Best Practices and Survival Hints
Prepared for Media Staff
August 2014

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
Media Processing Supports Media Staff 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).
- Providing **spine labels** for library materials **by request only** (contact Jeffrey S. Hawkins as soon as possible if you wish to receive spine labels to match your FMS library material orders):
  
  Email: Jeffrey_S_Hawkins@mcpsmd.org
  Phone: 301-279-3122

- Provide **barcodes** for library materials **ONLY** by contacting Jeffrey S. Hawkins:
  
  Email: Jeffrey_S_Hawkins@mcpsmd.org
  Phone: 301-279-3122
Guidelines for Processing Library Materials...

☑ Check contents of the box against the packing slip, then 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 Destiny Local Call # to make sure call number is correct, replace spine label if necessary.

☑ Add barcode to Destiny (check MARC record for appropriate grade level).

☑ If not on Destiny, but is approved, copy DAE approval and send to Media Processing for cataloging. Write your school number on each page!

☑ 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 if any materials do not arrive within six weeks of the order date or if they are incorrect or damaged, etc.
   Teresa D. Riner / Teresa_D_Riner@mcpsmd.org

☑ Partial Orders - Email Teresa D. Riner with the purchase order number and a list of missing titles, or if contents of the box do not match the packing slip.
   Teresa D. Riner / Teresa_D_Riner@mcpsmd.org

   They will check the status and email you this information.
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 in Destiny 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 these to Teresa Riner.

✔ Put your school number on **everything** you send to 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 the books processed.
Cataloging FAQ...

1. **How can the cataloger help media specialists?**
   - Call number questions
   - If a call number looks incorrect
   - If a call number looks like it is truncated incorrectly or does not use MCPS’s conventions (MCPS doesn’t go beyond 3 decimal places. Contact the cataloger if you see a long call number or a call number with a slash in it on the MARC record. Fiction should be F. Everybody should be E.)
   - Mistakes or problems with a MARC record
   - An incorrect material type *(not circ type)*
   - If you see a book cover on Destiny that is a completely different book than the title on the record
   - If there is a book on the catalog that is in print, but not in FMS -- I can send it to FMS.

2. **How do I know what the MCPS call number is? What do I do if I see a spine label discrepancy?**
   - The MCPS call number comes up automatically in the call number box when you add a copy in Destiny.
   - You will find the MCPS call number on the MARC record in the 082 and 090 fields, formatted two different ways.
   - If you get a book from Baker and Taylor that has a different call number than the MCPS call number, use the MCPS call number and print a new spine label from Destiny.
   - If you find that your copy’s call number is different from the MCPS call number on the MARC record, you can edit your copy’s call number in Destiny to fix it.

3. **When can I have something added to the catalog without a DAE?**
   - When it’s a different binding type of an already approved book. *(Example: you want a paperback copy of a book that is already approved in hardback.) You may Xerox the title page, verso, and back cover and pony it to Media Processing to have these items added to Destiny.*
   - When it’s a different video format as long as it does not have extra material. *(Example: you want a DVD added when the VHS is already there and there is no additional material on the DVD). You may Xerox the back and front of the packaging and send it to Media Processing.*
• When it’s a different audio format that is read by the same narrator and is same recording. (For example, you want an audiobook copy of an already approved CD and it is the same recording/read by the same person). You may Xerox the back and front of the packaging and send it to Media Processing.

4. How should I submit items to media processing?
• Please always include your school number on all items.
• If you are sending in a title page/verso/back cover, please write the binding type (hardback or paperback, etc.) on the Xerox.
• Please include ISBNs of videos, if they are available.

5. What are some tips about adding copies to the catalog?
• Always try searching by ISBN first. In some cases (especially non-print items) you may need to do a title search.
• You may do a search by ISBN and duplicate records may come up. If this occurs, the general rule of thumb is to add your copy to the record that has the most copies. However, you will also want to look briefly at the MARC record. The record should have more than just a title and author. The record should have a call number, publisher, and a description of the book and/or subject headings.

6. How do I contact the cataloger?
• Email: Carol Briggs (Carol_J_Briggs@mcpsmd.org) or Mary Werner (Mary_T_Werner@mcpsmd.org)
• Or call: Media Processing Dept. at 301-279-3122
• Please include specific details, including ISBNs.
Need Help? Email or Call...

**Media Processing Services**
Phone: 301-279-3122
Fax: 301-279-3807

Who Do I Call or Email About...

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<tr>
<th>Service</th>
<th>Contact</th>
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<tr>
<td>Barcodes</td>
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<td></td>
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<td>Pinkie Pamnani</td>
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<td><a href="mailto:Natasha_P_Pamnani@mcpsmd.org">Natasha_P_Pamnani@mcpsmd.org</a></td>
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<tr>
<td>Status of FMS POs &amp; Incorrect or Damaged Items</td>
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<td><a href="mailto:Teresa_D_Riner@mcpsmd.org">Teresa_D_Riner@mcpsmd.org</a></td>
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