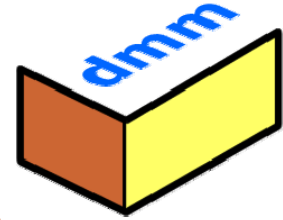


Department of

**Materials
Management**



-- "We Provide!"

Welcome to
Media Processing Services

Best Practices and
Survival Hints Prepared for
Media Staff
August 2011

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 incorrect items and replacing damaged items.
- Providing FMS support to media staff including ordering and receiving.
- Supporting the Video Services booking system (WEBMAX).
- Loaning scanners for inventory (contact Jeffrey S. Hawkins).
- Providing barcodes for Media Centers (contact Jeffrey S. Hawkins).
- Providing spine labels for library materials by request only (contact Jeffrey S. Hawkins).

Need Help? Email or Call...

Media Processing Services

Phone: 301-279-3122

Fax: 301-279-3807

Who Do I Call or Email About...

Barcodes	Jeffrey Hawkins Jeffrey_S_Hawkins@mcpsmd.org
Cataloging	Carol Briggs Carol_J_Briggs@mcpsmd.org
Borrowing Inventory Scanners	Jeffrey Hawkins Jeffrey_S_Hawkins@mcpsmd.org
Non-Print Cataloging Assistance	Barbara Cavanaugh Barbara_A_Cavanaugh@mcpsmd.org
Ordering & Account Information	Susan Clinesmith Susan_Clinesmith@mcpsmd.org
Status of FMS POs & Incorrect or Damaged Items	Teresa Riner or Paulette Christoph Teresa_D_Riner@mcpsmd.org Paulette_L_Christoph@mcpsmd.org

Video Services

Phone: 301-279-3101

Fax: 301-251-5145

Who Do I Call or Email About...

Video Booking & Video Repair	Karen Trammel / 301-279-3101 Karen_M_Trammel@mcpsmd.org
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Acronyms...

BO	Back order
COS	Cancelled out of stock
DMM	Department of Materials Management
DAE	Database of Accountable Evaluations
EPIC	Evaluation Procedures Imprinted on Computer
FMS	Financial Management System (The online ordering system)
ISBN	Unique order number for ordering library materials
Library Catalog	Known as TLC or PAC the web-enabled MARC database of MCPS library materials
MARC	Machine Readable Cataloging – Bibliographic information from the Library of Congress
NCR	Non-Catalog Request
OP	Out of Print
OS	Out of Stock
PAC	Public Access Catalog and another name for 'TLC'
PO	Purchase Order
REQ	Requisition
TLC	The Library Corporation

Frequently Asked Questions...

Media Processing Services:

☑ Once I've completed the DAE evaluation, how do I get it cataloged?

Complete the DAE evaluation. Save the evaluation and print the receipt. Send the receipt to Evaluation and Selection, Lincoln Center. Once the material is approved by Evaluation and Selection, a copy is given to Media Processing Services to be cataloged and forwarded to FMS.

☑ Where are the call number changes?

They are available online at the DMM Service City Media & Video Store: www.montgomeryschoolsmd.org/departments/materials/index.shtm

☑ What should I do if I cannot connect to the Catalog (PAC, TLC)?

First, check that you entered your password correctly and that your PC clock is correct. Remember, passwords are case sensitive. If that doesn't resolve the problem, call Media Processing immediately at 301-279-3122. **DO NOT EMAIL** the Media Center Folder in Outlook! We will test the system, notify the Help Desk and get a message out if it is a countywide problem. We will follow up with a message when the system resumes function.

☑ How do I order library material barcodes?

Email or call Jeffrey Hawkins at Jeffrey_S_Hawkins@mcpsmd.org / 301-279-3122. You will receive them by PONY.

☑ If 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 Riner at Media Processing Services.

Continued on Page 5...

Frequently Asked Questions...

Continued from page 4:

Whom should I contact regarding partial orders?

Email or call Teresa D. Riner or Paulette L. Christoph with the purchase order number and a list of missing titles.

