



# Newsletter

PINAL COUNTY LIBRARY DISTRICT

September—October 2004

## Director's Column by Denise Keller

### System Update

We are moving forward as anticipated in the acquisition of a new integrated library system. I am expecting the final contract award to be on and about October 6. Once we have a signed contract, I will contact the vendor to work out an implementation schedule. Next we will order hardware, which will be drop-shipped to the vendor

for software installation. Realistically, migration to a new system could begin in October and be completed by the end of February 2005.

Please keep in mind that migration to a new catalog is always a long and arduous project.

There are thousands of details and small tasks to accomplish before we will see any results. One of the most helpful

strategies we used during the last migration (to the Innopac) was to schedule System Committee meetings so that we could discuss the issues that came up during system profiling, migration, and training. As always, I will try to keep travel and meetings to a minimum, but there will be occasions when we need to meet and discuss as a group how we wish to proceed.

### Last Year for Planning for Results

This is the last year that the State Library will be providing funding for the Planning for Results strategic planning process. This program provides trained facilitators to lead community meetings and to help public library directors complete a strategic plan. Participating libraries also receive funds at the completion of the process to begin implementing their new plan.

Having a strategic plan provides a focus for libraries struggling to do everything with a small budget. With input from the community, the strategic planning process focuses on community needs and how the library can meet them.

Three libraries in Pinal County completed the Planning for Results strategic planning process during 2003-04: Apache Junction Public Library, Eloy Public Library and Florence Community Library.

The planning process is based on the book *The New Planning for Results: a Streamlined Approach* by Sandra S. Nelson.

There will be an orientation for library directors soon. If you are interested in participating this year, please contact Cheryl at the Library District as soon as possible.

## Apply Now for the EqualAccess Program

EqualAccess Libraries is a new initiative developed by Libraries for the Future that will provide training and support to fifteen Arizona public libraries annually.

If your library wants to provide more teen or youth services, more health and wellness programs, or more services and programs to older adults, the EqualAccess program may be right for you. If selected to become an EqualAccess Library, your library will receive the following benefits:

- Tools to design your library's programming based on your community's needs

- Flexible EqualAccess Models: Health Access, Youth Access, Lifelong Access
- 4 days of professional development training for two staff members; including topics such as: needs assessments, project planning, outreach, forming councils, advocacy, public awareness, evaluation, documentation
- Access to a members-only Online Collaborative Network
- Networking opportunities with leaders in the Arizona library field
- Consultations, site visits, support and encouragement

from an EqualAccess Library Consultant

- Assistance in applying for LSTA implementation funding

If selected, your library would need to send one or two staff members to 4 workshops in Phoenix: 1) October 27 & 28; 2) January 6; 3) February 24. Training and travel expenses will be paid by the State Library. The application deadline is September 27.

For more information and an application, please contact Cheryl or Denise at the Library District.

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# Around the County

## APACHE JUNCTION

### Storytimes

This fall we are experimenting with changing the day of our storytimes, with the hope of accommodating those who were unable to attend on Wednesday. All of our story programs will be held on Thursday mornings. Trial period is September 2 through October 7, 2004.

We will start with Babytime (birth to 24 months) from 9:30 to 9:50 a.m. Toddler Storytime (18 months to 3 years) will follow from 10:00 to 10:30 a.m., and we will end with Preschool Storytime (3-6 years) from 10:45 to 11:30 a.m. We are also allowing for a little overlap in the ages for babies and toddlers. Some children are ready to move on earlier than others.

### Library Card Sign-up Month

Anyone who gets a new library card or uses an existing library card during September will be given drawing entries for some great prizes. Young readers have a chance to win one of two bicycles, and teens and adults will each have a chance to win a \$50 Wal-Mart gift certificate.

### Teen Chat Cafe

Tuesday, September 21, is the date for the next Teen Chat Café at the Apache Junction Public Library. It will be held from 6 to 7 p.m. and will feature an art contest. Teen artists may submit original 2 dimensional or 3 dimensional artwork for judging. Drawings, paintings or sculpture in any media will be acceptable.

### Family Place

The five-week Parent/Child Workshop will be held on Mondays from 9:30 a.m. to 10:45 a.m., beginning October 18 and going through November 15, 2004.

