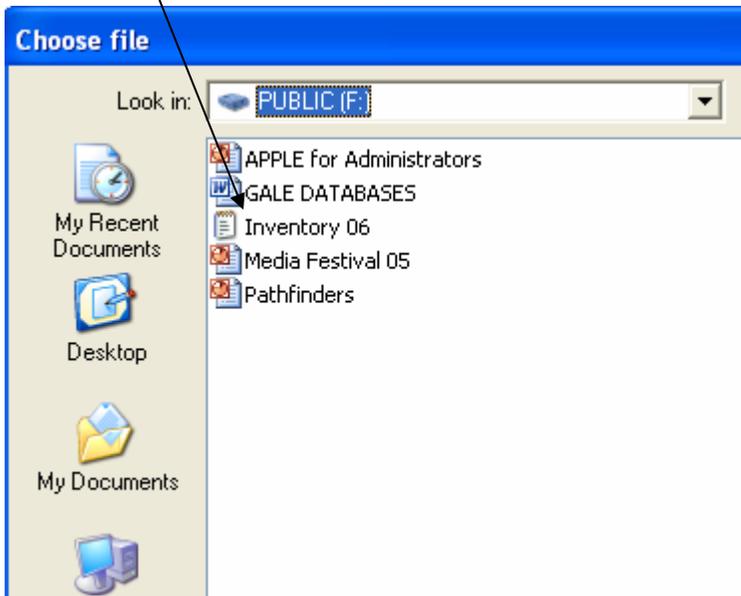
21. Click on **Upload**:

22. This message will immediately appear:

Your inventory file has been sent to the Job Manager and will be processed as soon as possible. You can continue with inventory and check the status of your file whenever you want.

23. In Job Manager, click on **View** to look at the results of your scans.

24. If there are messages warning that barcodes were skipped, those barcodes were not recognized by Destiny & aren't in the system.

25. At the end of the school year, fill out the Destiny Inventory Report, and send it to the Media Services Specialist at the District Media Center.

DESTINY INVENTORY REPORT
Library Materials
Due to Angie Sapp in the DMC on last day for teachers

School: _____   **Date:** _____

1. After scanning, typing in barcodes, and uploading files into **Inventory** in **Destiny**, go to **Back Office/Inventory/Unaccounted for** and click on the link to "**See details**." This will give you a list of items to search for before finalizing your Inventory – print the list and search for the "**Unaccounted for**".

2. After looking for all the "**Unaccounted for**" items and entering the ones you're able to locate into **Inventory**, finalize your Inventory by clicking on the"**Mark Lost**" icon beside "**Unaccounted for**." This will make all your remaining "**Unaccounted for**" items **Lost**.

3. On your **Inventory** screen, click on "**See details**" beside "**Accounted for**" **(_____of which are lost [see details])**. Click on **Printable** in the top right corner of the screen. ***Print this report and attach it to this Inventory Report***.

4. Go to **Back Office/Reports** and click on **Collection Statistics Summary** **BEFORE 8 AM OR AFTER 3 PM – THIS IS THE ONLY TIME IT IS AVAILABLE AS A LINK**. Click on **Printable** and ***attach the report to this Inventory Report***.

5. Using the **Collection Statistics Summary** subtract all non-print items and non-circulating books.

    _____ Number of circulating books (include reference books that are allowed to circulate).

6. _____ Number of unprocessed books or books on order.

7. _____ TO**TAL BOOK COLLECTION** (add #5 and #6 together).

8. _____ **TOTAL AV MATERIALS COLLECTION** including items on order or unprocessed**.**

I certify that this information is correct.

_____
Media Specialist

_____
Principal

LIBRARY SCHEDULING

SCHEDULING POLICY

Library Media Center Scheduling
Each library media specialist should plan, in cooperation with the principal, a schedule which will provide optimum media services to all patrons. Whenever possible, a flexible access schedule is encouraged with the library media center open to all of the students and other patrons at all times. In addition, schools are encouraged to offer extended media center hours, especially for secondary students.

Library Media Center Hours
The library media center is expected to be accessible to all patrons before and after school hours. For those schools without extended hours, twenty to thirty (20-30) minutes before and after school hours is recommended. During this time, the media technical assistant should be available for the circulation of materials; however, an exception would be made for those schools without a media technical assistant scheduled before and/or after school hours. The library media center should also be accessible to all faculty and staff during regular work hours. During those hours, the media technical assistant should be available to circulate materials. Again, an exception would be made for those schools without a media technical assistant scheduled during these times. The library media center should be open during the library media specialist's lunch and planning time unless a school does not have a full-time media technical assistant. Library media specialists and media technical assistants should not be assigned duties which take him/her away from the library media center at times when it should be open for service. ***The library media center is considered a duty station for both the library media specialist and the media technical assistant.*** When meetings or personal emergencies make it necessary for the media technical assistant to be away, he/she should arrange with the principal for service during his/her absence.

Access to Resources
It is considered a student's right to check out library books upon enrolling in a school. Permission is not required from parents or teachers for a student to check out print materials; therefore, schools should not send out "LETTERS OF PERMISSION" for library media

privileges to be established. Computer policy use is included in the *Student Code of Conduct*.

Major barriers between students and resources are discouraged. Such barriers include: imposing age or grade level restrictions on the use of resources; limiting the use of interlibrary loan and access to electronic information; and charging fees for information in certain formats (i.e. videos).

