PLANNING FOR BOOKROOMS IN DESTINY

ANALYSIS OF CURRENT BOOKROOM
- Approximate number of titles
- Approximate number of copies
- Anticipated growth
- Will items be relocated or will they stay in current location
- If relocating, will you want help estimating shelf space requirements (linear feet/height)
- Currently shelved:
  - Individually
  - In bags/sets (number of books per bag)
- Current check out:
  - Individually
  - In bags/sets – Can teachers take just one item from bag
- Who currently checks out the materials (e.g. Reading room clerk, library clerk or teachers) and are they checked out to students or just staff
- How are items organized on shelves (e.g. F&P level then title)
- Are there currently labels on the spines/bags
- Does a list of items currently exist and in what format

DESTINY PLANNING
- Who will be responsible for:
  - Initial cataloging and barcoding of materials
  - Maintaining the data in Destiny (e.g. adding new titles, weeding obsolete materials/records)
  - Checking in/out the materials (e.g. library clerk, reading room clerk or self-check)?
  - Setting up and periodically checking email overdue notices?
  - Inventorying the materials, if an inventory will be part of maintenance?
  - Monitoring usage statistics, if necessary?
- Who will be searching for the materials in Destiny (e.g. staff, students)
- How will you want patrons to be able to search (e.g. title, author, subject, F&P Level, Lexile Level—can search by all but DRA)

RECORD CREATION AND FORMATTING
- Separate hidden bookroom circulation type visible only to staff and administrators
- Call number in 3 parts (e.g. BR / Level J / Title)
- Unique barcode (e.g. BRCES12345 with acronym representing Bookroom Churchville Elementary School)
- Items searchable by titles, author, keyword, subject, reading level
- Addition of Visual Search
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RECORD CREATION AND FORMATTING continued

- Create records by scanning ISBNs or from existing spreadsheet
- Convert into basic library record when possible
- Enhance basic record so it becomes a full record with ISBN and then enhance further:
  - Append “BOOKROOM TITLE” to book subtitle
  - Add local subjects including “BOOKROOM TITLE”
  - Add reading levels (F&P, Lexile, DRA)
  - Change material type to MIXED MATERIAL
- When records are completely enhanced, load into Destiny Library Manager

TRAINING

- Who will be trained to:
  - Create and maintain records
  - Circulate materials
  - Set up and maintain email overdue notices
  - Inventory materials
  - Create statistical reports
- Who will train teachers to use Destiny Bookroom and when

POSSIBLE SUPPLIES

- Circulation computer
- Handheld barcode scanner
- Barcode labels (Avery 5160)
- Book and/or bag labels
- Label protectors and/or tape
- Bookroom stamp

TIMELINE SHOULD INCLUDE

- Ordering supplies
- BOCES record manipulation
- Importing records into Destiny
- Move books, if necessary
- Barcoding/labeling materials
- Training Staff