

D108 Procedure for the Cataloging of Math Resources

1. To enter into Destiny, begin at Catalog and click “add title”. Find the title record that matches the resource or type information if no record can be found. Please refer to the picture catalog for exact naming convention.
2. Click on “Details” and then “add copies”.
3. Assign a bar code number to the item or set.
4. Assign call number beginning with **MATH/** This indicates that the item is a **Math Resource** when it is looked up.
5. After **MATH/** add the item search term for the item that is indicated in the picture catalog. (**MATH/Color Tiles**)
6. Enter price of total set, IF the item is new and you know the price.
7. Circulation type is Teacher Reference.
8. Notes: indicate number of items in the set. When a teacher checks out a set, see if any items are missing. Be sure all items are returned. Be sure to mark the box to Display this note whenever the copy information is accessed.
9. 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. (*within reason)
10. Sub location must be filled out. Please use the classroom number – not the teacher name.
11. Funding source is filled out for all new purchases.
12. Put all **Math Resources** in a copy category to aid in teacher searches.
13. If items are purchased with special funds in the future – create an additional copy category and add the items to that category as well. This makes located items much easier for grant tracking purposes. (example - 2010-11 ARRA funds)

FAQ

What makes a set?

For now, whatever they have makes a set. Use the Notes and Volume, Issue area to provide an accurate description and number.

What do we have to include?

Include all items, if you have them, listed in the catalog. You can include additional items – TBD by your building.

March 28, 2013

What about books?

Books should be included in the normal library catalog. You could include them in the copy category to aid in teacher searches.

What is the definition of *within reason for number 9?

If it is a set of 12 clock faces, indicate the number. If it is a large tub of Base 10 Blocks, you do not need to count each block.