

# **BARTON**

## **LIBRARY**

*Dare to know*

### **Barton Library Procedures Manual**



**Curriculum Support - Customer Service – Collaboration – Curiosity**

“Well-run libraries are filled with people because what a good library offers cannot be easily found elsewhere: an indoor public space in which you do not have to buy anything in order to stay.”

—Zadie Smith



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# Introduction

The Barton Library Procedures Manual is intended to provide Barton Library employees with clarification on how the Library operates consistently from shift to shift, and from day to day. These internal procedures are specific to the Library and shall not conflict with the greater policies and procedures of Barton Community College. Review this document and use it to guide you through your workday.

## Barton College Policies & Procedures

Employees are responsible for their awareness and understanding of all [Policies and Procedures](#) governing the Library and the College, including all additions and revisions. See the [Message from the President](#), the [Preface](#) to Policies and Procedures, and [College Operations](#) for more information.

The College provides a full [List of Policies and Procedures](#), and the Library keeps a print version in the Professional Collection (see: Academia section).

The following is a list of the College's policies and procedures that Library employees should review:

- [Policy 1105 – College Closing](#)
  - [Procedure 2100 – College Closing – Inclement Weather](#)
- [Policy 1106 – College Communications](#)
  - [Procedure 2105 – College Response to Media Requests](#)
  - [Procedure 2105A – Public Relations – Use of Photos/Video in Print and Electronic Media](#)
  - [Procedure 2108 – Social Media](#)
- [Policy 1108 – College Logos and Other Representations](#)
  - [Procedure 2106 – College Logos and Other Representations](#)
- [Policy 1110 – Use of Computers/College Computing and Information Systems](#)
  - [Procedure 2111 – Use of Computers/College Computing and Information Systems](#)
  - [Procedure 2111A – Barton Community College Individual Email Address](#)
- [Policy 1126 – Drug Free Environment](#)
- [Policy 1131 – Personal Relationships](#)
- [Policy 1605 – Student Privacy Rights](#)
  - [Procedure 2605 – Student Privacy Rights \(Family Education Rights and Privacy Act \[FERPA\]\)](#)
- [Policy 1160 - Weapons](#)
- [Policy 1165 – Conflict of Interest](#)

- [Procedure 2165 – Conflict of Interest](#)
- [Policy 1166 – Copyright Law](#)
  - [Procedure 2150 – Use of Copyrighted Materials](#)
- [Policy 1200 – College Facilities, Equipment, and Other Resources](#)
  - [Procedure 2200 – College Facilities, Equipment, and Other Resources](#)
- [Policy 1210 – Tobacco Use](#)
- [Policy 1215 – Posters, Handbills, Solicitation and Other Activities](#)
  - [Procedure 2210 – Posters, Handbills, Solicitation and Other Activities](#)
- [Policy 1220 – Service of Alcoholic Beverages for Special Events](#)
  - [Procedure 2215 – Service of Alcoholic Beverages for Special Events](#)
- [Policy 1435 – Employee Conduct and Discipline](#)
  - [Procedure 2450 – Employee Conduct and Discipline](#)
  - [Procedure 2451 – Ethical Behavior](#)
  - Procedure 2454 – Professional Dress
- [Policy 1436 – Problem Resolution \(Employee\)](#)
  - [Procedure 2452 – Problem Resolution \(Employee\)](#)
- [Policy 1463 – Intellectual Property](#)
  - [Procedure 2470 – Intellectual Property](#)
- [Policy 1470 – Employment/Separation](#)
  - [Procedure 2462 – Student Employees/Supervision](#)
  - [Procedure 2476 – Presence of Children, Other Family Members, or Friends in the Workplace](#)
    - **Note:** All children on campus, including those in the Library, need to be accompanied by an adult – NO EXCEPTIONS.
- [Policy 1480 – Loss of Personal Property](#)
- [Policy 1501 – Academic Integrity, Quality, and Rigor](#)
  - [Procedure 2502 – Academic Integrity](#)
- [Policy 1520 – Academic Freedom](#)
  - [Procedure 2520 – Academic Freedom and Freedom of Expression](#)

# 1. Barton Library Opening and Closing Procedures

## 1.1. Barton Library Opening Procedure

### 1.1.1. Monday – Friday

- Turn on lights (Preset 1)
- Turn on/wake-up computers
- Press Energy Saver button on copier/printer
- Turn on wireless copy machine, if needed
- Unlock doors at South entrance of Learning Resource Center building
- Turn on TVs

### 1.1.2. Sunday

- Turn on lights (Preset 1)
- Turn on computers
- Turn on copier/printer
- Turn on wireless copy machine, if needed
- Unlock all external doors of Learning Resource Center building
- Unlock internal doors as requested (e.g., Tutoring Lab)
- Turn on TVs

## 1.2. Barton Library Closing Procedure

All employees are expected to bring tasks or projects to a stopping point fifteen (15) minutes before closing time in order to assist with the Closing Procedure. Work is not to be completed after the Library has closed according to the posted schedule. The Library will adhere to the posted hours of operation. **Exemption:** Special events, such as those held in Plaza De Cavanaugh (L-116), that are scheduled to end after regular hours.

- 1.2.1. Walk through the Library, including the Quiet Rooms, the Jo Kopke Bushnell Faculty Resource Center (L-111), and Plaza De Cavanaugh (“the Cavanaugh Room”), and give patrons fifteen- and five-minute warnings.
- 1.2.2. Push in chairs and ensure all library furniture is ADA compliant (three-foot rule).
- 1.2.3. Straighten patron computer monitors, keyboards, and mice.
- 1.2.4. Pick up and throw away any wrappers, bottles, and other trash left by patrons on tables or computer stations.
  - 1.2.4.1. Ensure L-111 and L-116 is similarly squared away.
- 1.2.5. Fill copiers/fax with paper.
- 1.2.6. Turn off TVs.
- 1.2.7. Shut down patron computers and turn off monitors on Friday or on the last day prior to campus closing (e.g., Thanksgiving, Christmas, Spring Break).
- 1.2.8. Turn printer/copier off on Friday or on the last day prior to campus closing.
- 1.2.9. Coffee Cove: Ensure tables, counters, and floor are clean, and supplies have been

refilled.

- 1.2.10. Ensure all library cabinets in Murphy's Landing are properly secured. This includes both horizontal cabinets (padlocked with lock bar in place) and the cabinet containing the keys.
  - 1.2.10.1. **Note:** Cabinets shall be properly secured at all times.
- 1.2.11. Assist co-worker in ensuring all patrons have left the Learning Resource Center building and all external and internal doors have been firmly closed and locked.
- 1.2.12. **Note:** Security of the Library and of the Learning Resource Center building is an extremely important part of the Barton Library's Closing Procedure.
- 1.2.13. Clock out No Later than 5 minutes after shift ends.

## 2. Barton Library Staffing

Ideally, the Library will have at least two employees (full-time and Student Workers) scheduled to work Sundays and weekday evenings (Monday – Thursday after 4:30 pm).

- 2.1. **Reminder:** As a professional courtesy, call the Library if you are going to be more than 10 minutes late for your shift.
  - 2.1.1. This requirement applies to ALL employees.
  - 2.1.2. Student Workers will also need to email the Director of Library and College Archives ("the Director") that they were late and provide a reason why.
- 2.2. In the event of severe weather, Library staff shall follow [Procedure 2100 – Inclement Weather](#).
  - 2.2.1. In the event of severe weather on the weekend or during evenings outside of normal office hours, the Director shall make the decision whether to close the Library.
  - 2.2.2. The Director shall notify President's Staff when the Library is being closed.

## 3. Patron Conduct

The Library and its employees will use the [Student Code of Conduct](#) as a basic guide for acceptable patron behavior. However, the Library is an academic setting for Students to study and conduct research and a public space where children and Community Members are welcome. Thus, behavior, including a respect for other patrons, is held to a higher standard.

### 3.1. Standards of Behavior:

All patrons are required to respect others in the Library. As a result, any disruptive behavior (words and/or action) or excessive noise should be addressed in the following ways:

- 3.1.1. Approach patron and firmly but politely inform them that they are being disruptive. Offer the use of the Quiet Rooms if one is available.
- 3.1.2. If you have to approach disruptive patrons for a third time, ask them to leave.

Suggest they visit the Student Union or the Community Building, both of which are typically open later than the Library.

- 3.1.2.1. Contact Campus Safety as needed.
- 3.1.2.2. Inform the Director either face-to-face or by phone as soon as possible of all behavior issues.
- 3.1.2.3. Send the Director an email thoroughly documenting the issue involving a patron.
- 3.1.3. **Note:** Disrespect of Library employees will not be tolerated and will be addressed by the Director.

### 3.2. Standards of Dress

The College does not have a formal dress code for students, but patrons are expected to dress appropriately for a public space/academic library. Approach them with respect as you would regarding disruptive behavior.

- 3.2.1. Remind them the Library is a public space, and the following are not appropriate:
  - 3.2.1.1. Exposed underwear due but not limited to saggy or oversized pants.
  - 3.2.1.2. Exposed body areas that are normally covered by undergarments.
  - 3.2.1.3. Any clothing, including face or mouth coverings, worn to create intimidation.
    - 3.2.1.3.1. Ask the patron to remove items from face.
  - 3.2.1.4. Ask the patron to leave to dress appropriately.
  - 3.2.1.5. Inform them they are welcome to return.
  - 3.2.1.6. Refer to the [Student Handbook](#) and the [Student Code of Conduct](#) if needed.

### 3.3. Special Circumstances

- 3.3.1. Library employees will allow patrons to sleep unless snoring and/or other noises become disruptive. A good measure of disruption is whether the sounds can be heard from Murphy's Landing.
- 3.3.2. If you feel they may be in danger of falling off their seating or straining their neck, approach patrons, position yourself at their eye level, and gently rouse them.
- 3.3.3. Approach patrons, position yourself at their eye level, and gently rouse them if their alarm is going off, but they are not waking up to shut it off.

## 4. Processing and Cataloging (Main Collection)

The processing ("shelf prep") and cataloging of print resources will be performed under the immediate direction of the Library Assistant, Circulation Services ("Circulation Librarian") unless this individual is unavailable for a lengthy amount of time. In that event, the Director and/or the Library Assistant, Outreach Services ("Outreach Librarian") shall assume the duties.

The Student Workers and the Volunteer(s) will assist with the various stages of shelf prep as assigned.

## 4.1. Intake

- 4.1.1. Fill out a Cataloging/Shelf Prep Checklist slip and insert into the book.
- 4.1.2. Leave the slip with the materials throughout the entire process until the Final Quality Control Inspection is complete.
- 4.1.3. Place the book on the Shelf Prep cart in the workroom.

## 4.2. Embosser

- 4.2.1. Take book from the Shelf Prep cart.
- 4.2.2. Use Barton Library embosser on lower right corner of the title page.
  - 4.2.2.1. Seek assistance from the Circulation Librarian or the Director if there is an issue with the title page (e.g., you are not sure whether to use the embosser on this page).
- 4.2.3. **Note:** Children Books – use embosser on title page only (no stamping on other pages).

## 4.3. Ownership Stamps

- 4.3.1. Stamp the book on the lower right corner of page 21, with the words situated horizontally, according to the following priorities:

**Stamp #1:**

Barton Library

**Stamp #2**

Barton Library  
Barton Community College

- 4.3.2. When using the ownership stamps, do not cover any text.
- 4.3.3. If page 21 has no available margins, stamp pages 19 or 23.
- 4.3.4. Place book on the Mylar cart in the workroom.

## 4.4. Mylar

- 4.4.1. Take book from the Mylar cart.
- 4.4.2. Standard Library practice is to encapsulate the dust jacket of hardcover books with Mylar to protect the cover. The Circulation Librarian shall demonstrate the proper technique in greater detail, with hands-on demonstration and practice.
  - 4.4.2.1. Select a piece of Mylar that is larger than the dust jacket being covered.
  - 4.4.2.2. Place the pre-creased side closest to you, with the film side down and the paper side up.
  - 4.4.2.3. Remove the dust jacket from the book and set aside the book.

- 4.4.2.4. Using the bone tool, gently soften the dust jacket's creases, ensuring the Mylar process is easier.
- 4.4.2.5. Insert the bottom edge of the dustjacket, with the interior facing you, into the pre-creased section between reinforcing paper and Mylar film.
- 4.4.2.6. If the cover is not an exact fit, position edge of dust jacket where film and paper are joined together.
- 4.4.2.7. Secure the dustjacket with one hand, and fold the top section of the Mylar along the edge of the dust jacket with the other.
- 4.4.2.8. Using the bone tool, crease the top fold just made. Be careful not to crease the dustjacket itself.
- 4.4.2.9. Examine the sides of the width where the flaps of the dustjacket are located; if the Mylar is too long on the sides, carefully trim the excess.
- 4.4.2.10. Place the book inside the newly covered jacket; set the spine in the center of the covered dustjacket and carefully place the entire cover onto the book, one side at a time.
- 4.4.2.11. Secure the flaps to the front and rear covers of the book with fiber-reinforced tape.
- 4.4.2.12. Place the book under a heavy object to flatten the Mylar cover.

## 4.5. Barcode

- 4.5.1. Place a barcode horizontally on the rear free endpaper in the upper left-hand corner. If there is descriptive information on the page, place bar code vertically on the upper right corner of the rear dustjacket. Cover with a barcode protector strip.
- 4.5.2. Place book on the Cataloging Shelves in the workroom.

## 4.6. Cataloging

- 4.6.1. Take the book from the Cataloging Shelves.
- 4.6.2. Assign to all materials the Library of Congress Classification number ("call number") found in the [SHAREit](#) database, writing the assigned number on the Cataloging/Shelf Prep Checklist slip.
- 4.6.3. All books whose classification number cannot be obtained will be assigned a call number locally utilizing the Cutter Table.
- 4.6.4. Assign the barcode number to the assigned bibliographic record.
- 4.6.5. Atrium is the library circulation and cataloging system of record.
- 4.6.7. Enter bibliographic information into Atrium having consulted the [SHAREit](#) database, the [Library of Congress](#), and/or the [WorldCat/Online Computer Catalog Center \(OCLC\)](#) database for accuracy and completeness of cataloging information.
  - 4.6.7.1. Be aware that Atrium does not process diacritics found in descriptive text that is cut and pasted from internet sources. When the record is first saved, the letter with a diacritic will be replaced by random F-key symbols.

<b>A</b>	à	á	Â	â	ã	ä	Å	å
<b>C</b>	Ç	ć	Ĉ	ĉ	ç			
<b>E</b>	è	é	ê	ë	Ē	ē	Ě	ě
<b>I</b>	ì	í	î	ï				
<b>N</b>	ñ							
<b>O</b>	ò	ó	ô	õ	ö			
<b>U</b>	ù	ú	û	ü	Ũ	ũ		

4.6.7.2. To avoid this situation, use letters cut and pasted from a Word document.

4.6.7.3. However, even when extracted from a Word document, letters with macrons are still unable to be processed.

<b>A</b>	Ā	ā
<b>U</b>	Ū	ū

4.6.7.4. Substitute letters with macrons with normal versions without diacritics.

4.6.8. See Appendix #3 for a template of main catalog entries.

## 4.7. Spine Labels

4.7.1. Place spine labels for main collection (nonfiction and literary fiction) and special collections over the Mylar.

4.7.2. Spine labels will be center aligned.

4.7.2.1. Use the appropriate template located in the library staff folder.

4.7.3 **Non-fiction:** Use Arial font, size 9.

4.7.3.1. Place spine label ¼” from bottom.

4.7.3.2. Apply a clear cover over the label.

4.7.4. **Special Collections:** Books designated and arranged as special collections will have the addition of a specific colored label.

4.7.4.1. Colors.

4.7.4.1.1. Children’s.

4.7.4.1.1.1. Beginner Reader: Green.

4.7.4.1.1.2. Younger Reader: Red.

4.7.4.1.1.3. Older Reader: Orange.

4.7.4.1.1.4. Nonfiction: Yellow.

4.7.4.1.2. College Life: Green.

4.7.4.1.3. Graphic Novels: Purple.

4.7.4.1.4. Kansas: Sunflower.

4.7.4.1.5. Multilingual: Yellow.

4.7.4.1.6. Reference: Yellow with “R” and “Reference.”

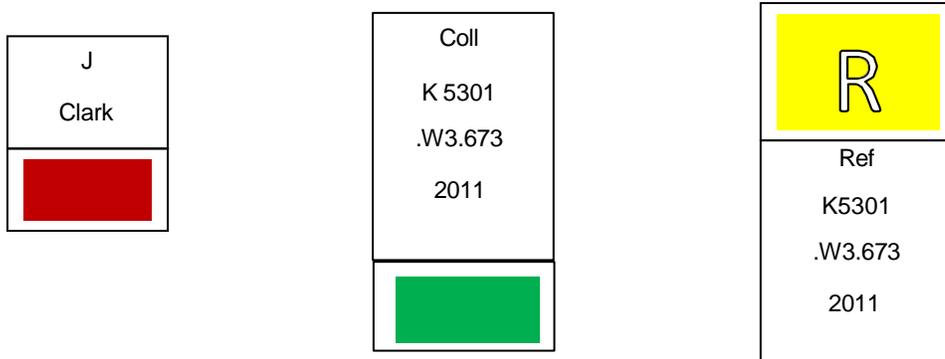
4.7.4.1.7. Research and Writing: Blue.

4.7.4.1.8. Current Issues: Light Blue.

4.7.4.2. Place colored label 1/4" from bottom.

4.7.4.3. Place spine label directly above the colored label.

4.7.4.4. **Note:** Place labels for Reference and Kansas Collection above the spine label.

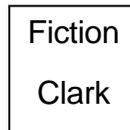


4.7.4.5. Apply a clear cover over the entire set of labels.

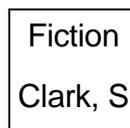
4.7.5. **Fiction:** Use Arial font, size 12.

4.7.5.1. Spine labels for Fiction books will be the only that are oriented vertically.

4.7.5.2. Type "Fiction" on first line and the author's last name on second line.



4.7.6. If the Fiction Collection has two authors with the same last name, include the first initial of the first name.



4.7.7. Place spine label 1/4" from bottom.

4.7.8. Apply a clear cover over the label.

## 4.8. Final Quality Control Inspection

- 4.8.1. The Director shall perform a quality control inspection of a random selection of processed books. This final review will confirm the catalog records are complete; the links, such as those between subject headings and series titles, are functioning properly; and the OPAC (on-line public access catalog) is displaying author and title names in the search bar.
- 4.8.2. Following the inspection, processed books shall be placed onto the New Books shelves.

## 4.9. Updating Records for Kan-ILL

- 4.9.1. Prepare an Atrium report of items to be added to Auto-Graphics.
  - 4.9.1.1. Click “Reports” tab.
  - 4.9.1.2. Select Shelf List.
  - 4.9.1.3. Once the Creating Report: Shelf List box appears, create filters:
    - 4.9.1.3.1. Ensure the Branch Equals “Any Branch” and the Item Report Class Equals “Any Item Report Class” appears as the first two options.
    - 4.9.1.3.2. In the triple search section:
      - 4.9.1.3.2.1. Set two filter settings to remove online items:
        - 4.9.1.3.2.1.1. “Barcode Name” => “does not equal” => “eBook Barcodes”
        - 4.9.1.3.2.1.2. “Physical location” => “does not equal” => “Online”
      - 4.9.1.3.2.2. Limit the report to a specific time frame (e.g., items recently cataloged):
        - 4.9.1.3.2.2.1. Select “Entry date” => “is greater than” => choose calendar date of starting point.
          - 4.9.1.3.2.2.1.1. This will also include additional new copies of previously acquired items.
  - 4.9.1.4. Click on Generate Report.
  - 4.9.1.5. Review shelf list to ensure all books cataloged are represented.
  - 4.9.1.6. Click on “Export MARC Records.”
    - 4.9.1.6.1. Click on “Export Queued Records.”
    - 4.9.1.6.2. Click “Download This File.”
  - 4.9.1.7. Upload MARC file to [Auto-Graphics](#).
    - 4.9.1.7.1. Contact Auto-Graphics representative to inform them of files that need to be uploaded.

- 4.9.1.7.2. MARC records may be sent directly to the Auto-Graphics representative.
- 4.9.2. Removing items from Auto-Graphics:
  - 4.9.2.1. Prepare MARC file if performing a weeding/removal/alteration of ten books or greater.
    - 4.9.2.1.1. Log onto Atrium and click on “Catalog” tab.
    - 4.9.2.1.2. Under the “Import/Export” heading, find and click on the “Export Marc” button.
    - 4.9.2.1.3. Scan or type materials’ barcode numbers into provided table in batches of ten titles.
    - 4.9.2.1.4. Click “Add” to attach scanned/typed barcodes to report.
    - 4.9.2.1.5. When all items are added, select “Export Queued Records.”
    - 4.9.2.1.6. Select “Download This File.”
    - 4.9.2.1.7. Upload MARC file to [Auto-Graphics](#).
  - 4.9.2.2. Manually removing or altering call numbers can be performed by going to the item record in Share-it.
    - 4.9.2.2.1. **Note:** Any other adjustments (e.g., changing edition number or copyright year) cannot be done manually. You must be logged into Share-it to perform this action.
    - 4.9.2.2.2. Search for Barton Library records in Share-it by manually scanning the item’s ISBN.
    - 4.9.2.2.3. Observe the left-hand sidebar of initial search page:
      - 4.9.2.2.3.1. Under “Libraries” filter, select “Barton Community College (KEK)” or “Kansas Main Catalog.”
      - 4.9.2.2.3.2. Once this filter is applied, select the record that appears.
    - 4.9.2.2.4. Ensure “Barton Community College” appears in the “Where to find it” list of selected records.
      - 4.9.2.2.4.1. To change a holding, select “Edit locations” on the left-hand sidebar.
      - 4.9.2.2.4.2. To remove a holding, select “Delete locations” on the left-hand sidebar.

## 5. Processing and Cataloging (Cohen Center Collection)

The processing and cataloging of Cohen Center resources will be performed under the immediate direction of the Circulation Librarian unless this individual is unavailable for a lengthy amount of time. In that event, the Director and/or the Outreach Librarian shall assume the duties.

## 5.1. Intake

- 5.1.1. Assess the condition of the material.
  - 5.1.1.1. If necessary, place the material in acid-free archival packaging.
- 5.1.2. Prepare a cataloging sticker with information on the donor, date the material was received or purchased, and the material's value.

## 5.2. Cataloging

- 5.2.1. Assign all materials to the relevant Cohen Center subject area.
- 5.2.2. Enter bibliographic information into Atrium having consulted the [SHAREit](#) database, the [Library of Congress](#), and/or the [WorldCat/Online Computer Catalog Center \(OCLC\)](#) database for accuracy and completeness of cataloging information.
- 5.2.3. See Appendix #2 for a template of Cohen Center entries.

# 6. Circulation Services

Any patron wishing to check out materials (e.g., books, electronic devices) will first need to be added to Atrium, the Library's circulation program. A photo ID is **required** in order to protect the identity of the patron (see below for further details on appropriate types of identification).

## 6.1. Adding a New Patron

- 6.1.1. Click on Patrons, then "Add Patron."



- 6.1.1.1. A patron needs to be 18 years old or older in order to check out items from the Barton Library. A parent or legal guardian may create an account with their valid photo ID and allow a minor child to check out items using this account. The parent or guardian must be present when the account is created. **Exemption:** High school students who are enrolled in one of the College's [High School Programs](#) may obtain a Barton Student ID from the Business Office.

- 6.1.2. **Students:**

- 6.1.2.1. In order to check out materials, Students are required to produce a valid Barton Student photo ID with a barcode.
  - 6.1.2.1.1. The Library will hold materials for the remainder of the day if

- the Student patron should need to obtain a physical Student ID from the Business Office.
- 6.1.2.1.1.1. If the Student does not return by closing time, the materials will be placed on the reshelving cart.
  - 6.1.2.1.2. Off-campus Barton students may inform the Business Office they need a Student ID for the Library.
  - 6.1.2.2. Enter the Student's information, including the current address (e.g., on-campus or off-campus) displayed on their ID and their Cougar Student email address.
    - 6.1.2.2.1. Students may attend a variety of locations other than the Barton County campus (e.g., Fort Leavenworth, Fort Riley, or Grandview Plaza). Be sure to enter the appropriate campus address.
    - 6.1.2.2.2. Students who attend via Barton Online or the Center for Adult Education may use their home address.
    - 6.1.2.2.3. **Note:** Only College-issued Barton Student email addresses are acceptable for electronic communication.
    - 6.1.2.2.4. Once the check-out is completed, but before releasing the materials, email the Student's circulation receipt. Ensure the delivery is successful.
  - 6.1.2.3. A valid and current phone number with voicemail is also required; Library staff will verify by calling the phone number. **Note:** App-based phone numbers are not allowed. A note will be added to the patron's record if their phone number is an international number and if they use the "WhatsApp" service (the Library uses this app to communicate with international students).
  - 6.1.3. **Barton Faculty/Staff:**
    - 6.1.3.1. College employees are not required to use a photo ID when checking out materials, but a photo ID (e.g., state issued ID, driver's license, or military ID) is required for verification when entering them into the system for the first time.
    - 6.1.3.2. Enter the employee's information, including their campus address, room number, office extension, department affiliation, and Barton email address.
      - 6.1.3.2.1. Faculty/Staff members work at a variety of locations other than the Barton County campus (e.g., Center for Adult Education, Fort Leavenworth, Fort Riley, Grandview Plaza). Be sure to enter the appropriate workplace address.
        - 6.1.3.2.1.1. **Note:** Adjunct instructors who teach remotely may use their home address and the phone number used to conduct College-related business.
      - 6.1.3.2.2. **Note:** Only College-issued Barton employee email addresses are acceptable for electronic communication.

6.1.3.2.3. Once the check-out is completed, but before releasing the materials, email the Faculty/Staff member's circulation receipt. Ensure the delivery is successful.

6.1.4. **Community Members:**

6.1.4.1. Community Members may create a Barton Library account only if they present a valid photo ID (e.g., state issued ID, driver's license, or military ID) and a Kansas public library card. Library staff will choose the correct Barcode Type to match the amount of numbers contained on the patron's public library card.

6.1.4.1.1. **Important:** A photo ID must be provided when first entering a Community Member into the Barton Library's circulation program.

6.1.4.1.2. The name of the issuing public library should be entered into the "Circulation Information" textbox (see 6.12.1. for more information).

6.1.4.1.3. The Community Member may subsequently use their public library card to check out Barton Library materials.

6.1.4.2. Patron may submit a personal email address.

6.1.4.2.1. Once the check-out is completed, but before releasing the materials, email the Community Member's circulation receipt. Ensure the delivery is successful.

6.1.4.3. A valid and current phone number with voicemail is also required; Library staff will verify by calling the phone number.

**Add Patron** Save

Last Name:   
 First Name:   
 Nickname:   
 Barcode:   
 Barcode Type:   
 Patron Branch:

**Primary Demographics**  
 To Alternate Demographics.

Patron Circulation Class:   
 Patron Report Class:   
 Gender:   
 Address:   
 City:  State:   
 Country:  ZIP Code:   
 E-Mail:   
 Home Phone:  Work Phone:   
 Fax:  Mobile Phone:   
The address used to receive text messages can be calculated from the mobile phone number and carrier. If the patron already knows their text message address, you can enter it directly without.  
 Mobile Phone Carrier:   
 Text Message Address:

**Other Info**

User Def 1:   
 User Def 2:   
 User Def 3:   
 User Def 4:   
 User Def 5:   
 User Def:   
 Unique User Def 2:   
 Comment:   
 Alert:   
 Patron Note:   
 Lexile:   
 Refund Notice:   
 Birth Date:  Card Expires:   
 Patron Link Identifier:  Marital Status:   
 PIN:  Patron Username:   
 Verify PIN:   Has Barcode Been Printed?  
 Can Publish Bookbags As Book Lists  
 Review Or Rate Items:

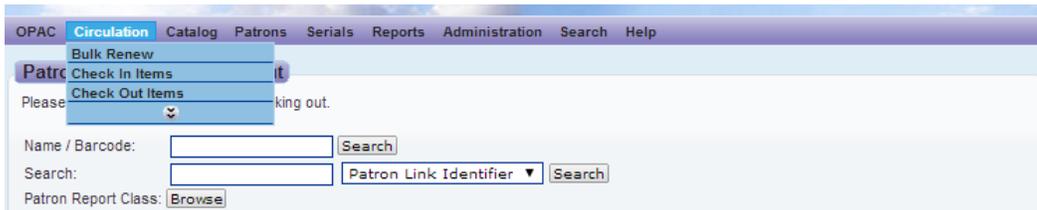
Contact Preference: Not Specified:  E-Mail:  Home Phone:  Mobile Phone:  Work Phone:   
 Send E-Mail When:  Items Are Due Days In Advance:   
 Send Text When:  Items Are Due  
 Items Have Been Overdue For 7 Days  
 Reserve Pickup  
 Watch List Triggered

Required Information	Students	Faculty/Staff	Community Members
<b>Name</b>	Last Name, First Name	Last Name, First Name	Last Name, First Name
<b>Barcode</b>	Student ID	First Four Letters of Last Name, First Initial of First Name (e.g., SmitJ)	Kansas public library card
<b>Barcode Type</b>			Choose appropriate amount of numbers
<b>Patron Report Class</b>	Student	Faculty/Staff	Community

<b>Patron Circulation Class</b>	Student	Faculty/Staff	Community or Former Student
<b>Address</b>	On-campus or off-campus address	Workplace address + office number	Home address
<b>City</b>	Location of campus	Workplace	Town of Residence
<b>State</b>	Kansas	State of residence	Kansas
<b>Zip Code</b>	Campus zip code	Workplace zip code	Residential zip code
<b>Email</b>	Cougar email + Circulation Librarian's email address	Barton email + Circulation Librarian's email address	Personal email + Circulation Librarian's email address
<b>Home Phone</b>	N/A	N/A	Home phone number
<b>Work Phone</b>	N/A	Work extension	N/A
<b>Mobile Phone</b>	Cell phone number	N/A	Optional
<b>Mobile Phone Carrier</b>	Drop-down choices	N/A	Drop-down choices
<b>Contact Preference</b>	Email	Email	Email or phone
<b>Send Email When:</b>	✓Items are due (2 days in advance)	✓Items are due (2 days in advance)	✓Items are due (2 days in advance)
<b>Send Text When:</b>	✓Send text when items are due ✓Send text when items have been overdue for 7 days	✓Send text when items are due ✓Send text when items have been overdue for 7 days	✓Send text when items are due ✓Send text when items have been overdue for 7 days
<b>Circulation Information for This Patron</b>	Date + "Patron has read and signed Electronic	Department affiliation Date + "Patron has read and	Issuing public library



6.2.4. Click on Circulation, then “Check Out Items.”



6.2.5. Scan barcode into “Name/Barcode” field and click “Search.”

6.2.5.1. If the patron is a Faculty/Staff member, type in their five-letter combination barcode.

6.2.5.2. Library staff will verbally verify a Community Member’s address and phone number at time of check out to ensure the information is up-to-date and matches the account. **Note:** Ask the patron for their information rather than reciting it to them.

6.2.6. Scan item barcode into “Barcode” field. Item is automatically added to the Item List, so several barcodes may be added to one transaction.

6.2.7. Click on “Check Out.”

6.2.7.1. Note: The Director will inform the Library staff of any “Special Due Date.”

6.2.7.2. If necessary, check the box next to “Special Due Date” and change the date before clicking on “Check Out” button.





- 6.2.8. Click on “Print Circulation Receipt” and highlight the due date.
- 6.2.8.1. **Important:** The circulation receipt will also be emailed to the patron. Select the patron’s name, then “Email Patrons Circulation Receipt” in the first section.
- 6.2.9. All communications with patrons will be via electronic means (e.g., email, text, or WhatsApp) or voicemail. **Exception:** A specific Community Member who does not possess an email address or cell phone. In this case, the patron must have a landline telephone number with answering machine. Explain to the patron that the Library needs a reliable method of contacting them.
- 6.2.10. All patrons will be sent a courtesy 2-day due date notice automatically to their email and mobile phone. The Director shall send a similar message via WhatsApp as necessary. The Circulation Librarian shall call patrons without cell phone access on their landline as necessary.
- 6.2.11. **Mid-term Notice:** The Circulation Librarian shall send out a courtesy e-mail reminder to Student patrons with checked out materials (cc the Director) in the second weeks of October, March, and July.
- 6.2.12. **Summer Notice:** The Circulation Librarian shall send out a courtesy e-mail reminder to Student patrons with checked out materials (cc the Director) in the first week of August.
- 6.2.13. **End of Semester Notice:** The Circulation Librarian shall send out a courtesy text and e-mail reminder to Student patrons with checked out materials (cc the Director) on the Monday before Finals Week. The e-mail shall read “**FINAL NOTICE**” at the top of the message. The Director shall send a similar message via WhatsApp as necessary.

## 6.3. Checking In Print Materials/Games/Audiovisuals

- 6.3.1. Click on Circulation, then “Check In Items.”

The screenshot shows the OPAC interface with the 'Circulation' menu open. The 'Check In Items' option is selected, and a dropdown menu is visible with 'Check Out Items' as an option. Below the menu, there are search fields for 'Name / Barcode', 'Search', 'Patron Link Identifier', and 'Patron Report Class'.

6.3.2. Scan Item barcode into “Barcode” field and click “Check In” button.

The screenshot shows the 'Check In Items' form in the OPAC interface. It includes a 'Barcode' field, a 'Special Check In Date' field, and a 'Check In' button. On the right side, there is a summary of check-in statistics: 'Successful Check In: 0', 'Failed Check In: 0', and 'Items With Warnings: 0'.

## 6.4. Checking Out Electronic Devices

Electronic devices are defined as any technology that is available for circulation. At this time, available electronic devices are Dell laptops and Chromebooks.

- 6.4.1. See Electronic Device binder for the ELECTRONIC DEVICE CHECKOUT PROCEDURE and the ELECTRONIC DEVICE CHECKOUT AGREEMENT.
- 6.4.2. Check-out is available to Barton students, faculty, and staff for a period of thirty (30) days. Community Members are not eligible to check out electronic devices.
- 6.4.3. **Important:** There is no overdue grace period. Devices are due on the due date.
- 6.4.4. The due date will be extended to the first day campus is open if the original due date falls on a day when the Great Bend campus is closed (e.g., Martin Luther King Day).
- 6.4.5. Patron will read the Staff Copy of the AGREEMENT FORM, enter the date, and sign and print their name at the bottom.
- 6.4.6. Patron will receive the Patron Copy of the AGREEMENT FORM.
- 6.4.7. Barton Library will keep the Staff Copy on file for the remainder of the semester unless there is an issue that carries over to the following term.
- 6.4.8. Enter patron’s barcode into Atrium, then click on the patron’s name.
  - 6.4.8.1. On the newly opened Patron Information tab, click “Edit This Patron” and scroll down to the “Circulation Information” textbox.
  - 6.4.8.2. Place a note and the current date in the textbox of the “Circulation Information” section confirming “Patron has read and signed the Electronic Device Checkout Agreement.” **Note:** For subsequent instances of the patron checking out a device, copy and paste the confirmation verbatim into a new line and revise the date and the initials as needed.

The screenshot shows a web interface with a title bar that reads "Circulation Information For This Patron At Other Sites". Below the title bar are two buttons: "Get Data" and "Clear Data". A text area below the buttons contains the message: "12-31-23 Patron has read and signed Electronic Device Agreement. --DI]".

- 6.4.8.3. Save but do not close the tab.
- 6.4.9. Identity of the patron will be verified each time an electronic device is checked out.
- 6.4.10. Acceptable forms of identification are the following:
  - 6.4.10.1. Current Barton Student photo ID with barcode (for Student patrons).
  - 6.4.10.2. Driver's license, military ID, or state issued ID (for faculty and staff patrons).
- 6.4.11. On the Batch Check Out Items tab, scan the device's barcode.
  - 6.4.11.1. Check the box for "All Information on Receipt," then click the Check Out button.
  - 6.4.11.2. Click the Print Circulation Receipt button.
  - 6.4.11.3. Patrons will receive a printed circulation receipt with the **due date circled or highlighted**.
- 6.4.12. Return to Patron Information tab and click "Email Patron's Circulation Receipt." The receipt will also be emailed to the patron's Barton email address.
- 6.4.13. The patron is expected to return the electronic device in the same good working condition as it was received, and with all accompanying accessories (i.e., case, sleeve, and charging cord/wall mount).
- 6.4.14. The patron is solely responsible for the electronic device they checked out until it has been checked in and reset for circulation.

## 6.5. Checking In Electronic Devices

- 6.5.1. Verify all accessories are present and match the case's tag to the device.
- 6.5.2. Inspect the device and all accessories for damage.
- 6.5.3. Open Atrium.
- 6.5.4. Click on Circulation, then "Check In Items."

The screenshot shows the OPAC Circulation interface. The 'Circulation' menu is open, and 'Check In Items' is highlighted. Below the menu, there are search fields for 'Name / Barcode', 'Search', 'Patron Report Class', and 'Patron Link Identifier'. A 'Bulk Renew' button is also visible.

6.5.5. Scan Item barcode into “Barcode” field and click “Check In” button.

The screenshot shows the 'Check In Items' form. It includes a 'Barcode' field, a 'Special Check In Date' field, and a 'Check In' button. A status summary on the right indicates: Successful Check In: 0, Failed Check In: 0, and Items With Warnings: 0.

- 6.5.6. Wipe down all sides of the laptop, including the screen and keyboard, and the case with Screen Dr. wipe.
- 6.5.7. Plug device into outlet and allow to recharge completely.
- 6.5.8. Power on device.
- 6.5.9. Ensure last patron has signed out of Microsoft OneDrive.
- 6.5.10. Ensure last patron has signed out of Microsoft Teams.
- 6.5.11. Delete personal files.
  - 6.5.11.1. Documents
  - 6.5.11.2. Pictures
  - 6.5.11.3. Videos
  - 6.5.11.4. Music
- 6.5.12. Clear browser history.
  - 6.5.12.1. Chrome
  - 6.5.12.2. Firefox
  - 6.5.12.3. Microsoft Edge
- 6.5.13. Open Notification Center (Windows key + N).
  - 6.5.13.1. Click on “Clear all.”
- 6.5.14. Open Windows Security.
  - 6.5.14.1. Click on “Virus & threat protection.”
  - 6.5.14.2. Click on “Scan options.”
  - 6.5.14.3. Select the “Full Scan” option to exam the entire system for viruses and any other type of malware.
  - 6.5.14.4. Click the Scan Now button.
    - 6.5.14.4.1. Threats, if any, should be removed automatically.
  - 6.5.14.5. Return to “Scan options.”
  - 6.5.14.6. Choose “Microsoft Defender Antivirus (offline scan).”
  - 6.5.14.7. Click the Scan Now button.
    - 6.5.14.7.1. Threats, if any, should be removed automatically.
  - 6.5.14.8. Address any other issues flagged by the tool.

- 6.5.15. Open “Disk Cleanup” tool (Windows key + S).
  - 6.5.15.1. Click on:
    - 6.5.15.1.1. Downloaded Program Files
    - 6.5.15.1.2. Temporary Internet Files
    - 6.5.15.1.3. Recycle Bin
    - 6.5.15.1.4. Temporary Files
    - 6.5.15.1.5. Thumbnails
- 6.5.16. Ensure all saved documents, files, images, videos, shortcuts, personalized accounts, and apps have been removed from the hard drive.
- 6.5.17. Following the cleanup procedure, the only log-in option should be Cougar.
- 6.5.18. The only icons that should remain on the desktop are:
  - 6.5.18.1. Recycle Bin.
  - 6.5.18.2. Adobe Acrobat
  - 6.5.18.3. Firefox
  - 6.5.18.4. Google Chrome
  - 6.5.18.5. LockDown Browser
  - 6.5.18.6. Microsoft Edge
- 6.5.19. Verify the Recycle Bin is empty.
- 6.5.20. Open Windows Update.
  - 6.5.20.1. Check for updates.
  - 6.5.20.2. Download and install any updates.
  - 6.5.20.3. Restart device as needed.
- 6.5.21. **Important:** In the event of an issue involving a device, send a Cougar Tech Support request ([cougartechsupport@bartonccc.edu](mailto:cougartechsupport@bartonccc.edu)) to Information Services and include as much information as possible. Issues that are unusual or are beyond the Library’s ability to correct include, but are not limited to:
  - 6.5.21.1. Device requiring a password in order to gain access.
  - 6.5.21.2. Any installed personalization, program, or software that cannot be removed manually.
  - 6.5.21.3. Browsers or devices that have been changed to a language other than English.
  - 6.5.21.4. Malware that cannot be cleared by Windows Security, including viruses, spyware, adware, and other malicious software.
- 6.5.22. Once the check in procedures are fully complete, power down the device and place back into service.

## 6.6. Circulation Periods

### 6.6.1. Student and Faculty/Staff

Library Material	Circulation Period (Days)	Max Items	Renewal
Books	Students: 30 / Faculty: 30	Students: 10 / Faculty: 10	Students: 1 / Faculty: 1
Audiovisuals	Students: 7 / Faculty: 30	Students: 5 /	No

		Faculty: 5	
<b>Electronic Devices</b>	Students: 30 / Faculty: 30	Students: 1 / Faculty: 1	No
<b>Games</b>	Students: 7 / Faculty: 7	Students: 5 / Faculty: 5	No
<b>Headphones</b>	0 (In-library use only)	1 (In-library use only)	N/A
<b>Periodicals (Serials)</b>	0 (In-library use only)	Unlimited (In- library use only)	N/A
<b>Reference Books</b>	Students: 7 / Faculty: 30	Students: 5 / Faculty: 5	No
<b>Reserve Materials</b>	Students: Semester / Faculty: Semester	Students: 5 / Faculty: 5	No

6.6.1.1. **Note:** Faculty and/or staff may request to borrow print materials for an entire semester. Grant the request if the patron has an account in good standing.