THE SCHOOL LIBRARY MEDIA SPECIALIST
IN
CURRICULUM AND INSTRUCTION

The library media specialist plays a pivotal role essential to the learning community with four specific responsibilities:

- Teacher
- Instructional Partner
- Information Specialist
- Program Administrator

As **TEACHER**, the library media specialist collaborates with teachers and students to analyze learning and information needs. After locating resources to meet those needs, the library media specialist is involved in individual, small group, or whole class instruction for:

- Enrichment activities
- Enhancement activities
- Reinforcement activities

As **INSTRUCTIONAL PARTNER**, the library media specialist, working with the entire learning community, takes a leading role in:

- Planning with individual teachers in designing authentic learning tasks
- Planning for the integration of information skills across the curriculum
- Planning for the use of all the library media center resources

As **INFORMATION SPECIALIST**, the library media specialist provides leadership and expertise in:

- Acquiring and evaluating information resources in all formats
- Operating equipment
- Modeling strategies for locating and accessing the resources within the library media center and beyond (e.g. public library).

As **PROGRAM ADMINSTRATOR**, the library media specialist works with the members of the learning community to:

- Define the policies of the media program
- Guide and direct all the activities of the media program

- Manage the budget, staff, facilities, and equipment of the media program
- Evaluate the library media program to ensure its quality.

Derived from American Association of School Librarians (AASL) & Association for Educational Communication and Technology (AECT). *Information Power: Building Partnerships for Learning.* Chicago: American Library Association, 1998.

FLEXIBLE ACCESS

FLEXIBLE ACCESS

**ELEMENTARY SCHOOL LIBRARY MEDIA CENTER
ACCESS PATTERNS**

Scheduled Access

1. The use of the library media center is determined by administrative scheduling.
2. The library media center is used for one class at a time like other classrooms in the building.
3. The library media center is rarely used during unscheduled periods.
4. There is little correlation between classroom activities and library media center utilization.
5. The library media center is available only for classes.
6. Information skills are taught in isolation.
7. Information skills are rarely reinforced in the classroom; therefore they are quickly forgotten.
8. Information skills instruction is limited to approximately 12 min. per week.
9. There are minimal reference assignments; therefore reference books and databases are basically unused.
10. Students have poor information retrieval skills.
11. Students check out books only on assigned days.
12. The majority of books circulated tend to be fiction. Non-fiction circulation is minimal.
13. Listening, viewing, browsing, exploration, and use of periodicals and computers are minimized by time constraints.
14. Students tend to be dependent rather than independent users of the library media center.
15. When students reach junior high, they seldom use the library media center for recreational reading, listening, viewing, and computer searching.
16. The library media specialist spends the entire day planning and teaching.
17. Teachers tend to view the library media center as a peripheral subject area to their

Flexible Scheduling

1. The use of the library media center is determined by teacher/student needs and interests.
2. The library media center is used as a public facility to accommodate students of different age levels and grades simultaneously.
3. The library media center is used all day by students involved in a variety of independent and group activities.
4. Library media center visits are related to classroom activities.
5. The library media center is available for classes, small groups, and individuals.
6. Information skills lessons are determined by curriculum needs.
7. Information skills include immediate hands-on experience and reinforcement through classroom assignments.
8. Information skills instruction is scheduled for blocks of time determined by need
9. The library media center is used for reference assignments, reference games, and computer research.
10. Students learn to locate materials through frequent practice.
11. Students check out books any day of the week.
12. Students are more likely to use both fiction and nonfiction learning resources.
13. Students have unrestricted opportunities to use audiovisual materials and computers, browse, explore, and use all collections and computers.
14. Students tend to use the library

own instructional assignment.

media center independently

15. When students reach junior high, they are more likely to use the library media center for recreational reading, listening, viewing, and for computer searching.
16. The library media specialist has flexible time to promote school-wide information, reading and media motivation programs.
17. Teachers tend to view the library media center as an extension of their own classroom.

Adapted from: Dade County Public Schools, Library Media Services.

AASL: POSITION STATEMENT ON FLEXIBLE SCHEDULING

Schools must adopt the educational philosophy that the library media program is fully integrated into the educational program. This integration strengthens the teaching/learning process so that students can develop the vital skills necessary to locate, analyze, evaluate, interpret, and communicate information and ideas. When the library media program is fully integrated into the instructional program of the school, students, teachers, and library media specialists become partners in learning. The library program is an extension of the classroom. Information skills are taught and learned within the context of the classroom curriculum. The wide range of resources, technologies, and services needed to meet students learning and information needs are readily available in a cost-effective manner.

The integrated library media program philosophy requires that an open schedule must be maintained. Classes cannot be scheduled in the library media center to provide teacher release or preparation time. Students and teachers must be able to come to the center throughout the day to use information sources, to read for pleasure, and to meet and work with other students and teachers.

Planning between the library media specialist and the classroom teacher, which encourages both scheduled and informal visits, is the catalyst that makes this integrated library program work. The teacher brings to the planning process a knowledge of subject content and student needs. The library media specialist contributes a broad knowledge of resources and technology, an understanding of teaching methods, and a wide range of strategies that may be employed to help students learn information skills. Cooperative planning by the teacher and library media specialist integrates information skills and materials into the classroom curriculum and results in the development of assignments that encourage open inquiry.

The responsibility for flexibly scheduled library media programs must be shared by the entire school community.

THE BOARD OF EDUCATION endorses the philosophy that the library program is an integral part of the districts educational program and ensures that flexible scheduling for library media centers is maintained in all buildings and at all levels.

THE DISTRICT ADMINISTRATION supports this philosophy and monitors staff assignments to ensure appropriate staffing levels so that all teachers, including the library media specialists, can fulfill their professional responsibilities.

THE PRINCIPAL creates the appropriate climate within the school by advocating the benefits of flexible scheduling to the faculty, by monitoring scheduling, by ensuring appropriate staffing levels, and by providing joint planning time for classroom teachers and library media specialists.

THE TEACHER uses resource-based instruction and views the library media program as a integral part of that instruction.

