



Processing Library Resources for Circulation

Susan Fischer, workshop leader

1. Selection

Do we have it? - Check the catalog and shelf.

Do we want it?

Gifts: Thank you letter and gift plate

2. Input sheet or work card.

Basic information

Call numbers

Subject headings (tracings)

Shelf card information— accession numbers, cost, binding

3. Computer systems

Enter data

Proof read as you go

Print labels (cards if card catalog is used)

Back-up—keep a copy off site

Apply labels, pocket & date due slips

Bar codes (if computer circulation)

Manual system

Type: Labels

Check-out cards

Pockets

Catalog cards

Proof-read

Apply: labels, pockets,

Date due slips

4. Ownership stamp

5. Open book properly

6. Book protection

7. Catalog— computer, notebook, card.

8. Promote—displays, write-ups, verbal presentations, web page.

Church Library Book Evaluation

Title _____

Author _____

Publisher _____ Year _____

Themes or issues treated

I recommend this book for the church library.

_____yes _____no

Give Reasons for your recommendation.

(Content, writing quality, Christian emphasis, or lack of Etc.)

Reviewer _____

Date _____

**Church Library
Circulation Report**

Classification	Totals
000	
100	
200	
266	
300	
400	
500	
600	
700	
800	
900	
Fiction	
Youth	
J-Kids	
E-Kids	
Videos	
Audio	
DVDs	
Mag	
Other	
Total	_____

Name _____

Date _____

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Date _____

Library Input Sheet

ResourceMate

ISBN _____

Main Page

Title _____

Subtitle/Edition _____

Series _____

1st Author _____

2nd Author _____

3rd Author _____

Illustrator _____ Editor _____

Publisher _____

Place of publication _____ Date _____

Date purchased ____/____/____ Pages _____ Price \$ _____

Library Page

Call #1 _____ Call #2 _____ Call #3 _____ Call #4 _____

Accession # _____ Accession date ____/____/____ Hard/soft cover

Subject Page _____

Notes Page _____

Additional Page: (Source) _____

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Main Page

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28 September 2003

Dear

We want to thank you for your donation to the ministry of our church library. Your September 2003 gift of the 5 books, listed below, is greatly appreciated. It will help our library ministry grow. We at Fellowship Church of Carol Stream appreciate your generosity to us.

On behalf of the congregation at Fellowship Church, thank you.

Sincerely,

Susan Fischer
Church Librarian

Desiring God
The One Year Book of Hymns
The Knowledge of the Holy
Praying for Your Unbelieving Husband
5 Needs Your Child must have met at Home

Phil Wood, Pastor

130 Shawnee Drive
Carol Stream, IL 60188-1961
630-668-5400
FAX 630-668-1200



Getting Started in Cataloging: Classification



Non-Fiction	Dewey 001-999
Biography	B or Bio or BIO or 920 – collective biography 921 or 923—individual biography
Fiction	F or Fic or FIC or 813
Story Collections	SC or include in fiction

Children's Books

Picture books	E (easy reader) Can be color coded—E(red) for preschool E(green) grades 1-3
Older Children 8-11 yrs	J (use in call #1)
Fiction	JF or J FIC
Non-fiction	J + Dewey number
Biography	JB or J BIO or J 920 (collective) J 923 (individual)
Story Collections	J SC (short stories)

Special collections and media

Large Print	LP
Spanish	SP
Videos / DVD	VCR or VIDEO or DVD
Audio sound recordings	AUDIO or CAS or CD
Kits (more than on type of media)	KIT
Missions	M
Reference	R or REF or Ref
Youth (young adult)	Y or YA