Teresa Riner / Teresa_D_Riner@mcpsmd.org / 301-279-3122

Paulette Christoph / Paulette_L_Christoph@mcpsmd.org /301-279-3122

They will check the status and email you this information.

How do I order Date Due Labels?

(NOT Radio Tag Labels/Devices)

You may find and order them on FMS using product number 1251550.

Who handles periodicals, subscriptions, magazines, etc?

First, contact the suppliers directly. *Email is the preferred method of communication.*

Cox Subscriptions

Contact the customer service representative assigned to MCPS:

Dee Hopkins, Sr Customer Service Specialist-School Division

dhopkins@wtcox.com or 800-571-9554 x245

Other Subscriptions

Contact the customer service representative assigned to MCPS:

National Geographic Explorer Magazine: Customer Service 888-915-3276

Bayard Presse (Foreign Language Magazines): Marie-Caroline Russell, 301-299-5920

T.V. Guide: Customer Service 800-866-1400

Scholastic Instructor and New York Times Upfront: Customer Service 866-436-2455

All other Scholastic classroom subscriptions: Customer Service 800-631-1586

Email Procurement only if contact with the supplier hasn't resolved your issue.

The email drop box is procurement@mcpsmd.org. Please include the following information in your correspondence:

PO number (including the release number, if applicable)

School name, Ship To Location, Contact and Phone number

Title of magazine(s) and number of issues

Description of the problem(s)

Survival Hints...

- ☑ Please remember that Media Processing remains dedicated to supporting all media material ordering. We continue to manage status, exchanges, returns or problems with FMS orders. Never call a publisher or supplier, we do that for you. Email Teresa Riner at Teresa_D_Riner@mcpsmd.org
- ☑ Search FMS (Main General Store) 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 vice versa.
- ☑ Very important! You CANNOT convert a 13 digit ISBN into a 10 digit ISBN.
- ☑ Please check in media materials and receive in FMS by PO number in a timely manner. **Please make sure that the purchase order belongs to your school.**
- ☑ How to find your PO number in FMS:
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.
- ☑ The purchase order number can also be located on your packing slips and on the shipping label on the box.
- ☑ When requesting status on an order, always refer to the Purchase Order number when contacting Media Processing.
- ☑ If you receive an invoice or a request for payment on a Media Processing order, please forward to Paulette Christoph.
- ☑ Put your school number on everything you send to Media Processing. **DO NOT SEND PACKING SLIPS!**
- ☑ 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 the books processed.

Evaluate, Catalog & Order in 3 Easy Steps...

Before you begin, be sure that you search FMS very carefully using the ISBN (10 or 13 digits, no dashes) as a first search and then by title or 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 PONY or email it to:
Carol Briggs at Media Processing Services (PONY)
Carol_J_Briggs@mcpsmd.org (Email)
Media Processing Services will catalog and forward to FMS for ordering.
- ✓ REMINDER: 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 the title is NOT found on TLC then search the DAE Evaluation and Approval Database.

- ✓ If the title is on DAE, print the full record and PONY or email it to:
Carol Briggs at Media Processing Services (PONY)
Carol_J_Briggs@mcpsmd.org (Email)
Media Processing Services will catalog and forward the title to FMS for ordering.

3. If the title is NOT on DAE or TLC, complete a DAE Evaluation. DO NOT PROCESS AN NCR!

- ✓ After completing the DAE evaluation, *Save the Evaluation* and print the receipt.
- ✓ Send the receipt to Evaluation and Selection, Lincoln Center.
- ✓ Once the material is approved by Evaluation and Selection, a copy is given to Media Processing Services to be cataloged and forwarded to FMS for ordering. Media Processing Services will return the DAE form to you.

Guidelines for Processing Library Materials...