#### 6.6.2. Community Members

6.6.2.1. **Note:** Community Members are NOT allowed to check out electronic devices. They also may not check out Reference or Reserve materials as these are dedicated to the support of Barton students.

Library Material	Circulation Period (Days)	Max Items	Renewal
<b>Books</b>	14	5	1
<b>Audiovisuals</b>	7	5	No
<b>Electronic Device</b>			
<b>Games</b>	7	5	No
<b>Headphones</b>	0 (In-library use only)	1 (In-library use only)	N/A
<b>Periodicals (Serials)</b>	0 (In-library use only)	Unlimited (In-library use only)	N/A
<b>Reference Books</b>			
<b>Reserve Materials</b>			

## 6.7. Overdue Print Materials/Games/Audiovisuals

6.7.1. In the event of overdue materials, patrons will automatically be sent an overdue notice to their email and mobile phone. The Director shall send a similar message

via WhatsApp as necessary. The Circulation Librarian shall call Community Members patrons without cell phone access on their landline as necessary.

6.7.1.1. All records of communications from the Library to either patrons with overdue materials or the Business Office shall be saved during this time.

6.7.2. The Circulation Librarian shall review Overdue Reports throughout the week and discuss them with the Director.

6.7.3. Overdue messages will be added to materials as they appear on the Overdue Report. The message shall be removed by the Circulation Librarian or the Director only after the item has been returned.

6.7.4. Any item returned with red Due Date and Message Box (MSG) attached will be given to the Circulation Librarian for processing.

OPAC Circulation Catalog Patrons Reports Administration Search Help

**Check In Items**

Barcode:  Special Check In Date:  Email Confirmation:

**Warnings**

WARNING: Interlibrary Loan has been enabled for 'Item Circulation Class' equals 'Fiction'

**Successes**

Title: Away: a novel  
 Barcode: 163189 **MSG**  
 Author: Bloom, Amy  
 Was Due On: 08/09/2018

Checked Out To: Cunningham, Shelby (Check Out)  
 Patron Circulation Class: Faculty/Staff  
 Patron Report Class: Faculty/Staff  
 Cost: \$7.00  
 Physical Location: Fiction  
 Reclassify

**Do not shelve**  
books that have a  
red **MSG** box or  
Due Date.

6.7.5. Entering Overdue Message.

6.7.5.1. **Important:** Student Workers may not enter or delete Overdue Messages.

6.7.5.2. Scan item's barcode.

6.7.5.3. Click on Active Holdings "Edit" button.

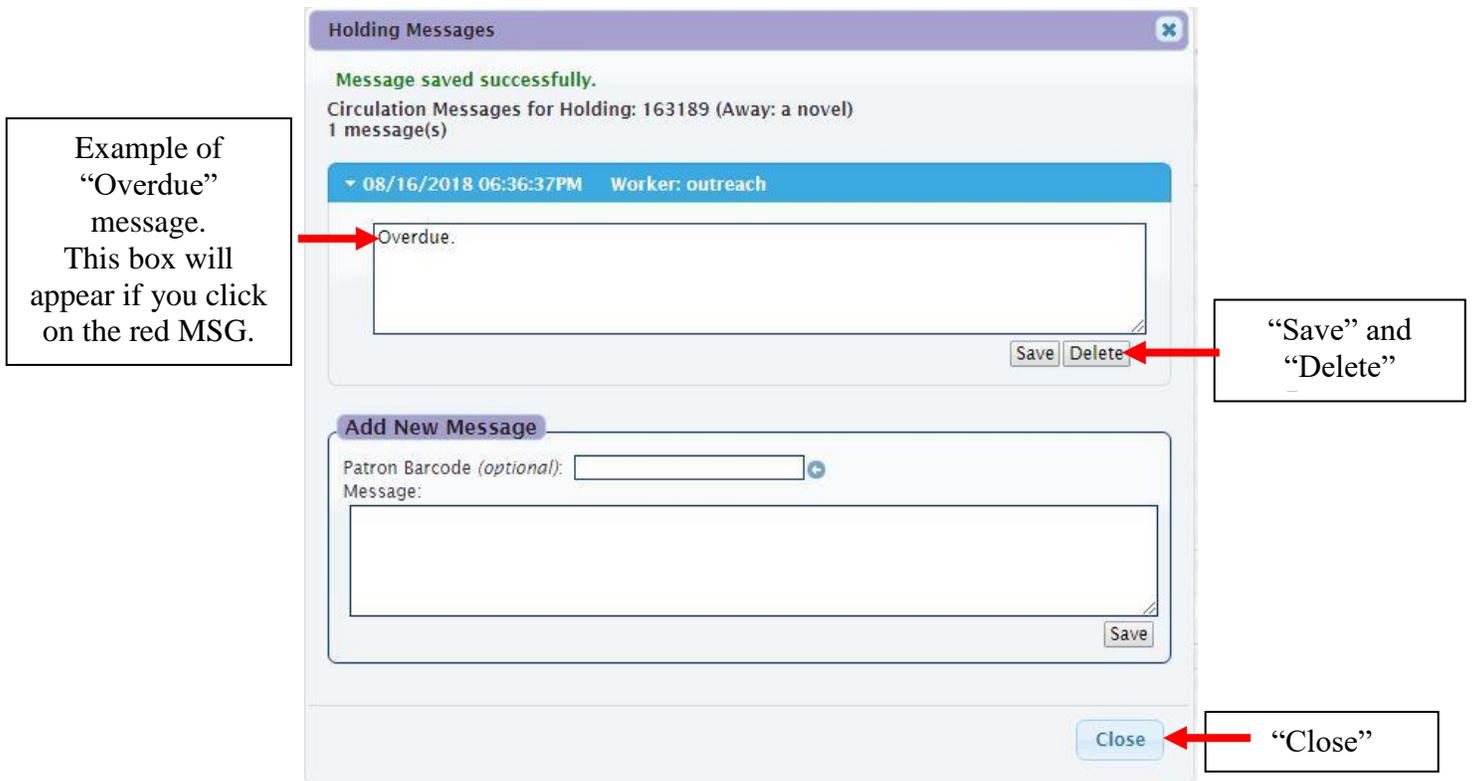
6.7.5.4. Type in message, then "Save."

6.7.5.5. Types of Messages:

6.7.5.5.1. “Overdue.”

6.7.5.5.2. “Patron Hold.”

6.7.5.6. When notifying the Business Office, include the patron’s name and Student ID number at the beginning of the email, plus the total cost of the overdue materials.



6.7.6. Removing Message from Active Holdings

6.7.6.1. **Important:** The message will be deleted after the Circulation Librarian

checks the book against Overdue and Holds reports.

6.7.6.2. Scan item barcode.

6.7.6.3. Click on Archive Holdings “Edit” button. To remove the message, click on “Delete,” then “Close.”

6.7.7. Business Office employees may ask Library staff for verification that a Student patron has an overdue item. This specific sharing of patron information is approved.

6.7.8. Patron accounts

6.7.8.1. The Director and/or the Circulation Librarian will place information regarding overdue items and associated costs, including fees, in the textbox of the “Circulation Information” section. Date of entry and/or hold will also be included.



The screenshot shows a web interface with a title bar that reads "Circulation Information For This Patron At Other Sites". Below the title bar are two buttons: "Get Data" and "Clear Data". A text area below the buttons contains the following text: "12-31-23 Patron has been sent text message re: overdue item. Overdue: Title Due Date Cost of materials plus \$10 processing fee per item." The text area is empty except for the text shown.

6.7.8.2. The Director and/or the Circulation Librarian are the only employees approved to remove or edit information in this area.

6.7.9. Students

6.7.9.1. All Student patrons will have an AR (Accounts Receivable) Charge added to their account with the Business Office for any item(s) overdue past the current term (“long overdue”). This processing fee will be placed with Business Office on the Monday after the current semester ends.

6.7.9.2. The Student patron will receive regular billing from the College and be unable to obtain their Barton transcript or diploma or to enroll in any Barton courses.

6.7.9.3. **Note:** If a Student patron returns the item after the end of the current term, he or she will still be responsible for the processing fee of \$10 per item.

6.7.9.4. Lost, stolen, damaged, or non-returned materials will be billed at the replacement cost of each item plus the processing fine.

6.7.9.5. On the Patron Information tab, click on the “Add Messages” box next to the patron’s name.

## 6.7.9.6. Enter necessary information.

The screenshot shows a window titled "Patron Messages" with a close button (X) in the top right corner. Below the title bar, it says "Circulation Messages for Patron: Ivey, Darren (IveyD)" and "There are no existing messages." Below this is a section titled "Add New Message" containing a text input field for "Holding Barcode (optional):" and a larger text area for "Message:". The message text is: "DO NOT check out materials to patron. 1-14-24 AR hold placed on student account. 1-16-24 Material returned damaged ; replacement costs of \$\_\_ billed through Business Office. Student may NOT check out additional materials until resolved." There are "Save" and "Close" buttons at the bottom of the window.

## 6.7.9.7. Copy and paste to the “Circulation Information” textbox.

The screenshot shows a window titled "Circulation Information For This Patron At Other Sites" with "Get Data" and "Clear Data" buttons at the top left. Below the title bar, there is a list of messages: "12-31-23 Patron has been sent text message re: overdue item. Overdue: Title Due Date Cost of materials plus \$10 processing fee per item. 1-14-24 AR hold placed on student account. 1-16-24 Material returned damaged ; replacement costs of \$\_\_ billed through Business Office. Student may NOT check out additional materials until resolved." The list is enclosed in a box with a scroll bar on the right.

6.7.9.8. **Important:** All holds, processing fees, and replacement costs must be resolved in full before the Student patron is allowed to check out ANY library materials.

6.7.9.9. The hold will remain on the Student’s college records until all items are returned and/or all fees and costs are paid.

## 6.7.10. Faculty/Staff

6.7.10.1. Faculty/Staff members are encouraged to return materials on time, but some latitude will be granted if the item is still needed for academic purposes.

6.7.10.1.1. In the event of a Faculty/Staff member becoming uncommunicative regarding overdue items, the Library will

initiate a process to recover the materials or seek replacement.

6.7.10.1.1.1. A notice will be sent to the employee and their immediate supervisor (cc the Director) requesting the return of the overdue material.

6.7.10.1.1.2. If the Faculty/Staff patron refuses to return overdue material within one (1) calendar week, a hold will be placed on the employee's account with the Business Office until all items are returned and/or all processing fees of \$10 per item and all replacement costs are paid.

6.7.10.1.1.3. Lost or non-returned materials will be billed at the replacement cost of each item plus the processing fine.

6.7.10.1.1.4. The Faculty/Staff member will receive regular billing from the College.

6.7.10.1.1.5. **Note:** If a Faculty/Staff patron returns the item in the same condition as when checked out, he or she will still be responsible for the processing fee.

6.7.10.1.1.6. **Important:** All holds, processing fees, and replacement costs must be resolved in full before the Faculty/Staff patron is allowed to check out ANY library materials.

6.7.10.1.1.7. The hold will remain on the Faculty/Staff patron's account until all items are returned and/or all fees and costs are paid.

## 6.8. Overdue Electronic Devices

### 6.8.1. One (1) business day after due date.

6.8.1.1. The Business Office will place an AR (Accounts Receivable) Charge in the form of a processing fee on the Student patron's account.

6.8.1.2. The Student patron will be informed by email, phone, and/or WhatsApp of the processing fee. See below for an itemized list.

6.8.1.3. If the device is returned in good working condition after the due date, the patron remains responsible for the processing fee.

- 6.8.1.4. The AR Charge must be completely resolved before the patron is allowed to check out any additional library materials, including books.
- 6.8.2. **Five (5) business days after due date.**
- 6.8.2.1. The Library Director will contact the VP of Student Services to register a Student Code of Conduct complaint.
- 6.8.2.2. The patron will be prohibited from checking out ALL library materials until the charges have been completely resolved, and the patron has meet with the Library Director.
- 6.8.2.3. The patron remains responsible for the processing fee. See below for an itemized list.
- 6.8.3. **Ten (10) business days after due date.**
- 6.8.3.1. The Library Director will contact the VP of Student Services to request a hold on the patron’s ability to receive a transcript or diploma and/or on future enrollment until the device is returned.
- 6.8.3.2. The patron will be prohibited from checking out ALL library materials until the charge has been completely resolved, and the patron has meet with the Library Director.
- 6.8.3.3. The patron remains responsible for the processing fee.
- 6.8.4. **Thirty (30) calendar days after due date.**
- 6.8.4.1. The Library will consider the device as “long overdue.” The maintenance of the electronic device inventory and its impact on student support is crucial. Therefore,
- 6.8.4.2. The Library Director will request the Business Office maintain the hold and charge the patron’s account for the replacement costs. See below for an itemized list.
- 6.8.4.3. Any returns after the thirty (30) day threshold and associated costs and fees will be settled through the College’s [Procedure 2615 – Problem Resolution \(Students\)](#).
- 6.8.5. **“Three Strikes”**: If three (3) instances (“three strikes”) of overdue devices occur within a single semester, the patron will be prohibited from checking out electronic devices for a period of sixty (60) calendar days, even if that span of time should extend to the following semester. Time when classes are not in session (e.g., Christmas Break, Spring Break, Summer Break) shall not count toward this suspension of privileges. **Note**: A “strike” is a single occurrence of returning the device late.

### Processing Fees

Charging cord and wall mount  
(both pieces must be returned)

\$20 processing fee

Carrying Case	\$20 processing fee
Laptop	\$50 processing fee
<b>Total Amount:</b>	<b>\$90 processing fee</b>

## 6.9. Lost, Stolen, or Damaged Materials

- 6.9.1. Books will be marked lost after the completion of one (1) calendar year.
- 6.9.2. Notes in patrons' Library account will be maintained until replacement costs and the processing fee have been resolved.
- 6.9.3. The patron is responsible for the costs to repair or replace any Library materials, including electronic devices. See below for an itemized list.

### Replacement Costs

Books	Retail list price/repair costs
Games	Retail list price
Audiovisuals	Retail list price
Charging cord and wall mount (both pieces must be returned)	\$40 replacement fee
Carrying Case	\$40 replacement fee
Laptop	\$800 replacement fee
<b>Total Amount:</b>	<b>\$880 replacement fee</b>

## 6.10. Kansas State Library Card

The benefits of a Kansas State Library Card include the ability to access databases on- or off-campus and to browse a wide selection of eBooks, audio books, and music

### 6.10.1. Creating New Account.

- 6.10.1.1. Go to the [Kansas State Library's eCard webpage](#) and click on "[Administration Login for Librarians.](#)"
- 6.10.1.2. Click on "Patrons."
- 6.10.1.3. Click on "+New patron."
- 6.10.1.4. Choose "ECard."
- 6.10.1.5. Fill in the information only for these fields:
  - 6.10.1.5.1. Last name
  - 6.10.1.5.2. First name
  - 6.10.1.5.3. Middle initial
  - 6.10.1.5.4. Date of birth
  - 6.10.1.5.5. Email
  - 6.10.1.5.6. Password: Date of birth (DOB) as MMDDYYYY.
- 6.10.1.6. Leave card number field blank.

- 6.10.1.7. Leave Username field blank.
- 6.10.1.8. Verify the information's accuracy.
- 6.10.1.9. Click "Save."
- 6.10.1.10. Write the card number on the front of a Kansas Library eCard, and the patron's name and the current date on the back.
- 6.10.1.11. Inform the patron that the card is valid for 3 years and can be renewed at any Kansas public or academic library.
- 6.10.2. Checking for Existing eCard
  - 6.10.2.1. Enter last name, first 3 letters of first name in "Search patrons" box.
  - 6.10.2.2. Review results for applicant's full name.
    - 6.10.2.2.1. If needed, refine or modify search.
      - 6.10.2.2.1.1. Refine search: enter full name in "Name Search," top of Name column
      - 6.10.2.2.1.2. Modify search: enter full name in "Search for patron" box, left panel, apply filter then click "Search."
  - 6.10.2.3. If full name located, confirm date of birth (DOB) matches.
    - 6.10.2.3.1. If name and DOB match, continue to 6.10.2.4.
    - 6.10.2.3.2. If no existing patron account found, go to Issue eCard.
  - 6.10.2.4. Existing patron account found.
    - 6.10.2.4.1. Inform patron.
    - 6.10.2.4.2. Click on name.
    - 6.10.2.4.3. Confirm account information, edit if necessary.
      - 6.10.2.4.3.1. Name
      - 6.10.2.4.3.2. Date of birth
      - 6.10.2.4.3.3. Email, add if not listed.
      - 6.10.2.4.3.4. If expired, go to Renew
- 6.10.3. Renewing eCard
  - 6.10.3.1. Enter last name, first 3 letters of first name in "Search patrons" box.
  - 6.10.3.2. Review results for patron's full name.
    - 6.10.3.2.1. If needed, refine or modify search.
      - 6.10.3.2.1.1. Refine search: enter full name in "Name Search," top of Name column.
      - 6.10.3.2.1.2. Modify search: enter full name in "Search for patron box," left panel, apply filters then click "Search."
  - 6.10.3.3. When full name is located, confirm date of birth (DOB) matches.
  - 6.10.3.4. Click on patron name.
  - 6.10.3.5. Click "Renew" next to Expiration date in Library use box.
  - 6.10.3.6. Book appears with "renewed until ..." 3-year extension.

6.10.4. Accessing Kansas State Library databases without an eCard.

6.10.4.1. Go to the [Kansas State Library's website](#), and click on "Access Databases."

## 6.11. Inter-Library Loan (ILL)

6.11.1. Log into [SHAREit](#) for all interlibrary loan requests.

6.11.1.1. **Note:** Courier comes to Barton Community College on Monday, Wednesday, and Friday to deliver and receive items. During the summer this changes to Monday and Wednesday.

6.11.1.2. Navigation after log-in:

6.11.1.2.1. Staff Dashboard

6.11.1.2.2. ILL Admin Ribbon

6.11.1.2.3. Request Manager

6.11.1.2.3.1. **Note:** The left side of this area is for Borrowing, while the right side covers lending.

6.11.1.3. Borrowing (single items)

6.11.1.3.1. Processing a request

6.11.1.3.1.1. Document the request in the ILL binder. Be sure to document the date of the request and the patron's full name (the full title of an item is not necessary).

6.11.1.3.1.2. Search for the item. Select an available copy. Ensure the copy is the correct book and format. Select "Request this item."

6.11.1.3.1.3. The following information must be entered into the form: the patron's first and last name, the Library's phone number for patron contact and the Library's physical address for patron address. Additional notes and requests for the patron can be added to the borrower notes (e.g., if the patron is a faculty member and needs the book for the semester, mention this in the borrower notes.) Select "submit" once all data is entered.

6.11.1.3.1.4. Return to the request manager and ensure that the request is in "pending" on the left-hand side, bottom of the screen. If it is not, check for the request in "awaiting lenders" or "awaiting approval" on the top of the screen.

6.11.1.3.1.5. If request shows in "awaiting lenders" or "awaiting approval":

6.11.1.3.1.5.1. Select this option.

- 6.11.1.3.1.5.2. The request will show alongside a drop-down menu on the right-hand side.
- 6.11.1.3.1.5.3. Change the drop-down menu option to either “Add lender list” (For Awaiting lenders) or “Approved-send” (For Awaiting approval), then select submit.
- 6.11.1.3.1.6. Periodically check the “pending” status. If it does not change for two or three days, contact the lending library for a status update, or cancel the request and request the item from another library.
  - 6.11.1.3.1.6.1. If the status changes to “unfilled” or “retry,” cancel the request and try again.
- 6.11.1.3.1.7. If an item cannot be filled for any reason, draw a line from the title of request to the edge of the page. This is important for end-of-year statistics, as it documents a request being made but not filled.
- 6.11.1.3.2. Item Arrives
  - 6.11.1.3.2.1. In SHAREit, select “Shipped”. There will be a drop-down menu on the right-hand side. Change this menu to ‘received’ and submit. The item will be removed from the “Shipped” status and moved to “Received”
  - 6.11.1.3.2.2. Go to “received” section in SHAREit and select the title of the item that arrived. Select “format to print” and print a copy of this paperwork.
  - 6.11.1.3.2.3. Remove any paperwork the lending library sent with the item.
  - 6.11.1.3.2.4. Update the log in the ILL binder with the name of the lending library. Use the old borrowing log as a reference if needed.
  - 6.11.1.3.2.5. Use borrower cards in the front of the plastic container of ILL mailer cards (on top of circulation cabinet)
    - 6.11.1.3.2.5.1. Blue cards=fiction
    - 6.11.1.3.2.5.2. Yellow cards=non-fiction
  - 6.11.1.3.2.6. Scan card into “review bibliographic information” in Atrium. Change the title of the card to include the title of the item being checked out.

