

# **Welcome to Media Processing Services**

## **Best Practices and Survival Hints Prepared for Media Staff August 2009**

**Montgomery County Public Schools  
Department of Materials Management  
Media Processing and Video Services  
570 North Stonestreet Avenue  
Rockville, MD 20850  
301-279-3122 and 301-279-3101**

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# **Media Processing Services Supports School Library Media Programs by**

- **Cataloging all approved media materials according to Library of Congress standards**
- **Maintaining an ordering database, (FMS), of approved media materials**
- **Submitting all FMS library material orders, providing status, returning all incorrect items and replacing damaged items**
- **Providing FMS support to Media Staff including ordering and receiving**
- **Supporting the Video Services booking and duplication system, (WEBMAX).**
- **Loaning Scanners for inventory (Jeffrey S. Hawkins)**
- **Providing barcodes for Media Centers (Jeffrey S. Hawkins)**
- **Providing spine labels for Library Material by request only (Jeffrey S. Hawkins)**

**NEED HELP? Email or Call**  
**Media Processing Services 301-279-3122/Fax 301-279-3807**

<b>Barcodes</b>	<b>Jeffrey S. Hawkins</b>
<b>Cataloging</b>	<b>Maria Mondell</b>
<b>Borrow Inventory Scanners</b>	<b>Jeffrey S. Hawkins</b>
<b>FMS Requests</b>	<b>Maria Mondell</b>
<b>Non-Print Cataloging Assistance</b>	<b>Barbara Cavanaugh</b>
<b>Ordering and Account Information</b>	<b>Susan Clinesmith</b>
<b>Status of FMS POs &amp; Incorrect or Damaged Items</b>	<b>Teresa D Riner or Paulette L Christoph</b>

**Video Services – Email or call**  
**301-279-3101/ Fax 301-251-5145**

<b>Tape and Off-Air Duplication at 301-279-3906</b>	<b>Jay Henley</b>
<b>Video Booking &amp; Video Repair at 301-279-3101</b>	<b>Karen Trammel</b>

# ACRONYMS

<b>BO</b>	<b>Back order</b>
<b>COS</b>	<b>Cancelled out of stock</b>
<b>DMM</b>	<b>Department of Materials Management</b>
<b>DAE</b>	<b>Database of Accountable Evaluations</b>
<b>FMS</b>	<b>Financial Management System (The Online Ordering System)</b>
<b>ISBN</b>	<b>Unique Order Number for ordering library Materials</b>
<b>Library Catalog</b>	<b>Known as TLC or PAC the Web-enabled MARC database of MCPS library Materials</b>
<b>MARC</b>	<b>(Machine Readable Cataloging) Bibliographic Information from the Library of Congress</b>
<b>NCR</b>	<b>Non-Catalog Request</b>
<b>OP</b>	<b>Out of print</b>
<b>OS</b>	<b>Out of Stock</b>
<b>PAC</b>	<b>“Public Access Catalog and another name for “TLC”</b>
<b>PO</b>	<b>Purchase Order</b>
<b>Req.</b>	<b>Requisition</b>
<b>TLC</b>	<b>The Library Corporation</b>

# Frequently Asked Questions - Media Processing Services

- **I have completed the DAE evaluation, how do I get it cataloged?**

After printing the DAE record and adding a second signature from either a professional staff member, a reviewing source with the date (mm/yy or mm/dd/yy if applicable) or if brought to a collection development meeting, write “Shared at Collection Development on MM/DD/YY,” PONY to Evaluation and Selection, Lincoln Center. Once the record is verified for two signatures and approved by Evaluation and Selection, a copy is sent to Media Processing to be cataloged and forwarded to FMS.
- **Where are the call number changes?**

Call number changes are available online at the DMM Service City Media and Video Store

[www.mcps.k12.md.us/departments/materials](http://www.mcps.k12.md.us/departments/materials).
- **What do I do when I cannot connect to the Catalog (PAC, TLC)?**

First be sure that you entered your password correctly and that your PC clock is correct. (Remember: passwords are case sensitive). If that doesn't resolve it then call Media Processing immediately (301-279-3122). **DO NOT EMAIL** the Media Center Folder on Outlook. We will test the system, notify the Help Desk and get the message out if it is a county-wide problem. We will follow-up with a message when the system resumes function.
- **How do I order library material barcodes?**