THE LIBRARY MEDIA SPECIALIST is knowledgeable about curriculum and classroom activities, and works cooperatively with the classroom teacher to integrate information skills into the curriculum.

American Association of School Librarians. "Position Statement on Flexible Scheduling."

http://www.ala.org/aaslTemplate.cfm?Section=positionstatements&template=/ContentManagement/ContentDisplay.cfm&ContentID=15834

FLEXIBLE ACCESS SCHEDULING

The District Media Center has many recommended publications on flexible access scheduling. The following sources provide a starting point for reading:

American Library Association and the Association for Education Communication and Technology. *Information Power: Building Partnerships for Learning*. Chicago: American Library Association, 1998.

Hurley, Christine A. "Fixed Vs. Flexible Scheduling in School Library Media Centers: A Continuing Debate." *Library Media Connection*. Nov./Dec. (2004): 36.

Hylen, Jan. "Help Students and Teachers Become Information Literate." *Teacher Librarian*. June (2005): 22-25.

Loertscher, David V. *Increasing Academic Achievement Through the Library Media Center: A Guide for Teachers*. Salt Lake City, UT: Hi Willow Research & Publishing, 2003.

Loertscher, David V. *Taxonomies of the School Library Media Program*. Salt Lake City, UT: Hi Willow Research & Publishing, 2000.

McGregor, Joy H. "Flexible Scheduling: How Does a Principal Facilitate Implementation?" *School Libraries Worldwide*. January (2002), 71-85.

McGregor, Joy H. "Implementing Flexible Scheduling in Elementary Libraries." *International Association of School Librarianship. Selected Papers from the…Annual Conference*. 1999: 11-22.

Needham, Joyce. "From Fixed to Flexible: Making the Journey." *Teacher Librarian*. June (2003): 8-12.

Ohlrich, Karen Browne. *Making Flexible Access and Flexible Scheduling Work Today*. Englewood, CO: Libraries Unlimited, 2001.

HOW THE TEACHER BENEFITS BY REMAINING WITH THE ENTIRE CLASS

A first consideration regarding any learning activity should be: "What best meets the learning needs of the students." These needs are best met when the library media center maintains a flexible access schedule, whether it be large group instruction or smaller group activities.

For Library Media Skill Instruction

The teacher and library media specialist should plan together so the media skills instruction evolves from the classroom curriculum. The "timeline" is a management tool which can be used to communicate curriculum – a first step in joint planning. During research assignments, the teacher can act as a positive role model for students by becoming involved in searching and inquiry.

Circulation

When the entire class comes to select books, the teacher is needed to assist students with their selection. The teacher is the person who best knows the reading level and interests of the students. One of the skills students need to learn is the ability to select materials that meet their individual needs. With that goal in mind, scheduling entire classes without the teacher just to circulate books should be discouraged. This practice consumes large blocks of time which could be used more effectively in skills instruction for small groups and individuals. The teacher and the library media specialist need to be available to assist students with individualized reading guidance. A media technical assistant or another responsible person can handle check-out procedures.

Storytelling and Enrichment Activities

Although there can be exceptions such as special events, storytelling and enrichment activities are more effective for the student when planned in conjunction with the curriculum. The teacher needs to participate in activities taking place in the library media center.

School Television

The most effective use of television production in school takes place when it is integrated into the instructional program and viewed in the classroom.

Computers

The teacher and the library media specialist should plan computer literacy and research skills jointly as guided by the curriculum. **DESTINY** instruction should be part of library media center orientation for both staff and students. Additional purchased databases such as SIRS, eLibrary, Gale, etc., should be demonstrated as needed. Computers should not be used for recreation games during the school day.

At no time should students be scheduled into the library media center without a purpose that is educationally sound and meets the needs of the student. To insure this wise use of time, the role of the library media coordinator and teacher **must** *be one of a cooperative planning team.*

RESOURCE SHARING

Teachers are encouraged to use the District Media Center audiovisual and professional book collections. Audiovisual materials and professional books are available for teachers to reserve via the WebMax computerized system.. The District Media Center collection is also available through DESTINY and SUNLINK.

Teachers are also encouraged to expand their resources through DESTINY, SUNLINK, NEFLIN, the Internet, and subscription services (i.e.: Grolier, Gale, SIRS, eLibrary), and other telecommunications (i.e. Schultz Center).

DESTINY Interlibrary Loan Policies
School Library Media Centers
Clay County School Board

Purposes

- To provide equal access to library resources for all Clay County school students
- To expeditiously deliver interlibrary loan resources to participating school library media centers.

Borrowing School Responsibilities

- Requests for interlibrary loans may be transmitted using e-mail, FAX, or the telephone.
    o Telephone requests are permissible if no response is given to an e-mail request. Telephone and FAX requests must be urgent
    o It is the responsibility of each requesting center to review each request to determine if it meets the urgent criteria.
- Lending of multiple copies is at the discretion of the lending library.
- Library media centers are required to indicate copyright compliance for photocopied requests less than five years old. A school library media center may receive from another media

center up to five copies per calendar year of articles published in a periodical title within the last five years. It is recommended that library media centers purchase subscriptions for periodicals where copying exceeds this copyright limit.

- Requests for transmissions of more than 10 photocopied pages should be reviewed carefully for academic usefulness. All requests should be made to the library media specialists.
- Reference materials should not be loaned. Copies of the requested information should be sent. If the amount is more than 10 pages, the item may be sent for a limited time to the library media specialists.
- Resources borrowed on ILL between Clay County schools are the responsibility of the borrowing library media center until received again by the lending library media center.
- Fees or costs associated with damages or loss are the responsibility of the borrowing library. Clay County's established lost or damaged books/AV policies are to be followed for books damaged or lost by students or schools outside the School District of Clay County.
- A maximum loan period of two weeks is recommended for the use of resources. Renewals are permissible only at the discretion of the lending library media center.
- If the lending library media center has a late policy, the receiving library is accountable to that policy.