### Adult Book Discussions Resume

The Gentle Reads Book Discussion Club resumes on Thursday, September 9, 2004. This group meets at 1:30 p.m. in the program/study room the first Thursday of each month. The September selection is *Revenge of the Middle Aged Woman* by Elizabeth Buchan. October's book is *Puzzle Bark Tree* by Stephanie Gertle.

September 21 is the first meeting for the Dying For a Mystery Book Discussion Club. The discussion that day will be about *Just Deserts* by Mary Daheim. The group meets on the third Tuesday of each month. October's choice is *Compelling Evidence* by Steve Martini.

Free Computer Classes continue to be offered in E-mail, Microsoft Word, Basic Internet I & II, Find it Fast: the library website, Find it Fast: magazines, newspapers and more on the Internet. We also continue to offer Personalized Individual Training for those with absolutely no knowledge of computers.

Classes are made possible in part through funds granted by the Arizona State Library, Archives and Public Records Agency under the Library Services and Technology Act, which is administered

by the Institute of Museum and Library Services.

## COOLIDGE

**Read-To-Me** This fun filled program for preschool age children includes music, stories, songs, puppet shows, flannel boards, and activities based on children's literature. Every Wednesday mornings from 10:00a.m. - 10:40a.m. Children must be accompanied by an adult.

Computer Classes will continue to be held on these following days October - March. Seats are limited. So register early.

**Basic Microsoft Word** Every 2nd Wednesday at 6:30pm

**Basic Internet** Every 3rd Wednesday at 6:30pm

**How To Use Email** Every 4th Wednesday at 6:30pm

**Tutor.com** Many children and young adults come to the library after school to work on their homework and school projects. Now, they can receive help from real live tutors right at the library via the Internet! The Coolidge Public Library is offering an exciting new program for 4th - 12th grade students called Live Homework Help. Available Saturday - Thursday from 12PM - 8PM, and Friday 12PM - 3PM, this program connects students to a real live tutor for up to 20 minutes of live help. Children and young adults visiting the library simply log on to the Coolidge Public Library Web site, enter their grade level and the subject they need help in and they are instantly connected to an expert.

### Cooking @ the Library

The Coolidge Public Library will be offering cooking classes for beginners. The class will be limited to 15 participants. This class is free. All cooking items will be provided. This class will begin September 7, 2004 at 4:00pm - 5:15pm. The class will be held every other Tuesday for a 3 month period. Call 723-6030 for more information or to register.

### A Halloween Program

The Spooky Looking Decorating Crafts will be held at the library on October 28, 2004. This program will consist of children gathering on the evening of October 28, 2004 to make Halloween decorations to help decorate their homes in a spooookoo way. This program will last from 4:00pm - 5:30pm. We will provide all materials. All we would need is some children to come at their own risk.

## SUPERIOR

Superior Public Library will be participating in the September Project for Libraries on September 11th. We will have a display of books in the library on subjects such as the Bill of Rights, the Constitution, U.S. Government etc. We will also have voter registration forms encouraging people to get out and vote. Woodmen of the World Life Insurance Society donated some handbooks that we can give to children and adults with the U.S. Constitution, the Gettysburg Address, and the Declaration of Independence. We have

*(Continued on page 3)*

# Cataloging Corner by Eileen Jaffe

Library of Congress Control Number

In our continuing look at the MARC record, the next area is concerned with numbers and codes. We begin with the 010 field and end with the 048 field. Many of these fields are not used for most books and some are only used for non-book materials. The most useful tags are the 010, 020, 022 and 028 fields.

Let's look at the 010 field first. This is the field where we put the Library of Congress Control Number (formerly called the Library of Congress Card Number), known as the LCCN. This number is used for matching and searching records in a database, so it is important that the number be unique to an item. One way to check uniqueness is to search the LC database, but occasionally even LC will assign one number to two different records. In that case we are advised to alert LC to the problem and wait to assign the number until we know to which item it will belong. Also, sometimes we won't find a record with that LCCN in the LC database, but that LCCN still can go in our record.

LC has changed the LCCN format since 2001. I am going to explain the pre-2001 format first. What you might see in your item and then how it is entered in your record:

<u>ITEM</u>	<u>RECORD</u>
95-123	\$a 95000123
sn89-4567	\$asn 89004567
map93-123456	\$amap93123456
a94-23456	\$aa 94023456

Each number is entered with:

- \* an alphabetic prefix up to three letters or three spaces first
- \* then two digits representing the year the item was cataloged

- \* then a six digit, zero-filled serial number
- \* a blank space
- \* then a suffix assigned by LC preceded by slashes

In all, there must be 12 characters including blanks in a properly normalized LCCN.