Email or call Jeffrey S. Hawkins (301-279-3122) with the estimated number of barcodes you need. They will be sent to you in the PONY.
- **I have a new, damaged library book, who takes care of this?**

PONY the damaged book, along with the PO number and your school name to Teresa D Riner at Media Processing.
- **Who should I contact regarding partial orders?**

Email or call (301-279-3122) Teresa D Riner or Paulette L Christoph. They will pull the order status and Email you the information.
- **How do I order Date Due Labels? (not Radio Tag label/devices)**

You may find and order them on FMS, #1251550.
- **Who handles periodicals, subscriptions, magazines, etc.?**

Email or call Sandy McDermott in Procurement (301-279-3136)

# SURVIVAL HINTS

**\*\*With the advent of the new FMS online ordering system, Media Processing remains dedicated to supporting all media material ordering.\*\***

- Search FMS very carefully using ISBN (10 or 13 digits, no dashes) as the first search, then by Title or Author. If the material is listed with a 13 digit ISBN on TLC, you can only locate the record in FMS with the 13 digit ISBN – not the 10 digit ISBN and visa versa.
- Very Important! You CANNOT convert a 13 digit ISBN into a 10 digit ISBN.
- If not found on FMS, see “Three Easy Steps to Evaluating, Cataloging and Ordering,” attached.
- The Principal or business manager must approve all FMS online requisitions before they become orders. Timing is critical!
- Boxes, Boxes, Boxes! – Check in Media material by PO number in a timely manner. Please make sure the PO belongs to your school.
- It is very important to receive library material in FMS as soon as possible.
- Media Processing always manages status, exchanges, returns or problems with FMS orders. Never call a publisher or supplier, we do that for you. Email Teresa D Riner.
- Put your school number on everything you send to Media Processing. DO NOT SEND PACKING SLIPS!

## **Three Easy Steps to Evaluating, Cataloging and Ordering**

**\*\* (Search FMS very carefully, using the ISBN (10 or 13 digit, no dashes) as a first search, then title and then author) \*\***

- 1. If the title you want to order is not in FMS, ALWAYS check the title in the Library Catalog (TLC) or DAE. DO NOT PROCESS AN “NCR” (Non-Cataloged Request).**
  - **If the title is in TLC, “print screen” the MARC record and Email, or PONY, to Maria Mondell. We will catalog and forward to FMS for ordering.**
  - **REMEMBER: Check the TLC MARC record carefully for any Ordering Notification. The 500 line will tell you if a title is OUT OF PRINT, set purchase only, apply direct, or any other information about this title.**
  
- 2. If not on TLC, search the DAE evaluation and approval database.**
  - **If on DAE, “print screen” the full record and email or PONY to Maria Mondell. We will catalog and forward to FMS for ordering.**
  
- 3. If not on DAE or TLC complete a DAE evaluation. DO NOT PROCESS AN “NCR.”**
  - **Print the evaluation before you submit it online.**
  - **Secure second signature or review source and PONY to Evaluation & Selection.**
  - **After verification, E&S sends a copy to Media Processing to be cataloged and forwarded to FMS for ordering. Media Processing will return the DAE form to you.**

# FMS HINTS

- **Receive, Receive, Receive! – As soon as your boxes arrive.**
- **How to find your PO number:**  
Log into FMS iProcurement, click on the requisition tab, click search, click clear, change requisition created to anytime, type in the requisition number, click on go, click on the requisition to open it, look at the order column all the way to the right. These are your purchase order numbers.
- **Receive by order number (this is the PO number) instead of the requisition number.**
- **You may NOT cancel a line item after it has been assigned a purchase order number.**
- **When requesting status on an order, always refer to the purchase order number when contacting Media Processing.**
- **If you are ordering for another department make sure that you put a note to buyer that these are for another department so we will know not to have to books processed.**