Lending School Responsibilities

- Material sent in response to participating schools' requests will be supplied at no charge.
- One of the following responses should be made to the borrowing library media center before the end of the school day following the request.
  - o Provide the requested material or
  - o Send a negative reply. This will allow time for the material to be requested from another library media center.

- Although the district supports the lending of all library media resources, print and non-print, the lending library media center has the right of refusal.

District Media Center Responsibilities

- The district staff will seek school input for evaluation of these policies, generate reports, and prepare recommendations for changes or enhancements.
- The district office will assist with any queries related to adherence to these policies

Statistics

- For district evaluative purposes and for Sunlink ILL reporting, library media centers are required to submit to the District Media Services Specialist the following information:
  - Number of items loaned
  - Number of items borrowed
- These totals will be reported to Sunlink by the District Media Services Specialist on the annual Resource Sharing Form from Sunlink.
- Statistics should be sent to the District Media Services Specialist during the last week of school for compilation.
- Copies of all transactions forms should be retained for evaluative and statistical purposes.

Adopted from the Florida Library Information Network Telefacsimile Policy and Procedures and the *FLIN Manual of P{olicies, Protocols, and Procedures.*

SUNLINK

All public schools in Clay County are members of SUNLINK, a statewide database of books and audiovisual materials.

Interlibrary loans are "critical in providing needed resources or desired reading materials for their schools. Sharing via Interlibrary Loan helps all SUNLINK schools fill gaps in collections, provides needed services to users, and demonstrates LMS public relations prowess."

"Any print or AV item in the SUNLINK database may be loaned out if the holding school has it available at the time of request and does not think that it might be in immediate demand in their own school. Schools should always follow their own local restrictions on loaning – for example, some schools do not loan any AV or reference items. That is fine. All SUNLINK schools should accept the spirit of Interlibrary Loan and make every effort to fulfill any request."

For more information on SUNLINK and Interlibrary Loans, please visit

http://www.sunlink.ucf.edu/ill/

NEFLIN

- ***Northeast Florida Library Information Network***
- ***Sharing of print materials***
- ***Inservice workshops***
- ***Equipment loan program***

NEFLIN MEMBERS

3/06

Alachua County Library District
Alachua County Public Schools
Baptist Health
Blue Cross/Blue Shield Library
The Bolles School
Bradford County Public Library
Bradford County Public Schools
Bursak Biomedical Library
CCA, Lake City Correctional Facility
Central Florida Community College
City College, Gainesville Branch
Clay County District Schools

Clay County Public Library System
Columbia County Public Library
Diocese of St. Augustine
Duval County Law Library
Duval County Public Schools
Edward Waters College
Emily Taber Public Library
Episcopal High School
Flagler College
Florida Coastal School of Law
FCCJ
Florida Dept. of Agriculture
Florida Metropolitan University

Florida Technical College
Florida Times-Union Library

Jacksonville Public Library
Jacksonville University
Jones College Library
Keiser Collegiate Library System
Lake City Community College
Levy County Public Library
Marion County Public Library
Nassau County Public Libraries
Nassau County School District
New River Public Library Coop.
North Florida Community College
North Florida/South Georgia
Veterans Health System -
Gainesville
Putnam County Library System
Putnam County Public Schools
Santa Fe Community College
St. Johns Country Day School
St. Johns County Public Library
St. Johns County School District
St. Johns River Community Coll.
St. Vincent's Medical Library
Sumter County Public Library
Three Rivers Regional Library
Trinity Baptist College
Union County Public Library
University of Florida, Legal
Information Center
University of North Florida
University of St. Augustine for
Health Sciences

NEFLIN is one of six regional library consortia in Florida and serves a nineteen county region which includes Clay County. The mission of NEFLIN is to assist member libraries in cooperating with each other to share resources so that all libraries can provide better service to their patrons. NEFLIN is funded by the federal government through Title ILL grants from the Library and Construction Act (LSCA) and local membership fees.

Membership to NEFLIN is open to any public, academic, special, and school library that wishes to participate in resource sharing. The principles to which member libraries must agree are:

- Sufficient materials and services to meet minimum needs of clientele.
- Automated card catalogs using or moving toward full MARC format.
- Sharing of bibliographic resources with other NEFLIN libraries.

Services offered by NEFLIN to member libraries include:

- Group access to OCLC
- Computer equipment loan
- Inservice workshops
- Internet Access Project

For more information, visit the NEFLIN website: http://www.neflin.org.

INTERLIBRARY LOAN CODE FOR THE
NORTHEAST FLORIDA LIBRARY INFORMATION NETWORK

Approved by Committee: January 21, 1994

This code is a voluntary agreement adopted by the Northeast Florida Library Information Network (NEFLIN) to govern interlibrary lending among libraries in the Northeast Florida area.

INTRODUCTION

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. This code is intended to make interlibrary loan policies among those libraries adopting it as liberal and as easy to apply as possible. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development. When resources within the region have been exhausted, loan requests to more distant libraries should then conform to the policies of the Florida Library Information Network (FLIN) and the provisions of the National Interlibrary Loan Code 1980 or other consortia agreements.

I.   **Definition**

An interlibrary loan is a transaction in which library material, or a legal, legitimate reproduction of the material, is made available by one library to another upon request.

II.   **Purpose**

The purpose of interlibrary loan as defined in this code is to obtain library materials not owned in the local library.

III.   **Scope**

A. Any type of material may be requested. However, the lending library has the privilege of deciding in each case whether a <u>particular</u> item should or should not be provided, and whether the original or a copy should be sent.

