Bay Colony Team: Week of June 28, 2015 - Developing a Check-Out System for a Library

Project Participants
The following group will be needed in this on-going project:

• 2 Women

Location
Berkshire Hathaway Office (dowsed location)

Supplies
The supplies for this project include:

• Black laminate book shelves
• Laser & Inkjet Printer Catalog Cards - 3-Up -- with punched holes (100/Pkg) - a software template will be used to print these cards (see: format and information below)
• Avery® Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25/Pack (can’t find alphabetical A to Z dividers for the catalog cards -- so Avery versions will need to be made)
• Gaylord 5-Tray Card Catalog Cabinet 5-3/8" x 33" x 17" with a guide rule
• Durable Clear Book Pocket 4-3/8"H x 3-1/2"W 100/Box
• Book Cards - Author/Title, Date Loaned, Borrower's Name, Date Returned - two to be inserted in the clear pocket on the back of DVDs or inside back cover of a book. When a DVD or book is checked out, one stays with the DVD/Book and the other card gets filed in a charging tray (in date order).
• Hardwood Charging Tray Single 3-5/8"H x 4"W x 14"D - for filing the library’s record (one of the cards in the plastic pouch on the back of a DVD or book) in alphabetical order by borrower’s last name.
• Charging Tray Guides Alphabet A-Z 26/Pkg - these are the dividers for alphabetizing the borrowers’ cards.
• Band Dater - Month, Day & 6-Yr, 1/8" x 3/4" -- for stamping date borrowed and due date on the book cards when a DVD or book is checked out (borrowed)
• Memories Ink Pad & Re-Inkers (for Band Dater inking)
• Memories Re-Inker (EXTRA)
• Stamp Cleaner (to clean the band daters)

DVD and Book Library
Over 100 DVD titles will be ordered from Amazon and the International Academy of Oral Medicine and Toxicology (IAOMT). A minimum of 4 will be ordered for each title.
Online Data Gathering for this Project
Working in advance, data will need to be gathered for each title. The titles will be posted on a Reference Page, Orders titled, “final_8_05_21_15_other_children.” The 3 X 5 inch card catalog cards (with a hold for a card catalog drawer “guide”) are laser printed 3-up on 8.5 X 11 inch pages.

A PDF page containing 3 sample cards is available at: http://articles.x10.mx/card_catalog_template.pdf. You’ll notice the 3rd card has a list of supporting actors that is different than the other two. When you work with God, dowse to figure out whether to proceed (He may want more information on the card like the Spike Lee example). This sample was prepared in InDesign. Microsoft Word is used to create mailing labels and can probably be used for this project.

When you add extra information to a card (such as supporting actors) be careful to leave enough space at the bottom to clear the hole. You may need to make type a smaller size if God wants more information. The Spike Lee example online has a Supporting Actors section in 9 point type (the headline is 14 point and the rest of the card is 12 point). The left indent on the card below is 2p and the top indent was created with one l(14 point) line space.

(Data Collection) Keep Bundled Sets Together (in the Catalog and the Collection)
There are several bundled sets of DVDs. It will be too difficult to separate the DVDs in these bundles. A bundle will need to be checked out as one item. Be careful to check
the DVDs when they’re returned to make sure the DVDs are all in the single packages or bundles. When creating a card for the catalog, use the description on the Reference Page, Order (See: Reference Page, Orders at http://articles.x10.mx/).

(DATA COLLECTION) Handling Titles that Begin with “The”
Titles that begin with the word “The” are never filed under “T.” Instead, it is popular to consider the first word after “The” as the beginning of the title. Because the word “The” is still an important part of the title, many people add a comma to the end of the title and add “The” to the end. The following example is a documentary. Notice that “N/A” has been used for the Actors category. Example:

Sample

World According to Monsanto, The
Category: French film
Film, 2008
DVD, 2008
Director: Marie-Monique Robin
Actors: N/A (not applicable)
Studio: Arte, the Franco-German culture TV channel

(Layout, Design and Test Print) Create a Software Template for Printing Cards
Once you have determined the software to use for printing catalog cards, you will need to create a sample page and print the page to make sure the information is within the perforations. When this test is successful, you will be read to add the rest of your titles to the electronic file. The titles can be added randomly.

Print, Separate and Alphabetize Catalog Cards
When you are sure your file is correct, print the pages. Separate the 3 X 5 cards and alphabetize them (titles that begin with “The” are not alphabetized under “T.”).

Punch Holes in the Plastic Alphabetic Dividers (for the Gaylord Card Catalog)
It was impossible to find pre-punches alphabetical dividers for the Gaylord Card Catalog. Poly, multi-colored dividers designed for regular 3 X 5 cards will need to be
punched using a Eurotool punch from Walmart that makes a small hole. Use a paper card as a guide and punch the set. Add these to a starter draw in the card catalog that you can expand to other drawers as your collection grows.

**Adding Cards to the Card Catalog and the Collection**

As DVDs arrive, you will need to:

1. Add the card to the Card Catalog (the metal guide is removed from the drawer and the cards slide on the guide in the appropriate alphabetical section).
2. Apply a clear plastic pocket to the back of the single DVD, or the boxed set. This pocket will hold 2 identical cards: a.) one that stays in the envelope at all times (explain this to the borrower) and b.) one that gets filed in the Library Charging Tray when a DVD or book is checked out.
3. A team member with clear handwriting will need to write the title of the DVD or book on these two cards.
4. Each item in your library will need to have a plastic pocket with two cards inside.  
5. Arrange the DVDs and books in your library in the same alphabetical order that they appear in the catalog.

**Checking Out a DVD or Book**
When your library is ready, you will need to:

1. Set up a work table for checking out a DVD or book. A Sandusky Utility table is a good choice because it can be raised to 36” for stand-up work. This tall utility table is the type selected for the food prep area along with tall folding chairs.

2. Temporarily remove both cards from the clear plastic pocket.

3. You will have two Band Daters. One will need to be set to the date the book was checked out and the other will be set ahead two weeks. This second date is the date the book is due.

4. Remind the borrower that the DVD jacket should be checked before they bring it back -- to make sure one (or all of the DVDs) are in place.

5. Also remind the borrower to take good care of the DVD.

6. DVDs and books need to be returned no later than Noon on the due date. Note: If there is more than one copy on the shelf, the borrower has the option for renewing right away.