- ☑ If receiving spine labels from Media Processing (see special spine label information included in this guide) 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 by purchase order number (one PO at a time). Timing is critical!
- ☑ Affix barcode and security device (if applicable). Baker and Taylor books have the barcode and, in some cases, the security device attached.
- ☑ Stamp the title page of new books using your 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 Carol Briggs at Carol_J_Briggs@mcpsmd.org.
- ☑ 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.
- ☑ 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 Riner or Paulette Christoph if any materials do not arrive within 6 weeks of the order date or if they are incorrect or damaged, etc.
Teresa Riner / Teresa_D_Riner@mcpsmd.org
Paulette Christoph / Paulette_L_Christoph@mcpsmd.org
- ☑ 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 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 Mr. Hawkins at Jeffrey_S_Hawkins@mcpsmd.org

Product Ordering Information:

Blank Laser Spine Labels (Spectrum compatible)

Order From:	Financial Management System (FMS)
FMS Location:	Main General Store
Search Term:	Blank Laser Spine Labels
Unit of Measure:	Package (30 labels/page, 100 sheets/package)
Price:	\$30.60

Laser Barcode Blank Labels (Spectrum compatible)

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

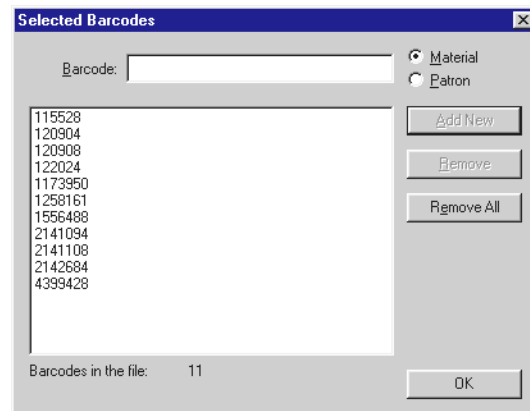
Spectrum 5

Print Selected Spine Labels

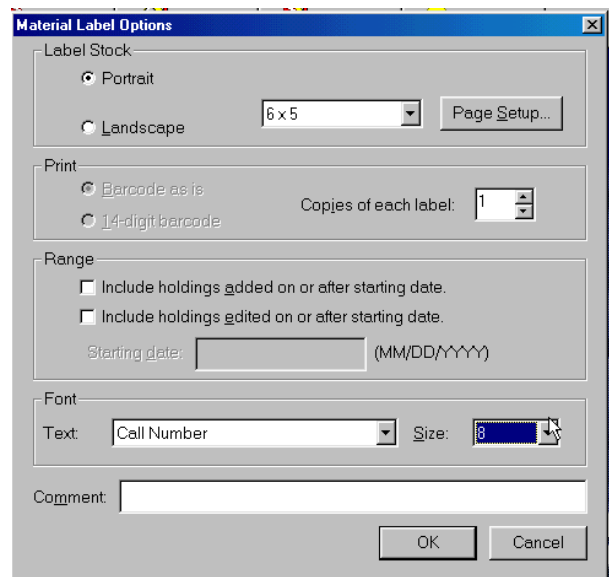
- 1) From the Reports button select Labels > Material Spine Labels.
- 2) Set the **Index** to **Selected Barcodes**.
- 3) In the Labels window, click the Select Barcodes button.



- 4) The Selected Barcodes window opens.
 - a) If there is data in the edit field (large box showing any Barcodes in the file), you can click Add New to add the barcode to the current list.
 - b) If you want to remove an item from the list, select it and click Remove.
 - c) If you want to remove all items from the list, select an item in the list and click Remove All.
 - d) Enter all barcode numbers in the Barcode box.
 - e) Click OK to return to the Labels window.