B. Under the terms of this agreement, borrowing libraries will not ordinarily request:

    i. Books in current and/or recurring demand.
    ii. A large number of titles for one person at any time.
    iii. Duplicates of titles already owned.
    iv. Materials for class, reserve, or other group use.
    v. Rare materials.

C. Each participating library will prepare a statement of its interlibrary loan policies and procedures and make it available upon request. OCLC participants should maintain a current policies record on OCLC's NAME-ADDRESS DIRECTORY as well as file a copy with the NEFLIN office.

IV. Protocols

Requests for borrowing materials should be sent to another member library using good judgment and common sense, striving for as equitable distribution as is fair and practical. Member libraries should be aware that significant collections exist not only in large academic and public libraries, but in community colleges, private academic, special, and school libraries as well. Good faith effort should be made, where possible, to avoid making excessive demands of only a few libraries.

V. Responsibilities of Borrowing Libraries

A. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not

conform to the library's collection development policy or for which there is no recurring demand.

B.   Borrowing libraries should make every effort to exhaust their own resources before resorting to requests.

C.   The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and it should inform its users of the applicable portions of the law.   An indication of compliance must be provided with all requests.

D.   Requests for materials must be described as completely and accurately as possible following accepted bibliographic practice.   Every effort should be made to include verification or source of the citation. If this is not available, a statement should be included on the form stating such.

E.   Requests should be transmitted by the standard methods (ALA for, OCLC) and each request should specify "NEFLIN" somewhere on the form. Fax requests should conform to the FLIN Fax Policy as contained in the FLIN Manual

F.   No library will lend directly to an individual on an interlibrary loan basis, (i.e., hand-carried requests) except by mutual agreement between the libraries involved.

G.   The safety of the borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it is received back by the lending library. The borrowing library is responsible for packaging the material so as to insure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement, in accordance with the preferences of the lending library.

H.   The borrowing library and its patrons must comply with the conditions of loans established by the lending library.

VI.   **Responsibilities of Lending Libraries**

A.   The decision to lend material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

B.   The lending library is not expected to process subject requests.

C.   The lending library should respond to requests promptly, making every effort to process requests within two working days. All reasonable attempts should be made to speed RUSH requests.

D.   The lending library is responsible for clearly stating all conditions of the loan.

E.   The lending library should notify the borrowing library when unable to fill a request. In cases where the citation is incorrect, the lending library should so notify the requesting library.

VII.   **Expenses**

A.   No charges should be levied for book loans or reproductions of 25 pages or less.

B.   The borrowing library should be prepared to assume any costs charged by the lending library in excess of 25 reproduced pages and should attempt to anticipate charges and authorize them on the initial request. If the charges are more than what is authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

VIII. Duration of Loan

    A.   The duration of the loan shall be set by the lending library.

    B.   Every effort should be made to return the materials by the due date.

    C.   Renewal requests should be kept to a minimum. A renewal request should be sent to the lending library by the original due date.

    D.   All material on loan is subject to immediate recall. The borrowing library must comply promptly.

IX. Compliance with this Code

Each library is responsible for maintaining the provisions of this code in good faith. Any violations of the code should be reported to the NEFLIN Director who will negotiate and resolve any disagreements among members.

DISTANCE LEARNING

fec
Florida Education Channel

9418
On Dish Network

www.fec.tv

The Florida Education Channel is a satellite broadcast project providing every secondary school in Florida the use of distance learning technology. The broadcasts are also coordinated with the Florida Department of Education Staff Development requirements and are then digitized and archived for anytime, anywhere learning over the PAEC website (www.paec.org). By tuning in to the educational programming available through the F.E.C., teachers at school or at home can hone their skills in educating students. The Florida Education Channel is focused on helping teachers do their jobs well and successfully.

The Schultz center of Jacksonville, through the Duval County School Board, offers a variety of inservice opportunities for teachers, sponsoring face-to-face workshops as well as teleconferences. Clay County currently has three teleconferencing stations at which teachers may attend distance learning inservices: Fleming Island High School, Keystone Heights High School, and Middleburg High School. Through Internet hook-up, along with microphones and video cameras, teachers can participate live and literactively with instructors in Jacksonville on topics ranging from the Art Series presented by the Jacksonville Museum of Modern Art to Test Prep and ESOL courses.

COMPREHENSIVE PLANNING

PLANNING POLICY

In order to provide optimum services, the media specialist must have a plan for improvement of each aspect of the overall media program. It is strongly recommended that the media specialist develops a comprehensive plan.

COMPREHENSIVE PLAN

Every library media specialist should make plans for the library media center for the upcoming year. A written comprehensive plan is an effective way to show the principal, staff, and School Improvement Committee the needs of your media center.

This plan should include goals, objectives, an action plan, and evaluation. Items which could be included are the addition of networked computers for student/teacher use, maintenance of SACS Standards for library materials, replacement of worn or broken equipment, addition of new technologies, professional development activities, etc.

This plan should be written and shared with the principal and SAC before the principal begins planning for the school's budget year. For schools requesting District Media support, February is the target date. One copy of your plan should be discussed with your principal, one copy should be discussed with the SAC, and one copy should go to the District Media Specialist.

Ask your administrators for the district forms.

TIPS FOR SUCCESSFUL PLANNING

- o **Be realistic. Work with the same basic figures as last year.**
- o **Make sure you fill out the Needs Assessment and return it to the District Media Specialist in February for the District Comprehensive Plan. If you are requesting district help for some expensive items, these items MUST be listed on the Needs Assessment.**
- o **Set an appointment with your principal and SAC to discuss your plan when it is completed. Don't just**

**put it down on someone's desk and walk away
without talking about it.**

The District Media Specialist will calculate an annual book count
report for each school in February using Destiny Online. This will
show the number of books per student in each library media
specialist and is used for the District Comprehensive Plan. The major
function of this report is to ensure that all schools in Clay County
meet SACS standards.