## **HINTS for Best Practices (and Survival!) in Processing Library Materials – Library Media Assistants**

**(Please note: This is a compilation of ideas from experienced Media Assistants and Media Processing Services. The Media Specialist is the library manager and your supervisor. Not all Media Assistants will be assigned to every task. This is designed to support job expectations and to support efficient and effective ways to promote a positive library environment.)**

- **Maintain open communication with the Media Specialist. Ask for expectations.**
- **Register on PDO and take all relevant training (Spectrum, Library Catalog, FileMaker Pro, FMS IProcurement, etc.) The Media Specialist is one resource.**
- **Practice good time management. Get organized – expect interruptions.**
- **Shelve books, thereby getting to know the collection.**
- **Practice with the Circulation System (once trained) if it is your responsibility.**
- **Get to know other Media Assistants. Attend meetings. Read the Media Support Staff folder on Outlook and Spectrum Hints.**
- **Learn to like your job! “Be there – Play – Make their Day – Choose your Attitude.” (Four principles of the foundation of FISH! By Stephen C. Lundin and Charthouse Learning)**
- **“Keep It Simple” – “Make it Fun” – by Susan Clinesmith!**
- **Call Media Processing Services 301-279-3122 – We are your resource for all ordering, receiving and processing of library materials. We are here to make your job easier. - “We Provide” -**

# GUIDELINES FOR PROCESSING LIBRARY MATERIALS

## Media Processing Services

- ❖ If receiving spine labels from Media Processing (See special spine label information in packet) sort by PO number and file.
- ❖ Open boxes one PO at a time and make sure you have all the boxes for that order.
- ❖ Receive materials in FMS one PO at a time. Timing is Critical! (see FMS Hints)
- ❖ Affix barcode and security device (if applicable). Baker and Taylor books have the barcode and, in some cases, the security device attached.
- ❖ Stamp new books with school library stamp on title page.
- ❖ Check spine labels on Baker and Taylor books against TLC Local Call # to make sure call number is correct, replace spine label if necessary.
- ❖ We DO NOT catalog Perma-Bound books. If you have any questions please email Maria Mondell.
- ❖ Add barcode to TLC. (Check MARC record for appropriate grade level).
- ❖ If not on TLC, but is approved, copy DAE approval and send to Media Processing for cataloging. **Write your School Number on each page.**
- ❖ Download material record from TLC.
- ❖ Import material records to Spectrum and verify data in Spectrum.

**GUIDELINES FOR PROCESSING LIBRARY  
MATERIALS (cont.)**  
Media Processing Services

- ❖ Attach spine labels, cover books (if needed), and affix Date Due Label (if used).
- ❖ Notify staff of new materials
- ❖ If order is complete, throw away the unused spine labels.
- ❖ Email Teresa D Riner or Paulette L Christoph if any materials do not arrive within 6 weeks of the Order date **or if they are incorrect, or damaged etc.**
- ❖ We handle all returns and replacements for Media Processing purchase orders. **Please DO NOT call the vendors.**

## **SPINE LABELS**

**Many Media Centers prefer to print their own Spine Labels for media materials using the Spectrum System. **\*\*Please see Spectrum Spine Label Procedures.\*\*****

**The spine labels for the new FMS media orders will be printed by Media Processing if you request us to do so.**

**Email Jeffrey S. Hawkins AS SOON AS POSSIBLE if you wish to receive Spine Labels to match your FMS library material orders.**

**We will only print labels for those media centers that Email Jeff.**

### **Blank Spine Labels (Spectrum compatible)**

<b>Order From:</b>	<b>Financial Management System (FMS)</b>
<b>FMS Location:</b>	<b>Main General Store</b>
<b>Search Term:</b>	<b>%1421768%</b>
<b>Unit of Measure:</b>	<b>Package (30 labels/page, 100 sheets/package)</b>
<b>Price:</b>	<b>\$31.99</b>

### **Barcode Laser Labels (Spectrum compatible)**

<b>Order From:</b>	<b>Financial Management System (FMS)</b>
<b>FMS Location:</b>	<b>Main General Store</b>
<b>Search Term:</b>	<b>%Laser Barcode Blank Labels%</b>
<b>Unit of Measure:</b>	<b>Package (33 labels/page, 100 sheet/package)</b>
<b>Price:</b>	<b>\$19.95</b>