- 6.11.1.3.2.6.1. **Example:** ILL borrower 1: Hop on Pop
  - 6.11.1.3.2.7. Determine the due date.
    - 6.11.1.3.2.7.1. 2 *courier days before lender due date* (**Example:** If the lender date is Friday 1/5, then set the patron due date as Monday 1/1).
    - 6.11.1.3.2.7.2. Lender due date may be written on the paperwork included in the book. If no due date is written, use the date provided by SHAREit on the paperwork printed on the “Received” documentation.
    - 6.11.1.3.2.7.3. **Note:** If due date falls on a Friday, set the due date for the Thursday prior.
  - 6.11.1.3.2.8. Document the due date in the ILL binder and on the printed paperwork.
  - 6.11.1.3.2.9. Paperclip together the ILL card, the Library’s paperwork, and the lending library’s paperwork. File in the green folder on the right-hand side. This side is arranged in calendar order, soonest due date on top.
  - 6.11.1.3.2.10. If the item arrived via the courier, change the label in the courier bag to the lending library (Hays, Salina, etc.) either by flipping over the label or finding an appropriate library label in the ILL label container. Courier bags with this label are placed in the right side of the bottom drawer in the north cabinet.
- 6.11.1.3.3. Renewals
- 6.11.1.3.3.1. Request a renewal from the lending library by selecting the ‘Received’ section. In the drop-down menu on the right side, change to “Renewal” and submit.
  - 6.11.1.3.3.2. “Renewal” will prompt the lending library to review the item and decide whether to renew the item. Item will then either be moved to “Accepted Renewal” or to “Rejected renewal.”
  - 6.11.1.3.3.3. If item is not renewed by lending library within three days, contact the library. If item is still not renewed, assume the renewal has been rejected.

- 6.11.1.3.3.4. Once renew is accepted, Update the due date in Atrium, then in the ILL log and the paperwork.
- 6.11.1.3.3.5. Only one renewal is allowed.
- 6.11.1.3.4. Overdue
  - 6.11.1.3.4.1. **Two courier days after due date:** Telephone the patron with a courtesy reminder. Document the conversation.
  - 6.11.1.3.4.2. **Seven calendar days after due-date:** Follow-up with a phone call and email. Save the email for documentation purposes.
  - 6.11.1.3.4.3. **If item is not returned:** Place hold on the account. Cost for ILL items is \$50.
- 6.11.1.3.5. Returning
  - 6.11.1.3.5.1. Check-in with assigned ILL card in Atrium.
  - 6.11.1.3.5.2. Edit the title of the ILL card to original format (**Example:** ILL borrower 1).
  - 6.11.1.3.5.3. Change designation of item in SHAREit from “received” to “returned.”
  - 6.11.1.3.5.4. Return lending library’s original paperwork to the item. Bind item with rubber band to keep item and paperwork enclosed.
  - 6.11.1.3.5.5. Retain the Library’s copy of the paperwork in the left pocket of the borrowing folder.
    - 6.11.1.3.5.5.1. This paperwork is kept for a full semester.
  - 6.11.1.3.5.6. Place the ILL item into the original courier bag.
  - 6.11.1.3.5.7. Mark all items shipped through courier on Monthly Statistical Report. This is used for monthly and yearly reporting for the courier and for some paperwork for the Barton Library. The number is the total amount of bags being sent out, regardless whether it is for lending or borrowing.
- 6.11.1.4. Borrowing (group items)
  - 6.11.1.4.1. Prior to making a request:
    - 6.11.1.4.1.1. Review the book discussion set spreadsheet on the Kansas State Library Webpage: <https://kslib.info/448/Book-Discussion-Group-Sets>
    - 6.11.1.4.1.2. Using this spreadsheet, determine whether a library already has a set available for the book requested, and how many books are in that set.
  - 6.11.1.4.2. If a lending library has a book discussion set available:

- 6.11.1.4.2.1. Switch to “Library Info” tab at the bottom of the Excel document. This will show the library’s preferences for requests being made, loan length, and other information.
- 6.11.1.4.2.2. If the lending library permits KICNET blank request, select “Blank Request” on the top bar of the Share-it screen.
  - 6.11.1.4.2.2.1. For Title, enter the title of book and be sure to indicate the request is for the book discussion set.
  - 6.11.1.4.2.2.2. **Example:** I know why the caged bird sings – BOOK SET
  - 6.11.1.4.2.2.3. Ensure the number of copies is entered as 1 since the book set has a pre-determined number of copies that can be lent.
- 6.11.1.4.2.3. If the lending library does not permit KICNET blank request, continue with procedure 6.11.1.4.3.
- 6.11.1.4.3. If a book discussion set is not available:
  - 6.11.1.4.3.1. Search Share-it for the title of the book as normal.
  - 6.11.1.4.3.2. Select a title.
  - 6.11.1.4.3.3. In the list of options on the left side, select the “Multi copy” option.
    - 6.11.1.4.3.3.1. Multi-copy will allow for the creation of multiple requests by generating a lender list of all libraries with an available copy.
  - 6.11.1.4.3.4. Fill out request form as normal.
    - 6.11.1.4.3.4.1. For the patron name, use the name of the ‘book group’ leader, who will be the primary contact for this request (**Example:** a dean or department head)
  - 6.11.1.4.3.5. Add number of copies needed to request form. This line appears after the lender list.
- 6.11.1.4.4. Proceed as normal with ILL process for borrowing with the following adjustments:
  - 6.11.1.4.4.1. Mark the individual group members in the ‘borrow request’ log individually. (John Doe, Jane Doe, etc.) Note they are a group borrow on

the left margin using the name of the primary contact.

6.11.1.4.4.1.1. All members of the group must have a patron account with the Barton Library. This can be accomplished by coming into the Library or via Zoom in the case of a satellite campus faculty or staff.

6.11.1.4.4.2. As items arrive, wait until all copies are present before beginning check out.

6.11.1.4.4.3. Check out items to groups using the orange “ILL” cards. Used in the same manner as other “ILL” cards, these cards distinguish a group check out for Library Staff.

6.11.1.4.4.4. Paperwork for group check out will be placed in the blue folder behind the green borrow folder in the “ILL” binder.

6.11.1.4.4.5. Once the item has been checked out to a patron, place a bookmark inside folder with the name of the patron assigned to that item (**Example**: John Doe).

6.11.1.4.4.6. Inform the group’s primary contact so that they may notify other members of arrivals.

6.11.1.4.4.6.1. Notify patrons of due dates upon pickup.

#### 6.11.1.5. Lending

6.11.1.5.1. Processing new requests.

6.11.1.5.1.1. Review pending requests. These appear on the top right corner of the “ILL management”

6.11.1.5.1.1.1. Document the name of the requester and the title of the item in the ILL binder log. This is important for the end-of-year statistics.

6.11.1.5.1.1.2. Check the borrower’s notes for any requests for extended due dates and other special considerations.

6.11.1.5.1.1.3. Ensure the Library has the requested material available in its collection.

6.11.1.5.1.1.3.1. If the item is being requested

from the Cohen Center, deny the request by selecting the book. Mark “non-circulating” as the reason.

6.11.1.5.1.1.3.2. If the item cannot be filled for any other reason, draw a line from the title of the request to the right of the page. This is important for end-of-year statistics. Include the reason why the material could not be loaned.

6.11.1.5.1.1.4. Mark pending requests as “shipped” and submit. Select “shipped” option in SHAREit and print two copies of the paperwork.

6.11.1.5.1.2. Check out the item to the borrower.

6.11.1.5.1.2.1. Open Atrium’s home page. Select Patron, then Review.

6.11.1.5.1.2.2. Enter “ILL” in the patron search. The search should result in 30 numbered patrons.

6.11.1.5.1.2.3. Locate the smallest available number.

6.11.1.5.1.2.3.1. **Example:** ILL 1, 2, 3, 5, 6, are in use, but ILL 4 is available. Select ILL 4.

6.11.1.5.1.2.4. Open patron record. Change patron name to include the title

of the borrowed book and the name of the borrowing library.

6.11.1.5.1.2.4.1. **Example:** ILL 4: Twilight (Hays PL)

- 6.11.1.5.1.2.5. Note the due date on the paperwork. If the due date falls on a Friday, Saturday, or Sunday, change the date of return to the next weekday the Library is open.
- 6.11.1.5.1.2.6. Write the due data across the top of one copy of the paperwork, which should be folded in half and placed in the borrowed item. Use a rubber band to bind these items together.
- 6.11.1.5.1.2.7. Write the ILL number and the due date across the top of the second copy of the paperwork, and file in the black lending folder. Just as with borrowing, these papers are in chronological order, with the closest due date on top.
- 6.11.1.5.1.3. Ensure the log reflects the due date of the item and the ILL patron number. This is written to the right of the title on the log.
- 6.11.1.5.1.4. Remove a courier bag from the left side of the bottom drawer in the north cabinet. Insert ILL mailer card from the box on top of black cabinet by circulation services.
  - 6.11.1.5.1.4.1. The card should have the borrowing library's information on one side and the Barton Library's on the other.
- 6.11.1.5.1.5. If there is no mailer card for the library in question, go to the [Kansas Library Express](#) website to determine whether the borrowing library is a Courier Library.
- 6.11.1.5.1.6. If the borrowing library subscribes to the courier service:

- 6.11.1.5.1.6.1. Go to the [Shipping Labels](#) webpage for the correct shipping label.
- 6.11.1.5.1.6.2. Print out one label for the borrowing library and another for the Barton Library. Attach labels to a note card from the spares if needed. If a blank notecard is not available, the labels can be inserted.
- 6.11.1.5.1.6.3. Place the borrowed item(s) and enclosed paperwork in the courier bag.
- 6.11.1.5.1.6.4. Mark all items shipped through the courier on the Monthly Statistical Report.
- 6.11.1.5.1.7. If the borrowing library does not subscribe to the courier service:
  - 6.11.1.5.1.7.1. Take a properly sized, padded envelope from the workroom.
  - 6.11.1.5.1.7.2. Locate the mailing stickers in the middle of the bottom drawer of the north cabinet. One set is mailing labels, the other is return labels.
  - 6.11.1.5.1.7.3. Write the address of the borrowing library on the mailing label. Verify the address matches that on the paperwork. Affix label to the middle to the envelope. Place the return label inside the borrowed item alongside the paperwork.
  - 6.11.1.5.1.7.4. Place in the file container for outgoing mail.
- 6.11.1.5.1.8. Note: Document any email correspondence or phone conversations regarding ILL, including names, institutions, and phone numbers.
- 6.11.1.5.2. Renewals
  - 6.11.1.5.2.1. Upon receiving a request to extend the due date, verify the item has not been requested by a Barton Library patron.
  - 6.11.1.5.2.2. If the item is free for renewal, approve the request and update the due date in Atrium, and

document the changes in the ILL log and on the paperwork in the file folder.

6.11.1.5.2.3. Notify the borrowing library of the revised due date.

6.11.1.5.3. Overdue Materials

6.11.1.5.3.1. **Two courier days after due date:** Telephone the borrowing library with a courtesy reminder.

6.11.1.5.3.1.1. **Note:** If an ILL librarian is not available when the call is made, leave a courteous message with a deadline of two (2) days to return the call.

6.11.1.5.3.1.2. If unable to reach the borrowing library by phone, send an email to the ILL librarian. Include the Director in this communication as a cc.

6.11.1.5.3.1.3. Document all communications with date and name of person contacted.

6.11.1.5.3.2. **Two weeks after due-date:** Follow-up with a second phone call and an email.

6.11.1.5.3.3. Delivery delays

6.11.1.5.3.3.1. An item may be marked as “Returned” in SHAREit, but if it has not returned within two courier days, continue to monitor the item.

6.11.1.5.3.3.2. If the item has not arrived after two weeks, call the borrowing library as a courtesy to inform them the item has not been received.

6.11.1.5.4. Returning lent items.

6.11.1.5.4.1. Check-in item.

6.11.1.5.4.2. Edit name of ILL patron to original format (**Example:** ILL borrower 4)

6.11.1.5.4.3. Change designation of item in SHAREit from “returned” to “check-in”. If item is not in “returned” status, review “overdue” or “received” status to update that the item has been checked in.

6.11.1.5.4.4. Mark the log the date the item was returned.

- 6.11.1.5.4.5. Dispose of paperwork from the inside of the item.
- 6.11.1.5.4.6. Retain the Library's copy of the paperwork in the left pocket of the lending folder, face down.
  - 6.11.1.5.4.6.1. This paperwork is kept for a full semester.

## 6.12. General Circulation Practices

- 6.12.1. "Circulation Information for This Patron at Other Sites" Textbox:
  - 6.12.1.1. Contains current information on patron's situation (e.g., Student's holds, overdue devices, records of patron strikes; Faculty/Staff member's department affiliation; Community Member's home public library, etc.).
  - 6.12.1.2. Remove information when item is returned or situation has been resolved.
    - 6.12.1.2.1. **Exception:** Retain each note for Electronic Device Checkout Agreements.
    - 6.12.1.2.2. **Exception:** Retain information on Faculty/Staff members' departmental affiliations and Community Members' issuing public libraries.
  - 6.12.1.1. Patron Contact Information
    - 6.12.1.1.1. Information is updated at the beginning of every fiscal year.
    - 6.12.1.1.2. Watch for "Circulation Information" notes that indicate when the patron last had their contact information verified.
    - 6.12.1.1.3. Document in "Circulation Information" notes if the contact information includes a WhatsApp number or a normal cellphone.
      - 6.12.1.1.3.1. **Example:** 2/1/22 [patron name] has Whatsapp number. SH.
    - 6.12.1.1.4. If you have ANY difficulty in contacting a patron, make a note at the top of the "Circulation Information" textbox. Update the information when the patron next comes to the Library.
- 6.12.2. Items Checked Out Report
  - 6.12.2.1. Print report to large printer or review in Atrium.
    - 6.12.2.1.1. Overdue materials are noted in red.
    - 6.12.2.1.2. Monitor dates for the upcoming week, paying special attention to electronic devices and inter-library loans.
      - 6.12.2.1.2.1. In order to reduce instances of overdue devices, the Library provides a courtesy reminder to all patrons via telephone, WhatsApp, or email that the item is due. The Circulation Librarian shall notify patrons before noon on the day the device is due.

6.12.2.1.3. The Circulation Librarian shall inform the Director immediately if an electronic device becomes overdue.

6.12.2.1.4. The Items Check Out Report shall be shredded three weeks after being printed.

## 7. Outreach Services

Implementing and promoting the Library's services and programs in support of students and faculty is the responsibility of the Library Assistant, Outreach Services ("Outreach Librarian"). If this individual is unavailable for a lengthy amount of time, the Director and/or the Circulation Librarian shall assume the duties. The Student Workers and the Volunteer(s) will assist with the Library's marketing and public relations plan.

### 7.1. Creating Social Media Graphics and Presentations

#### 7.1.1. Canva

7.1.1.1. Use the Canva graphic design platform to create social media posts, Bizplay announcements, event flyers, presentations, posters, and videos.

7.1.1.2. Go to [Canva](#).

7.1.1.3. Log in using the credentials from the Outreach Passwords and Account Access document.

7.1.1.4. Social media posts.

7.1.1.4.1. "Search" box

7.1.1.4.2. "You Might Want to Try" box

7.1.1.4.2.1. Select the template Facebook post (Landscape).

7.1.1.4.2.2. Click on the title and name the new project.

7.1.1.4.2.3. Double-click on the new project to open and start the design.

7.1.1.4.2.4. The window on the left side contains items that can be added to the project. **Note:** Any item with a crown icon and the word "PRO" is restricted to a professional account. The Library currently does not have a professional subscription.

7.1.1.4.2.5. The possible items in the window include:

7.1.1.4.2.5.1. DESIGN – Predesigned projects available for selection.

7.1.1.4.2.5.2. ELEMENTS – Various pictures, icons, graphics, and photographs. **Note:** Regarding visuals, photos are preferred over artwork for their

more professional appearance.

7.1.1.4.2.5.3. **UPLOADS** – Items already uploaded or the means to upload graphic items to the project.

7.1.1.4.2.5.4. **TEXT** – Text items that can be added. **Note:** Verify the text font is legible. Use “Effects” to help the text stand out from the background. When inserting text, set the line spacing at 1.0.

7.1.1.4.2.5.5. **BACKGROUND** – Select colors or graphics as background. **Note:** Backgrounds can be rendered as semi-transparent by using the fading checkerboard button on the upper right.

7.1.1.4.2.5.6. **QR CODE GENERATOR and QR CODE** – Create and add a QR code to the project.

7.1.1.4.2.6. When importing graphics from outside Canva, open a blank Word document and import an image from public domain and/or CC BY-NC-SA licensed websites, including Creative Commons via Bing, with Creative Commons Only checked; Unsplash.com; Wikimedia Commons; and FreeDigitalPhotos.net. Once inserted into Word, copy and paste the selected images into the Canva project.

7.1.1.4.2.7. Once the project is completed, download to one of the Outreach social media folders as a JPEG.

7.1.1.4.3. “Recent Designs” box

7.1.1.4.3.1. Move cursor over a similar Recent Design and select the three dots in the upper right corner.

7.1.1.4.3.2. Select Make a Copy.

7.1.1.4.3.3. The system will generate a copy, calling it “Copy of ...”

7.1.1.4.3.4. Click on the title and rename the new project.

7.1.1.4.3.5. Double-click on the new project to open and start

the design.

7.1.1.4.3.6. Delete or modify the outdated original.

7.1.1.4.3.7. Follow the same steps as outlined in procedures 7.1.1.4.2.4 through 7.1.1.4.2.7.

#### 7.1.1.5. Bizplay

7.1.1.5.1. Select the template Presentation from the You Might Want to Try box, or

7.1.1.5.2. Move the cursor over a similar Recent Design and select the three dots that appear in the upper right corner.

7.1.1.5.2.1. Select Make a Copy.

7.1.1.5.2.2. The system will generate a copy, calling it “Copy of ...”

7.1.1.5.3. Click on the title and name the new project.

7.1.1.5.4. Follow the same steps as outlined in procedures 7.1.1.4.2.4 through 7.1.1.4.2.6.

7.1.1.5.5. Once the project is completed, download to one of the Outreach social media folders as a PDF.

7.1.1.5.6. When importing the PDF into Bizplay, resize the project appropriately.

#### 7.1.1.6. Book Display

7.1.1.6.1. Select the template Presentation from the You Might Want to Try box, or

7.1.1.6.2. Move the cursor over a similar Recent Design and select the three dots that appear in the upper right corner.

7.1.1.6.2.1. Select Make a Copy.

7.1.1.6.2.2. The system will generate a copy, calling it “Copy of ...”

7.1.1.6.3. Click on the title and name the new project.

7.1.1.6.4. Follow the same steps as outlined in procedures 7.1.1.4.2.4 through 7.1.1.4.2.7.

7.1.1.6.5. Select the JPEG file and print. **Note:** Set the Page Setup for the correct paper size (typically 11x17) and the desired amount of coverage (usually Fill Page).

#### 7.1.1.7. Event Flyers

7.1.1.7.1. Select the template Presentation from the You Might Want to Try box, or

7.1.1.7.2. Move the cursor over a similar Recent Design and select the three dots that appear in the upper right corner.

- 7.1.1.7.2.1. Select Make a Copy.
- 7.1.1.7.2.2. The system will generate a copy, calling it “Copy of ...”
- 7.1.1.7.3. Click on the title and name the new project.
- 7.1.1.7.4. Follow the same steps as outlined in procedures 7.1.1.4.2.4 through 7.1.1.4.2.7.
- 7.1.1.7.5. Select the JPEG file and print. **Note:** Set the Page Setup for the correct paper size (typically 8.5x11) and the desired amount of coverage (usually Fill Page).

## 7.2. Creating and Maintaining Library Relationships with Students and Faculty/Staff

- 7.2.1. Periodically update promotional materials (e.g., Student Guide brochures).
- 7.2.2. Bizplay
  - 7.2.2.1. Create and display Bizplay notices for the Library’s south entrance.
  - 7.2.2.2. Go to [Bizplay](#).
  - 7.2.2.3. Log in using the credentials from the Outreach Passwords and Account Access document.
  - 7.2.2.4. The content is composed of a sequence of pages similar to the slides in a PowerPoint presentation. Click on the drop-down in the upper right corner next to the Main dashboard. Select “Library.”
  - 7.2.2.5. Review options:
    - 7.2.2.5.1. Pages: create new pages.
      - 7.2.2.5.1.1. To add a new page, select “My Pages” in the upper left corner, then select the type of page.
        - 7.2.2.5.1.1.1. Select “Add” in the upper right corner. The system will add an “Untitled” icon to the front of the existing list.
        - 7.2.2.5.1.1.2. Click the “Untitled” icon, select “Rename,” and enter a title for the page. Click “Enter.”
      - 7.2.2.5.1.2. If preparing content, click the Image element under Basic Elements Text button. **Note:** Content prepared in Canva must be saved as a PDF in order to import the image.
        - 7.2.2.5.1.2.1. Click “Upload Images/PDFs.”
        - 7.2.2.5.1.2.2. Locate and select previously created

- and saved PDF image.
- 7.2.2.5.1.2.3. Once Bizplay has imported the content, click on the image and select “Use.”
  - 7.2.2.5.1.2.4. Resize as desired, then add text using the Basic Elements Text button. **Note:** Adjusting the image in Canva, then importing and resizing [Presentation (Landscape)] as a PDF will yield better results.
  - 7.2.2.5.1.2.5. Click “Save and Back.”
  - 7.2.2.5.1.2.6. Returning to the dashboard, select the newly created page and drag it into the desired channel.
- 7.2.2.5.2. Specific Channel: the channel that revisions will most impact, typically the Library Primary.
- 7.2.2.5.3. Channel: select or change the channel that will be revised as well as select the channel that should be running.
- 7.2.2.5.3.1. To remove a page from the current channel, click the associated page in the current channel and drag it up to the Page section.
  - 7.2.2.5.3.2. To revise the timing on a particular page, click the “Edit playback durations button” at the bottom of the current channel, then change the number of second for the associated page. Click “Save.”
  - 7.2.2.5.3.3. To edit a current a current page, click the associated page in the current channel and select “Edit.” Make the desired changes and click “Save and Back.”
  - 7.2.2.5.3.4. To change the Summer Channel, close the current channel box. Two channel boxes will be visible. Drag the Summer Channel into the Channel 1 box. Check the Summer Channel playlist and click the trash can to change the Library Primary channel to change lists.
- 7.2.2.5.4. To log out, click on the person icon in the upper right corner and select “Logout (Shelby Cunningham).”

### 7.3. Managing Technology Services and Resources

- 7.3.1. Communicate as needed with Information Services on technology issues.
- 7.3.2. Maintain and update as needed the Outreach Passwords and Account Access document.

### 7.4. Library Social Media

- 7.4.1. Maintain a schedule of special days, weeks, and months that are relevant to the Library's mission.
- 7.4.2. Monitor external library news items that may be used to educate, inform, or interest the Library's patrons.
- 7.4.3. Develop and implement post programs to ensure daily coverage (e.g., Mathematical Mondays, Newsday Tuesday, etc.).
- 7.4.4. Determine if and when posts should be shared to different platforms.
- 7.4.5. Post to all social media sites on a daily basis. Posts may be divided into several categories:
  - 7.4.5.1. Educational
  - 7.4.5.2. Operational notices
  - 7.4.5.3. Relational
  - 7.4.5.4. Recreational
- 7.4.6. Encourage the audience to "like" or "reshare posts" to extend the Library's reach.
- 7.4.7. Monitor social media statistics to determine posts' activity, audience, and reach.
- 7.4.8. Facebook and Instagram
  - 7.4.8.1. The Library's Facebook and Instagram pages are managed through the Meta Business Suite.
  - 7.4.8.2. Click on the Meta Business Suite on the left side of the [Library's Facebook](#) page.
  - 7.4.8.3. Choose the "Planner" option.
  - 7.4.8.4. Review the calendar of scheduled posts.
  - 7.4.8.5. Creating a post for immediate publishing.
    - 7.4.8.5.1. Click on the blue "Create" button in the upper right corner.
    - 7.4.8.5.2. Input information on the left side of the screen.
    - 7.4.8.5.3. Select the "Post to" box and choose Facebook and/or Instagram.
    - 7.4.8.5.4. Add visual media to the second box by choosing the type of media needed. Select the image(s) from the Outreach computer. Options include Editing, Tag People, or Trash.
    - 7.4.8.5.5. Image(s) that require rotation may be edited in Adobe, saved, then reselected in Planner.

- 7.4.8.5.6. Add a note or description of the attached media.
- 7.4.8.5.7. The “Scheduling Options” default is set to “Publish Now.”
- 7.4.8.5.8. Review selection in the preview window on the right, and click on the blue “Schedule” button at the bottom left side of the screen.
- 7.4.8.5.9. The post should appear in the Calendar View of the Planner under the current date.
- 7.4.8.6. Creating a post for future publishing.
  - 7.4.8.6.1. Follow the same steps as outlined in procedures 7.4.8.5.1. through 7.4.8.5.6.
  - 7.4.8.6.2. The “Scheduling Options” default may be changed to “Schedule.”
  - 7.4.8.6.3. Choose date and time options for Facebook and/or Instagram.
  - 7.4.8.6.4. Select the data from the drop-down calendar and enter the desired time. **Note:** Ensure AM or PM is correctly entered.
  - 7.4.8.6.5. Review selection in the preview window on the right, and click on the blue “Schedule” button at the bottom left side of the screen.
  - 7.4.8.6.6. The post should appear in the Calendar View of the Planner under the selected date.
- 7.4.8.7. Altering or deleting a scheduled post.
  - 7.4.8.7.1. Move cursor over the target post. Click on the three dots next to the blue “Boost Post” button. Review the options:
    - 7.4.8.7.1.1. Edit post.
    - 7.4.8.7.1.2. Duplicate post.
    - 7.4.8.7.1.3. Reschedule post.
    - 7.4.8.7.1.4. Move to Drafts.
    - 7.4.8.7.1.5. Delete post.
- 7.4.8.8. Altering or deleting a post already published.
  - 7.4.8.8.1. Click on the three dots located on the right side of the target post. Review the options:
    - 7.4.8.8.1.1. Edit post.
    - 7.4.8.8.1.2. Delete post.
    - 7.4.8.8.1.3. Turn off notifications for this post.
    - 7.4.8.8.1.4. Edit date.

## 7.5. Marketing/Promotional Events

- 7.5.1. Work with the Director of Student Life to share notices on the Student Union’s

Bizplay monitors.

- 7.5.2. Work with the Communications Department and the Print Shop's graphics designer on promotional materials for events.
- 7.5.3. Promote events sponsored or co-sponsored by the Library to the College and area communities.

## **7.6. Book & Bulletin Board Displays**

- 7.6.1. Maintain a schedule of special days, weeks, and months that are relevant to the Library's mission.
- 7.6.2. Select a category for each of the displays on a monthly basis.
- 7.6.3. Create and maintain book displays according to the schedule.
  - 7.6.3.1. Create graphic poster using Canva for the specific display.
  - 7.6.3.2. Select books for display paying special attention to books with interesting or colorful covers.
- 7.6.4. Create and maintain the bulletin board near the south entrance.

## **7.7. Creating and Maintaining External Relationships**

- 7.7.1. Cultivate and maintain a relationship of mutual assistance and support with the Central Kansas Library System (CKLS) member libraries.
- 7.7.2. Cultivate and maintain a relationship of mutual assistance and support with other public libraries and historical societies in the College's service area.
  - 7.7.2.1. Periodically visit with the public libraries in the College's service area either face-to-face or by email or telephone calls.
- 7.7.3. Periodically update promotional materials (e.g., Public Access brochures).

# **8. Reference and Information Services**

Supplying patrons with reference and information services is the responsibility of all Library employees. The primary purpose of reference and information services is to provide information and close a gap in knowledge, and to instruct library patrons in the use of the Library and its resources. All Library employees, including Student Workers, will follow best practices.

## **8.1. Reference and Information Services Practices.**

- 8.1.1. Library staff providing reference services shall:
  - 8.1.1.1. Deliver professional assistance to patrons in need of reference information, bibliographic assistance, online catalog and database access, computer and technical assistance, and help with copying and printing.

- 8.1.1.2. Aid and guide in the use of the Library's print collections and electronic resources.
- 8.1.1.3. Assist with research choices of materials.
- 8.1.1.4. Retrieve requested materials.
- 8.1.1.5. Make available Library orientation, and individual and class instruction.
- 8.1.1.6. Guide patrons in learning information literacy.
- 8.1.1.7. Make information accessible via personal interactions, e-mail, and telephone.

## **8.2. On-Campus Access to Electronic Resources.**

- 8.2.1. Patrons on the Barton County, Grandview Plaza, Fort Leavenworth, and Fort Riley campuses may click on the [Library Resources](#) sidebar.

## **8.3. Off-Campus Access to Electronic Resources.**

- 8.3.1. Patrons may click on the [MyBarton Portal](#).
- 8.3.2. Patrons may enter Barton log-in credentials.
- 8.3.3. Patrons may scroll to the "Library Resources" card.
- 8.3.4. Patrons may click on the link to access the Library Resources webpage.
  - 8.3.4.1. **Note:** The remote log-in information for the Library's electronic resources is confidential.
  - 8.3.4.2. Do not offer this information in writing to patrons.
  - 8.3.4.3. Assist patrons in navigating to the "Library Resources" card through their own Barton log-in credentials.

## **8.4. Steps of the Information-Seeking Process**

- 8.4.1. Regularly encourage patrons to contact the Library when there is an information need.
- 8.4.2. Reference Interview
  - 8.4.2.1. Reference Interview techniques should be used at every available opportunity. This allows Library staff to more effectively and precisely respond to the question or information requested.
    - 8.4.2.1.1. This should not be misconstrued as an opportunity to seek personal information about a patron.
  - 8.4.2.2. The Reference Interview allows Library staff to assess the patrons' requirements and abilities and appropriately identify materials, databases, and websites to match their needs.
  - 8.4.2.3. When listening to a question, use appropriate techniques such as eye contact and attentive phrases.
  - 8.4.2.4. Use of open-ended questions that cannot be answered with a "yes" or "no" and compel a more substantial response should be considered:
    - 8.4.2.4.1. What type of information would be most useful?
    - 8.4.2.4.2. What sources have you already examined?
    - 8.4.2.4.3. How much information do you need?

- 8.4.2.4.4. When do you need this information?
- 8.4.2.4.5. What can you tell me about how you will use this information?
- 8.4.3. Reference Search
  - 8.4.3.1. Select appropriate research strategies and resources.
  - 8.4.3.2. Always suggest some appropriate source to be used such as the OPAC, print material, or a database.
    - 8.4.3.2.1. Never allow the patron to leave without some advantageous lead in their search.
  - 8.4.3.3. If the patron is unfamiliar with a particular source, Library staff shall briefly introduce the resource.
  - 8.4.3.4. Another staff member may know an alternative resource; therefore, Library employees should confer with each other when answering a complex question.
    - 8.4.3.4.1. It is acceptable to refer the patron to other resources either within or without the Barton Library and/or the College.
  - 8.4.3.5. Verification of Answers
    - 8.4.3.5.1. In order to provide accurate and authoritative information to patrons, Library staff should always cite the source of information given.
- 8.4.4. Follow Up / Evaluation
  - 8.4.4.1. Verify the patron's needs have been met.
  - 8.4.4.2. Encourage the patron to contact the Library for any subsequent reference and information needs.

## **9. Inventory and Weeding (“Reverse Shelf Prep”)**

### **9.1. Inventory Control (“Shelfread”)**

- 9.1.1. Consult inventory assignments in Inventory I binder
- 9.1.2. The Director will print shelf lists for each LC classification and for special collections and place them in the appropriate inventory binder.
  - 9.1.2.1. Set the Item Report Class as the appropriate LC Classification.
  - 9.1.2.2. Choose the Holding Status.
    - 9.1.2.2.1. Any Status
    - 9.1.2.2.2. Active
    - 9.1.2.2.3. Lost
  - 9.1.2.3. Choose one filter as Material Type => equals => Book.
  - 9.1.2.4. If creating shelf list for a Special Collection, choose Call Number Prefix  
=> begins with =>
    - 9.1.2.4.1. College
    - 9.1.2.4.2. Current
    - 9.1.2.4.3. Fiction
    - 9.1.2.4.4. Kan
    - 9.1.2.4.5. Professional

- 9.1.2.4.6. RW
- 9.1.2.5. Choose Item Circulation Class => begins with =>
  - 9.1.2.5.1. Circulation
  - 9.1.2.5.2. College
  - 9.1.2.5.3. Current
  - 9.1.2.5.4. DVD
  - 9.1.2.5.5. Fiction
  - 9.1.2.5.6. Games
  - 9.1.2.5.7. Graphic
  - 9.1.2.5.8. Kansas
  - 9.1.2.5.9. Online
  - 9.1.2.5.10. Oversize
  - 9.1.2.5.11. Periodical
  - 9.1.2.5.12. Professional
  - 9.1.2.5.13. Reference
  - 9.1.2.5.14. Research
- 9.1.2.6. Choose Physical Location => begins with =>
  - 9.1.2.6.1. Children
  - 9.1.2.6.2. College
  - 9.1.2.6.3. Current
  - 9.1.2.6.4. Fiction
  - 9.1.2.6.5. Fort Leavenworth
  - 9.1.2.6.6. Fort Riley
  - 9.1.2.6.7. Game
  - 9.1.2.6.8. Graphic
  - 9.1.2.6.9. Kansas
  - 9.1.2.6.10. Main
- 9.1.3. Library staff members will use shelf lists to verify that each book is shelved in the appropriate place and the correct call number order.
  - 9.1.3.1. Staff members are expected to complete their inventory assignments in a careful and methodical manner.
    - 9.1.3.1.1. Quality of work is more important than quantity.
  - 9.1.3.2. If the book is present in its proper place, place a check (✓) through the Line # on the shelf list.
  - 9.1.3.3. Staff members should confirm that LC classification numbers on the shelf list match those on a corresponding book's spine label.
  - 9.1.3.4. Verify each book's barcode matches that on the shelf list.
  - 9.1.3.5. Staff members should take note of each book's physical condition and copyright date.
  - 9.1.3.6. If a book is missing, search for the title on the online catalog, click on the link for full details, and review the Holdings tab.
    - 9.1.3.6.1. If the book has not been checked out, search for the book in the "New Books" section and on any displays.
    - 9.1.3.6.2. If the book cannot be found, circle the Line # on the shelf list

and make a note (see 9.5 below).

- 9.1.3.7. Any mislaid books that are found shall be returned to their proper place, and the Director and the appropriate staff member should be notified.
- 9.1.3.8. Once the first inspection is finished, the staff member shall check off (✓) the assignment.
- 9.1.4. Another staff member shall complete a second review unless the Director decides this is unnecessary.
- 9.1.5. Any books that need adjustments to their bibliographic records should be given to the Circulation Librarian with a note stating the issue.
- 9.1.6. Return completed shelf lists to the inventory binder.

## 9.2. Weeding Non-Fiction and Literary Fiction

- 9.2.1. Subject specialist librarians may convert shelf lists for their respective areas to Excel sheets.
  - 9.2.1.1. Staff members may format the Excel shelf lists to suit their personal preferences.
  - 9.2.1.2. Making use of a column reserved for notes and comments is strongly recommended.
- 9.2.2. When considering non-fiction and literary fiction books for weeding, staff members must adhere to the MUSTIE methodology. See the [Collection Development Plan](#) for more details.
  - 9.2.2.1. Staff members should consult their notes and comments from previous years.
  - 9.2.2.2. The general baseline for evaluating any book's currency has been set at twenty years.
  - 9.2.2.3. Books that are older than twenty years may be retained if they are classic or standard works in an academic field, or remain relevant by being cited in newer works.
    - 9.2.2.3.1. One method in judging the relevance of a book is enter the title (surrounded by quote marks) in the Google Books search bar along with the author's last name.
      - 9.2.2.3.1.1. Set the Any Time filter for a custom range of the last ten years.
      - 9.2.2.3.1.2. Take note of the number of citations in books through the first five pages.
      - 9.2.2.3.1.3. Decide whether the number of citations is sufficient to retain the book in question.
- 9.2.3. Any books that have been slated for weeding shall be presented to the Director for a final review.
- 9.2.4. When considering government publications for weeding, the Library has chosen to model its practices on those of the [Federal Depository Library Program](#) (FDLP). See the [Collection Development Plan](#) for more details.
  - 9.2.4.1. Government publications will be weeded due to
    - 9.2.4.1.1. Superseded publications

9.2.4.1.2. Substituted publications

9.2.4.1.3. 5-year rule

### **9.3. Weeding Popular Fiction and Graphic Novels**

9.3.1. Weeding the popular fiction and graphic novel collections shall occur at the beginning of every odd-numbered year.

9.3.2. When considering popular fiction books and graphic novels for weeding, staff members should adhere to the criteria found in the [Collection Development Plan](#).

### **9.4. Deleting Records**

9.4.1. Deleting holdings and bibliographic records must be undertaken under the supervision of the Circulation Librarian or the Director.

9.4.2. Log onto Atrium.

9.4.3. Click on Catalog, then on “Delete Holdings” under the “Bulk” heading.

9.4.4. Ensure “Delete Bibliographic If All Holdings Are Deleted” is checked.

9.4.5. Scan barcode on books while working in manageable ten-book batches.

9.4.6. Click on “Delete Queued Records.”

9.4.7. Use black magic marker to draw a single vertical line through the barcode.

9.4.8. Apply “Withdrawn” stamp to the title page of each book next to the embossed Library seal and to page 21 next to the ownership stamp.

9.4.9. Consult with the Volunteer on whether any weeded books would be suitable for the Free Library program.

9.4.10. Recycle any books that are in poor physical condition.

9.4.11. Place remaining books in a box marked “Weeded” on all sides.

9.4.12. Take the box to the Library’s area in the basement.

### **9.5. Lost Books**

9.5.1. Books that are absent from the collection, even after a second check, shall be designated as “Missing” in Atrium.

9.5.2. Every even-numbered year, the Circulation Librarian will create a report of “Lost” books.

9.5.3. Books that have been designated as “Lost” less than one year shall be exempted from this procedure.

9.5.4. A staff member shall check the relevant shelf one last time to verify any lost books are still missing.

9.5.5. Those books confirmed to be lost shall be removed from the catalog.

## **10. Volunteers**

The Volunteer(s) will assist the Library staff as assigned. Current duties include:

10.1. Managing the Free Library program.

10.2. Overseeing the “Featured Book of the Week” display.

- 10.3. Overseeing the shelving and weeding of periodicals.
- 10.4. Arranging book displays on the ends of the bookcases.
- 10.5. Assisting in shelf prep of new books.

## 11. Coffee Cove

- 11.1. The Circulation Librarian shall oversee the operation of the Coffee Cove, including daily cleaning, maintenance, and the filling of supplies.
- 11.2. Student Workers will assist with keeping the area clean and presentable and with other tasks as directed.

## 12. Learning Resource Center Rooms

Library staff may assist authorized patrons in gaining access to certain rooms in the Library space of the Learning Resource Center building. All rooms fall under the requirements of [Procedure 2200 – College Facilities, Equipment, and Other Resources](#). Patrons will need to have reserved a room via the 25Live scheduler. The rooms are to remain locked until a patron arrives for the reservation. Information Services may access the rooms without notice as they continue to maintain computer/networking for the College. Some rooms have specific guidelines regarding usage.

### 12.1. Barton Archives (Sunflower Room L-117)

The Barton Archives are located in the Sunflower Room (L-117). The donor's contribution was a result of the dedication of a family of teachers to education. The Barton Archives remains unprocessed, and is unavailable to the general public. BCC students, faculty, and staff may be granted access to the Barton Archives by Library staff with the Director's permission.

### 12.2. [Cohen Center for Kansas History \(L-118\)](#)

### 12.3. Jo Kopke Bushnell Faculty Resource Center (L-111)

- 12.3.1. **Note:** If the room is not otherwise occupied, the Library staff may allow authorized patrons to gain access for short, unscheduled meetings where confidential information will be discussed.

### 12.4. [Plaza De Cavanaugh \(L-116\)](#)

- 12.4.1. [Plaza De Cavanaugh Community Room Process Document](#)

# Appendices

## Broader Term: BT

### Narrower Terms: NT

The terms that will be used in cataloging works of literature. Catalogers should use the narrowest term appropriate to the situation.

### Used For References: UF

Alternate terms used by the Library of Congress; any UF references should be substituted with the appropriate NT.

## Appendix #1: Material Types

### BT: Literature

#### 1. NT: Books

*A collection of leaves of paper, parchment, or other material, in some way affixed to one another, whether printed, written, or blank, and considered apart from any container or case.*

#### 2. NT: Comics (Graphic works)

*Narrative works that employ sequential art, and often prose, to tell a story.*

UF: Comic books, strips, etc.; comic magazines; comic papers; comic strips; comicbooks; art, sequential; comix; funnies (comics); magazines, comic; papers, comic; sequential art; serial picture books

##### 2.1. NT: Graphic novels

*Full-length fiction (especially science fiction or fantasy) or non-fiction stories published as books in comic-strip format.*

UF: Comic book novels; Graphic albums; Graphic novellas; Graphic short stories; Novellas, Graphic; Novels, Comic book; Novels, Graphic; Short stories, Graphic; Short graphic novels; Short story comics;

##### 2.2. NT: Graphic novel adaptations

*Books in comic-strip format that alter or amend prior prose texts.*

UF: Graphic novelizations; graphic novelisations; Novelizations, graphic; novelisations, graphic

##### 2.3. NT: Manga

*A distinctive style of comic books and graphic novels originally produced and published in Japan.*

#### 3. NT: eBooks

*An electronic version of a printed book that can be read on a computer or handheld device*

*such as an electronic book reader.*

## Appendix #2: Literary Genres

The Barton Library assigns to its fiction titles genre designations derived from the [Library of Congress Genre/Form Terms](#) list. For those not provided, definitions are locally created.