SAMPLE

CLAY COUNTY SCHOOL BOARD
LONG-RANGE IMPROVEMENT GOALS

Dept/Division_____
Year_____

SAMPLE CLAY COUNTY SCHOOL WILL…

1. Maintain a media center with responsibility for providing services and support in   all areas of the curriculum to faculty, staff, and students.

   o A sufficient collection of up-to-date media materials in all formats to meet the educational needs of the student population and to support the instructional program.

   o Sufficient qualified professional, technical, and clerical staff to provide services required for effective utilization and management of the available resources.

   o Access to distance learning providers (Channel 29).

   o Access to cooperative resource sharing within district, region, and state through Destiny and Sunlink.

   o A planned program of training and educational activities designed to enable students and staff to access and utilize available resources.

   O A program that maintains awareness of current technological developments.

CLAY COUNTY SCHOOL BOARD
ANNUAL BUDGET DETAIL

Dept/Division: <u>Clay County Sample School Library</u>   Function:<u>6200</u> Year: <u>2006/07</u>

<u>OBJECT</u>	<u>AMOUNT</u>	<u>NOTES & EXPLANATIONS</u>
0530	$899	Magazine Renewals Subscription to WebPath Express
0612	$5500	Books
0622	$1600	DVDs Maps
0641	$1600	2 multimedia projectors
0644	$800	2 mobile Blackberry whiteboard presenters
<u>Total:</u>	**<u>$10,399</u>**	

CLAY COUNTY SCHOOL BOARD
ANNUAL IMPROVEMENT OBJECTIVES

Dept/Division Sample Clay County School Library

District: Clay

Year: 2006/07

Priority Objectives (Improvements to be made)	Action Plan (Actions to be taken to Make Improvement: Who, What When, Where How)	RESULTS M=Met; P=Partially; N=Not Met; I=In Progress; A=Abandoned	
1. Maintain printed material collection to adhere to SACS requirements and to meet curriculum needs.	Suggested amount per student is $10; average cost of library book is $25 for elementary and $28 for secondary - **$5,000** Purchase of SSYRA/Teens Read/FRA books to promote reading - **$500** Renew print magazine subscriptions - **$500**	Comments	

CLAY COUNTY SCHOOL BOARD
ANNUAL IMPROVEMENT OBJECTIVES

Dept/Division Sample Clay County School library ___

District Clay
Year 2006/07

Priority Objectives (Improvements to be made)	Action Plan (Actions to be taken to Make Improvement: Who, What When, Where How)	RESULTS M=Met; P=Partially; N=Not Met; I=In Progress; A=Abandoned	
2. Maintain and enhance audiovisual materials that support the curriculum	DVD programs to accompany textbooks - **$1,000** 3 US maps - $123 each – (**$396**) 1 Florida map - **$123**	Comments	
3. Replace worn and broken AV equipment; add new technologies	Purchase 2 multi-media projectors - **$1600** Purchase 2 mobile presenters -		

	$800		

CLAY COUNTY SCHOOL BOARD
ANNUAL IMPROVEMENT OBJECTIVES

Dept/Division: Clay County Sample School Library   District: Clay

Year_____

Priority Objectives (Improvements to be made)	Action Plan (Actions to be taken to Make Improvement: Who, What When, Where How)	RESULTS
		M=Met; P=Partially; N=Not Met; I=In Progress; A=Abandoned
		Comments

4. Provide current information to staff and students via the Internet	o Subscribe to Follett's WebPath Express - **$399** o Train staff and students on purchased online databases and Destiny		

CLAY COUNTY SCHOOL BOARD
ANNUAL BUDGET DETAIL

Dept/Division: <u>Clay County Sample School Library</u>   Function:<u>6200</u> Year:
<u>2006/07</u>

OBJECT	AMOUNT	NOTES & EXPLANATIONS
0530	$899	Magazine Renewals Subscription to WebPath Express
0612	$5500	Books
0622	$1600	DVDs Maps
0641	$1600	2 multimedia projectors
0644	$800	2 mobile Blackberry whiteboard presenters
Total:	**$10,399**	

FORMS

The following forms are included in this section:

AV Repair Tag
Budget Transfer Request
Equipment/Materials Survey Form
Internal Accounts Form
Print Center Work Order Form
Purchase Order Request
Request for Reconsideration of Instructional Materials
Warehouse Requisition

```
                              NO:_____

SCHOOL:_____  ITEM:_____
CCSB NUMBER:_____        _____
TROUBLE:_____
REPAIR DATA:

_____
PICKED UP BY-_____  COST: $_____
DATE-_____
RECEIVED BY-_____
DATE-_____
MIS35312 EXP 6/30/95
```

SCHOOL DISTRICT OF CLAY COUNTY
BUDGET AMENDMENT REQUEST

✳ ✳✳
✳ *(Business Affairs Office use only)*   ✳
✳   POSTED DATE: _____ ENTRY #_____ Dsc._____ ✳
✳ ✳✳

DATE: _____   PAGE #_____   Cost Center B.A. #_____

Reason for budget amendment: (Src): _____

_____

FUND	FUNCTION	OBJECT	COST CENTER	PROJ.	AMOUNT	*F/T
____	_____	_____	_____	_____	_____	___
____	_____	_____	_____	_____	_____	___
____	_____	_____	_____	_____	_____	___
____	_____	_____	_____	_____	_____	___
____	_____	_____	_____	_____	_____	___
____	_____	_____	_____	_____	_____	___
____	_____	_____	_____	_____	_____	___
____	_____	_____	_____	_____	_____	___
____	_____	_____	_____	_____	_____	___
____	_____	_____	_____	_____	_____	___
____	_____	_____	_____	_____	_____	___
____	_____	_____	_____	_____	_____	___

TOTAL: _____

(Total must equal zero except for revenue & fund balance adjustments)

Requested by: _____ Date: _____

Project Manager/Dept. Head: _____ Date: _____

Approved by: _____ Date: _____ Posted by:_____

NOTE: **ONLY ONE FUND PER BUDGET AMENDMENT REQUEST.**
   * F/T = "F"rom (decrease)   "T"o (increase)
   Revenue and fund balance adjustments must also be done on a separate budget
   amendment request.

