

Northside Independent School District

LIBRARY AND TEXTBOOK SERVICES DEPARTMENT

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MEMORANDUM

TO: Librarians
FROM: Jana Knezek, Director of Library and Textbook Services
RE: Barcoding and Inventory of Non-Library Materials
DATE: November 1, 2000

I've had several questions as I visit each of you about the cataloging of departmental or grade-specific materials purchased by others. I have met with the elementary subject area specialists and they want you to know that they only expect a library to house and keep up with things they have purchased for use by the **whole school**. That material will be "donated" to the library, cataloged by Library Services, and circulated by you.

Other materials that you have been asked to barcode and keep up with are requests made by **individuals** on your campuses. Those requests **aren't** coming from Central Office, or from Northside district specialists. The specialists realize that your time for teaching and managing your library is precious and that you do not have time to do the inventorying of others.

Examples of what is OK:

The science specialists order something for the use of ALL teachers or students and donate it to the library so that it can be cataloged so that ALL people using SIRSI can find the material and check it out.

The CITs donate a program to the library that can be used by ANY teacher on a stand-alone computer. The teachers would search SIRSI, find it, check it out and use it. They would return it when they are finished and another teacher could use it.

Examples of what is not OK:

The English department buys a set of *Old Yeller* (or dictionaries, or...) and asks that each piece be barcoded and housed in the library.

The campus social studies coordinator buys a curriculum kit for each grade level and asks the librarian to barcode it.

The CIT buys a lab set of a particular computer program and wants each piece barcoded so their inventory is done for them.

I hope this clarifies your role on the campus and gives you the confidence to say "no" when asked.

CC: Instructional Specialists
Eleanor Elder, Executive Director for Elementary Instruction
Dick Drueger, Executive Director for Secondary Instruction
Mark Gabehart, Executive Director for Instructional Technology
Pat Blattman, Deputy Superintendent for Instruction