After 2001, the number still has 12 characters, but now we see:

- \* an alphabetic prefix up to two letters or spaces
- \* four digits representing the year the item was cataloged
- \* a six digit, zero-filled serial number
- \* no suffixes

<u>ITEM</u>	<u>RECORD</u>
2001-123	\$a 2001000123
sn2002-4567	\$asn2002004567
a2001-123456	\$aa 2001123456

The list of LC prefixes can be found at: [http://www.loc.gov/marc/lccn\\_structure.html#prefix](http://www.loc.gov/marc/lccn_structure.html#prefix)

Let's go on to discuss valid and invalid LCCNs. A valid LCCN is put in subfield a (\$a). An invalid LCCN is put in subfield z (\$z). One way to check if a number is valid is by searching in the LC database. Since we do not have the time to search every LCCN, we can usually feel safe in using that number in some situations. If we are looking at a first edition hardcover book and we find a record that is from the Library of Congress (hint: it will have an 040 field with \$aDLC \$cDLC), we can feel fairly certain about the validity of the LCCN. If, however, we are looking at a paperback book with Cataloging In Process (CIP) information on the T.p. verso that includes an LCCN, the chances are good that the information there will actually match the first edition hardcover book,

rather than the paperback. If the date of publication for the paperback is different from the date information of the LCCN (see above) we might need to check either the LC database or our own database to see if there is a record that does not match our book that has that same LCCN. If that is the case, then the publisher added that information inappropriately and it needs to go in \$z or simply not be included in the record.

There is one problem that can occur with \$z. Since we use the LCCN for matching purposes when loading records into our database, we need to ascertain if our database settings can differentiate between \$a and \$z. If it isn't set up correctly, then it will match the number regardless of the subfield delimiter and possibly overlay a record incorrectly, or simply reject a record if the system thinks the record is already there, depending on if your system is set to overlay matches or reject matches. Since Pinal County's III system is not set to differentiate between the two subfields, I choose to not add \$z. When we set the parameters for Pinal County's new system, we will make sure that it is set up correctly.

If you are interested in seeing all the information about the 010 field, or any other field in a MARC record, you can go to either of these two web addresses:

- <http://lcweb.loc.gov/marc/bibliographic/ecbdhome.html>
- <http://www.itsmarc.com/crs/crs0000.htm>

Don't forget, I will be happy to answer any questions or help with any problem records.

Remember, the MARC record is the engine that gives staff and patrons the tools needed to search the catalog.

Happy cataloging!

## Around the County cont'd

made up bookmarks and brochures that we will be passing out during our September 11th Fiesta celebrating "Moments in History." This theme reflects on two historical dates: The September 16, 1810 call to Mexican Independence, and September 11, 2001 attacks by terrorists on U.S. soil. The event pays tribute to those whose lives were lost and/or changed forever by these events.

Our Basic Computer classes will resume in October. There is a student from the High School that will be doing Community Service for High School credit who is very knowledgeable on Word, Excel, etc. so he has offered to teach the classes.

Our Preschool Story Time will also resume in October. It will be held on

Wednesday mornings from 10:30 - 11:30 a.m. for children 3 & 4 years of age. Story Time will begin on October 6th.

We are still busy cataloging and processing new books as well as books that aren't yet entered on the database. This gives us an opportunity to weed out material and get ready for the new online system.

Pinal County Library District  
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## Events Calendar

Library Card Sign-up Month <a href="http://www.ala.org/pio/librarycard/">http://www.ala.org/pio/librarycard/</a>	September	Nationwide
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Banned Books Week <a href="http://www.ala.org/bbw">http://www.ala.org/bbw</a>	September 25—October 2	Nationwide
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MPLA Conference <a href="http://www.cal-webs.org/conference.html">http://www.cal-webs.org/conference.html</a>	October 20-24	Denver
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Library Federation Meeting	November 5	To Be Determined
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AzLA Conference <a href="http://www.azla.org/displayconvention.cfm">http://www.azla.org/displayconvention.cfm</a>	November 29– December 2	Tucson
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