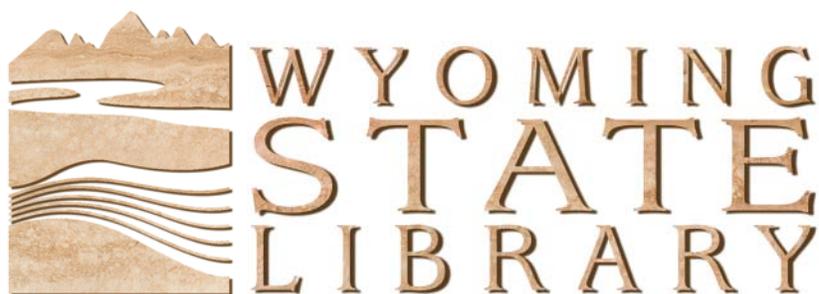


# **Wyoming Institution Library Directors' Handbook**

**2005 Edition**

By Jamie Markus, Wyoming State Library



Department of Administration & Information  
State Library Division  
Publications & Marketing Office  
Cheyenne, Wyoming

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# Introduction





# Introduction

This handbook was created to provide Wyoming State Institution Library Directors with information about librarianship in Wyoming. It includes sections covering library policies, community relationships, services, and support available from the Wyoming State Library, continuing education opportunities, statewide electronic resources, and introductions to essential library collection development and maintenance tasks.

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Contact Jamie Markus  
([jmarku@state.wy.us](mailto:jmarku@state.wy.us))  
at the State Library if  
you have any questions  
about this manual  
or the information  
that it contains.

This handbook is a constant “work in progress” as pages will be added or replaced as issues affecting Directors and their colleagues occur. If additional topics arise that should be covered, Directors can contact **Jamie Markus at the Wyoming State Library** so action can be taken to develop the appropriate information.

Since this publication is not the sole resource for information about library management, Directors are encouraged to contact their peers at the other eleven State Institution Libraries, twenty-three County Libraries, or the staff at the Wyoming State Library for assistance in understanding or clarifying the issues dealt with daily.

# Remember:

## You are not alone!



The Directors at the other eleven State Institution Libraries and **Jamie Markus** at the Wyoming State Library are available to answer questions, offer advice, and plan/provide training on any system, database, or library related topic that you need assistance with.

Jamie Markus can be reached at [jmarku@state.wy.us](mailto:jmarku@state.wy.us) or through the toll-free telephone number, *1-800-264-1281 - dial "1" and then "3" on the main menu.*

Current Contact Information for Library Directors at the twelve State Institutions can be found in the Wyoming Libraries Directory:

<http://cowgirl.state.wy.us/directory/>

The 12 Wyoming State Institutions:	
Services for the Deaf and Hard of Hearing	Wyoming Pioneer Home
Veteran's Home of Wyoming	Wyoming Retirement Center
Wyoming Boys School	Wyoming State Hospital
Wyoming Girls School	Wyoming State Penitentiary
Wyoming Honor Conservation Camp	Wyoming State Training School

# **Policies and Procedures**



# Policies and Procedures

Each State Institution Library should have policies, approved by its governing entity, that cover its interaction with patrons (residents, inmates, and Institution staff). These policies should be considered fluid because of changes in library philosophies, practice, technology, laws, revenues, and/or the population served.

Written policies are important because they define the rights and responsibilities of the library staff and patrons. They also act as the final authority for questions or problems surrounding library services and practices.

## Customers and Services

This set of policies needs to identify all of the services and conditions of service available to library patrons; the behavior expected of users; and the mechanisms for customers or Institution administrators to challenge any policies, procedures, or library material.

### The public policy could include:

- Hours of operation
- Registration requirements
- Privacy of patron records
- Circulation practices
- Collection development
- Materials challenge process
- Behavior expectations
- Interlibrary Loan
- Internet use policy – (*if Internet access is provided by the library*)

## Hours of Operation

This section of the policy should name the days and hours that the library will be open for use and when certain services are available for patrons. For instance:

The Wyoming Girls' School Library will be open during scheduled reading time (8:00 to 8:30 every morning), between all classes, and on Wednesdays and Thursdays from 3:00 to 3:45. Computers will be available for use on Mondays from 2:00 to 3:30.



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Library policies define the rights and responsibilities of the library staff and their patrons.



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The Collection Development Policy defines the type and subject matter of items that will AND will not be added to the collection. For instance, The Women’s Center Library will collect educational material, but not material on how to make weapons or dig tunnels.

## Registration Requirements

This policy section defines who can use the library and what information they must give the library in order to borrow materials. For instance:

The Pioneer Home Library can be used by any person who is currently residing in or working at the Pioneer Home. An employee name badge or resident name and room number (checked against a current listing of residents) is required to check out material.

## Circulation Practices

This section contains the library’s rules and practices concerning circulating materials. It defines the maximum number of items that can be checked out by a patron, due dates for items, item fines and replacement fees, and the method for patrons to dispute fines. For instance:

Honor Farm Library patrons may check out one item at a time (Honor Farm staff may check out three items at a time). All items are due one week from the date of check out. Patrons will be fined \$.50 each day an item is overdue. Patrons will be charged the actual cost of an item plus a \$10 processing fee for each lost item. All fines and fees must be paid within 30 days of being levied.

## Collection Development

This section of the policy should define why staff purchase materials in different subject areas, why the library accepts or rejects gift books, how residents can recommend new purchases, when/how electronic resources are considered, why staff remove old or damaged books and what the library’s role is in supporting a wide range of views on many topics.

*Example Collection Development Policies can be found in the resources listed on page 2.5: more information on Collection Development is located in Chapter 10.*

## Materials Challenge Process

This section of the policy lays out the action process that occurs when library material is challenged (i.e. when someone asks that material be removed from the collection because it contains inappropriate material, foul language, etc.). For instance:

When an item is challenged at the Veterans’ Home of Wyoming, the challenger is asked to fill out a challenge form that explains why the item is being challenged. The form is then read by the

Veterans' Home Library Director and the item is examined. The Library Director will then make a decision regarding the material and send a letter to the Challenger informing of the decision and explaining why it was made.



This section is important because it defines who will be the final authority when materials are challenged as obscene, extremist in view, or dangerous in content. The Director must design and understand the process to be sure that any and all challenges are dealt with fairly and consistently. Information and support on developing policies and responding to complaints can be provided by the Wyoming Library Association's Intellectual Freedom Committee and the State Library.

*More information on the materials challenge process is found on page 14.1.*

## **Behavior Expectations**

This policy section explains how library users are expected to behave in the library and interact with library staff and other patrons. It also lists the consequences for noncompliance with the rules. For instance:

Patrons using the Honor Conservation Camp Library are expected to speak in soft voices, listen to and obey the librarians' instructions, and replace all items back on their correct shelves when finished using them. Patrons should not write in, rip, throw, or otherwise damage library materials. Failure to comply with these rules will result in the loss of library privileges for two weeks on the first offense and for one month for each subsequent offense.

## **Interlibrary Loan**

This section explains the library's policy on filling patron requests for material through Interlibrary Loan and states the fees for the service (if applicable). For instance:

The Wyoming Retirement Center Library is willing to request items for its patrons through Interlibrary Loan. Patrons are responsible for all fees associated with this service (packaging, postage, etc.). Fees will be collected when requested items are checked out.

## **Internet Use Policy**

Each Institution Library that provides access to the Internet for its residents or staff needs to have an Internet Use Policy adopted by its governing entity that defines the access and limitations in using library computers for Internet research.



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Protect yourself and limit your Institution's liability: define what patrons can and cannot do on the Internet AND list the consequences for breaking the rules.

The policy also needs to state your decision on the use of filtering software, computer visibility, parental responsibility for children using the Internet, level of technical support from the staff, limitations in online time per visit, access to chat groups and personal email, user etiquette and actions staff are permitted to take.

Throughout the country, legal challenges are being made over the use of filtering software on library terminals. Parents and government officials are demanding that public libraries filter terminals to protect children. Conversely, the American Civil Liberties Union is suing libraries for their use of filters that infringe on freedom of information for adults.

The policy that your library implements may be consistent with the American Library Association's Library Bill of Rights (*see page 14.7*) or your Institution's regulations. The most important action of the library staff is to understand the policy and apply it equally for all users.

*Example Internet Use Policy statements can be found in the resources listed on page 2.5.*

## Wyoming Statutes

Librarians should familiarize themselves with the Wyoming obscenity and child exploitation statutes and the library exemption found in WS 6-4-301 through 6-4-304. The Wyoming Statutes are available online at:

*<http://legisweb.state.wy.us/statutes/statutes.htm>*

## Staff and Benefits

This set of policies defines all of the practices and processes related to employees of your Institution and its library (salaries and pay scales, performance reviews, vacation and sick leave, health insurance, etc.). A current copy of the policies (created by the Institution's Human Resources Department and/or the State of Wyoming) should be housed in the library for Institution and library staff use.

## State of Wyoming Personnel Rules

A copy of the most recent State of Wyoming Personnel Rules is available at:

*<http://personnel.state.wy.us>*

## Library Policy Resources

Brumley, Rebecca. (2004). *The public library manager's forms, policies, and procedures manual with CD-ROM*. New York: Neal-Schuman.

Municipal Research & Services Center (State of Washington). Library policies on the web. <http://www.mrsc.org/info/serve/publiclib/libpolicy.htm>.

Polodna, David L. (1999). *Sample library policies for the small public library* (2nd Ed.).  
[http://www.owls.lib.wi.us/info/3ps/policies/sample\\_policies.htm](http://www.owls.lib.wi.us/info/3ps/policies/sample_policies.htm).

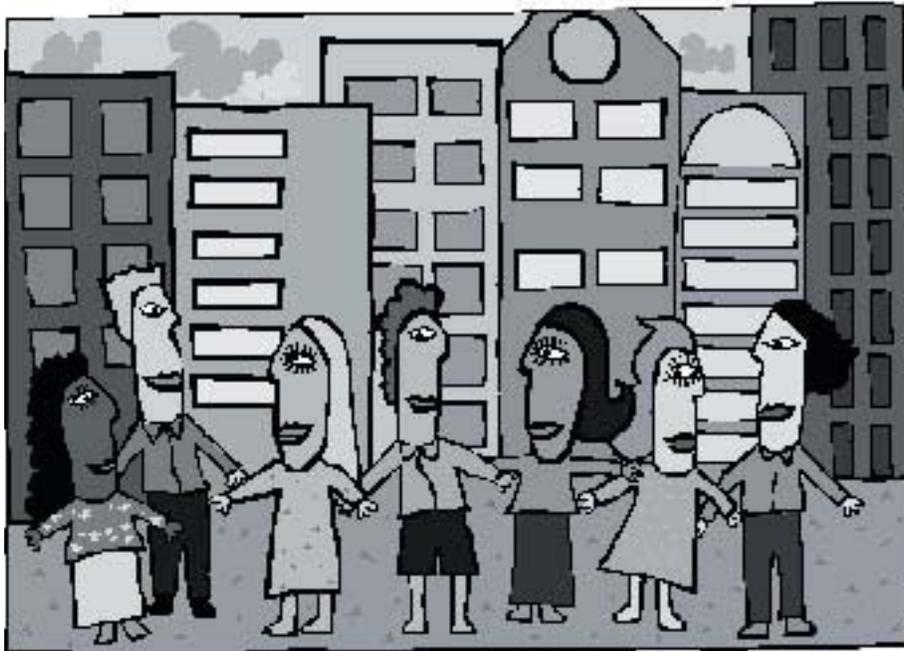
Smith, Mark. (1999). *Neal-Schuman Internet policy handbook for libraries*. New York: Neal-Schuman.

State Library of Ohio. Sample library policy statements.  
<http://winslo.state.oh.us/publib/policies.html>.

Wood, Richard J., & Hoffman, Frank. (2002). *Library collection development policies: A reference and writers' handbook*. Lanham, MD: Scarecrow Press.

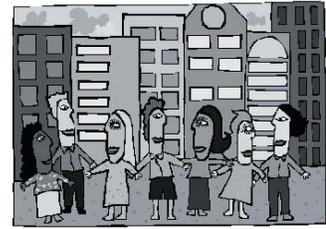


# Community Resources



# Community Resources

Do you wish that you had a larger budget, a bigger staff, and more new or new-to-you resources for your residents, inmates, patron population, and Institution staff? Would you like to keep the library open longer hours, provide additional individual service consultations, and make the library a more inviting/appealing place for your patrons? Have you thought about setting up a community partnership or employing volunteers in the library to make these and many other unthinkable dreams a reality?



*What is stopping you from doing more?*

## Community Partnerships

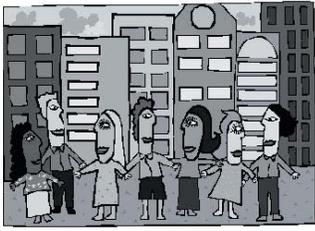
Cooperation and collaboration are two initiatives that public agencies and private business have incorporated into their strategic efforts. No organization can progress in reaching its goals without partnering with other groups that have similar or compatible interests. Institution Library Directors need to work with the local county libraries, school libraries, educators, media professionals, community organizations (Chamber of Commerce, Kiwanis, etc.), government officials, businesses, and other community agencies to achieve recognition as an important partner in community projects.

Partnerships with members of the local community can come in many forms and they can serve several purposes. Partners can: help raise awareness of and attention to the library and its services, promote its importance to the population it serves, lobby the library's parent Institution and the State Legislature for increased personnel or funding, create a drop box for monetary or material donations to the library, provide a source for volunteers or program presenters, etc. The opportunities are endless and the potential benefits are enormous: what do you have to lose?

## Library Volunteers

Library volunteers can play an essential role in many Wyoming State Institution Libraries: they can catalog and organize material; check out circulating items; deliver items to Institution common rooms and/or to patrons unable to visit the library; write grants for library materials and traveling displays; create, promote, and perform/manage library programs; and maintain clean and orderly stacks.

As library personnel budgets shrink and Institution Library Directors are given more responsibilities and tasks unrelated to their library work, the importance of finding and using library volunteers to keep libraries open and running smoothly will increase.



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Does your Institution  
require people to  
submit to a background  
check before they  
can volunteer?

This section explains the basics of how to find, train, and recognize volunteers and their accomplishments. Remember, before instituting a volunteer program, check your governing entity's policies and regulations regarding volunteers.

## Finding Volunteers

Locating people who are willing to volunteer their time working in an Institution Library is not as hard or daunting of a task as it may seem. Studies have shown that there are people in every community who would be willing to spend their free time volunteering for something that they feel is worthwhile. The volunteers are out there – you just need to go get them.

To easily attract volunteers, you need to understand what motivates volunteers, create an advertisement highlighting those motivational factors, and place the advertisements in appropriate places.

## Why People Volunteer

- People are motivated to volunteer for a variety of reasons such as:
- To spend time away from home and work
- Because they enjoy working with retired persons, youth, books, etc.
- To help those less fortunate than themselves
- To give back to the community
- To acquire new skills and knowledge
- To help change the community
- Because they are retired or have free time
- To meet people
- To have fun
- To fulfill the service requirement of a club, school, church, etc.
- To repay what they have received
- To contribute to a cause that is important to them
- To feel like they are needed

## How to Create a Good Advertisement

Creating a unique and noticeable advertisement for volunteers is an essential step in the process of finding and ultimately using volunteers.

It is important to understand that most potential volunteers will not respond to a basic advertisement that states, “*The X Institution is looking for volunteers to work in its library,*” as it is bleak, boring, and does not stress the motivational factors that would make the opportunity worthwhile.

An advertisement that stresses motivational factors, also known as reasons why people volunteer, helps to attract potential volunteers because it changes the message from “what we need the volunteer to do” (work, shelve, help, organize) to “what the volunteer gets in return” (work with youth/older adults, learn a new skill, feel good about giving back to the

community/helping less fortunate, etc.). By naming things that potential volunteers might be interested in, the advertisement invites its readers to really think about the opportunity and decide if it is right for them.

The following advertisements use motivational factors to entice volunteers to help:

You can help seniors relax through reading. The Wyoming Pioneer Home Library wants your help delivering reading material to its residents. Here is a chance to put in a few hours of work helping others! Training provided. For more information, call the Activity Coordinator at 555-1234.

Are you interested in learning how to create a library database, helping inmates acquire usable skills, and reducing inmate recidivism? The Wyoming Women's Center needs help cataloging its library collection. Internet and database training provided. For more information, contact the Education Director at 555-1234.

## Where to Advertise

Although there is no one perfect place to find volunteers, the following list contains good starting places to look for volunteers, make community contacts, and display advertisements:

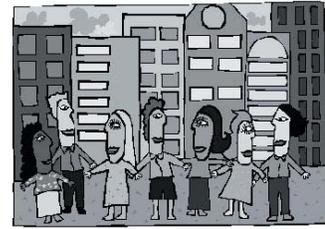
- County Library Friends Group
- County Library Webpage
- Local Businesses
- Local High Schools or Colleges
- Newspapers/Newsletters
- Public Agencies
- Religious Organizations
- Senior Citizens Centers
- Service Organizations (Kiwanis, Rotary Clubs, etc.)
- Through other Volunteers
- United Way

## Different Forms of Advertising

Distributing flyers and placing advertisements in a newspaper are great ways to look for volunteers; however, they are not the only ways. Why not ask the local newspaper to do a story on your library's most recent program (and sneak in a plea for help) or why not contact a local service organization and ask to speak at their next meeting (and ask for new library materials as well as volunteers). The possibilities are only limited by your creativity.

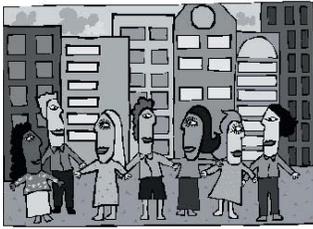
## Accepting a Volunteer

All potential volunteers should be interviewed to see if they would be a good fit in your Institution's library. If possible, schedule the interview in



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Motivational Factors are related to why people volunteer. For example, people who enjoy working with young adults might be motivated to volunteer a few hours a week at the Boys' or Girls' School Libraries.



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Keep your volunteers happy by recognizing their work often. A simple thank you can go a long way.

the library, so the volunteer will be able to see where they would be working. Providing the volunteer with background information on your Institution and the library's clientele would also be beneficial: the more information the volunteer receives prior to accepting a position, the less likely they are to feel overwhelmed or misinformed later.

## Training

Providing volunteers with suitable training for their tasks, whether formal or on-the-job, ensures good performance, a feeling of confidence on their part and clear documentation that the volunteer was given what they need to act competently and responsibly.

Steps in developing a training program:

1. Determine what skills and knowledge are required for the volunteer to perform the work competently.
2. Design an orientation to the facility and formal or on-the-job training sessions that will provide the volunteer with the needed information.
3. Create periodic continuing education sessions to develop further skills and knowledge.

## Volunteer Recognition

Volunteer recognition is the means by which the Institution Library demonstrates its appreciation for the time, talent, and work the volunteer has given it. It is, in a sense, the volunteer's paycheck.

Recognition may be in the form of a simple thank you or a formal and public event and/or gift, but the most effective recognition is regular and appropriate to the individual. Large scale or generic recognition may appear insincere to many volunteers.

Because volunteers measure success in individual ways, design a recognition program that will speak to the motivation of all volunteers, not just a few. Suggestions include:

- Give volunteers regular feedback
- Make their work environment pleasant by giving them their own well-lit and comfortable workspace, having food or drinks available, providing ample supplies, etc.
- Match volunteers with appropriate jobs
- Treat them as part of the overall organization team
- Find ways to show them and others you notice their accomplishments
- Listen to and act on their ideas and suggestions

For more information or resources on how to find and use library volunteers, contact:

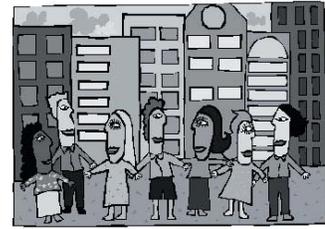
**Jamie Markus at the State Library ([jmarku@state.wy.us](mailto:jmarku@state.wy.us)).**

## Sources for this section include:

Driggers, Preston & Dumas, Eileen. (2002). *Managing library volunteers: A practical toolkit*. Chicago: American Library Association.

EMS recruitment and retention manual. University of North Dakota:  
Center for Rural Health.

<http://www.med.und.nodak.edu/depts/rural/ems/remsi/rrmanual.html>.



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Before instituting a volunteer program, check your Institution's policies and regulations regarding volunteers.

# **The External Library Community**



# The External Library Community



State Institution Libraries are not alone: the Wyoming Library Community is vast and continuously growing and changing. The following groups, vendors, and associations are important to Institution Libraries as they can play some role in assisting with collection development, continuing education, community partnerships, networking, and resource allocation.

## Wyoming County Libraries

Public libraries in Wyoming exist under county government in Wyoming Statutes (WS) 18-7-101 through 18-7-106. This means that there are only 23 county libraries (or county library systems) in the state.

Some counties have only one central building located in the county seat (Goshen, Hot Springs, Niobrara) while all the others have anywhere from one to seven branches or service stations. Bookmobiles for rural residents operate in Laramie, Lincoln, and Natrona counties. A few counties have one or more community libraries that operate outside the county system.

As the hours of the libraries differ, check the *Wyoming Libraries Directory* (<http://cowgirl.state.wy.us/directory/>) for current building hours and weekly schedules.

## Federal Publications and Depositories

Ten libraries in the state provide public access to federal publications through the Government Publications Depository Program. These designated libraries determine which categories of publications are appropriate for their immediate clientele and have value to the state. Each state is eligible for a certain number of selected depositories by federal law; Wyoming uses the maximum number available. The State Library contracts with the University of Colorado at Boulder to serve as the state's regional depository since no regional depository exists in Wyoming. Inquiries about the depository program and participating libraries can be directed to the Manager of Statewide Information Services at the State Library.

### The participating libraries are:

- Wyoming State Library
- University of Wyoming Libraries
- University of Wyoming Law Library
- Wyoming State Law Library
- Sheridan College Library



- Central Wyoming College Library
- Western Wyoming College Library
- Northwest College Library
- Natrona County Library
- Campbell County Public Library System

## State Publications

All state agencies are required by statute to provide the State Library with seven copies of each publication generated. These resources cover a wide range of programs, including Wyoming tax and revenue reports, census data, election results, agricultural and ranch output, and agency initiatives. The State Library and the University of Wyoming Libraries serve as the formal depositories for these documents and publications created by the state government. These items can be identified in both WYLD and the University of Wyoming Catalog (<http://catalog.uwyo.edu>), or through the assistance of the state government reference specialist at the State Library.

State Institution and County Libraries are generally not on any distribution list for these official publications but may receive a wide range of state government materials including proposed rules changes, draft environmental impact statements, consumer brochures, and announcements for community programs.

## Local Government Documents

County and city agencies may provide local libraries with copies of planning documents, ordinances, environmental statements, or handbooks. Each library is responsible for deciding if it will actively collect, catalog, and maintain them as resources for residents and other researchers.

## WYLD

The acronym WYLD stands for the Wyoming Libraries Database. The online link to this project is <http://will.state.wy.us/wyld/wyldco.html>. For more than two decades, WYLD represented the bibliographic database that public and college libraries jointly created, but WYLD now represents a much larger concept. Today WYLD reflects the whole of all the networked library projects in Wyoming: statewide licensed databases, the public access catalog, staff subsystems used for circulation and cataloging, and the cooperative sharing among public, academic, school and special libraries. Because of the Public Access Catalog (PAC) and statewide databases on the web, schools, museums, businesses and individuals have access to the wide array of resources selected for consumer use.

The terms “WYLD member” or “WYLD library” are often used in meetings, planning and automation discussions. These terms refer only to the libraries that pay a fee to use the integrated library system. Those libraries are listed

at <http://will.state.wy.us/wyld/network/members.html>. Some libraries are not WYLD members because they serve a limited/specialized clientele, are open limited hours, lack telecommunications, or because of various local decisions. Regardless of WYLD membership, all Wyoming libraries are invited and encouraged to use the online catalog and the licensed databases: there is no charge for web access to these resources.

The WYLD Network members define the organizational structure of this cooperative venture. Within this structure, the Governing Board works with the State Library to set policies and establish the cost sharing formula necessary to run the system. The Regional Counsel is composed of representatives from the six WYLD regions and deals with procedural issues involved with using Network resources. Committees work on electronic database selection, bibliographic quality guidelines, and interlibrary transactions.

Staff members at the State Library manage the Integrated Library System (ILS) and Web servers, provide technical assistance to libraries, monitor telecommunications, and plan new developments for WYLD. This group is called the WYLD Office. See the *Wyoming Libraries Directory* for current staff information and their specific areas of expertise.

The State Library and WYLD member libraries share the cost of the system. A formula exists through which the local library and State Library share the projected annual cost for WYLD services and operations, including WYLD Office staff salaries, state network telecommunications fees, Internet Protocol (IP) addresses, vendor hardware and software maintenance fees, and some organizational costs. The WYLD Governing Board and Wyoming State Librarian annually review the WYLD Network expenditures and member fee formula.

The WYLD Annual Meeting, generally held in the spring of each year, serves as the time for organizational business and training.

Complete information on WYLD, regional representation, meetings, email discussion lists, and projects is found on the web at

<http://will.state.wy.us/wyld/wyldco.html>

## OCLC

OCLC, located in Dublin, OH, is an international bibliographic utility and database that enables libraries to share bibliographic information and corresponding resources. OCLC offers a full range of services to meet the needs of libraries of all sizes including cataloging tools, reference databases, online searching services, and resource sharing tools. At the center of OCLC services is the **WorldCat** database, which holds more than 57 million cataloging records created by libraries around the world (a new record is added every 15 seconds).



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The WorldCat Database can be used to find and copy records for new items in your library.



WorldCat can be accessed through the GoWYLD.net database portal (<http://gowyld.net/dbases.html>) and can be used to find and copy catalog records for new items in your library.

*See pages 11.3 for more information on Copy Cataloging.*

## **Bibliographical Center for Research (BCR)**

Located in Aurora, CO, BCR serves as the ten-state regional service center for OCLC and as a multi-state training provider. Staff in this organization provides direct technical support, training, and communications to those libraries that use OCLC services. BCR staff members also teach a number of workshops in member states on web design, online resources and technologies. These offerings are announced regularly on their website at [www.bcr.org](http://www.bcr.org) Directors can reach BCR at 1-800-397-1552.

The State Library pays an annual statewide membership fee, so that OCLC libraries in the state do not have to pay individual membership fees. This single fee also enables all libraries in the state to participate in BCR group purchases, database licensing, and workshops discounts offered by the organization. A representative usually attends the Wyoming Library Association annual conference to demonstrate new products and services and to answer any questions.

Institution Library Directors can contact the WSL Library Development Office if they see BCR workshops that they or their staff would like to attend but are unable due to cost and distance as it may be possible to bring the BCR trainer into Wyoming to deliver the presentation on a shared cost basis.

The State Librarian serves as a permanent member of the BCR board so general comments and questions can be addressed to him or her. Other Wyoming librarians are elected to the BCR board from time to time.

## **Wyoming Library Association (WLA)**

WLA is the professional library association in Wyoming. Membership and organizational information can be found at [www.wyla.org](http://www.wyla.org).

The Association holds an annual conference in September or October, a legislative reception for state legislators in February or March during the legislative session, and section meetings in the spring of each year. The annual conference is a good source for professional development and networking for Directors, staff, and board members since the program includes a wide range of presentations, panels, and workshops on a wide variety of library services and issues. LSTA Training Credits can be used

to pay for staff and board registration, meals, and lodging or can assist in sending additional staff if appropriate.

*See pages 5.2 and 6.3 for more information on LSTA Grants.*

The Legislative Committee of the Association sponsors a Legislative Reception during each general and budget session of the state legislature. This is an opportunity for Directors and others (especially board members) in their organizations to visit Cheyenne to support bills that may be moving through the two chambers, thank legislators for past support of libraries, and discuss future considerations. This event is a good opportunity to visit the State Capitol to see the legislators at work in committee hearings or debate on the floor. The members of the Legislative Committee can introduce Directors to the intricacies of bill sponsorship and preparation, the Directors' role in contacting legislators, and sharing information with library supporters in their county. The committee often seeks financial support from librarians and libraries for the food and amenities given to the legislators.



The Executive Board of WLA, working statewide committees, and other groups use the first half of the legislative reception day to conduct board business or work on planning projects and then come together with legislators for an evening of congenial lobbying.

WLA's success is dependent upon volunteers for committees, section offices, and leadership positions. The Director's own commitment to work for the association and to support staff asked-to-serve is important to its continuing success. The association is as good as Directors help it become. Directors can expect to be drawn to section or committee work soon after assuming the post of Library Director, as leadership talents will be sought by association officers and committee chairs.

## **Mountain Plains Library Association (MPLA)**

MPLA is a twelve state association of librarians, library paraprofessionals and friends of libraries in Arizona, Colorado, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, South Dakota, Utah, and Wyoming. Its purpose is to promote the development of librarians and libraries by providing significant educational and networking opportunities.

The Association meets annually in joint conferences with member states on a rotating basis. It is governed by an elected board of representatives from each member state and a number of sections and roundtables representing interests and types of libraries. In addition to its board and officers, MPLA activities are carried out by a number of committees and an executive secretary including one Wyoming Library Association member, who is elected as a MPLA Representative for a three-year term to represent



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ASCLA is devoted to developing and promoting good resources for Institution Librarians and librarians serving special populations.

Wyoming interests in governing matters. The association supports several online discussion lists that may be of interest. More information can be found at

*<http://www.usd.edu/mplal>*

## **American Library Association (ALA)**

The American Library Association provides opportunities for the professional development and education of librarians, library staff, and board members; it promotes continuous, lifelong learning for all people through library and information services of all types. ALA advocates funding and policies that support libraries as a great democratic institution; serving people of all ages, income level, location, or ethnicity; and providing the full range of information resources needed to live, learn, govern, and work. The Association actively defends the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment.

ALA holds an annual conference in a major city in late June or early July. Information about the programs can be found at *<http://www.ala.org/>* or in *American Libraries*, the official ALA journal. Membership information is located at:

*<http://www.ala.org/membership/>*

## **Association of Specialized and Cooperative Library Agencies (ASCLA)**

The Association of Specialized and Cooperative Library Agencies (ASCLA), a subset of the American Library Association, enhances the development and effectiveness of library service through its diverse professional and service constituencies including state library agencies, specialized library agencies, multitype library organizations and independent librarians.

The Independent Librarian's Exchange Section (ILEX) and Libraries Serving Special Populations Section (LSSPS) provide excellent advocacy, services, and support to Institution Librarians. ILEX works to expand the definition of librarianship by supporting ALA members who work outside of traditional library settings and by providing programs, information exchange, and networking opportunities. LSSPS is charged to improve the quality of library service for people with special needs, including people who have vision, mobility, hearing, and developmental differences; people who are elderly, in prisons, health care facilities, and other types of Institutions; to improve library service for families and professionals working with these people; to foster awareness of these populations and their needs in the library community and among the general public.

Professional tools, publications, and membership information for ASCLA and its sections can be found at:

*<http://www.ala.org/ascla>*

## Email Distribution Lists

The WYLD Network, Wyoming Library Association, and American Library Association host many email distribution lists that are of interest to Institution Library Directors. These lists provide an easy way to communicate with colleagues; stay informed about recent events, upcoming training, and trends in the field; and get solutions to difficult problems from librarians who have gone through similar experiences.



The lists vary in purpose and scope: some provide a simple way to reach a particular group of librarians in the state, others concern services to specific populations (like prisoners, the disabled, the hard of hearing, etc.) or are meant to help solo librarians network and pool their collective resources.

### WYLD Network Lists

- From <http://will.state.wy.us/wyld/email/> you can identify and subscribe to many WYLD distribution lists.

### Library Association Lists

- The Wyoming Library Association has several distribution lists that can be found at <http://www.wyla.org/lists.shtml>.
- The Association of Specialized and Cooperative Library Agencies (ASCLA) hosts a distribution list covering library services to special populations. To subscribe, send the following message (in the body of the email) to [listproc@ala.org](mailto:listproc@ala.org):  
*subscribe LSSPS YourFirstName YourLastName*
- The Special Libraries Association hosts a distribution list for solo librarians. To subscribe, send the following message (in the body of the email) to [listserv@silverplatter.com](mailto:listserv@silverplatter.com):  
*subscribe SOLOLIB-L YourFirstName YourLastName*

### Lists about Service to Specific/Special Populations

- *A list for librarians who work with the disabled.* To subscribe to the Axslib-L electronic discussion list, send the following message (in the body of the email) to [listserv@sjvm.stjohns.edu](mailto:listserv@sjvm.stjohns.edu):  
*subscribe axslib-l YourFirstName YourLastName*
- *A list for librarians who serve older adults.* To subscribe to the SeniorServ electronic discussion list, send the following message (in the body of the email) to [listproc@ala.org](mailto:listproc@ala.org):  
*subscribe SeniorServ YourFirstName YourLastName*
- *A list for librarians who work with people who are hard of hearing or deaf.* To subscribe to the Libdeaf electronic discussion list, send the following message (in the body of the email) to [listproc@ala.org](mailto:listproc@ala.org):  
*subscribe libdeaf YourFirstName YourLastName*
- *A list for librarians who work in prisons or correctional facilities.* To subscribe to the PRISON-L electronic discussion list, send the following message (in the body of the email) to [listproc@ala.org](mailto:listproc@ala.org):  
*subscribe PRISON-L YourFirstName YourLastName*

# State Library

## Services & Support

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WYOMING  
STATE  
LIBRARY

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# State Library Services and Support



Institution Library Directors are encouraged to contact **Jamie Markus** via email ([jmarku@state.wy.us](mailto:jmarku@state.wy.us)), in person, or through the toll-free telephone number, *1-800-264-1281 - dial "1" and then "3" on the main menu*. Jamie can provide technical and professional assistance on a wide range of library-related topics.

## State Library Webpage

The State Library webpage (<http://will.state.wy.us/>) contains detailed information on all of the resources and services available from the Wyoming State Library. State Institution Library Directors should also familiarize themselves with the **Wyoming State Library Services to State Institutions Webpage**:

*<http://will.state.wy.us/ldol/institutions.html>*

## State Library Orientation

The State Library offers quarterly orientations to its programs for staff in all types of Wyoming libraries. The orientation lasts one half-day and consists of presentations by the Central Acquisitions, Business, Publications and Marketing, Information Services, Administration, Library Development, and WYLD teams.

These orientations can help Institution Library Directors better understand the services, resources, and staff support available at the State Library as well as learn about the numerous statewide cooperative projects (like WYLDCAT, GoWYLD.net, and the WYLD Library Discard Lists).

## Professional Resources

Due to budget requirements, most Wyoming State Institution Libraries do not subscribe to library science journals or purchase professional materials for library staff use. However, the State Library collects a wide range of library science resources that can help Directors study issues and subjects that they need to know more about. WSL receives all of the American Library Association journals and many commercial journals covering library topics. The Library also collects a wide range of books on library management, collection development for youth and seniors, creating programs for special populations, public and technical services, customer service, and library automation. These can be identified through WYLDCAT and borrowed for four weeks (or longer if requested). WSL appreciates recommendations for additional titles. The State Library

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The Professional Collection contains several titles related to Institutional Librarianship and Services to Special Populations.



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Contact Jamie Markus for more information on the State Library's LSTA Grants to Institutions.

subscribes to H.W. Wilson's Library Literature & Information Science online database to help Directors quickly identify articles that may help them. This database can be accessed through the State Library website:

*<http://will.state.wy.us/sis/sislit.html>*

Username: wystate Password: stwy081084

The University of Wyoming Libraries also acquires a wide range of library science resources. These can be identified in their online catalog at:

*<http://www-lib.uwyo.edu/>*

## Large Print Rotating Collection

The Wyoming State Library manages 40 collections of large print books that rotate between 40 academic, county, and institution libraries three times each year. Participating libraries have the authority to establish reasonable practices for book use, circulation, fines, distribution, homebound service, storage, or any other local policy for books in the rotation collection. Each collection is made up of approximately 175 books and contains titles in the following categories: westerns, mysteries, romances, general fiction, science fiction, and non-fiction.

## LSTA in Wyoming

The Library Services and Technology Act (LSTA) is the federal program providing support to libraries. In Wyoming, the State Library is the recognized agency to receive and manage the funds. With the assistance of the Resource Sharing Council a five-year plan is developed to address federal priorities and statewide needs. That plan is posted on the State Library website *<http://will.state.wy.us/admin/5yrplan.html>* for ongoing comments.

After Congress approves the annual budget, Wyoming receives its allotment for LSTA purposes through the Institute of Museum and Library Services. The money is generally used for the following initiatives: training and consultation to librarians and board members; grants for libraries, librarians, and State Institutions; statewide planning; development and production of publications and public relations materials; statewide membership dues for the Bibliographical Center for Research in Aurora, CO; and a variety of other projects, products and services.

The annual LSTA award is not exclusively for the State Institution Libraries. Academic, county, school, and special libraries all have the opportunity to receive the benefit of these funds.

The State Library does not award any LSTA federal funds for computer purchases or Internet access to avoid filtering compliance.

## LSTA Grants to Institutions

Within the annual award, the State Library attempts to offer some of the funds directly to Institution Libraries to help provide library services to their residents and staff. These grants are given on a yearly basis and can be used for books, magazines, audio-visual materials, or other resources that will help enrich the library collection. The grants may also be used to fund continuing education activities geared toward improving library services at the Institutions.

At the beginning of each fiscal year, a letter will be sent to each Institution Library Director announcing the size of the award. The funds will then be deposited in a Central Acquisitions account at the Wyoming State Library (*see page 5.4*) and can be used at the discretion of the Library Director (with oversight provided by the State Library).

The LSTA Grants to Institutions have a one-year time limit for expenditures and require an annual evaluation in order to meet federal requirements. For more information on this program, contact **Jamie Markus** ([jmarku@state.wy.us](mailto:jmarku@state.wy.us)).

## Other LSTA Grants

In addition to providing grants to the Wyoming State Institution Libraries, the Wyoming State Library currently uses LSTA money to fund the following programs:

- **Training Credits for the county and academic libraries:** gives Directors a line of credit to support staff training, workshops, or formal education courses at their discretion. Libraries use credits for staff and board members to attend the Wyoming Library Association Annual Conference, offer in-service workshops, and attend WYLD annual and regional meetings or other events that improve the ability of staff to perform duties and serve library users.
- **Development Pool:** provides school and special librarians a source of funds for training, workshops, and other special events.
- **Competitive Grants to Individuals:** enables library employees to request funds for graduate coursework, attend specialized training or conferences when library or personal funds are not available (*see page 6.3 for more information*).
- **Wyoming Library Association Grant:** allows the WLA planning committee the opportunity to bring quality presenters to the annual conference.
- **WYLD Region Grants:** supports training and workshops in the six WYLD regions.

Other grant categories may be introduced as the Resource Sharing Council determines a need and federal funds become available. Any changes to the LSTA Grant programs will be announced to Library Directors, reported in *The Outrider*, and posted on the State Library website.





## Central Acquisitions Office

### Discounts

Because of the volume that the State Library does with some library material vendors, the vendors offer the State Library anywhere from 10% to 15% higher discounts than to libraries ordering individually. The Central Acquisitions Office (CACQ) receives discounts from library material vendors for books, audio books, and serials as well as from Demco, Brodart, and Highsmith for library supplies and furniture. Discounts are not guaranteed with all vendors because not all vendors give discounts. However, CACQ will try to get the best deal they can.

### Ordering

When ordering through the Central Acquisitions Office, libraries should have sufficient funds in their account to cover their order. All orders that are processed through the Acquisitions Office are shipped directly to the library. This program does not promote one vendor over another, but staff will try to answer questions about vendor products and services.

CACQ provides three different ordering options:

1. Libraries can mail, fax, email, or phone the office. Order forms can be supplied by CACQ if needed, or libraries can create their own. If libraries use their own forms, certain information is required: the title, author, ISBN, and order ID (if available) and unit cost. If libraries need their own materials ordered from a specific vendor, provide that vendor's name. If a vendor is not specified, CACQ will order from the supplier whom they feel will give the best deal. If a vendor is specified, CACQ will order direct.
2. Libraries can also order direct from a vendor and have them invoice the Wyoming State Library Acquisitions Office. If CACQ does receive a discount from that vendor, libraries should receive the same discount.
3. Libraries can purchase items locally or from a salesperson. Libraries can send CACQ the invoice to be paid for from their funds.

These options allow Institution Library Directors to order the material they want, from the vendor they want, anytime they want.

### Problem Resolution

CACQ can handle problems that arise with vendors including payment questions, returning materials, or damaged shipments.

## **Fund Accounts**

The CACQ Office provides libraries with as many fund accounts as necessary. Libraries are provided with a monthly report that shows their current balance. CACQ also provides a report that gives libraries a detailed account of their fund activities.

## **Interest Earned**

Each acquisitions account earns interest based on the level of service provided and their monthly balance. However, accounts funded with LSTA Grants are not eligible to earn interest. The Director should check with CACQ staff for information on current interest rates.



# Continuing Education



# Continuing Education

The Wyoming State Library understands the need for professional development through continuing education and is devoted to creating, facilitating, and promoting educational opportunities for all Wyoming librarians.



## Training

The State Library staff is willing and able to prepare and conduct training on all tasks related to librarianship (from cataloging, to navigating databases, and promoting library collections and services). To discuss continuing education opportunities or to request training, Directors are encouraged to contact **Jamie Markus** at the Wyoming State Library staff via email ([jmarku@state.wy.us](mailto:jmarku@state.wy.us)), in person or through the toll-free telephone number, **1-800-264-1281 - dial "1" and then "3" on the main menu.**

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Jamie Markus is available to present training to your library or Institution staff on all types of library services and resources.

## Wyoming Libraries Planning Calendar

The Wyoming Libraries Planning Calendar (<http://will.state.wy.us:5630/wyldco>) contains information about continuing education programs, training sessions, seminars, meetings, and other library related events happening throughout Wyoming. Check the site regularly to see what libraries across the state are doing and how to join in.

## Bibliographical Center for Research

Each year the Wyoming State Library pays a membership fee to BCR which allows staff from every library in Wyoming to participate in BCR training, workshops, and seminars. Upcoming BCR programs can be found on the Wyoming Libraries Planning Calendar or at the BCR website  
<http://www.bcr.org>

## Professional Collection

The State Library houses the largest collection of professional books and periodicals on all aspects of librarianship in the state. Subjects include library and staff management, services to youth and seniors, creating programs, cataloging material, collection development, library technology, policies, etc. All items are listed in WYLD CAT (<http://wyld.state.wy.us/>) and are available through Interlibrary Loan.

## Professional Literature Available Online

- **American Libraries:** This is the official journal of the American Library Association. It contains articles and commentary on national



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Grants can be used for Undergraduate or Graduate courses on library related subjects, to attend training sessions, to attend certain conferences, etc. Contact Jamie Markus at the State Library for more information.

library issues and the workings of the association. Selected articles are available online, from the ALA home page (<http://www.ala.org>), if not received by your library.

- **The Outsider:** This is the monthly online newsletter of library activities around the state. It is available online at <http://will.state.wy.us/slpub/outsider/index.html>
- **Wyoming Library Roundup:** This is a joint publication of the Wyoming State Library, Wyoming Center for the Book, and Wyoming Library Association focusing on issues, projects, and people affecting libraries in the state. *Contact the State Library's Publications Office through [roundup@state.wy.us](mailto:roundup@state.wy.us) to be on the mailing list if you do not receive this printed quarterly publication.* The Roundup can also be read online at <http://will.state.wy.us/roundup/index.html>
- **H.W. Wilson's Library Literature & Information Science** online database provides access to the full-text and/or abstracts of library related periodicals. Articles not available in full-text are available through Interlibrary Loan. The database can be accessed through the State Library website: <http://will.state.wy.us/sis/sislit.html>  
Username: `wystate` Password: `stwy081084`

## Grants Available for Continuing Education

State Institution Library staff members are encouraged to apply for the following grants available for professional development (*Note: Each granting source has different criteria, deadlines, and requirements*):

### Nora Van Burgh Professional Development Grants

<http://www.wyla.org/awards/nvbgrant.shtml>

These grants, awarded by the Wyoming Library Association, provide funding for library employees to enhance their effectiveness through additional educational experience. Individuals may apply for grants for continuing education activities, workshops, seminars, exchanges, and conferences, as well as for appropriate college and university courses that can be shown to relate directly to one's effectiveness in a library position.

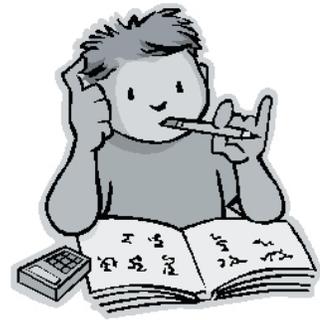
### Mountain Plains Library Association Professional Development Grants

<http://www.usd.edu/mpla/committees/profdev/grants.html>

The Mountain Plains Library Association created these grants to improve library services in the MPLA member states by supporting continuing education and research experiences for individuals employed in the library or related professions. The grants are available to MPLA members for library related classes, workshops, and seminars.

## LSTA Grants to Individuals

The purpose of the LSTA Individual Grant program is to advance the knowledge, skills, and talents of library employees to better serve residents of Wyoming. The State Library will regularly accept applications for continuing education purposes from individuals working in or associated with Wyoming libraries (academic, public, institution, school, and special). Eligible applicants are board members, Directors, and staff in all units, at all levels, and in all outlets.

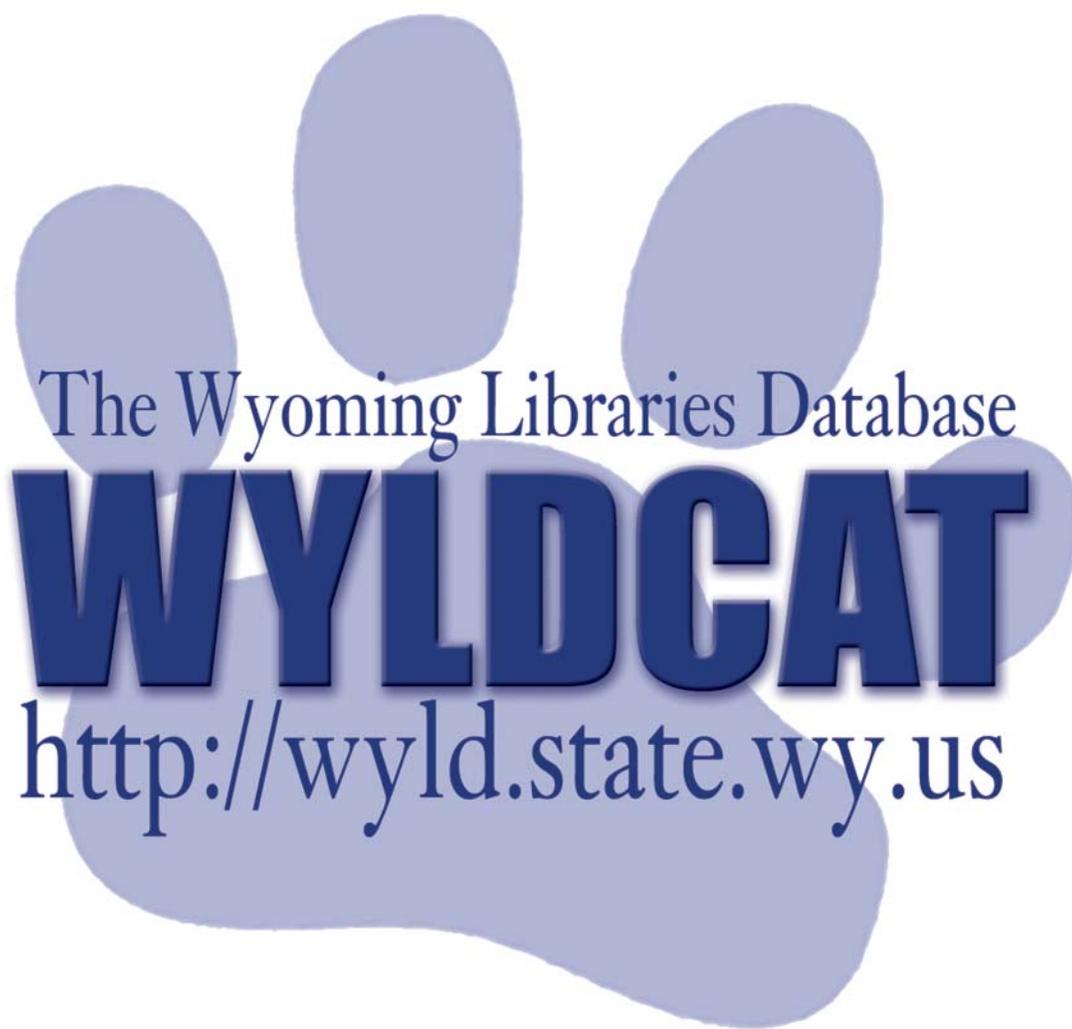


LSTA Grants can be used for the following restricted events:

- Graduate library science courses from an ALA accredited program
- Undergraduate courses in library science
- Undergraduate courses in library science leading to the library media endorsement
- Work related computer science, management, supervision, or business courses
- Workshops and training in library services, hardware, software, management or other work related topics
- Attendance at IN-STATE library-related conferences having direct impact upon work responsibilities
- Attendance at a regional or national conference if asked to be a presenter

Information on current application procedures and deadlines is available on the Wyoming State Library Webpage (<http://will.state.wy.us/>) or by contacting the Library Development Office (1-800-264-1281 - dial "1" and then "3" on the main menu).

# WYLD CAT



The Wyoming Libraries Database

**WYLD CAT**

<http://wyld.state.wy.us>

# WYLDCAT



<http://wyld.state.wy.us/>

The Wyoming Libraries' Database (WYLDCAT) serves all of the public and academic libraries of the state: all 23 county libraries, 16 branch libraries, several school districts, the 7 community colleges, a number of special libraries, and the State Library - over 80 libraries in all. It is managed and administered by the Wyoming State Library within the State's Department of Administration and Information. WYLDCAT helps all of these libraries and Wyoming citizens share resources by providing common access to the statewide database of over a million titles owned by Wyoming libraries.

The system allows citizens direct access to this statewide database and more through library computers or from home, school, or office. Those searching for information may use the public access catalog to see resources in their own library, or they may alter their search to see what is available elsewhere in the state. They may also search indexes of thousands of periodicals that contain many full-text printable articles, browse a readers' advisory (fiction) tool, or research with an online encyclopedia. The system also connects users to the University of Wyoming's Catalog, which allows access to resources available on and off campus.

This cooperative system was expanded with special supplementary funding provided by the Wyoming Legislature during 1996, and ongoing support is provided through the federal program previously known as the Library Services and Construction Act (now called LSTA), ongoing state funding, and local support from counties, community colleges, and school districts. Such a shared computerized system takes advantage of costs savings over systems that might have been purchased by individual libraries, and much more efficiently enables the sharing of costly library materials.

## WYLDCAT Searching Tips

### To access WYLDCAT:

- Go to <http://wyld.state.wy.us/>.
- Click on the Library you wish to search **OR** Click on *All Libraries* (located on the upper-left part of the screen).

When conducting a search on the Search/Home page, select the type of search (word or phrase, title, author, subject, series, periodical title). These are all keyword searches, e.g., Title Keyword, Author Keyword, etc.



## Title Search

For example, if you search *Map of the World* and select “title” you are doing a title keyword search in several fields of the record. Your results will include *Political Map of the World*, *The Map that Changed the World*, and the *Barrington Atlas of the Greek and Roman World: a Map by Map Directory*.

When you are doing a title keyword search, the following fields are being searched:

- 130 (Uniform Title)
- 245 (Title Statement)
- 440 (Added entry--Series title)
- 730 (Added entry--Uniform title)
- 740 (Added entry--Analytical title)
- 5xx (all notes fields)

Let’s do a comparison:

Search *A is for Alibi* in Title and select “All Libraries.” You will get 60 hits including *McNally’s Alibi*, the sound disc *When I was Cruel* with a song title “Alibi” in the contents field (MARC field 505), *The Alibi*, as well as *A is for Alibi*.

These titles appear because it is a title keyword search and NOT an exact title search.

To do an exact title search, switch to Advanced Search (located on the upper-left part of the screen) and put your search terms in the “title” box. See “Limit Your Search” on the right and click on the drop down menu for Match On and select “Exact Content.” Click on search. You will now have 6 hits.

If you select “Left to Right” from the Match On menu, your results will be the same 60 items as in the title keyword search. This is because the search skips the stop words in the title (a, is, for) and is only searching for the word “alibi.” Left to right searching can be useful for longer titles because it does not truncate. For instance, if you search *A Love of My Own* using keyword you will get 14 hits, but if you use Left to Right from the Match On menu, then you will get one.

If you have a title that has many stop words (such as *A is for Alibi*) or is a stop word, for example, *It* by Stephen King, you can conduct the search two ways. Select Advanced Search, title search, and then select “Exact Content” from the Match On menu. The other way is to select Browse on the Advanced Search screen. Type in your title and click on the title button. The browse search will drop you into a browse list. Select the title.

## Stop Words

WYLD CAT ignores specified words when searching the catalog, allowing WYLD CAT to search for the keywords of an expression. These “stop words” are usually articles, prepositions, or conjunctions, such as a, an, at, be, but, by, do, for, if, in, it, of, on, the and to, among others. Enclose your expression in double quotation marks to prevent the stop words from being ignored.



## Author Search

On the Search/Home page, the author search is an author keyword search. When you launch an author search, it is looking at the following fields:

- 100 (Personal Name)
- 110 (Corporate Name)
- 111 (Meeting Name)
- 700 (Added entry--Personal Name)
- 710 (Added entry--Corporate Name)
- 711 (Added entry--Meeting Name)

Search *King, Stephen*. Some examples from the 380 hits are: the movie version of *Hearts in Atlantis* produced by Kerry Heysen. This hit comes up because Stephen King is an added author. The book *Where Does Thursday Go?* by Janeen Brian comes up because Stephen Michael King is an added author.

To get to Stephen King, the author of *It*, you can select a title from the 380 hits and then select “More By this Author” on the right side of the record. If the author’s name is common (eg. John Smith), this search may bring up similar names. It will still, however, narrow it considerably.

Unfortunately, this will not sort. You will not be able to limit the 351 hits to just books on tape, or to English, for example. You could try an author search *King, Stephen 1947-* (the personal name authority entry) and limit this search to books, English, etc.

## Phrase Searching

For title or phrase, use single quotation marks around the search terms. WYLD CAT will search those words together in a bibliographic field.

- Choose a specific type of search from the drop down menu (for example, title)
- Type ‘Map of the World’
- This will retrieve 53 records

--OR--



Select the Advanced Search option by clicking Switch to Advanced Search button on the home page in WYLD CAT, or by clicking on the Advanced Search button on the tool bar.

Choose a specific type of search from the drop down menu  
Select title and type *Map of the World*  
Select Match On "Exact"  
This will retrieve five records.

NOTE: By just putting *Map of the World* in double quotation marks, you are NOT doing an exact phrase search. The double quotes only tell the system to recognize Boolean operators and search on stop words. So, doing a keyword search on *Map of the World* in double quotation marks is simply telling the system to retrieve all records that contain all of those words, including "of" and "the." They do not have to be in order, just in the same bibliographic field.

If you have problems or questions using WYLD CAT, contact the State Library Reference desk  
*1-800-264-1281 - dial "1" and then "1" on the main menu*

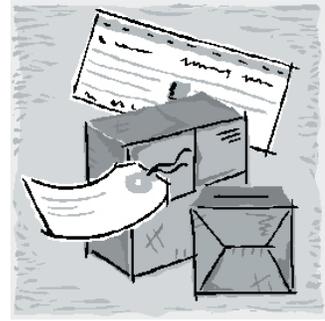
# Interlibrary Loan



# Interlibrary Loan

To order items through Interlibrary Loan:

1. Go to WYLDCAT (<http://wyld.state.wy.us>)
2. Select the All Libraries catalog (located on the upper-left part of the screen)
3. Search for the item
4. Click the item's Details button 
5. Click the Request icon 
6. Fill out the required information



To order items not listed in WYLDCAT or for Journal Articles:

1. Go to WYLDCAT (<http://wyld.state.wy.us>)
2. Select the All Libraries catalog (located on the upper-left part of the screen)
3. Click I Need Material (located on the upper-right part of the screen)
4. Click Go to ILL Forms 
5. Select the type of requested material
6. (Book/Monograph, Magazine or Journal Article, Miscellaneous)
7. Fill out the required information
8. Click Place ILL Request

# Electronic Databases



# Electronic Databases



All Wyoming libraries have access to a wide range of newspapers and magazines that are online. The online databases that contain these publications are licensed with state funds provided by the Wyoming Legislature and federal funds provided by the Institute of Museum and Library Services through the State Library. You can see the array of databases by using “GoWYLD.net” (<http://gowyld.net>), the Wyoming portal to knowledge and learning, and Clicking Online Databases. The databases are also available at

*<http://gowyld.net/dbases.html>*

- For information about currently available databases, Click *Databases Available* on the GoWYLD.net databases webpage **OR** go to *<http://will.state.wy.us/training/documents/databases.html>*
- For a topical list of databases, Click *Databases by Topic* on the GoWYLD.net databases webpage **OR** go to *<http://will.state.wy.us/training/documents/where.html>*
- To find out if a specific journal is available online, use the Wyoming Union List of Periodicals (*<http://will.state.wy.us/wulp/>*). Type in the name of the periodical, Click *Search*, Click *Online Availability*, and Click *Journal Info* to open up the database.

## GoWYLD.net Information Portal

The GoWYLD.net information portal (<http://gowyld.net>) contains Wyoming related Internet resources of interest to librarians, teachers, students, and citizens of the state of Wyoming. It contains links to the statewide databases, WYLDcat, and regional library catalogs, as well as Wyoming content on the Internet. GoWYLD.net also links to nearly 1000 external pages, divided into 23 categories. It includes an email reference form, a frequently asked Wyoming reference questions page, and a search engine.

## How to Log into GoWYLD.net Databases

Because WYLD licenses numerous databases for the exclusive use of Wyoming citizens., the vendors of these products require that every user must be authenticated before access is permitted. Thus, a **County Library Card** and **PIN** (Personal Identification Number) are required to access the databases from home or libraries without “static IP (Internet Protocol)” addresses.



To authenticate your access to these databases:

- Go to <http://gowyld.net/>
- Click Online Databases
- Click on the database that you would like to access
- Or Click Remote Access to Databases
- Enter your 14 digit Library Card Number and PIN (the default is “WYLD”)
- Click Authenticate

This login will permit you to search as many databases as desired until you close your browser. If you have questions about this process or would like to set up an Institution-wide Log In and Password, contact **Jamie Markus** at the State Library ([jmarku@state.wy.us](mailto:jmarku@state.wy.us)).

## Database Searching Instructions

As the databases available through GoWYLD.net are provided by several different vendors, their interfaces, search options, save/print features, and results screens often vary greatly between products.

For specific information on how to search/use each database:

- Go to the individual database’s *Help Screens*
- Look at the database tutorials found at <http://gowyld.net/tutorials.html> and <http://will.state.wy.us/training/handouts.html>
- Or call Jamie Markus at the Wyoming State Library

## General Database Searching Tips and Tricks

The following tips can be applied when you search in most databases, including **library catalogs**, **periodical indexes/databases**, and even **web search engines**. Each database may have its own unique search rules. Look for *Help Screens* to learn more.

The following may seem obvious, but what you type into the database search box directly affects the outcome of the search.

- **Spell** all words **correctly**
- Don’t capitalize proper nouns
- Don’t use punctuation
- Don’t use natural language phrases; in other words, as you would speak (see “Phrase Searching” on page X for exceptions to this 9.5)

## Keyword Searching

What is it?

A computer program indexes “significant” words used within the title, summary, or text of an article. All of these words are “searchable.” When you type in one or more of these significant words into a search box, this is called Keyword Searching.



Advantages:

- You can find articles containing **new terms, distinctive words, or jargon.**  
Examples: *e-commerce, hip-hop, jazzed, hyped, bummed out*

Disadvantages:

- You must search under a variety of words and word variations.  
Example: enter *child, children, kids, boys, or girls* for information on children
- You may get incorrect results or FALSE DROPS  
Example: if you are searching for the *psychological aspects of depression in children*, you may retrieve records that have nothing to do with your topic such as this title “**American Lives: Looking Back at the Children of the Great Depression**”

## Use Boolean Operators

What are they?

Boolean operators are words (connectors) placed between search terms to narrow or expand a search. Always use Boolean operators when you search using **more than one** word or phrase at a time.

AND: Helps to Narrow a Search

The **AND** operator tells the computer that both terms must be present in the record. The terms may or may not be in a phrase. The more terms that are linked with an **AND** operator, the smaller the results will be.

Example: children  
children and depression  
children and depression and medication  
children and depression and medication and Prozac



## OR: Helps to Broaden a Search

The **OR** operator is used for like or synonymous terms. Using it tells the computer that either (any) term must be present in the record. The more terms connected with the **OR** operator, the larger the results will be.

Example: children or adolescents or teens or kids  
(children or adolescents or teens or kids) and depression  
(children or adolescents or teens or kids) and (depression or antidepressants)

## NOT: Helps to Narrow a Search

The **NOT** operator eliminates an unwanted search term or group of search terms from the search results.

Example: children not teens  
(children not teens) and depression  
(children not teens) and depression not antidepressants

## Boolean Operators -- Danger! Warning!

When you enter two search terms without using a connector (AND, OR, NOT), be aware that the database may **automatically** be set up to do one of three things.

**Implied AND:** Searches for records containing all of the terms.

Example: typing in *ozone layer depletion* may really mean *ozone AND layer AND depletion*

**Implied OR:** Searches for items containing any of the terms. (Often employed by Web search engines resulting in thousands of records).

Example: typing in *ozone layer depletion* may really mean *ozone OR layer OR depletion*

**Implied Phrase Searching:** Searches for a phrase, i.e., two or more words that are adjacent and in the exact order.

Example: typing in *ozone layer depletion* may actually mean *ozone layer depletion*

If in doubt, use a Boolean operator!

## Try Truncation!

What is it?

Truncation allows you to search the “root” form of a word with all its different endings by adding a symbol to the end of a word. Using truncation saves time, as you don’t have to repeat searches with multiple variations of the same word.



Truncation: Helps to broaden a search

Example: typing in *bank\** will retrieve results with these words: *bank, banks, banking, bankers, bankruptcy*

The most common truncation symbol is the asterisk \* but databases vary. Check the database Help section to find the correct truncation symbol.

Example: *bank\* bank! bank# bank?*

## Try Phrase Searching

What is it?

Phrase searching is a powerful way to retrieve specific information containing commonly used phrases. Phrase searching tells the computer to search for two or more words in the exact order in which they are entered. Different databases and search engines treat phrase searching in different ways. There are generally two ways to conduct a phrase search using a database:

1. Use quotations marks to enclose the phrase.  
Example: “**attention deficit disorder**” “**spirit of St. Louis**”
2. Use a pull down menu or a check box in a database that has that option and choose the phrase search option.

Adapted from the Meriam Library Website  
[http://www.csuchico.edu/lins/handouts/Database\\_Search\\_Tips\\_Feb\\_03.htm](http://www.csuchico.edu/lins/handouts/Database_Search_Tips_Feb_03.htm)

# Selected Databases Available through GoWYLD.net



The following list of databases can be accessed through the GoWYLD.net database portal (<http://gowyld.net/dbases.html>). For a full list of available databases, go to <http://will.state.wy.us/training/documents/databases.html>.

## **Academic Search Elite** (*via EBSCO Host*)

Contains full text for 1,840 journals. This scholarly collection provides full text journal coverage for nearly all academic areas of study - including social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, ethnic studies, etc.

## **Agricola** (*via EBSCO Host*)

This bibliographic database provides more than 2.5 million citations from the U.S. Department of Agriculture's National Agricultural Library. Coverage for this database dates back to 1979. AGRICOLA offers a variety of source types related to agriculture.

## **Alternative Health Watch** (*via EBSCO Host*)

Complementary, holistic, and integrated approaches to health care and wellness. A resource of full text articles, from 140 international, and often peer-reviewed, reports, proceedings, and association & consumer newsletters. In addition, there are hundreds of pamphlets, booklets, special reports, original research, and book excerpts.

## **Business Source Elite** (*via EBSCO Host*)

Provides full text coverage of scholarly business, management and economics journals. This collection also includes publications covering topics such as accounting, banking, finance, international business, marketing, sales, etc. Business Source Elite offers full text for 1,098 business publications.

## **Clinical Pharmacology** (*via EBSCO Host*)

Clinical Pharmacology provides access to up-to-date, concise, and clinically-relevant drug monographs for all U.S. prescription drugs, hard-to-find herbal and nutritional supplements, over-the-counter products, and new and investigational drugs.

## **Cochrane Library**

Cochrane Library is a collection of high quality, evidence-based health care databases that enables users to make informed choices about diagnostic and treatment options.



### **CQ Researcher and CQ Researcher en Español**

In-depth, non-biased coverage of political and social issues, with regular reports on topics in health, international affairs, education, the environment, technology, and the U.S. economy. Each weekly issue provides up-to-date information on controversial subjects written by CQ's staff of experienced reporters.

### **Current Biography Illustrated** (*via Wilson Web*)

Contains the full text of the 23,000 biographies and obituaries that have appeared in Current Biography Yearbook since 1940, many accompanied by photos. Numerous updated biographies and articles that have not appeared in the print editions are also in this database. It profiles artists, politicians, business people, journalists, actors, writers, sports figures, scientists, and other people prominent in the news, the Current Biography articles are supplemented with recent citations from Biography Index.

### **EBSCO Animals** (*via EBSCO Host and Searchasaurus*)

Provides in-depth information on a variety of topics relating to animals.

### **eLibrary**

1,500 full-text magazines, newspapers, books, and transcripts, plus thousands of maps, pictures, weblinks, and audio/video files.

### **eLibrary Elementary**

Use this colorful, graphical search interface to find answers from more than 130 magazines, newspapers, books, transcripts, maps, images, web links, and audio/video titles, all selected as appropriate for elementary school studies.

### **Encyclopædia Britannica Online**

A comprehensive and easily searchable online general encyclopedia suitable for all ages. Includes Timeline (topics through history), a World Atlas, and Spotlights.

### **ERIC**

ERIC is the world's largest source of education information, with more than 1 million abstracts of documents and journal articles on education research and practice.

### **Fuente Academica** (*via EBSCO Host*)

Fuente Academica is a unique collection of scholarly academic journals from renowned Latin American, South American, and Spanish publishers. This database provides full text coverage for more than 150 scholarly Spanish language journals. Content is provided in Spanish from respected publishers worldwide.

**Funk & Wagnall's New World Encyclopedia** (*via EBSCO Host*)

Provides more than 25,000 encyclopedia articles.

**GPO Access** (<http://www.gpoaccess.gov/>)

U.S. government publications. Includes Federal Register, Monthly Catalog, Government Manual, Code of Federal Regulations, Public Laws, and Supreme Court Decisions.

**Health Source: Consumer Edition** (*via EBSCO Host*)

With Health Source - Consumer Edition you can search for information on many health related topics including the medical sciences, food sciences and nutrition, childcare, sports medicine, and general health. It features searchable full text for over 190 journals including Consumer Reports on Health and Men's Health, as well as abstracts and indexing for over 205 general health, nutrition, and professional health care publications.

**Health Source: Nursing/Academic Edition** (*via EBSCO Host*)

Provides nearly 600 scholarly full text journals focusing on many medical disciplines. Health Source: Nursing/Academic Edition also features abstracts and indexing for over 615 journals. This database is updated on a daily basis.

**HeritageQuest Online**

Provides a unique, growing collection of research materials for tracing family history and American culture. It combines digital, searchable images of U.S. federal census records with the digitized version of the popular UMI® Genealogy and Local History collection.

**Historical Maps** (*via SIRS Researcher*)

Within the SIRS database Maps of the World there is a set of historical maps for the United States (beginning in the 1700's) and the world (beginning with 900 B.C.). Examples include the Battle of Gettysburg, Oregon Trail, Territorial Growth, Beginnings of Historic Greece, Ancient Jerusalem, and the Roman Empire.

**History Reference Center** (*via EBSCO Host*)

Full text history reference database designed for secondary schools, public libraries, junior/community colleges, and undergraduate research. The database features cover-to-cover full text for more than 650 historical encyclopedias and other non-fiction books. The database also includes full text for more than 50 leading history periodicals.

**Images** (*via EBSCO Host under all databases*)

Images searchable by people, natural science, photos of places, historical photos, maps, and flags.





### **LearningExpress Library**

LearningExpress Library provides a completely interactive online learning platform of practice tests and tutorial course series designed to help patrons, students, and adult learners succeed on the academic or licensing tests they must pass.

### **Library Literature and Information Science**

*(via HW Wilson password required)*

Subjects Covered: Automation, Cataloging, Censorship, Children's Literature, Circulation Procedures, Classification, Copyright Legislation, Education for Librarianship, Government Aid, Information Brokers, Internet Software, Library Associations & Conferences, Library Equipment & Supplies, Personnel Administration, Preservation of Materials, Public Relations, Publishing, and Web Sites.

### **Literature Resource Center**

Contains more than 371,000 full-text journal articles from more than 230 literary journals, 38,000 critical essays, 4,329 work overviews, plot summaries and explications, and more than 122,000 author biographies.

### **Magazines in Wyoming Libraries** *(Wyoming Union List of Periodicals)*

Browse titles, search for individual titles, browse by broad subject, or pick an individual library to browse.

### **Maps of the World** *(via SIRS Researcher)*

Contains nearly 300 detailed, colorful maps. Includes printable maps of the U.S., the provinces and territories of Canada, and the nations and regions of the world. Also includes U.S. and world historical maps, as well as outline maps.

### **MasterFile Premier** *(via EBSCO Host)*

Provides full text for over 1,900 general periodicals covering a broad range of disciplines including general reference, business, education, health, general science, multi-cultural issues and much more. In addition to the full text, this database provides indexing and abstracts for all of the 2,540 publications in the collection. This database features: 5,000 full text Magill Book Reviews, more than 200 reference and travel books including the World Almanac & Book of Facts 2001; full text from 96,600 biographies, 76,000 full text primary source documents, American Heritage Dictionary, 4th Edition and an image collection of 116,000 photos, maps, and flags.

### **MAS Ultra-School Edition** (*via EBSCO Host*)

Designed specifically for high school libraries, this database provides full text from more than 500 popular general interest and current events publications covering general reference, health, science, and other areas. In addition to the full text, this database offers indexing and abstracts for nearly 600 titles. Every full text article is assigned a reading level indicator (Lexiles). Examples of titles offered in MAS Ultra - School Edition include: America's Civil War, American Visions, Archaeology, Astronomy, Bioscience, Careers & Colleges, Economist, History Today, Nation, New Republic, Popular Science, and Science News.



### **MedicLatina** (*via EBSCO Host*)

Medic Latina is a Spanish language collection of medical research and investigative journals published by renowned Latin American medical publishers. This unique database provides access to full text for nearly 125 periodicals, including over 50 peer-reviewed medical journals.

### **Medline Plus** (<http://medlineplus.gov/>)

The National Library of Medicine's site for quality, up-to-date and private consumer health information. Clinical trials, MEDLINE searches, drug information, encyclopedias, dictionaries, directories, and news are included.

### **Middle Search Plus** (*via EBSCO Host*)

Provides full text for nearly 150 magazines covering general topics appropriate for middle and junior high school students.

### **NoveList**

Allows readers to use a favorite author, title, or plot (character name, location, theme) to locate other authors and titles of interest. In addition, readers can search for books by entering descriptive terms that appear in subject headings, reviews, and other fields in the title records. Many title records have direct links to Web sites with information about the author or teacher resource materials.

### **NoveList K-8**

Locate fiction titles that are popular with young readers as well as titles to use in the classroom. Materials for all K-8 grade levels and includes picture books, children's "chapter" books, and young adult titles. Includes materials written for teachers and media specialists (under the Teacher Resources button). Also includes Standards-Based Thematic Units.

### **OmniFile Full Text Select** (*via WilsonWeb*)

Subject coverage includes current events, business, the humanities, science, and the social sciences. 100% full text coverage began in 1994.



**Primary Search** (*via EBSCO Host or Searchasaurus*)

Provides full text for more than 70 children's magazines and more than 300 children's pamphlets. At it is designed for the elementary school student, all full text articles are assigned a reading level indicator (Lexiles).

**Searchasaurus** (*via EBSCO Host*)

Graphical interface for the primary grades. Includes Primary Search, Encyclopedia of Animals, Fun Facts, and a Tutorial.

**SIRS Researcher**

A general reference database that contains thousands of full text articles exploring social, scientific, health, historic, economic, business, political, and global issues. Articles are selected from more than 1,500 domestic and international newspapers, magazines, journals, U.S. government publications, and wire services. Includes Today's News and Maps of the World.

**Timeline Browse** (*via Encyclopaedia Britannica Online*)

Trace selected topics (ecology, art, medicine, technology, science, sports) through history.

**Wyoming Authors Database** (*http://cowgirl.state.wy.us/wywriters/*)

Includes fiction and nonfiction works by Wyoming authors. Searchable by author, county, and genre.

**Wyoming Biography Database** (*http://www-lib.uwyo.edu/db/bio/*)

Index to books that contain biographical profiles of Wyoming residents. Currently, there are 7,128 entries from 22 books (most of these books are available through the interlibrary loan service of your local library).

**Wyoming Inventors Database** (*http://cowgirl.state.wy.us/inventors/*)

This database covers United States patents issued to Wyoming inventors from 1867 - Present.

# Collection Development



# Collection Development

Collection development is the process of evaluating, selecting, and purchasing items for a library's collection. The process contains five main steps (*see below*) and is guided at all times by the library's Collection Development Policy which defines the purpose of the collection, the types of materials to be purchased, and the guidelines for assessing and evaluating material intended for inclusion.

It is important to remember that items should be selected based on the needs and wants of the library's patrons, not those of the library staff. Although romance novels and cookbooks may not appeal to library staff, if patrons have requested them, they should be considered for purchase.

## Selection Steps:

1. Identify the needs of the collection
2. Identify items that fill those needs
3. Evaluate the identified items to determine if they are appropriate for the collection
4. Decide which items to purchase
5. Purchase selected items

### Don't forget about the WYLD Network Discard List

<http://cowgirl.state.wy.us/ccd/>

Check the list often to see if there are any items you would like for your library!

## Step 1: Identify the needs of the collection

Before selecting and purchasing items for a library, identify the current and future needs and goals of the collection by answering the following questions:

- What is the library's mission?
  - What types of material does the library need to collect to support that mission?
- What types of material (subject and format) does the library collect?
  - Do some subjects/formats have priority over others?
  - What types of material does the library not collect?
- Who are the library's patrons (Institution residents, staff, the public, etc.) and what material do they need/want?
- Where are the holes in the library's collection?
- What is the library's collection development budget?
  - Are there stipulations on how the budget must be spent or what types of materials it can or cannot be spent on?
  - When must the money be spent?



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More information on Collection Development Policies is located on Page 2.2.



These questions can be answered by looking at the library's Collection Development Policy, conducting interviews or surveys with library staff or patrons, or collecting statistics on subject, format, and genre usage/preferences.

## Step 2: Identify items that fill the needs of the collection

Once the needs of the current collection and the desires of the library's patrons are determined, use selection tools to locate items that satisfy those needs.

Simply stated, selection tools are items that help in the selection process. Examples of selection tools include book reviews, lists of forthcoming publications, genre lists, book award lists, lists of bestsellers, bibliographies, patron requests, recent Interlibrary Loan requests, etc.

### List of possible selection tools:

#### Best Seller Lists:

Publishers Weekly [<http://www.publishersweekly.com/>]  
New York Times Bestsellers [<http://www.nytimes.com/pages/books/bestseller/>]

#### Book Reviews:

Amazon.com [<http://www.amazon.com/>]  
Audiobooks.com [<http://audiobooks.com/>]  
BarnesandNoble.com [<http://barnesandnoble.com/>]  
Booklist (ALA) [<http://www.ala.org/ala/booklist/booklist.htm>]  
Library Journal [<http://www.libraryjournal.com>]  
School Library Journal [<http://www.schoollibraryjournal.com>]  
Kirkus Reviews [<http://www.kirkusreviews.com/>]  
New York Times Book Reviews [<http://www.nytimes.com/pages/books/>]

#### Genre Lists:

Genreflecting.com [<http://www.genreflecting.com/>]  
Novelist [<http://gowyld.net/dbases.html>] *WYLD Network Database.*  
Novelist K-8 [<http://gowyld.net/dbases.html>] *WYLD Network Database.*

#### Web Tools:

AcqWeb [<http://acqweb.library.vanderbilt.edu/>]  
Amazon.com [<http://www.amazon.com/>]  
Bookwire [<http://www.bookwire.com>]

## Step 3: Evaluate the identified items to determine if they are appropriate for the collection

This step, which can be accomplished during or after step two, involves thinking about each identified item and determining if it meets the criteria required to be included in the collection.

A list of selection criteria should be created for each group of patrons that use the library (parents/family members of deaf and hard of hearing persons, deaf and hard of hearing persons, etc.). The list criteria should cover item content and format as they relate to the collection's intended audience (i.e. does this item cover a needed subject, is it well written or biased, is it available in the format needed by the library's patrons, etc.). Selection criteria will vary by Institution due to differences in mission, policies, budget, patron demographics, and needs.

For example:

The Wyoming Boys' School Library needs items that support the educational nature of the Institution, are appropriate for teenagers, provide accurate and unbiased coverage of their topics, and [possibly] cover subjects related to the curriculum.

The Wyoming Retirement Center Library needs items that support the recreational needs of its patrons, are unbiased, [possibly] cover topics of special interest to retirees (such as healthcare), and [possibly] are available in large print or audio formats.

*See General Selection Criteria to Consider, next page.*

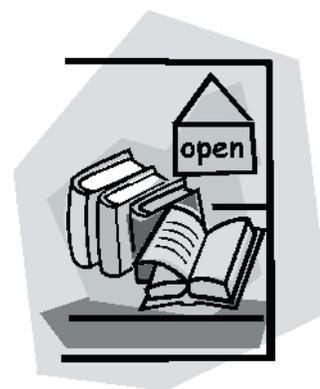
## Step 4: Decide which items to purchase

When all items have been evaluated against the selection criteria, make a two-tiered list of *must-have* and *should-have* items (i.e. items to be purchased if the budget allows). Remember to keep the long-range goals of the collection and its users' needs in mind when making this final selection.

## Step 5: Purchase items

Before ordering materials, make sure you know your Institutions rules and guidelines regarding purchasing items, selecting vendors, submitting payment requests, shipping and receiving items, and accounting practices.

Do not forget about the benefits of using the Central Acquisitions Office at the Wyoming State Library!  
(see page 5.4 for more information)



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Remember the WYLD  
Network Discard List:  
**<http://cowgirl.state.wy.us/ccd/>**

Check the list often  
to see if there are  
any items you would  
like for your library!

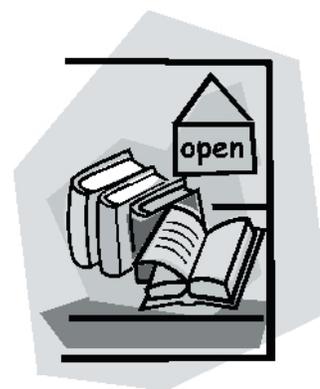
## General Selection Criteria to Consider

<b>Authority</b>	Address the qualifications and abilities of the people who created the work
<b>Appropriateness</b>	Address the suitability of the content for the intended audience
<b>Scope</b>	Refers to the author's purpose for the work and the overall breadth and depth of the coverage
<b>Accuracy</b>	Refers to the currency, correctness, and perspective of the information
<b>Treatment</b>	Deals with the style of presentation and whether it is appropriate for the subject, genre, and user's developmental level; addresses multicultural elements and stereotyping where appropriate
<b>Arrangement and organization</b>	Focuses on the sequence and development of ideas and how they facilitate comprehension of the material; addresses how easily information can be located
<b>Physical quality</b>	Refers to elements such as clarity of images, illustrations, speech and music; consistency of navigation icons; legibility of typeface or fonts; and navigation
<b>Comparison with other works</b>	Focuses on how the work compares with others by the same author or illustrator or on the same topic

List adapted from: Hughes-Hassell, Sandra & Mancall, Jacqueline C. (2005). Collection management for youth: Responding to the needs of learners. Chicago: American Library Association. Pg. 44.

## Collection Development Resources available at the State Library

If you have any questions about this process or would like help evaluating your collection and setting up a collection development plan/policy, contact **Jamie Markus** at the State Library ([jmarku@state.wy.us](mailto:jmarku@state.wy.us)).



Alabaster, Carol. (2002). *Developing an outstanding core collection: A guide for public libraries*. Chicago: American Library Association.

Burgett, James, Haar, John, & Phillips, Linda L. (2004). *Collaborative collection development: A practical guide for your library*. Chicago: American Library Association.

Cart, Michael. (2000). *Collection development: Knowledge & selection of materials; A training video*. Willows, CA: North State Cooperative Library System.

Evens, Edward G. (2000). *Developing library and information center collections* (4th ed.). Englewood, CO: Libraries Unlimited.

Hughes-Hassell, Sandra & Mancall, Jacqueline C. (2005). *Collection management for youth: Responding to the needs of learners*. Chicago: American Library Association.

Johnson, Peggy. (2004). *Fundamentals of collection development & management*. Chicago: American Library Association.

Miller, Steve. (2005). *Developing and promoting graphic novel collections*. New York: Neal-Schuman.

Nichols, C. Allen. (2004). *Thinking outside the book: Alternatives for today's teen library collections*. Westport, CT: Libraries Unlimited.

Perez, Alice. (2004). *Reference collection development: A manual*. Chicago: Reference and User Services Association, American Library Association.

# **Cataloging Library Material**



# Cataloging Library Material

According to the Online Dictionary for Library and Information Science (<http://lu.com/odlis/>):

a catalog is a comprehensive list of the books, periodicals, maps, and other materials in a given collection, arranged in systematic order to facilitate retrieval (usually alphabetically by author, title, and/or subject).

Catalogs come in all shapes and sizes. They can be as simple as a piece of paper and as complicated as WYLDCAT (the Wyoming Libraries Database), which allows for online access to the holdings of more than 80 libraries in Wyoming. The catalogs at the Wyoming State Institutions are as varied as the Institutions themselves - some are documents, some are databases, and some do not exist at all.

The following section provides a broad overview of cataloging and the tools available through the State Library. For answers to specific questions, please contact the WSL Library Development Office via email, in person, or through the toll-free telephone number:

*1-800-264-1281 - dial "1" and then "3" on the main menu*

## Catalog Records

Catalog records contain important information about the items in a collection (author, title, date of publication, call number/location, etc.). In most cases, each item in a collection requires its own record; but, the information required in catalog records, like the catalogs themselves, can vary significantly depending on the needs of the Institution.

For example:

Libraries that collect only fiction materials may have a catalog with records that list only their items' author and title or author, title, location (science fiction, mystery, etc.), and publication date. Catalog records for these libraries might exist in a single document (like a list of items owned), not a database, and may not be searchable by patrons.

Libraries that collect fiction and nonfiction materials may have a catalog with records that list their items' author, title, call number/location, and subject headings (science—geology—Rocky Mountains, History—Wyoming, etc.). These records make it easier for library staff and patrons to find items on specific subjects (especially if the catalog exists as a database and can be searched by subject/keywords).



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Online Library Catalogs  
in Wyoming:

WYLDCAT

<http://wyld.state.wy.us/>

University of Wyoming  
Catalog

<http://catalog.uwyo.edu/>



In general, most catalog records contain the following information:

- Name of Author(s)/Creator(s)
- Title
- Edition
- Date of Publication
- Place of Publication
- Name of Publisher
- Subject Headings
- Notes about the Item

Other catalogs, like WYLDKAT, contain additional information about each item such as a summary of contents, a physical description, a picture of the item, etc.

### Sample WYLDKAT Record

	Personal Author	Haynes, Elizabeth.
	Title	Unlocking the mysteries of cataloging : a workbook of examples / Elizabeth Haynes and Joanna F. Fountain.
	Publication info	Englewood, Colo. : Libraries Unlimited, 2005.
	Physical descrip	250 p. ; 28 cm.
	Held by	HSPG
	Subject term	Descriptive cataloguing--Problems, exercises, etc.
	Added author	Fountain, Joanna F.

#### Summary

Supplementing existing textbooks with exercises that allow practice in description, classification, subject analysis, and MARC 21, this workbook pinpoints problem areas that arise in the cataloging of a wide variety of materials in public, school, special, and academic library settings. Real title pages and other necessary materials are used throughout.

Distributed by Syndetic Solutions, Inc.

## Sample Card Catalog Record

O25 .30973 Kao, Mary L. Cataloging and classification for library technicians —2nd ed.  1. Cataloging—United States. 2. Classification—Books.
--



## Sample Catalog List

Author	Title	Genre
Christie, Agatha	Unexpected Guest, The	Mystery
King, Stephen	IT	Horror
Tolkien, JRR	Hobbit, The	Fantasy

Remember, the information required in each catalog record depends on the needs of the Institution, the Institution's patrons, and existing catalog standards.

## Copy Cataloging

Before spending the time needed to catalog each new item added to their collection, most librarians look for already completed catalog records that they can adapt for use in their catalog. This process, known as copy cataloging, saves staff time and allows items to begin circulating more quickly. Copy Cataloging is not stealing – it is considered a perfectly acceptable practice by most libraries and library associations.

## Types of Copy Cataloging

There are three main types of copy cataloging:

- Copying the Cataloging-In-Publication (CIP) data located on back of the title page of most books.
- Finding a catalog record in WYLDICAT or another library catalog, such as OCLC's WorldCat, and copying the needed information into a locally used catalog record.
- Downloading a full catalog record from a database, such as OCLC or WYLDICAT, and adapting it for use. (*Contact the Wyoming State Library for more information on this type of Copy Cataloging*).



## Cataloging-In-Publication

To help facilitate quick book processing, The Library of Congress, in conjunction with publishers, creates CIP data for most books before they are published in the United States. CIP data is made up of the standard catalog record fields (title, author, publisher, etc.). However, because this data was collected prior to publication, it should be checked for accuracy, as small changes are often made to items at the last minute.

For more information on copying CIP data see *Using CIP to Create the Local Catalog Record: The Nuts and Bolts from the American Association of School Librarians*

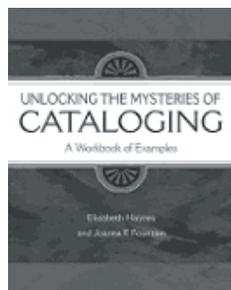
<http://www.ala.org/ala/aas/aaspubsandjournals/kqweb/kqarchives/added/ciptutor.htm>

Information Provided	<b>Library of Congress Cataloging-in-publication Data</b>
<b>Author</b>	Kao, Mary Liu.
<b>Title</b>	Cataloging and classification for library technicians / Mary L. Kao.—2nd ed. p. cm.
<b>Notes</b>	Includes bibliographical references and index. ISBN 0-7890-1062-3 (alk paper)—ISBN 0-7890-1063-1 (pbk. :alk.paper)
<b>Subject Headings</b>	1. Cataloging—United States. 2. Classification—Books. I. Title
<b>L.C. Classification</b>	Z693.5.U6 K36 2000
<b>Dewey Classification</b>	025.3'0973—dc21

## How to Copy a Catalog Record listed in WYLD CAT

1. Go to WYLD CAT (<http://wyld.state.wy.us/>)
2. Select the *All Libraries* catalog (located in the upper-left part of the screen)
3. Search for the item you wish to catalog  
If the item is not listed in WYLD CAT, try another catalog (like the University of Wyoming Libraries Catalog [<http://catalog.uwyo.edu/>] or OCLC's WorldCat [from the GoWYLD database page <http://gowyld.net/dbases.html>])
4. Click the item's Details button **Details**
5. Copy the needed information from item's catalog record

## Example of a WYLD CAT Record



Personal Author	Haynes, Elizabeth.
Title	Unlocking the mysteries of cataloging : a workbook of examples / Elizabeth Haynes and Joanna F. Fountain.
Publication info	Englewood, Colo. : Libraries Unlimited, 2005.
Physical descrip	250 p. ; 28 cm.
Held by	HSPG
Subject term	Descriptive cataloguing-- Problems, exercises, etc.
Added author	Fountain, Joanna F.



### Summary

To copy an item's MARC (Machine Readable Cataloging) record for use in an electronic catalog:

1. Go to the item's catalog record (see steps 1 to 4 above)
2. Click *Change Display* button (located on the upper-middle part of the screen)
3. Select *Unformatted Display: Yes*
4. Copy the needed information from the item's MARC record



## Example of a WYLD CAT MARC Record

	100	1	:Haynes, Elizabeth.
	245	10	:Unlocking the mysteries of cataloging : ba workbook of examples / c Elizabeth Haynes and Joanna F. Fountain.
	260		:Englewood, Colo. : Libraries Unlimited, 2005.
	300		:250 p. ;   28 cm.
	596		:50
	650	0	:Descriptive cataloguing vProblems, exercises, etc.
	700	1	:Fountain, Joanna F.

\*The numbers appearing in front of the catalog information are MARC record field codes and indicators. Each field (title, publisher, etc.) has a different number (245, 260, etc.) and indicators (0, 10, 1) which tells the computer the type of information contained in each field and whether the field is searchable.

## Cataloging Guidelines and Resources

The WYLD Network Database Guidelines explain the cataloging requirements for WYLD member libraries and provide good descriptions of the important catalog record fields. The guidelines are specific to the WYLD network, but could be adapted for use in any catalog. The resource is available online (<http://will.state.wy.us/wyld/guidelines/index.html>) or through Interlibrary Loan from the State Library.



### **Other resources available from the State Library include:**

Bowman, J. H. (2003). *Essential cataloguing*. London: Facet Publishing.

Fritz, Deborah A. (2004). *Cataloging with AACR2 & MARC21: For books, electronic resources, sound recordings, videorecordings, and serials* (2nd ed.). Chicago: American Library Association.

Kao, Mary L. (2001). *Cataloging and classification for library technicians* (2nd ed.). New York: Haworth Press.

Maxwell, Robert L. (2004). *Maxwell's handbook for AACR2: Explaining and illustrating the Anglo-American cataloguing rules through the 2003 update* (4th ed.). Chicago: American Library Association.

Mitchell, Anne M. & Surratt, Brian E. (2005). *Cataloging and organizing digital resources: A how-to-do-it manual for librarians*. New York: Neal-Schuman.

# Organizing Library Materials



# Organizing Library Material

Nearly every library uses some type of system for ordering and arranging their materials to make their collection easy to use for patrons and staff. The most common systems employed include the Dewey Decimal Classification System, the Library of Congress Classification System, alphabetizing by authors' last name, and dividing the collection by genre or subject. Libraries usually select a classification system based on the needs of their patrons and their type of library (Dewey Decimal for public libraries, Library of Congress for academic libraries). However, any classification or organizational system will work for a library as long as it is used consistently and patrons and staff are willing to learn how to use it.



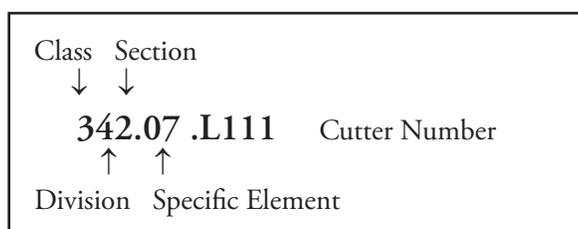
## Dewey Decimal Classification

Most public libraries use the Dewey Decimal Classification system to organize their library materials. Under the Dewey system, nonfiction materials are assigned a classification number based on the discipline of subject(s) they cover (fiction materials are usually alphabetized by author and/or divided into genres). The Dewey numbers are hierarchical; they are built by first assigning an item to one of ten main classes (see below), assigning the item to one of ten divisions within the particular class, assigning the item to one of ten sections within the division, assigning the item to a specific element of its topic, and assigning a Cutter Number to the item to distinguish it from other books on the same subject.

---

Any library classification system will work as long as it is consistent and easy to use by patrons and staff.

Examples refer to *Election Laws for Dummies* by Raul Lab.



### Breakdown of the Discipline Hierarchy:

3[00]	Social Sciences (Main Class)
34[0]	Law (Division)
342	Constitutional Law (Section)
342.07	Election Law (Specific Element)

The Cutter Number .L111 distinguishes this book from another book on Election law written by George Lacho (.L118).

*More information on Cutter Numbers can be found in the resources listed on page 12.2.*



## The 10 Dewey Decimal Classes

000 Computer Science, Information, and General Works

100 Philosophy and Psychology

200 Religion

300 Social Sciences

400 Language

500 Science

600 Technology

700 Arts and Recreation

800 Literature

900 History and Geography

## Dewey Decimal Classification Resources available at the State Library

Bowman, J. H. (2005). *Essential dewey*. New York: Neal-Schuman.

Broughton, Vanda. (2004). *Essential classification*. New York: Neal-Schuman.

Chan, Lois Mai. (1996). *Dewey decimal classification: A practical guide* (2nd ed.). Albany, NY: Forest Press.

Dewey, Melvil. (2004). *Abridged dewey decimal classification and relative index* (14th ed.). Dublin, OH: OCLC.

Scott, Mona L. (1998). *Dewey decimal classification, 21st edition: A study manual and number building guide*. Englewood, CO: Libraries Unlimited.

# The 100 Dewey Decimal Divisions

## **000 Computer Science, Information and General Works**

010 Bibliography  
020 Library and information  
science  
030 General encyclopedias  
040 Not used  
050 General serial publications  
060 Organizations  
070 Journalism, publishing, media  
080 General collections  
090 Manuscripts and rare books

## **100 Philosophy and Psychology**

110 Metaphysics  
120 Epistemology and causation,  
130 Paranormal phenomenon  
140 Specific philosophical schools  
150 Psychology  
160 Logic  
170 Ethics  
180 Ancient and, Oriental  
philosophy  
190 Modern western philosophy

## **200 Religion**

210 Philosophy and theory of  
religion  
220 Bible  
230 Christianity  
240 Christian and devotional  
theology  
250 Christian orders and local  
church  
260 Social and ecclesiastical  
theology  
270 History of Christianity  
280 Christian denominations  
290 Comparative religion

## **300 Social Sciences**

310 Statistics  
320 Political science  
330 Economics  
340 Law  
350 Public administration  
360 Social programs  
370 Education  
380 Commerce  
390 Customs, etiquette, folklore

## **400 Language**

410 Linguistics  
420 English and Old English  
430 Germanic  
440 French  
450 Italian and Romanian  
460 Spanish and Portuguese  
470 Latin  
480 Greek  
490 Other languages

## **500 Science**

510 Math  
520 Astronomy  
530 Physics  
540 Chemistry  
550 Earth sciences  
560 Paleontology  
570 Life sciences  
580 Plants  
590 Animals

## **600 Technology**

610 Medicine  
620 Engineering  
630 Agriculture  
640 Home economics  
650 Management  
660 Chemical engineering  
670 Manufacturing  
680 Manufacture for specific uses  
690 Building

## **700 Arts and Recreation**

710 Civic and landscape art  
720 Architecture  
730 Plastic arts (sculpture)  
740 Drawing and decorative art  
750 Painting  
760 Graphic arts  
770 Photography  
780 Music  
790 Recreation and performing  
arts

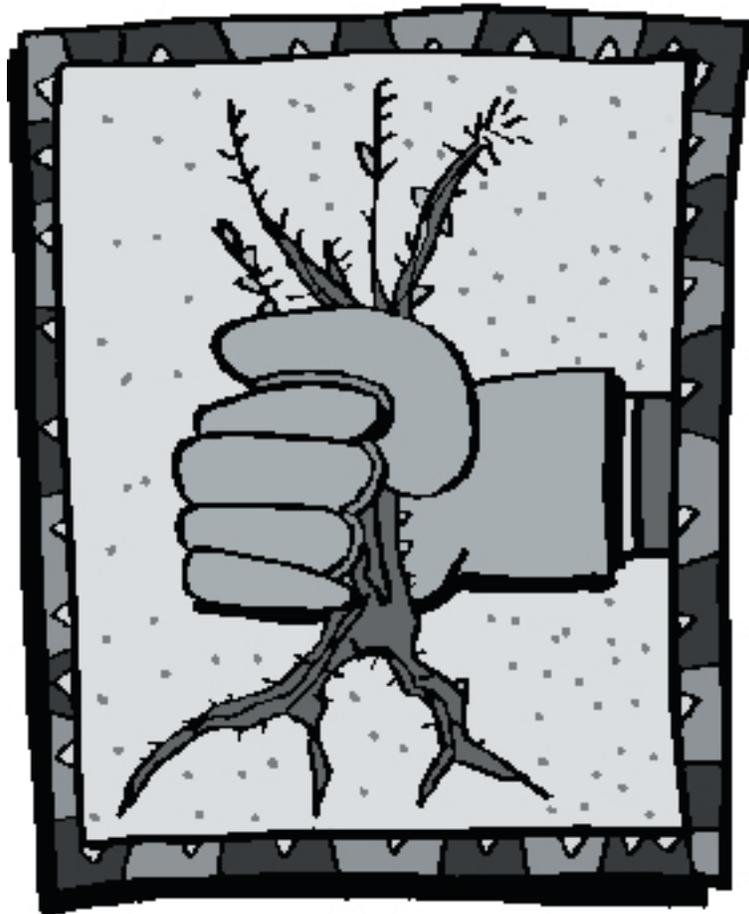
## **800 Literature**

810 American  
820 English and Old English  
830 Germanic  
840 French  
850 Italian, Romanian  
860 Spanish, Portuguese  
870 Latin  
880 Greek  
890 Other literatures

## **900 History and Geography**

910 Geography, travel  
920 Biography and genealogy  
930 Ancient world  
940 Europe  
950 Asia  
960 Africa  
970 North America  
980 South America  
990 Other areas

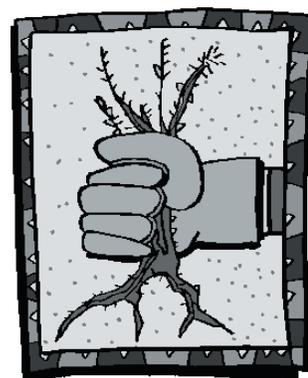
# Weeding Library Material



# Weeding Library Material

## WHY WEED?

Why is weeding so important, even indispensable, for a good useful library? Haven't many libraries done a good job for years without weeding? Isn't weeding simply a fancy name for throwing away library materials and slowing down a library's growth?



## The Major Benefits of Weeding

**You save space.** