



# D108 Procedure for the Intake and Cataloging of Leveled Library Sets

1. Stamp each book with the school's "Lit. Collection" stamp. An additional stamp (such as IDEA ARRA) may be necessary if special funds are used for the purchase. The district will provide rubber stamps to the LCs for district purchases.

2. If desired, tape binding of paperback books with transparent library book tape, such as Scotch 845. (Purchase from a library supply store; Scotch 845 is not the same as not clear packing tape). This will greatly increase the shelf life of the books.

3. To enter into Destiny, begin at Catalog and click "add title". Find the title record that matches the book or type information if no record can be found. If the title isn't found, use the LCCN or ISBN to locate the information. This usually happens with small books from Reading Series.

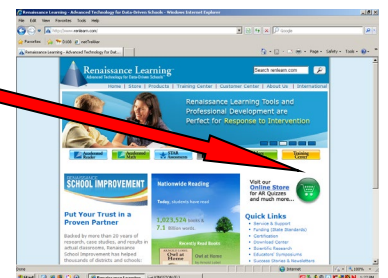
4. Click on "Details" and then "add copies".

5. Assign a bar code number to the set.

6. Assign call number beginning with **Lit/** This indicates that the title is from a lit set rather than a single copy when it is looked up.

7. Indicate a numeric reading level following Lit: **Lit/3.9** Obtain the reading level by using the RenLearn website as a resource:

- [www.renlearn.com](http://www.renlearn.com)
- Click on the "Online Store" and follow links to Quiz Search.
- Type in the title or author of the book to find the reading level.
- If a book title cannot be found at RenLearn, go to [www.lexile.com](http://www.lexile.com) and search for the title there. Use the reading correlation chart to convert the Lexile to a numeric reading level.
- If the title still cannot be found, use your best professional judgment and the Fountas & Pinnell Continuum to compare the text features to the F&P level. Then convert the F&P level to a numeric level.



8. If your building made the decision to include the F&P alphabet reading level, add this after the numeric level: **Lit/3.9 Level Q**

9. After the reading level, add the Fic genre or the NF Dewey #: **Lit/3.9 NF 800 Poetry** or **Lit/2.4 Fic Historical or Realistic or ScienceLit/5.1 NF 921 Bios** If the LC color codes book sets for location, add the color after the genre:

**Lit/5.1 NF 921 Bios red**

10. Enter price of total set.
11. Circulation type is Teacher Reference.
12. Notes: indicate number of copies in the set. When a teacher checks out a set, see if any copies are missing. Be sure all copies are returned. This shows up at check out and check in.
13. Add the number in the set under Volume and Issue box. Put words in the Description box, ie. *Set of* and then number in the set in the number box. This shows up when searching in details.
14. Sub location is filled out for Lit set.
15. Funding source is filled out.
16. Put all Lit sets in a copy category to aid in teacher searches.
17. Create a copy category for books purchased with special funds (such as 2010-11 ARRA funds)