### 1. NT: Burlesques (Literature)

*Parodies that ridicule serious literary or musical works by either treating their solemn subjects in an undignified style or applying their elevated style to a trivial subject.*

**1.1. NT: Satyr plays:** *Ancient Greek plays featuring a chorus of satyrs and mythical subject matter that provided comic relief after a trio of tragedies.*

### 2. NT: Dialogues (Literature)

*Literary form that depicts stylized written or spoken exchanges between two or more people.*

UF: Dialogs (Literature)

### 3. NT: Drama

*Compositions in verse or prose that portray in dialogue or pantomime a story involving life, emotions, conflict, or contrast of character, especially those performed in front of an audience.*

UF: Dramas; plays; playscripts; scripts, stage; stage plays; theatrical works

### 4. NT: Duologues

*Extended speeches uttered by two speakers to each other.*

UF: Duodramas; two-man plays; two-person plays

### 5. BT: [Fiction Comics]<sup>1</sup>

#### 5.1. NT: Action and adventure comics

*Comics featuring characters involved in exciting and usually dangerous activities and adventures.*

UF: action-adventure comics; action comics; adventure comics

#### 5.2. NT: Alternative histories (Comics)

*Fictional comics in which the plot or setting assumes an alternative outcome of an historical event.* UF: Histories, alternative (Comics); uchronias (Comics); what-if (Comics); What ifs (Comics); allohistories (Comics); alternative realities (Comics)

#### 5.3. NT: Coming-of-age comics

*Fiction depicting the development of a character from youth to adulthood.*

#### 5.4. NT: Detective and mystery comics

*Comics where the nature of a crime, usually a murder, remains unknown until the end of the story.*

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<sup>1</sup> While the LC does classify non-fiction comics, they have no similar designation for fiction comics.

UF: Crime comics; detective comics; mystery comics; police comics

**5.4.1. NT: Noir comics:** *Comics about crime and detection that feature violence and treachery and a lack of distinction between criminals and heroes.*

UF: Crime noir comics

**5.5. NT: Domestic comics**

*Comics that feature home and family life.*

**5.6. NT: Fantasy comics**

*Comics in which magic and extraordinary characters are integral to the story.*

UF: Fantastic comics

**5.7. NT: Funny animal comics**

*Comics that feature anthropomorphic animals.*

**5.8. NT: Historical comics**

*Comics set during a recognizable time period prior to the time in which they were written.*

UF: Historical fiction comics

**5.9. NT: Horror comics**

*Comics that are intended to shock or frighten by inducing feelings of revulsion, terror, or loathing.*

UF: Scary comics; terror comics

**5.10. NT: Humorous comics**

*Comics intended to provoke laughter and provide amusement.*

**5.11. NT: Legal comics**

*Comics that feature the practice of law and the interaction of lawyers, prosecutors, clients, witnesses, and judges.*

**5.12. NT: Medical comics**

*Comics that feature medical personnel and the practice of medicine.*

UF: Health care comics; healthcare comics

**5.13. NT: Mythological comics**

*Comics based on mythological themes.*

**5.14. NT: Paranormal comics**

*Comics that feature human characters that are often involved in the occult, witchcraft, spiritualism, psychic phenomena, vodou, etc., and interact with supernatural beings.*

UF: Occult comics; supernatural comics; supernaturalist comics

**5.14.1. NT: Ghost comics:** *Comics that focus on the spirits of the dead or other supernatural entities.*

**5.14.2. NT: Vampire comics:** *Comics that feature undead creatures of the night who feed on blood.*

**5.14.3. NT: Werewolf comics:** *Comics that feature monstrous man-wolf hybrids under the light of the full moon.*

UF: Lycanthropic comics; werewolf comics

**5.14.4. NT: Witch comics:** *Comics that feature witches and/or warlocks and the practice of witchcraft.*

UF: Warlock comics; witchcraft comics

**5.14.5. NT: Zombie comics:** *Comics that feature the reanimation of corpses that prey on human being.*

**5.15. NT: Political comics**

*Comics that feature the political milieu.*

**5.16. NT: Psychological comics**

*Comics in which the thoughts, feelings, and motivations of the characters are of equal or greater interest than the external action of the narrative.*

**5.17. NT: Religious Comics**

*Comics in which characters lose, find, or reaffirm their belief in a higher power.*

**5.17.1. NT: Bible comics:** *Comics in which characters and settings are taken from the Bible.*

UF: Biblical comics

**5.18. NT: Road trip comics**

*Comics set on the open road, in which a lifechanging journey is a central part of the action.*

UF: Road comics; roadtrip comics

**5.19. NT: Romance comics**

*Comics that primarily depict romantic love.*

UF: Love comics; romantic comics

**5.20. NT: Science fiction comics**

*Comics that depict imagined scientific or technological advances (e.g., time travel, artificial intelligence) and their impact on society.*

**5.20.1. NT: Apocalyptic comics:** *Comics set in a world or civilization after a catastrophic event (e.g., nuclear war, an alien invasion), sometimes also including the period immediately preceding the event.*

UF: Doomsday comics; end-of-the-world comics; post-apocalyptic comics; post-apocalyptic science fiction comics; postapocalyptic comics

**5.20.2. NT: Cyberpunk comics:** *Science fiction comics that depict the relationship between human beings and the rapid advancement and omnipresence of technology, which leads to a radical change in the social order.*

UF: Cyberprep comics; cyberpunk science fiction comics; post-cyberpunk comics, postcyberpunk comics

**5.20.3. NT: Dystopian comics:** *Comics set in an uncertain future, in a society ruled by an ineffectual, corrupt, or oppressive regime or by aliens, robots, etc.*

UF: Counter-utopian comics; counterutopian comics; dystopia comics; anti-utopian comics; antiutopian comics; Cacotopia comics; dystopian science fiction comics; negative utopian comics; dystopic comics; dystopic science fiction comics

**5.20.4. NT: Space operas (Comics):** *Large-scale action and adventure comics involving space travel.*

**5.20.5. NT: Steampunk comics:** *Science fiction comics set in the 19th century that feature steam-powered machinery and related technologies extrapolated from the science of that era.*

**5.20.6. NT: Time-travel comics:** *Comics that center on travel into the future or the past and the resulting consequences or implications.*

**5.21. NT: Sports comics**

*Comics in which playing a sport or the love of a sport has a significant impact on the protagonist or plot.*

UF: Sport comics; sporting comics

**5.22. NT: Spy Comics**

*Comics that depict the world of espionage and secret agents.*

UF: Cloak and dagger comics; espionage comics

**5.23. NT: Superhero comics**

*Comics that focus on characters with superhuman abilities.*

UF: Supervillain comics

**5.24. NT: Thriller comics**

*Comics in which the reader is kept on tenterhooks by plots that feature a build-up of suspense, tension, uncertainty, menace, and anxiety.*

UF: Suspense comics

**5.25. NT: War comics**

*Comics that feature military conflicts.*

UF: Combat comics; anti-war comics; antiwar comics

**5.26. NT: Western comics**

*Comics that feature the American West during the period of westward expansion.*

UF: Westerns (Comics)

**6. NT: Fiction****6.1. NT: Action and adventure fiction**

*Fiction featuring characters involved in exciting and usually dangerous activities and adventures.*

UF: Action fiction, adventure fiction, action stories, adventure stories

**6.2. NT: Alternative histories (Fiction)**

*Fiction in which the plot or setting assumes an alternative outcome of an historical event.*

UF: Alternate history (fiction), alternative realities (fiction)

**6.3. NT: Bible fiction**

*Imaginative fiction in which characters and settings are taken from the Bible.*

UF: Biblical fiction

**6.4. NT: Biographical fiction**

*Fiction that depicts the lives of real people interspersed with fictional characters and events.*

UF: Biographic fiction

**6.4.1. NT: Autobiographical fiction:** *Fiction that is based on events in the author's life but employs fictional characters intermixed with fictional events.*

UF: Autobiographic fiction, autofiction, semi-autobiographical fiction, semiautobiographical fiction

**6.5. NT: Christmas Fiction**

*Fiction that focuses on the celebration of the Christian and secular holiday of Christmas.*

UF: Christmas stories

**6.6. NT: Coming-of-Age Fiction**

*Fiction depicting the development of a character from youth to adulthood.*

UF: Bildungsromans, Apprenticeship novels, bildungromane, initiation stories

**6.7. NT: Detective and mystery fiction**

*Fiction where the nature of a crime, usually a murder, remains unknown until the end of the story.*

UF: Crime fiction, detective fiction, murder mysteries, mystery fiction, private eye fiction, whodunits, mystery stories

**6.7.1. NT: Cozy mysteries:** *Mystery fiction that features amateur sleuths, socially intimate settings, and a light-hearted tone.*

**6.7.2. NT: Forensic fiction:** *Fiction that features the use of forensic evidence in the solving of crimes.*

**6.7.3. NT: Noir fiction:** *Fiction that features violence and treachery and a lack of distinction between criminals and heroes.*

**6.8. NT: Domestic Fiction**

*Works of fiction that feature home and family life.*

**6.9. NT: Epic Fiction**

*Fiction depicting action on a broad scale and often characterized by grandiose treatment of individual and/or national destiny.*

UF: Epics (Fiction)

**6.10. NT: Fantasy Fiction**

*Fiction in which magic and extraordinary characters are integral to the story.*

UF: Fantastic fiction, heroic fantasy fiction

**6.10.1 NT: Superhero fiction:** *Fiction that focuses on characters with superhuman abilities.*

**6.11. NT: Fictional Autobiographies**

*Works that present themselves as autobiographies but whose narrators and events are fictional.*

UF: Autobiographies, fictional; autofiction; memoir-novels

**6.12. NT: Gothic Fiction**

*Fiction that depicts gloomy and antiquated settings, characters that are haunted by secrets and unresolved conflicts, psychological and physical terror, and elements of the supernatural.*

UF: Gothic horror fiction; Gothic romances; romances, Gothic

**6.13. NT: Historical Fiction**

*Fiction set during a recognizable historical period.*

UF: Historical romances; romances, historical

**6.13.1. NT: Regency Fiction:** *Fiction set during the British Regency period.*

**6.14. NT: Horror Fiction**

*Fiction that is intended to shock or frighten by inducing feelings of revulsion, terror, or loathing.*

UF: Horror tales, scary fiction, terror fiction, horror stories

**6.14.1. NT: Body horror fiction:** *Horror fiction in which the horror is principally derived*

*from the graphic destruction or degeneration of the human body.*

**6.15. NT: Humorous Fiction**

*Fiction that focuses on comical or highly unlikely situations.*

UF: Comedy fiction, comic fiction, satirical fiction

**6.16. NT: Legal Fiction**

*Fiction that features the practice of law and the interaction of lawyers, prosecutors, clients, witnesses, and judges.*

UF: Courtroom fiction, law fiction (literature), lawyer fiction, legal thrillers (fiction), trial fiction

**6.17. NT: Magic Realist Fiction**

*Fiction in which fantastic or mythical elements are included in a narrative that is otherwise realistic.*

**6.18. NT: Medical Fiction**

*Fiction that features medical personnel and the practice of medicine.*

UF: Doctor fiction, hospital fiction, medical novels, medical stories

**6.19. NT: Military Fiction**

*Fiction that features the military lifestyle and loyalty to the armed forces and its codes and is generally set during peacetime.*

**6.20. NT: Mythological Fiction**

*Fiction based on mythological themes.*

**6.21. NT: Nonfiction Novels**

*Fiction of any length that intentionally blends verifiably factual journalistic research with fictional elements.*

UF: Documentary fiction, faction (nonfiction novels), fictional non-fiction, fictional nonfiction, journalistic novels, non-fiction novels, non-fictional novels

**6.22. NT: Paranormal Fiction**

*Fiction that features human characters that are often involved in the occult, witchcraft, spiritualism, psychic phenomena, vodou, etc., interacting with supernatural beings.*

UF: Occult fiction, supernatural fiction, supernaturalist fiction

**6.22.1. NT: Ghost stories:** *Fiction that focuses on the spirits of the dead or other supernatural entities.*

**6.22.2. NT: Witch fiction:** *Fiction that features witches and/or warlocks and the practice of witchcraft.*

**6.23. NT: Political Fiction**

*Fiction that features the political milieu.*

**6.24. NT: Psychological Fiction**

*Fiction in which the thoughts, feelings, and motivations of the characters are of equal or greater interest than the external action of the narrative.*

**6.24.1. NT: Stream of consciousness fiction:** *Fiction that features a character's perceptions, thoughts, and memories in an apparently random order.*

**6.25. NT: Realistic Fiction**

*Fiction that features characters, settings, and situations that are based in reality.*

## 6.26. NT: Religious Fiction

*Fiction in which characters lose, find, or reaffirm their belief in a higher power.*

**6.26.1. NT: Christian fiction:** *Fiction that promotes Christian teachings or exemplifies a Christian way of life.*

**6.26.2. NT: Hanukkah fiction:** *Fiction that focuses on the celebration of the Jewish holiday of Hanukkah.*

UF: Chanukah fiction, chanukkah fiction, Hanukah fiction, Hanukkah stories

**6.26.3. NT: ‘Īd al-Aḏḩā fiction:** *Fiction that focuses on the celebration of the Islamic holiday of ‘Īd al-Aḏḩā.*

UF: Eid al-Adha fiction, Eid fiction, Eid ul-Adha fiction, ‘Īd al-Kabīr fiction, ‘Īd al-Nahr fiction, ‘Īd al-Qurbān fiction

**6.26.4. NT: ‘Īd al-Fiṭr fiction:** *Fiction that focuses on the celebration of the Islamic holiday of ‘Īd al-Fiṭr.*

UF: Eid al-Fiṭr fiction, Eid fiction, Eid ul-Fiṭr fiction, ‘Īd al-Ṣadaqah fiction, ‘Īd al-Ṣaghīr fiction, ‘Īd-ul-Fiṭr fiction

**6.26.5. NT: Jewish Fiction:** *Fiction that promotes Jewish practices and customs or exemplifies Judaism.*

**6.26.6. NT: Yom Kippur fiction:** *Fiction that focuses on the celebration of the Jewish holiday of Yom Kippur.*

UF: Day of Atonement fiction, Yom ha-Kippurim fiction

## 6.27. NT: Romance Fiction

*Fiction that primarily depicts romantic love.*

UF: Love stories, romances (love stories), romantic fiction

**6.27.1. NT: Romantic Suspense Fiction:** *Fiction that depicts romantic love in plots that likewise feature mystery and suspense.*

## 6.28. NT: Science Fiction

*Fiction that depicts imagined scientific or technological advances (e.g., time travel, artificial intelligence) and their impact on society.*

**6.28.1. NT: Apocalyptic fiction:** *Fiction set in a world or civilization after a catastrophic event (e.g., nuclear war, alien invasion, pandemic, environmental collapse), sometimes also including the period immediately preceding the event.*

**6.28.2. NT: Cyberpunk fiction:** *Science fiction that depicts the relationship between human beings and the rapid advancement and omnipresence of technology, which leads to a radical change in the social order.*

**6.28.3. NT: Dystopian fiction:** *Fiction set in an uncertain future, in a society ruled by an ineffectual, corrupt, or oppressive regime or by aliens, robots, etc.*

**6.28.4. NT: Space operas (Fiction):** *Large-scale action and adventure fiction involving space travel.*

**6.28.5. NT: Steampunk fiction:** *Science fiction set in the 19th century that features steam-powered machinery and related technologies extrapolated from the science of that era.*

**6.28.6. NT: Time-travel fiction:** *Fiction that centers on travel into the future or the past and the resulting consequences or implications.*

**6.29. NT: Sea Fiction**

*Fiction that depicts a heroic main character on the open sea and whose plot progressively strips away the norms of land-based society.*

UF: Maritime fiction, sea stories, naval fiction, nautical fiction

**6.30. NT: Sports Fiction**

*Fiction in which playing a sport or the love of a sport has a significant impact on the protagonist or plot.*

UF: Sport fiction, sporting fiction, sports stories (Fiction), sports stories, football stories, tennis stories, baseball stories

**6.31. NT: Spy Fiction**

*Fiction that depicts the world of espionage and secret agents.*

UF: cloak and dagger fiction, espionage fiction, spy stories

**6.32. NT: Thrillers**

*Fiction in which the reader is kept on tenterhooks by plots that feature a build-up of suspense, tension, uncertainty, menace, and anxiety.*

UF: Suspense fiction, thriller fiction

**6.33. NT: Utopian Fiction**

*Fiction that depicts an ideal society.*

UF: Utopian science fiction, utopic fiction

**6.34. NT: War Fiction**

*Fiction that features military conflicts.*

UF: War stories, anti-war fiction, antiwar fiction, combat fiction

**6.35. NT: Western Fiction**

*Fiction that features the American West during the period of westward expansion.*

UF: Westerns (Fiction), Western stories

**7. NT: Folk literature**

*Works based on oral traditions.*

UF: Oral tradition; traditional literature

**8. NT: Folk drama**

*Amateur dramas based on folk traditions and local history.*

**9. NT: Folk poetry**

*Poems that are composed and transmitted via oral tradition.*

**10. NT: Folk tales**

*Short tales of uncertain origin that are based on oral tradition.*

**11. NT: Legends**

*Traditional narratives that are popularly regarded as historical and that generally feature*

*famous or heroic people.*

## **12. NT: Melodramas (Drama)**

*Drama that self-consciously calls attention to its own fictional status as a theatrical pretense, often through the use of a play-within-a-play.*

UF: Drama about drama; meta-drama; meta-dramas; meta-theater; meta-theatre; metadrama; metadramatic plays; metadramatic theater; metatheater; metatheatre; metatheatrical drama; plays within plays; plays within the play; self-reflexive drama

## **13. NT: Monologues**

*Extended speeches uttered by one speaker, either alone or to others.*

UF: Monologs (Drama)

## **14. NT: Myths**

*Traditional stories that ostensibly explain natural phenomena, beliefs, or practices, and are frequently associated with religious rites and beliefs.*

UF: Mythologies

## **15. NT: Nonfiction comics**

*Comics that are intended to be educational or informational or that present facts or true accounts.*

UF: Graphic non-fiction; graphic nonfiction; non-fiction comics; non-fictional comics; nonfictional comics

### **15.1. NT: Biographical comics**

*Comics that depict the lives of real people.*

UF: Biographic comics, comics biographies

### **15.2. NT: Autobiographical comics**

*Comics written from the author's personal experiences, viewpoints, and observations.*

UF: Autobiocomics, autobiographic comics, graphic memoirs

### **15.3. NT: Documentary comics**

*Comics that document reality, such as cultural, artistic, historical, social, scientific, and economic issues, to inform or create a historical record.*

### **15.4. NT: Educational comics**

*Comics that are intended to impart knowledge and information, including those for classroom use.*

UF: Informational comics

### **15.5. NT: Instructional comics**

*Comics that use a structured format to teach or train the reader.*

### **15.6. NT: Travel comics**

*Nonfiction comics about travel, often presented in narrative form or as memoirs, focusing either on specific destinations or on the journeys themselves.*

UF: Graphic travelogues (Comics); comic travelogues; travel writing comics; travelogues

(Comics); travelogs (Comics)

### **15.7. NT: True crime comics**

*Comics that focus on real-life crimes, usually violent in nature, and the people involved in them.*

UF: nonfiction crime comics; crime comics, nonfiction; nonfiction crime comics

## **16. NT: Parodies (Literature)**

*Mocking imitations of a particular style, genre, or work.*

UF: Spoofs; travesties (Parodies)

## **17. NT: Ping shu**

*Chinese oral storytelling that is presented by a single performer in local dialect, often with added commentary.*

UF: Ping hua; pinghua; pingshu

## **18. NT: Poetry**

*Compositions that aim to express imaginative thoughts, feelings, and ideas while evoking an emotional response through aesthetic qualities of language chosen and arranged for their meaning, sound, and rhythm.*

UF: Lyrics (Poetry); poems; poetic literature; rhymes (poetry); rimes (Poetry); verse (Poetry); verses (poetry)

## **19. NT: Romances**

*Medieval chivalric tales written in prose or poetry that depict an idealized code of civilized behavior that combines loyalty, honor, and courtly love.*

UF: Chivalric romances; courtly romances; medieval romances; romances Courtois

### **19.1. NT: Arthurian romances**

UF: Matter of Britain (Arthurian romances)

## **20. NT: Sagas**

*Icelandic and Scandinavian prose narratives of the 12th-14th centuries.*

## **21. NT: Satirical literature**

*Literature that uses wit, irony, or sarcasm to hold up human vices or foibles to ridicule or scorn.*

UF: Satires (Literature); Satiric literature

## **22. NT: Tongue twisters**

*Words or phrases that are difficult to articulate correctly due to a rapid succession of similar consonant sounds.*

UF: Tongue-trippers

## Appendix #3: Template for Main Library Catalog

Purpose: The purpose of this template is to ensure an organized, professional-looking format that will make navigating through the catalog quicker and more consistent for Library staff and our patrons.