MIS13002
REV 7/1/1998

SCHOOL DISTRICT OF CLAY COUNTY
REQUEST FOR ON-SITE SURVEY

DATE: _____, 20___   _____OVER $500.00   _____UNDER $500.00

FROM: _____
     (COST CENTER)   _____
                     (PROPERTY MANAGER'S SIGNATURE)

TO: COORDINATOR OF PROPERTY CONTROL, COUNTY OFFICE

It is requested that the below listed furniture/equipment located in room _____, be surveyed by your office for proper disposal.

COUNTY NUMBER	SERIAL NUMBER	ITEM DESCRIPTION	UNITS	UNIT PRICE	DISPOSAL		
					REISSUE	SALE	JUNK

Above listed furniture/equipment has been surveyed and disposal is directed as indicated.

_____   _____
Coordinator's Signature   **Date**

INSTRUCTIONS: Form will be **COMPLETED** and **SIGNED** by the Cost Center property manager. The white and yellow copies of the form will then be forwarded to the Coordinator of Property Control, who will acknowledge receipt of the form and arrange for the date of survey. The pink copy of this form will be retained by the Cost Center property manager and be signed off when on-site survey occurs.

    * NO ITEMS OTHER THAN THOSE LISTED ON THIS FORM WILL BE SURVEYED OR REMOVED.

     * COMPLETE ALL COLUMNS.   *SEPARATE ITEMS OVER AND UNDER $500.00

   *NEED PICKUP: _____   DATE: _____

MIS13410
REV01/05/2000

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SCHOOL DISTRICT OF CLAY COUNTY
INTERNAL FUND PURCHASE REQUISITION

_____(1)_____
(School Name)

_____(1)_____
(Street Address)

_____(1)_____
(City - State - Zip Code)

VENDOR: (2)

PURCHASE ORDER NUMBER	(3)
ORDER DATE	(4)
DELIVERY DATE	(5)
SHIP TO	(6)
ACCOUNT CHARGED	(7)

VENDOR INSTRUCTIONS
1. The P.O. # must appear on all correspondence referring to the order.
2. Bill and send invoices directly to the school.
3. Send invoices in triplicate.
4. To be valid, all purchases must be made on this form and bear the signature of the Principal.

QTY	UNIT	DESCRIPTION OF ITEMS	UNIT COST	TOTAL
(8)	(9)	(10)	(11)	(12)

SUB TOTAL	
DISCOUNT	(13)
SHIPPING	(14)
TOTAL	(15)

(16) This purchase is for school use and is exempt from Federal Excise Tax Transportation Tax, and Sales Tax. FL Sales Tax Exemption Cert. #_____

_____ This purchase is not for school use and is subject to taxes applicable.

_____(17)_____
SPONSOR

_____(18)_____
PRINCIPAL/ASST. PRINCIPAL

OFFICE USE ONLY (19)   PAYMENT AUTHORIZATION

Check Payable to: _____
Check Date: _____ Check No. _____
Check Amount $ _____
Approved (Principal)_____

School District of Clay County
Print Center Non-MIS Request

Job #: _____

Date Submitted: _____

Date Needed: _____

Directions: Complete entire form for all jobs.
See "The Print Center Cost Guide" for more information.

Fund: _____ Function: _____ Object: **391** Cost Center: _____ Project: _____

Name of Job: _____

Job Originator: _____

Phone #: _____

School / Department: _____

Authorizing Signature *(Principal or Designee)*: _____

Number of **finished** copies **or** sets desired: _____

Sheets of paper in **original**: _____ Masters per page *(If Cut)*: _____

CD Duplication Yes ☐ No ☐

Completed job should be:
☐ Folded ☐ Hole Punched 1 or 3
☐ Cut ☐ Stapled 1 or 2
☐ Padded
Choose only one
☐ Collated ☐ Stacked / Un-Collated

Sides (Choose One)

As Is:	Convert To:
☐ One-Sided	☐ One-Sided
☐ Two-Sided	☐ Two-Sided

If finished job will have a **cover**, print the cover:

Front: ☐ One-Sided **only** ☐ Two-Sided ☐ Leave Blank
Back: ☐ One-Sided **only** ☐ Two-Sided ☐ Leave Blank

The finished job should have, for an **additional charge** (See Print Center Cost Guide for prices):

☐ Cloth Binding ☐ Coil Binding
☐ Comb Binding ☐ Full-Color Printing _____ clicks
☐ Slip Sheets

One-Color Printing
Blue or Red or Green

Complete the following information on all paper and binding to be used.

(Common stock is listed on the back of this form. For a complete listing of all stock and prices, see the Print Center Cost Guide.)

Stock #	Type of Stock for Job (List size, color, weight and parts per set (if NCR))	ISS Completion Only		
		Copy Qty	Total Stock	Line Total

Special instructions: _____

Copies: KEEP GOLD copy for your records!
SEND WHITE, YELLOW & PINK to Print Center with original.
YELLOW copy will be returned with completed job.

