

Library Management Systems (LMS)

The LMS is the workhorse of your library. Not only does it keep track of what you have, and what is loaned and returned, but can be an interactive tool for students and staff in their use of library resources.

Does your LMS allow:

- Easy cataloguing of resources?
- Cover images to be seen?
- More than just books to be catalogued?
- Searching even if you spell something wrong?
- Easy location of resources found?
- Recall, reservation and overdue notices to be sent?
- Statistical information gathering for reports?
- Review writing?

You might want to check

- What is included in the annual fee?
- What extra modules are you paying for?
- How often is it updated?
- Does it synchronise borrower data with your school management system eg SIMs, iSAMS?

LMS popular in UK schools include:

Accessit, Capita, Reading Cloud, Heritage, Libresoft, Oliver, Pergamon Mu

In general, the more you pay for your LMS the greater the functionality

USEFUL LINKS

Learning more

- **OCLC**
<http://www.oclc.org/dewey/resources/teachingsite.en.html>
- **SLA Online Cataloguing Course**
<https://www.sla.org.uk/cataloguing-training.php>

Dewey Guides

- **Carel Press**
https://carelpress.uk/library_find_it_index
- **British Library Catalogue**
http://explore.bl.uk/primo_library/libweb/action/search.do?vid=BLVU1

Fun with Dewey

- **Dewey Rap**
<https://www.youtube.com/watch?v=NHiUQb5xg7A>
- **Order in the Library Game**
https://www.stmarysbroome.wa.edu.au/home/start/order_in_the_library_game.html

Tower of Information Game

- <https://www.teacherspayteachers.com/Product/Teaching-Dewey-Classification-Game-Office-of-Information-1523750>



Key issues for school librarians

Cataloguing and Classification

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CILIP SCHOOL LIBRARIES GROUP 2019

Key issues series no. 2

CAT AND CLASS

Cataloguing

Allows us to describe our resources using keywords and subject headings, helping users find resources that are relevant to their needs. Cataloguing records also contain information about the resource such as the title, author, publisher etc and these descriptors for books are linked with an International Standard Book Number (ISBN) usually printed on the back cover. Machine Readable Cataloguing Records (MARC Records) can be shared between libraries to minimise the time spent duplicating cataloguing records

Keywords or Tags or Metadata are the words your borrowers will use to find resources, like searching a book index

Subject Headings are broad descriptors for librarian use: eg department names or to make a topic more specific: eg History-Ancient Greece

Classification

Allows us to organise our resources in a logical way to make them easy to find on the shelves. Common systems in schools include Dewey Decimal System (DDC) and Library of Congress (LoC) although there are many others too. Each resource is allocated a unique barcode and a spine label displaying the Class Number to help with location.

Cataloguing is an ancient profession; there are examples of such "ordainers of the universe" (as they were called by the Sumerians) among the oldest vestiges of libraries."
— Alberto Manguel, A History of Reading

HELP WITH CATALOGUING

Your local Schools Library Service

Your book supplier may provide MARC records

Your Library Management System may have z39.50 functionality allowing you to download MARC records from other libraries.

You could subscribe to a cataloguing service such as Schools Cataloguing Information Service (SCIS) that covers websites, DVDs and journals as well as books.

DEWEY DECIMAL SYSTEM

(NB Dewey is for your Non-Fiction Collection)

Ten main divisions

000 Generalities/Reference	500 Pure Sciences
100 Philosophy	600 Applied Sciences
200 Religions and Belief	700 Leisure Pursuits
300 Social Science	800 Literature
400 Language Acquisition	900 History and Human Geography

Each main division then contains 100 sub-divisions and this can be divided further using a decimal point. In schools most Dewey numbers are restricted to 2 numbers following the point.

Use suffixes to order some areas e.g.

823 English Poetry

822 English Plays

823 English Literature

759 Artists

3 letters of author's or painter's family name

Find numbers from the British Library Catalogue, Public Library Catalogues or other School Library Catalogues

FICTION CLASSIFICATION OPTIONS

Alphabetical (by first three letters of author's name)

By genre

By Accelerated Reader Level

COLOUR CODING FOR PRIMARY SCHOOLS

000-199 General Knowledge	Black
200-299 Religions	Purple
300-399 Everyday Life	Pink
400-499 Words and Language	Pale Blue
500-549 Science	Cream
550-569 Earth Science	Grey
570-599 Nature	Green
600-699 How Things Work	Red
700-799 Art and Leisure	Dark Blue
800-899 Poetry and Plays	Brown
900-942 History	Yellow
943-999 Countries of the World	Magenta