**Note:** Most of the indicated fields can be filled by going to [SHAREit](#), [Library of Congress Browse](#), [MARC 21 Format](#), [Catalog of U.S. Government Publications](#) (CGP), and [WorldCat](#). Sometimes, research needs to be done using [Abebooks](#), [Albiris](#), [Biblio.com](#), [Rare Book Hub](#), [PFC Auctions.com](#), [PBA Galleries](#), [BookFinder.com](#), or other websites that specialize in rare and antiquarian books. Try to find all information possible. The richer the catalog entry and the more access points available, the better for the staff and the researching patron.

**Note:** Sometimes conjectures can be made regarding place, publisher, or year, but put [brackets] around the educated guess to indicate it is not found in the book.

Common practice is to separate text and punctuation, such as colons and semicolons, with an extra space.

The system automatically inserts the appropriate punctuation after entries in the textboxes, including Publisher, Place of Publication, and Pages/Runtime.

### 1. Title (MARC 245 a and b)

1.1. Use the main title and subtitle that appears on the title page.

1.1.1. **Example:** Always looking up : the adventures of an incurable optimist.

1.2. Use the fullest form of the name in the record.

1.3. Do not use the cover or spine title.

1.4. If the title has an ampersand, then enter the alternate form using an “and” in the Parallel Title textbox below.

1.4.1. **Example:** Contemporary biographies in environment & conservation

### 2. Material Type

2.1. Audio, Book, DVD, eBook, Game, Government Publication, Periodical, Thesis / Dissertation, or Website.

2.1.1. **Example:** Book

### 3. Author Type

3.1. Personal name, corporate name, or meeting name.

3.1.1. **Example:** Personal Name

### 4. Author's Name (MARC 100 a)

4.1. The primary author's last name, and first and middle names (or initials) as they appear on the title page.

4.1.1. **Example:** Bell, Michael Mayerfeld

4.2. Add additional authors to the Author Analytics section.

### 5. Author Dates (MARC 100 d)

- 5.1. Life span with birth and death dates (if applicable), especially if the author is a historical figure or otherwise prominent in their field or community.
    - 5.1.1. **Example:** 1890-1969
  - 6. Publisher (MARC 264 b)**
    - 6.1. Copy from SHAREit, Library of Congress's (LC) Published/Created entry, or WorldCat's Publisher entry.
      - 6.1.1. **Example:** Oxford University Press
    - 6.2. Corporate endings, such as Inc., Co., and Publishers, are not necessary unless it is part of a corporate name that cannot stand on its own. If they are a necessary part of the publisher's corporate name, then use them.
      - 6.2.1. **Example:** W. W. Norton & Company
    - 6.3. Use ampersands only if they are part of the corporate name.
    - 6.4. If publisher is unknown, use "s. n." This is a standardized term from the Latin *sine nomine* (without name [of publisher]).
  - 7. Place of Pub. (MARC 264 1 a)**
    - 7.1. City of publication (use traditional three- or four-letter abbreviation for states unless the state is part of the publisher's name).
      - 7.1.1. **Example:** Lawrence : University Press of Kansas
    - 7.2. As New York City is considered the publishing capital of the United States, common practice is to merely use the city's informal name without the mention of the state.
      - 7.2.1. **Example:** New York
    - 7.3. If place is unknown, use "s. l." This is a standardized term from the Latin *sine loco* (without place [of publication]).
  - 8. Edition (MARC 250 a)**
    - 8.1. If the book, LC, or WorldCat do not specify an edition, this can be determined by the number of copyright dates listed in the book.
    - 8.2. Remember there is a difference between an edition and a printing. New editions occur when there are substantial changes made to the book after its first printing, perhaps the addition of a chapter or a foreword, then the book would be described as the second edition and so on.
      - 8.2.1. **Example:** 1st ed.
  - 9. Copyright Date (MARC 264 c)**
    - 9.1. The date for the specific copy held by the Library, not previous editions. If the publication date is not given, use "no date" (abbreviation: n.d.). However, estimations based on research (e.g., [197-?]) are better than nothing.
      - 9.1.1. **Example:** 1971
  - 10. Publication Date**
    - 10.1. The date of the first edition if it is different than the copyright date.
      - 10.1.1. **Example:** 1854
    - 10.2. Fill both fields even if the publication date and copyright date are the same.
  - 11. LCCN (MARC 010 a)**
    - 11.1. Copy and paste the Library of Congress Control Number if the work is held by the LC
      - 11.1.1. **Example:** 72145498
  - 12. ISBN (MARC 020 a)**
-



- 15.3.1.1.1. Tag 100, Subfield a: Henry, O., 1862-1910
  - 15.3.1.1.2. Tag 700, Subfield a: Porter, William Sydney, 1862-1910
  - 15.3.2. If the primary author published under their real identity and one or more pseudonyms, insert both sets of names in the 100 and 700 fields.
    - 15.3.2.1. Examples:
      - 15.3.2.1.1. Tag 100, Subfield a: Twain, Mark, 1835-1910
      - 15.3.2.1.2. Tag 700, Subfield a: Clemens, Samuel Langhorne, 1835-1910  
AND
      - 15.3.2.1.3. Tag 100, Subfield a: Clemens, Samuel Langhorne, 1835-1910
      - 15.3.2.1.4. Tag 700, Subfield a: Alternate identity: Twain, Mark, 1835-1910
- 16. Series Title and Series Volume** (MARC 490 a, v)
- 16.1. Make sure the series name is being represented completely and consistently to ensure the best possible search. Be sure to include articles (e.g., “A,” “An,” or “The”). End with a semicolon.
  - 16.2. Enter volume number (if one is present) in Arabic numerals.
    - 16.2.1. **Example:** A global dialogue on federalism ; v. 1
    - 16.2.2. **Example:** The Library of America ; nos. 55-56
    - 16.2.3. **Example:** Penguin classics
- 17. Note** (MARC 500 a)
- 17.1. Miscellaneous details about the contents, such as bibliographic information. If a list of contents is available, type in “Contents :” and copy and paste.
    - 17.1.1. **Example:** Contents : 1. Writing and thinking -- 2. Writing an essay -- 3. Writing a book report -- 4. Writing a lab report -- 5. Writing a business report -- 6. Using illustrations -- 7. Documenting sources -- 8. Giving an oral presentation -- 9. Writing examinations -- 10. Writing a resumé and letter of application -- 11. Writing with style -- 12. Common errors in grammar and logic -- 13. Punctuation -- 14. Misused words and phrases.
    - 17.1.2. **Example:** Includes bibliographical references (p. 542-555) and index.
    - 17.1.3. **Example:** Reprint. Originally published: New York, C. L. Webster and company, 1887 ; with new intro.
    - 17.1.4. If the work is electronic material, such as an eBook or a dissertation, linked to a digital repository or database, note the source with “Electronic copy from \_\_\_\_\_.”
      - 17.1.4.1. **Example:** Electronic copy from EBSCOhost Academic eBook Collection.
    - 17.1.5. Note if a thesis has been revised for publication as a book:
      - 17.1.5.1. **Example:** Originally presented as the author’s dissertation (Ph. D.–Emporia State University, 2010).
      - 17.1.5.2. **Example:** Originally presented as the author’s thesis (M.A.–University of Kansas, 1995) under title: \_\_\_\_\_.
    - 17.1.6. For theses and dissertations in the Library’s collection:

17.1.6.1. Use the term “Thesis” or “Dissertation” qualified by the type of degree (M.A., Ph. D., etc.), an Em dash, the name of the university, and the date the degree was granted.

17.1.6.1.1. **Example:** Thesis (M.A.)—Kansas State University, 2021.

17.1.6.1.2. **Example:** Dissertation (Ph. D.)—Fort Hays State University, 2024.

17.1.6.1.3. **Note:** Ph. D. is used **with** a space between the Ph. and the D.

17.1.6.2. For theses to which conventional abbreviations do not apply, the term “doctoral” or “master’s” may be used.

17.1.6.2.1. **Example:** Thesis (doctoral)—Universität Heidelberg, 1998.

17.1.6.2.2. **Example:** Thesis (master’s)—Universidad de Madrid, 1990.

## 18. Summary (MARC 520 a)

18.1. Enter a short synopsis of the book if one is available from the publisher (preferred), Google Books, or Amazon.

18.2. If using a synopsis from a third party, note the source.

18.2.1. **Example:** “A captivating, surprising history of timekeeping and how it has shaped our world. For thousands of years, people of all cultures have made and used clocks, from the city sundials of ancient Rome to the medieval water clocks of imperial China, hourglasses fomenting revolution in the Middle Ages, the Stock Exchange clock of Amsterdam in 1611, Enlightenment observatories in India, and the high-precision clocks circling the Earth on a fleet of GPS satellites that have been launched since 1978. Clocks have helped us navigate the world and build empires, and have even taken us to the brink of destruction. Elites have used them to wield power, make money, govern citizens, and control lives-and sometimes the people have used them to fight back. Through the stories of twelve clocks, About Time brings pivotal moments from the past vividly to life. Historian and lifelong clock enthusiast David Rooney takes us from the unveiling of al-Jazari's castle clock in 1206, in present-day Turkey; to the Cape of Good Hope observatory at the southern tip of Africa, where nineteenth-century British government astronomers moved the gears of empire with a time ball and a gun; to the burial of a plutonium clock now sealed beneath a public park in Osaka, where it will keep time for 5,000 years. Rooney shows, through these artifacts, how time has been imagined, politicized, and weaponized over the centuries-and how it might bring peace. Ultimately, he writes, the technical history of horology is only the start of the story. A history of clocks is a history of civilization.”--Provided by publisher.

## 19. Pages/Runtime (MARC 300 a)

19.1. Note if this is a multi-volume work.

19.1.1. **Example:** 3 v. (xxxiii, 706 p.)

19.2. Indicate front matter in lowercase Roman numerals.

19.3. Enter the number of pages comprising the body and back matter using “p.” Do Not use “pgs.” or “pp.” to indicate multiple pages. Remember, books with sections sometimes have separate sets of page numbers.

- 19.4. If back matter is totaled using Roman numerals or letters, follow that format and place the figure after the body pagination.
- 19.4.1. **Example:** 500 p., vii
- 19.4.2. **Example:** 500 p., A-BB
- 19.5. If there are no page numbers, use the term “no pagination” (abbreviation: n. pag.).
- 19.6. If the body of the work begins on a page without pagination, put brackets around that number.
- 19.6.1. **Example:** [1]-565
- 19.7. If the bibliographic record notes unnumbered pages, place page numbers in brackets.
- 19.7.1. **Example:** xxxi, 622 p., [32] p. of plates
- 20. Other Physical Details** (MARC 300 b)
- 20.1. Preliminary leaves, frontispiece, leaves, illustrations, plates, portraits, etc. (This can be found under Description on the SHAREit, LC, and WorldCat pages).
- 20.2. Use standard abbreviations consistently:
- 20.2.1. preliminary leaves => p.l.
- 20.2.2. frontispiece => front.
- 20.2.3. leaves => leaves
- 20.2.4. color => col.
- 20.2.5. illustrations => illus.
- 20.2.6. plates => pl.
- 20.2.7. portraits => ports.
- 21. Size** (MARC 300 c)
- 21.1. In centimeters (This can be found under Description on the SHAREit, LC, and WorldCat pages). **Note:** The standard measurement for an oversize book starts at 28 cm. The Barton Library makes this determination with books starting at 30 cm.
- 21.1.1. **Example:** 20 cm
- 22. Parallel Title** (MARC 246 a)
- 22.1. Place titles with ampersands in this textbox, replacing with an “and.”
- 22.1.1. **Example:** Contemporary biographies in environment and conservation
- 23. System Control Number** (MARC 035 a)
- 23.1. If available, include record control numbers with OCoLC, the MARC Organization Code used for authority and bibliographic records created or revised by OCLC/WorldCat.
- 23.1.1 **Example:** (OCoLC)902661305
- 23.2. If available, include record control numbers with DLC, the MARC Organization Code used for authority and bibliographic records created or revised by the Library of Congress.
- 23.2.1. **Example:** (DLC) 2020009619
- 24. Holding Record**
- 24.1. Click “Edit” under Action.
- 24.2. Ensure the appropriate Barcode Type has been chosen.
- 24.3. Choose the appropriate Item Circulation Class.
- 24.3.1. Book => Children, Circulation, College Life, Fiction, Kansas, Multilingual,

- Oversize, Professional, Reference, Research and Writing
- 24.3.2. eBook => Online
- 24.3.3. Government Publication => Online
- 24.3.4. Graphic Novel => Graphic Novel
- 24.3.5. Manga => Graphic Novel
- 24.3.6. Periodical => Periodical
- 24.3.7. Thesis / Dissertation => Thesis / Dissertation
- 24.3.8. Website => Online
- 24.4. Choose appropriate Item Report Class.
- 24.5. Choose appropriate Condition.
  - 24.5.1. As New
  - 24.5.2. Fine
  - 24.5.3. Good
  - 24.5.4. Fair
  - 24.5.5. Poor
  - 24.5.6. Very Poor
- 24.6. Choose appropriate Call No. Prefix (if applicable).
  - 24.6.1. Coll => College Life Collection
  - 24.6.2. Current => Current Issues Collection
  - 24.6.3. Fiction => Fiction Collection
  - 24.6.4. J => Children's Collection
  - 24.6.5. Kan => Kansas Collection
  - 24.6.6. KSDOC => Kansas Government Document System
  - 24.6.7. Multi => Multilingual Collection
  - 24.6.8. Oversize => Oversize Collection
  - 24.6.9. PER => Periodical Collection
  - 24.6.10. Prof => Professional Collection
  - 24.6.11. Ref => Reference
  - 24.6.12. RW => Research and Writing Collection
  - 24.6.13. SuDoc => Superintendent of Document (Federal) Classification System
- 24.7. Choose appropriate Call No.
  - 24.7.1. Non-fiction Book, eBook, Graphic Novel, Periodical, Thesis / Dissertation => Library of Congress classification numbers (subclass and whole number) and any decimal numbers
    - 24.7.1.1. Thesis / Dissertation
      - 24.7.1.1.1. Formulate the second portion of the class number according to the type of paper:
        - 24.7.1.1.1.1. Use .02 for theses for master of arts (M.A.) or master of science (M.S.) degrees
        - 24.7.1.1.1.2. Use .021 for field projects, research papers, or other papers not regarded as theses. This designation also includes theses for other

master's degrees (e.g., M. Ed., etc.).

24.7.1.1.1.3. Use .022 for doctoral dissertations.

24.7.1.1.2. If a thesis does not have a call number already assigned by a repository, see the *Thesis Call Numbers By Subject* document (Library > Library Staff > Barton Library Policies and Procedures > 2-Library Procedures > 1-Barton Procedures Manual folder) for approved class numbers.

24.7.1.1.2.1. As some subjects are arranged by specific criteria (e.g., American history organized by time period), use the [LC Classification Outline](#) to find the appropriate class number.

24.7.1.1.2.2. When in doubt, use the Library of Congress subject heading(s) to search for similar works.

24.7.1.1.3. Complete book number:

24.7.1.1.3.1. Add only one cutter number preceded by a period using the LC Sanborn Cutter Table.

24.7.1.1.3.2. Add year of publication as the suffix.

24.7.2. Fiction Book => Author's last name

24.7.3. Government Publication

24.7.3.1. Superintendent of Document (SuDoc) system

24.7.3.1.1. SuDoc number designated in the work's entry in the [Catalog of U.S. Government Publications](#).

24.7.3.2. Kansas Government Document (KSDOC) system

24.7.3.2.1. KSDOC number designated in the work's entry in the [Kansas Government Information \(KGI\) Online Library](#).

24.8. Choose Call No. Suffix

24.8.1. Books, eBook, Graphic Novel, Thesis / Dissertation => Year of Publication

24.8.2. Print Periodical, Website => Blank

24.8.3. Electronic Periodical => Online

24.9. Enter the cost of the material.

24.10. Choose the appropriate Physical Location.

24.10.1. Children's Collection => Children

24.10.2. Children's Collection => Children Game

24.10.3. College Life Collection => College Life

24.10.4. Current Issues Collection => Current Issues

24.10.5. Fiction Collection => Fiction

24.10.6. Fort Leavenworth Collection

24.10.7. Fort Riley Collection

24.10.8. Game Collection

24.10.9. Graphic Novels

24.10.10. Kansas Collection

24.10.11. Main Collection

- 24.10.12. Multilingual Collection
- 24.10.13. Online
- 24.10.14. Oversize Collection => Oversize
- 24.10.15. Periodical Collection => Periodical
- 24.10.16. Professional Collection => Professional: Academia
- 24.10.17. Professional Collection => Professional: Assessment
- 24.10.18. Professional Collection => Professional: Instruction
- 24.10.19. Reference Collection => Reference
- 24.10.20. Research and Writing Collection => Research and Writing
- 24.11. Choose appropriate Custom Item Status.
  - 24.11.1. Use Circulation Status
  - 24.11.2. In Library Use Only
- 24.12. Choose appropriate Vendor.
- 24.13. Enter donor's name (if applicable).
- 24.14. Enter Holdings Notes (if necessary).

## Appendix #4: Template for Cohen Center Catalog

**Purpose:** The purpose of this template is to ensure an organized, professional-looking format that will make navigating through the catalog quicker and more consistent for Cohen Center staff and our patrons.

**Note:** Most of the indicated fields can be filled by going to [SHAREit](#), [Library of Congress Browse](#), [MARC 21 Format](#), and [WorldCat](#). Sometimes, research needs to be done using [Abebooks](#), [Albiris](#), [Biblio.com](#), [Rare Book Hub](#), [PFC Auctions.com](#), [PBA Galleries](#), [BookFinder.com](#), or other websites that specialize in rare and antiquarian books. Try to find all information possible. The richer the catalog entry and the more access points available, the better for the staff and the researching patron.

**Note:** Sometimes conjectures can be made regarding place, publisher, or year, but put [brackets] around the educated guess to indicate it is not found in the book.

Common practice is to separate text and punctuation, such as colons and semicolons, with an extra space.

The system automatically inserts the appropriate punctuation after entries in the textboxes, including Publisher, Place of Publication, and Pages/Runtime.

### 1. Title (MARC 245 a and b)

1.1. Use the main title and subtitle that appears on the title page.

1.1.1. **Example:** Tenting on the Plains : or, General Custer in Kansas and Texas.

1.2. Use the fullest form of the name in the record.

1.3. Do not use the cover or spine title.

1.4. If the title has an ampersand, then enter the alternate form using an “and” in the Parallel Title textbox below.

1.4.1. **Example:** Red blood & black ink : journalism in the Old West

### 2. Material Type

2.1. Audio, Book, DVD, Government Publication, Manuscript, Microfilm, Periodical, or Photograph.

### 3. Author Type

3.1. Personal or corporate name.

### 4. Author's Name (MARC 100 a)

4.1. The primary author's last name, and first and middle names (or initials) as they appear on the title page.

4.1.1. **Example:** Custer, Elizabeth Bacon

4.2. Add additional authors to the Author Analytics section.

### 5. Author Dates (MARC 100 d)

5.1. Life span with birth and death dates (if applicable), especially if the author is a historical figure or otherwise prominent in their field or community.

5.1.1. **Example:** 1842-1933

**6. Publisher** (MARC 264 b)

6.1. Copy from SHAREit, Library of Congress's (LOC) Published/Created entry or WorldCat's Publisher entry.

6.1.1. **Example:** University of Oklahoma Press

6.2. Corporate endings, such as Inc., Co., and Publishers, are not necessary unless it is part of a corporate name that cannot stand on its own. If they are a necessary part of the publisher's corporate name, then use them.

6.3. Use ampersands only if they are part of the corporate name.

6.3.1. **Example:** Harper & Brothers

6.4. If publisher is unknown, use "s. n." This is a standardized term from the Latin *sine nomine* (without name [of publisher]).

**7. Place of Pub.** (MARC 264 1 a)

7.1. City of publication (use traditional three- or four-letter abbreviation for states unless the state is part of the publisher's name).

7.1.1. **Example:** Newton, Kan.

7.2. As New York City is considered the publishing capital of the United States, common practice is to merely use the city's informal name without the mention of the state.

7.2.1. **Example:** New York

7.3. If place is unknown, use "s. l." This is a standardized term from the Latin *sine loco* (without place [of publication]).

**8. Edition** (MARC 250 a)

8.1. If the book's title page, LOC, or WorldCat do not specify an edition, this can be determined by the number of copyright dates listed in the book.

8.2. Remember there is a difference between an edition and a printing. New editions occur when there are substantial changes made to the book after its first printing, perhaps the addition of a chapter or a foreword, then the book would be described as the second edition and so on.

8.2.1. **Example:** 1st ed.

**9. Copyright Date** (MARC 264 c)

9.1. The date for the specific copy held by the Cohen Center, not previous editions. If the publication date is not given, use "no date" (abbreviation: n.d.). However, estimations based on research (e.g., [187-?]) are better than nothing.