Paper & Supplies $ _____

Color Copy Charges $ _____

ISS-1-2507
E 6/02/2007 **Originator is responsible for copyright clearances**

Total Cost: $ _____

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CLAY COUNTY SCHOOL BOARD
REQUISITION FOR SUPPLIES & EQUIPMENT

REQUISITION NUMBER: _____   DATE: _____

P.O. NUMBER: _____

_____   FUND: __0__   REQUEST CTN: _____

NAME & ADDRESS OF COMPANY

_____   FUNCT: _____   PROJECT: _____

_____   OBJECT: _0___   SHIP TO: _____

_____   _____

CONTACT PERSON/PHONE NUMBER   BID NUMBER

REQ	RF	CATALOG #	DESCRIPTION	QTY/UNIT	UNIT PRICE	TOTAL PRICE

PLEASE SEPARATE FORMS FOR EACH DIFFERENT COMPANY. BE SURE TO
GIVE COMPLETE COMPANY ADDRESS. WHEN SUBMITTING MORE THAN   DISCOUNT _____
ONE ORDER TO THE SAME COMPANY WITH THE SAME BUDGET CODING,
COMBINE REQUISITIONS. LIST BUDGET CODING, SHIPPING, DISCOUNTS,   SHIPPING
ORDER TOTAL, APPROPRIATE SIGNATURE AND ANY OTHER NECESSARY   CHARGES _____
INFORMATION TO COMPLETE THE ORDER. UNDER TERMS SOFTWARE YOU
ARE ALLOWED TO ENTER MULTIPLE PAGE ORDERS (APPROX. 20 LINES)   TOTAL _____

_____

NAME OF SCHOOL/DEPARTMENT

_____   _____

ATTENTION   PRINCIPAL or ADMINISTRATOR

MIS13500
EEE 7/16/01

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School District of Clay County

Request to Review Instructional Materials

This form must be completed by any individual who wishes to view/review Instructional Materials

Name of individual requesting review _____

Address _____

Home phone _____   Work phone _____

Email _____

Type of Instructional Material
 □ Textbook   □ Novel   □ Audio visual (tape, DVD, etc.)

  □ Workbook □ Software □ Other: _____

Grade level _____   Subject _____

Title _____

Author, Editor, or Director_____

Publisher/Producer _____ ISBN # (If known) _____

What is your reason for or interest in this review?

_____

_____

_____

Check one:
 □ I represent a special interest group named _____

 □ I do not represent a special interest group

Check one:
 □ I already have a copy of the material

 □ I will review the material on-site

 □ I wish to check out the material for a two week period

_____ _____

Administrator's signature   School/Department

Procedures are documented in the Handbook of Instructional Materials Procedures. If an individual, after review of the material, wishes to request reconsideration of the material, complete ISS-2-2501.

Original- To Instructional Support Services Copy 1- School's Copy Copy 2- Reviewer's copy

ISS-2-2506
E. 2/01/2006

E

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CLAY COUNTY SCHOOLS
REQUEST FOR RECONSIDERATION OF SCHOOL INSTRUCTIONAL MATERIALS

SCHOOL _____

Please check type of material:

( ) Book   ( ) Film   ( ) Record

( ) Periodical   ( ) Filmstrip   ( ) Kit

( ) Pamphlet   ( ) Cassette   ( ) Other

Title_____

Author_____

Publisher or Producer_____

* * * * * * * * *

Request initiated by_____

Telephone_____Address_____

City_____State_____Zip Code_____

* * * * * * * * *

The following questions are to be answered after the complainant
has read, viewed or listened to the school instructional material
in its entirety. If sufficient space is not provided, attach
additional sheets. (Please sign your name to each additional
attachment.)

1. To what in the material do you object? Please be specific,
   cite pages, frames in a filmstrip, film sequence, et cetera.)

   _____

   _____

   _____

   _____

   _____

Page 1 of 2

MIS22815 EFF 7/16/92

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2.   What do you believe is the theme or purpose of this material?

_____

_____

_____

_____

_____

3.   What do you feel might be the result of a student using this material?

_____

_____

_____

_____

_____

4.   For what age group would you recommend this material?

_____

5.   Is there anything good in this material? Please comment.

_____

_____

6.   Would you care to recommend other instructional material of the same subject and format?

_____

_____

_____   _____
Signature of Complainant   Date

Please return completed form to the school principal.

Page 2 of 2

SCHOOL BOARD OF CLAY COUNTY WAREHOUSE

REQUEST FOR RETURN FOR CREDIT OF WAREHOUSE SUPPLIES

DATE SUBMITTED:_____

The information listed below must be the same as the original requisition.

FUND	FUNCTION	OBJECT	COST CENTER	PROJECT NUMBER	SHIP TO	ORDER NUMBER	TICKET NUMBER

DATE OF ORIGINAL ORDER:_____

STOCK NO.	UOM	QUANTITY	DESCRIPTION

REASON FOR RETURN:_____

_____

SUBMITTED BY:_____ TITLE:_____

APPROVE BY:_____, WAREHOUSE MANAGER

PICKED UP BY:_____ DATE:_____

DATE CREDITED:_____ CREDITED BY:_____

MIS13504
REV 10/15/1998

REFERENCES

Websites:

Intellectual Freedom Issues:
http://www.ala.org/ala/oif/ifissues/Default883.htm

ALA Intellectual Freedom Statements and Policies:
http://www.ala.org/ala/oif/statementspols/statementspolicies.htm

Intellectual Freedom Manual:
http://www.ala.org/ala/oif/iftoolkits/ifmanual/intellectual.htm

Florida Library Association Intellectual Freedom Manual:
http://www.flalib.org/library/fla/ifmanual.htm

FAME Intellectual Freedom Scholarship
http://www.floridamedia.org/scholarships.htm