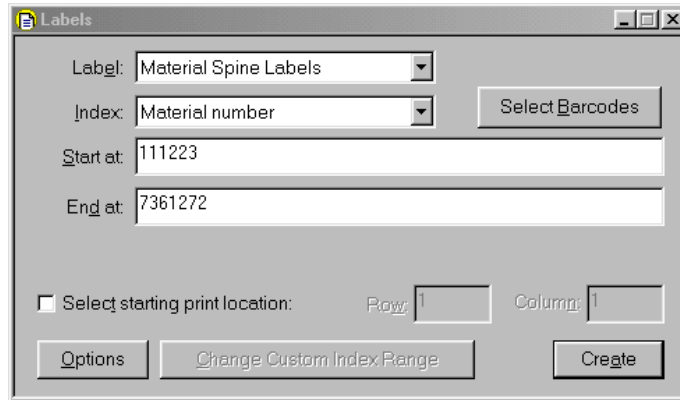
- 5) Click Options to set your label options.
 - a) Select Portrait or Landscape.
 - b) Number of copies. Normally only 1 is required. If you select 5 copies it will make 5 spine labels for each material in the selected list. Also, the number of copies stays until you reset it. It is best to return this to 1 after printing multiple copies.
 - c) Select Font size. (9 is good.)
 - d) Click on OK.



- 6) If you are reusing barcode sheets click select the starting location and indicate the next available label. Do not reuse one sheet more than three times.
- 7) Click Create to see the print preview in Spectrum. Click on the print button at the top left-hand side of the screen to print.

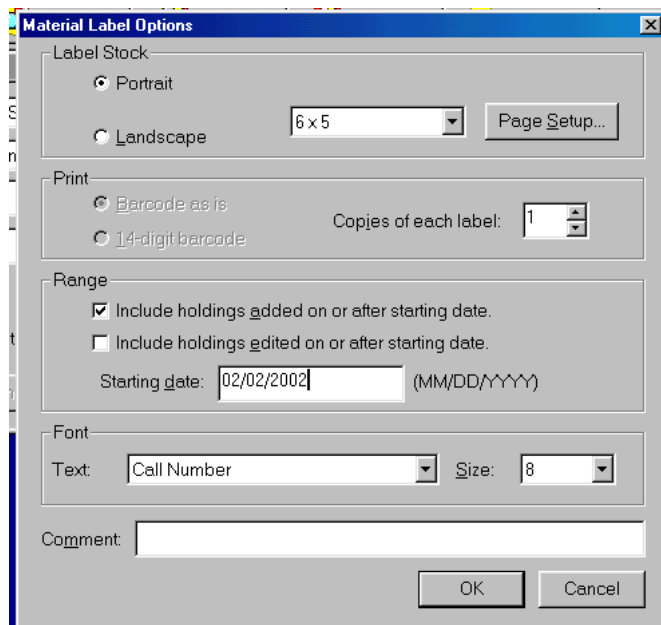
To print spine labels for the new books you added on a specific date or since a specific date:

- 1) From the Reports button select Labels > Material Spine Labels
- 2) Leave the index set to Material number or Title.
- 3) Click on Options.



The 'Labels' dialog box is shown with the following settings: Label: Material Spine Labels, Index: Material number, Start at: 111223, End at: 7361272. There are buttons for 'Select Barcodes', 'Options', 'Change Custom Index Range', and 'Create'. A checkbox for 'Select starting print location:' is present, with 'Row: 1' and 'Column: 1' next to it.

- 4) You can select Landscape for long call numbers or thin spines.
- 5) Set Print option. Normally you only want one copy of each label.
- 6) Set Range to Include holdings added on or after a starting date.
- 7) Enter the date.
- 8) Enter the Font size you prefer. Non-Fiction materials usually do best with 8.
- 9) Click on OK
- 10) Select the starting location and indicate the next available label.
- 11) Click on Create to view the preview in Spectrum.
- 12) Click on the print button to print.



The 'Material Label Options' dialog box is shown with the following settings: Label Stock: Portrait, 6 x 5, Page Setup...; Print: Barcode as is, Copies of each label: 1; Range: Include holdings added on or after starting date. (checked), Include holdings edited on or after starting date. (unchecked), Starting date: 02/02/2002 (MM/DD/YYYY); Font: Text: Call Number, Size: 8; Comment: (empty). There are 'OK' and 'Cancel' buttons at the bottom.

It is recommended that you print material barcodes of this same list (on paper not real barcodes). You will then have a way of matching which spine label matches the material.