9.1.1. **Example:** 1871

**10. Publication Date**

10.1. The date of the first edition if it is different than the copyright date.

10.1.1. **Example:** 1854

10.2. Fill both fields even if the publication date and copyright date are the same.

**11. LCCN** (MARC 010 a)

11.1. Copy and paste the Library of Congress Control Number if the work is held by the LOC

11.1.1. **Example:** 72145498

**12. ISBN** (MARC 020 a)

12.1. Copy and paste the International Standard Book Number if the work was published



1910

AND

15.3.2.1.3. Tag 100, Subfield a: Clemens, Samuel Langhorne, 1835-1910

15.3.2.1.4. Tag 500, Subfield a: Alternate identity: Twain, Mark, 1835-1910

## 16. Series Title and Series Volume (MARC 490 a, v)

16.1. Make sure the series name is being represented completely and consistently to ensure the best possible search. Be sure to include articles (e.g., “A” or “The”). End with a semicolon.

16.2. Enter volume number (if one is present) in Arabic numerals.

16.2.1. **Example:** The Western frontier library ; v. 46-48

## 17. Note

17.1. Miscellaneous details about the contents, such as bibliographic information. If a list of contents is available, type in “Contents :” and copy and paste.

17.1.1. **Example:** Contents : Part one: Birth of a boom. The demise of the bison ; Cattle for cash ; Birth of the cattle town ; Cattle-town high jinks ; Lighting the fuse ; Cowboy aristocrats -- Part two: Cowboys and cattle kings. From stockyard to steakhouse ; The rise of Cheyenne ; Barbed wire: the devil's rope ; Frewen's castle ; The nature crusader -- Part three: The boom busts. Teddy Blue and the necktie socials ; Mortal ruin ; Poker on joint-stock principles ; The big die-up ; The fall of Cheyenne -- Part four: Nails in the coffin. The rustler problem ; Nate Champion and the Johnson County War ; The cowboy president ; The closing of the range ; Failed second acts ; Myths of the Old West -- Afterword: "Unhorsed for good."

17.1.2. **Example:** Includes bibliographical references (p. 456-541) and index.

17.1.3. **Example:** Reprint. Originally published: New York, C. L. Webster and company, 1887 ; with new intro.

## 18. Summary (MARC 520 a)

18.1. Enter a short synopsis of the book if one is available from the publisher, Amazon, or antiquarian bookseller.

18.2. If using a synopsis from a third party, note the source.

18.2.1. **Example:** “A deeply-researched, dramatic, and character-driven narrative account of the violent struggle between Union and Confederate forces to claim the American West during the Civil War.” -- Provided by publisher.

## 19. Pages/Runtime (MARC 300 a)

19.1. Note if this is a multi-volume work.

19.1.1. **Example:** 3 v. (xxxiii, 706 p.)

19.2. Indicate front matter in lowercase Roman numerals.

19.3. Enter the number of pages comprising the body and back matter using “p.” Do not use “pgs.” or “pp.” to indicate multiple pages. Remember, books with sections sometimes have separate sets of page numbers.

19.4. If back matter is totaled using Roman numerals or letters, follow that format and place the figure after the body pagination.

- 19.4.1. **Example:** 500 p., vii
- 19.4.2. **Example:** 500 p., A-BB
- 19.5. If there are no page numbers, use the term “no pagination” (abbreviation: n. pag.). If the body of the work begins on a page without pagination, put brackets around that number.
  - 19.5.1. **Example:** [1]-565
- 19.6. If the bibliographic notes unnumbered pages, place page numbers in brackets.
  - 19.6.1. **Example:** xxxi, 622 p., [32] p. of pl.
- 20. Other Physical Details (MARC 300 b)**
  - 20.1. Preliminary leaves, frontispiece, leaves, illustrations, plates, portraits, etc. (This can be found under Description on the SHAREit, LC, and WorldCat pages).
  - 20.2. Use standard abbreviations consistently:
    - 20.2.1. preliminary leaves => p.l.
    - 20.2.2. frontispiece => front.
    - 20.2.3. leaves => leaves
    - 20.2.4. color => col.
    - 20.2.5. illustrations => illus.
    - 20.2.6. plates => pl.
    - 20.2.7. portraits => ports.
- 21. Size (MARC 300 b)**
  - 21.1. In centimeters (This can be found under Description on the SHAREit, LC, and WorldCat pages). **Note:** The standard measurement for an oversize book starts at 28 cm.
    - 21.1.1. **Example:** 20 cm
- 22. Parallel Title (MARC246 a)**
  - 22.1. Place titles with ampersands in this textbox, replacing with an “and.”
    - 22.1.1. **Example:** The sod-house frontier, 1854-1890 : a social history of the northern plains from the creation of Kansas and Nebraska to the admission of the Dakotas
- 23. System Control Number (MARC 035 a)**
  - 23.1. If available, include record control numbers with OCoLC, the MARC Organization Code used for authority and bibliographic records created or revised by OCLC/WorldCat.
    - 23.1.1. **Example:** (OCoLC)902661305
  - 23.2. If available, include record control numbers with DLC, the MARC Organization Code used for authority and bibliographic records created or revised by the Library of Congress.
    - 23.2.1. **Example:** (DLC) 2020009619
- 24. Holding Record**
  - 24.1. Click “Edit” under Action.
  - 24.2. Ensure the Materials Barcodes (8 dig.) Barcode Type has been chosen.
  - 24.3. Choose Item Circulation Class => Non-circulating.
  - 24.4. Choose appropriate Item Report Class.

- 24.4.1. Agriculture, Farming, and Ranching
- 24.4.2. American Civil War
- 24.4.3. American West
- 24.4.4. Biography
- 24.4.5. Commerce and Economics
- 24.4.6. Domestic Arts
- 24.4.7. Early Voices
- 24.4.8. Fine, Popular, and Performing Arts
- 24.4.9. Genealogy
- 24.4.10. Geography, Exploration, and Travel
- 24.4.11. Indian Wars
- 24.4.12. Kansas in Foreign Wars
- 24.4.13. Kansas Studies
- 24.4.14. Law
- 24.4.15. Literature
- 24.4.16. Native American Studies
- 24.4.17. Pamphlet Box
- 24.4.18. Politics and Government
- 24.4.19. Reference Works
- 24.4.20. Religion and Philosophy
- 24.4.21. Santa Fe Trail
- 24.4.22. Science and Technology
- 24.4.23. Serials
- 24.4.24. Towns and Cities
- 24.4.25. Transportation and Communications
- 24.5. Choose appropriate Condition.
  - 24.5.1. As New
  - 24.5.2. Fine
  - 24.5.3. Good
  - 24.5.4. Fair
  - 24.5.5. Poor
  - 24.5.6. Very Poor
- 24.6. Call No. Prefix
  - 24.6.1. Agriculture
  - 24.6.2. American Civil War
  - 24.6.3. American West
  - 24.6.4. Biography
  - 24.6.5. Commerce and Economics
  - 24.6.6. Domestic Arts
  - 24.6.7. Early Voices
  - 24.6.8. Fine, Popular, and Performing Arts
  - 24.6.9. Genealogy

- 24.6.10. Geography, Exploration, and Travel
- 24.6.11. Indian Wars
- 24.6.12. Kansas in Foreign Wars
- 24.6.13. Kansas Studies
- 24.6.14. Law
- 24.6.15. Literature
- 24.6.16. Native American Studies
- 24.6.17. Pamphlet Box
- 24.6.18. Politics and Government
- 24.6.19. Reference Works
- 24.6.20. Religion and Philosophy
- 24.6.21. Santa Fe Trail
- 24.6.22. Science and Technology
- 24.6.23. Serials
- 24.6.24. Towns and Cities
- 24.6.25. Transportation and Communications
- 24.7. Call No. => Author's last name
- 24.8. Call No. Suffix => Blank
- 24.9. Enter the cost of the material.
- 24.10. Choose the appropriate Physical Location.
  - 24.10.1. Bookshelves
  - 24.10.2. Fragile / Damaged Materials Box
  - 24.10.3. Microfilm Cabinet
  - 24.10.4. Pamphlet Box
- 24.11. Custom Item Status => In Library Use Only
- 24.12. Choose appropriate Vendor.
- 24.13. Enter donor's name (if applicable).
- 24.14. In Memory Of: (if applicable)
- 24.15. In Honor Of: (if applicable)
- 24.16. Enter Holdings Notes (if necessary).

## Appendix #5: Condition Grades

Definitions are adapted from the *ALA Glossary of Library and Information Science* (4th ed.); Rare Books and Manuscripts Section of the Association of College and Research Libraries; Antiquarian Bookseller's Association of America (ABAA); John Carter's *ABC for Book Collectors* (2016); *AB Bookman's Weekly*; and Biblio.com.

**As New (A.N.).** Used to describe an unused, clean, and flawless copy, this term only applies to a book that is in the same immaculate condition in which it was published. There can be no defects, missing pages, or library stamps, and the dust jacket (if one was issued) must be perfect without any tears.

No books in the Barton Library's main collection should be considered "As New." Materials in pristine condition donated to or purchased for the Cohen Center for Kansas History may be graded "As New" until they are first used by a patron.

**Fine (Fn).** While similar to "As New" in condition, "Fine" refers to a book that may have been previously opened or carefully read, and is no longer crisp or pristine. For the use of the term "Fine," there must also be no defects. If the jacket has a small tear or other defect, or looks worn, these should be noted.

"Fine" is the default condition for new acquisitions to the Barton Library's main collection.

**Very Good (VG).** A book that shows signs of previous ownership and use while still being a collectible copy. Books in "Very Good" condition typically show some minor signs of wear—but no tears—on either binding or paper. There should be no markings or highlighting, except for inscriptions inside the front cover. Any defects must be noted.

A book with a "Very Good" grade is the minimum condition requirement for inclusion in the Barton Library and Cohen Center collections. Books in grades less than "Very Good," such as "Good," "Fair," and "Poor," are not generally acceptable as collectible copies, except in the cases of **antiquarian** books or manuscripts.

**Good (G).** A book that shows obvious wear to dust jacket, edges of the wraps or boards, and the text block. "Good" describes the average used book that has all pages or leaves present, but suffers from larger tears in the dust jacket, sunning, creased spine, and other significant defects. Many ex-library books fall into this grade. Any defects must be noted.

**Fair (Fr).** A worn book that has complete text pages, including those with maps or plates, but may lack front matter and/or back matter. The binding and jacket (if any) may also be worn. All defects must be noted. These books generally fall below the standards of the Cohen Center, but will be accepted for donation if the work's uniqueness and historical or intrinsic value merits the potential costs associated with repairing, storing, and preserving damaged materials.

**Poor (P).** A worn book that lacks the complete text, which must be legible, and only has merit as a **Reading Copy**. Any missing maps or plates must be noted. This copy may be soiled, scuffed, stained or spotted, and have loose joints, hinges, or pages. These books fall below the standards

of the Cohen Center and will not be accepted for donation except in exceedingly unusual circumstances.

Note: Books and dust jackets are graded separately. A grade of Fn/VG means that the book is in “Fine” condition and the dust jacket is “Very Good.” Jackets commonly have more wear than the books they protect.

## Appendix #6: Glossary of Descriptions

Definitions are adapted from the *ALA Glossary of Library and Information Science* (4th ed.); Rare Books and Manuscripts Section of the Association of College and Research Libraries; Antiquarian Bookseller's Association of America (ABAA); John Carter's *ABC for Book Collectors* (2016); *AB Bookman's Weekly*; and Biblio.com.

**Antiquarian.** A loose term implying collectible rather than used print materials; may refer to old, rare, and out-of-print books.

**As Issued.** A term used to describe the original condition of the described book as issued by the publisher. Aspects of the book may be perceived as flaws, but these individual features are the original state of the book when published.

**Association Copy.** The copy of a book that in and of itself is of no particular interest except that it was owned or annotated by the author, someone close to the author, a famous or noteworthy person, or someone especially associated with the content of the work. Bibliographic records should support the association with documentary evidence, such as the author's bookplate.

**Autograph Letter (AL).** A handwritten letter.

**Autograph Letter, Signed (ALS).** A handwritten letter signed by the writer.

**Autograph Manuscript, Signed (AMS).** A manuscript handwritten by the author.

**Binding Copy.** A book that needs to be rebound and is worth the anticipated expense. In a copy such as this, the leaves are intact and the book block itself is still square but the binding may be in tatters.

**Bowed.** A condition in which the boards of a hardback book have curled either inwards or outwards in relation to the text block. This often occurs because of a rapid change in moisture levels in the book's environment.

**Broadside.** A single sheet of paper usually printed on one side only.

**Broken (Spine).** Damage to a book from improper handling or shelving that creates a break in the spine which can cause the cover to be creased, the book to open or stop at a certain section, or the pages to become loose and fall out.

**Chipped.** A defect in which small pieces are missing from or where fraying has occurred on binding edges or a dust jacket. This should be distinguished from ripped, torn, or intentionally clipped binding edges.

**Cocked.** “Spine cocked” refers to a book that is deformed in a way that the front and back boards do not line up when the book is lying flat. “Shelf cocked” refers to a book’s spine that is no longer at right angles to the text block or boards. Severity may differ.

**Dedication Copy.** A copy of a book inscribed by the author and personally presented to the dedicatee mentioned in the book.

**Edgeworn.** Wear along the edges of hardback book covers.

**Edition.** All the copies of a book printed from the same plates or typesetting. An edition may go through several press runs, or printings. Additions, updates, and revisions are made with each new edition. The various types of editions are:

- **First Edition.** All the copies printed from the first setting of type and may include multiple printings if all are from the same setting of type. Every printed book has a first edition, many never have later editions. A later edition would have substantial changes in the printing plates or type such as the addition of a new preface or new chapter or major changes throughout the text and often is printed from a complete resetting of the type. When book collectors use the term first edition, they are usually referring to the first printing and if there are different states or issues, the earliest of those.
- **Second (or Later) Edition.** A book that has been revised or updated, or for which the type has been reset from that of the first edition.
- **First Thus.** The first edition published in the present form, often with the addition of a unique feature such as a noteworthy set of illustrations. Regularly used to denote a book that was published previously by a different publisher.
- **Limited Edition.** The book’s publication has been limited to a stated, usually small, number of copies. The statement of the number of copies often appears on the colophon page, and occasionally elsewhere. Each copy of a limited edition is often numbered. Some limited editions are also signed by the author.
- **Memorial or Anniversary Edition.** An edition published to commemorate a particular milestone.

**Errata.** Mistakes or errors. Generally encountered in the term “errata slip,” a small sheet of paper laid into a book by a publisher who discovered errors after the first printing.

**Ex-library.** A former library book, generally containing library acquisition and ownership stamped markings, and other typical indications of the library's use. Referred to as “ex-lib” and of considerably lower monetary value than the respective book which has never been the property of an institutional library. Copies must always be noted as such, no matter the condition of the book.

**Ex-libris.** A Latin phrase meaning “from the books” or to paraphrase, “from the library of”—the phrase is frequently used on bookplates.

**Facsimile.** An exact copy of an original work. In books, it refers to a copy or reproduction, as accurate as possible, of an original source, whether a book, map, manuscript, or other historical item.

**Foxing.** Rust colored spots which occur on paper resulting from oxidation of both organic and iron impurities left behind during the paper making process. Foxing will occur only when these impurities exist in the paper and are given exposure to the right humidity and temperature factors. This process is intrinsic to the specific paper.

**Ghosting, Shadowing, or Offsetting.** A description used for uneven fading on paper. Ghosting is often caused by prolonged contact with other paper materials, such as a bookmark, or old adhesives which have triggered a chemical reaction.

**Illustration (illus.).** A design, picture, plate, plan, diagram, chart, or map printed within the text.

**Imprint.** A term that can refer either to the place of publication or to the publisher.

**Inscribed Copy.** A book, or other printed piece, with a handwritten and signed statement usually written for a specific named person(s). When “inscribed” is used to describe a book, unless otherwise stated, it is implied that the author has written the inscription. When used to designate the recipients of a book as a gift from the author (or publisher), it is called a “presentation inscription.” See also **association copy**.

**Laid-in.** Indicates that there is something which is included with, but not attached to the book, such as a sheet of paper. The paper item can be a letter, picture, press release, map, or postcard which is loose inside the book. In rare book collecting, an autograph from the author can sometimes be laid-in, increasing the value of the book.

**Manuscript (MS).** The original form of a work as created by the author. This can be typed, handwritten, or computer generated.

**Monograph.** Scholarly monographs are single-volume works (books or essays) providing in-depth and detailed research into a specific discipline or specialty. Although secondary sources, they contribute to ongoing scholarship, particularly in the humanities and social sciences, by offering original insight into their subjects. Monographs may be published by a university or scholarly commercial press. Typically, monographs stand alone, although some are part of a larger series.

**Offprint.** A copy of an article or reference material that once appeared in a larger publication.

**Out of print (OP).** A book which is no longer being printed by the publisher. Generally, only used copies of an out of print book are in distribution.

**Original Cloth (Or. Cl.).** The cloth covering that was originally applied to a particular copy of a book at time of issue.

**Pagination.** A system of marking the pages of a printed or written document, usually with numbers, to indicate their order. Front matter pages are usually numbered with lower-case Roman numerals. The numbers may not be shown on each page, although every page has an assigned number. The main text and back matter are numbered with Arabic numerals. The page number may appear at the bottom, top, or side of a page. The marking of the recto of the leaves rather than the pages is known as *foliation*.

**Paper-over-boards.** A hardback book designed to be presented without a dust jacket. In modern hardback publishing, the dust jacket covering the outside of a book was meant as the decorative portion of a book. In paper-over-boards, the covering materials on the front and back covers are typically decorated, eliminating the need for a separate dust jacket.

**Points.** Distinguishing characteristics, usually errors, which occur within a first edition and indicate the priority of copies.

**Presentation Copy.** A copy of a printed item inscribed and signed by the author and provided as a gift to someone of his or her acquaintance.

**Price-clipped.** When the corner of the dust jacket flap has been cut (usually at an angle) in order to remove the price.

**Provenance.** The history of ownership or possession of a given book. Indications of previous ownership can be gleaned from bookplates, inscriptions, special bindings, and similar features. An especially remarkable provenance may add considerable historic or monetary value to a book.

**Reading Copy.** A well-worn, usually abused copy of a book, often in need of rebinding; i.e. suitable for reading, but unlikely to be included in a book collection unless rebound; sometimes refers to a copy that can be read, but is not of a quality worth rebinding.

As such, a reading copy is not a collectible book, except perhaps on occasion as a placeholder in a completist's collection until a desirable copy can be acquired. A reading copy should not be confused with an advance review copy or advance reader's copy, both of which can have appeal to book collectors.

That said, although a reading copy might have defects, these defects should not be such that they inhibit the readability of the text. Examples of defects or damages that would not be acceptable in a reading copy would include torn or missing pages, excessive highlighting or underlining, text block separating from the spine or page stains that cover or obscure part or all of the text. Books with these flaws can at best be considered binder's copies when scarce or desirable, but often are best suited to be recycled.

**Replacement Value.** The amount one would expect to pay for a book or ephemera item from a retailer or book dealer.

**Reprint.** Any printing of a book which follows the original edition. By definition, a reprint is not a first edition.

**Rolled spine.** Damage to a book created by pressure to the spine making it fold or crease in the cover. Damage can be from storing the book incorrectly, folding the book cover back, or during the book's fabrication.

**Rubbing.** Abrasion or wear to the surface. Usually used in reference to a book's boards or dust-jacket.

**Second state.** Used in book collecting to refer to a first edition, but after some change has been made in the printing, such as a correction, or a change in binding color.

**Shaken.** Indicates that sections of a book or pamphlet are becoming quite loose, but remain attached to the binding.

**Shelf wear.** Shelf wear describes damage caused over time to a book by placing and removing a book from a shelf. This damage is caused by the book rubbing against the shelf, causing the bottom edges and cover to become worn down or even torn. The book can also receive damage from neighboring books rubbing against the front and back covers causing warping and other damage. The spine and head of the book can also receive damage from being pulled from the shelf without caution.

**Series (ser).** A group of volumes with a common theme issued in succession by a single publisher.

**Shadow.** A discoloration of a leaf or cover caused by the use of stickers, tape, etc. The discoloration can be caused by a chemical reaction from the adhesive or from a difference in sun exposure.

**Signed.** Refers to a printed item on which the author (or illustrator or publisher) has written their name, usually on the endpapers, title page, or in the case of pamphlets on the wrappers.

**Soiling.** A gathering of dust or dirt usually caused by handling. The term generally refers to minor discoloration or staining.

**Square.** A book which has kept its original shape and shows no rounding of the spine.

**Starting Hinge.** Sometimes referred to as a "cracked hinge," a starting hinge refers to an instance where the cover still attached at the hinge, but the endpaper is beginning to split.

**Sunning.** Materials which are faded from direct and prolonged exposure to sunlight. Light can cause a chemical breakdown in printed ink, but also in cloth and leather bindings. A book's spine will sometimes show the worst sunning from facing outward on a shelf.

**Typed Letter Signed (TLS).** A typewritten letter signed by hand.

**Unpaginated.** The pages of a book are not numbered. Cited in bibliographic records as no pagination or "n. pag."

**Warped.** Term used to describe a book or dust jacket that has become distorted or bent out of shape, often due to moisture, dryness, or improper care.