**Palliser Regional Schools**

**Library Workshop**

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1. Speed cataloguing

    This will be a short review of how to efficiently find MARC records for new materials.  The Childs
     group will be very good at it already.

* Changing priorities more emphasis on web research skills and literacy not cataloging details
* Need to verify truth from popular myth, find needles in information haystacks
* Set tools—options-configuration to Dewey
* Accuracy needed in author, titles, call number, barcodes, and ISBN
* Have good keyword access, worry about other details as you have time

2. Lexwin setup options for autobackup.  Need to have the data secure.

* See tools-options-automatic backup

3. The "new" Lexwin overview

* Update your version to new beta, you can always change back
* New Icons on Search screen
* Brand new append screen options
* Putting your database on the web in 20 minutes
* Demonstration of Lexweb creation
* Lexweb is a “view only” program, home access cannot alter your database
* Some limited need for user security

4. Lexweb access for students and parents at home.

* Shift in need for patron email address or password setting
* Integration of Lexweb with other resources available on the Internet to readers.
* Potential for a district union catalogue and inter-library loan.
* Easiest method is to have the librarian as the pickup and drop-off point
* Add two weeks to normal circ time to allow for drop-off and pickup.
* Have subject specialists stagger their unit timing if possible
* Libraries can prepare resource bibliographies.

5. Integrating access to electronic full-text books into the online system.

* Access to the whole Project Gutenberg full-text online book collection.
* URL    <http://rockpoint.dyndns.org/cgi-bin/lexweb.exe/000>
* Download MARC records from URL <http://www.lex.sk.ca/support.html>

6. Patron entry each year, what is the best way to do this, usefulness of patron email addresses and patron passwords.

* Patron names
* Patron unique grade or division locations
* Patron emails or passwords necessary for home access

7.  Lexwin backup options and security features

* Autobackups set as above
* Lexwin keeps a backup current at all times
* Web catalog provides another backup
* Use of passwords see Tools—Password and set levels for yourself and volunteers

8. Lexwin database cleanup and enhancement using "pack with changes"

* Occasional packing good
* Global editing
* Editing line in group records

9.  Performing accurate and fast inventories, eliminating duplicate barcodes and records.

* Basically follow steps in Tools—Inventory
* Prefer inventory of all collection not parts
* URL help https://groups.yahoo.com/neo/groups/lex1/conversations/messages/33

10.  Getting the most out of your edit/append screen for upgrading entries.

* Keeping time wastage in cataloguing to a minimum
* Making templates for other media
* Manual editing of certain record areas
* Cataloguing to improve access through annotations
* Consider purchasing cataloguing ask for table of contents indexing
* Adding multiple holdings
* Option to use Lexwin to circulate text books.
* Cataloguing websites to maintain the vitality and use of the library

See Lexweb URL <http://rockpoint.dyndns.org/cgi-bin/lexweb.exe/100>

Download websites for students fille from <http://www.lex.sk.ca/support.html>

Download a template for webpage cagtaloguing by drop and paste

 [**Download MARC webpage template**](http://www.lex.sk.ca/webpage.txt)

11. Circulation skills and shortcuts

* Circ—Circ Tools—Circulation setup
* Check-out options
* Check-out periodicals, a better way
* Putting holds on items
* Screen messages and notes.

12.  Strategies to teach library use and skills that are NOT boring

* Editorial from Jim...library spares/prep periods should be replaced by research and literacy sessions planned with teachers
* Consider a portion of language arts grade obtained through library oriented literacy activities

13. How to wow people with circ reports and statistics, and generate better use of the library and more support for it.

14. New school library strategies to win in the electronic age.

* Computer terminals prominent in library, Wi-Fi access if devices allowed

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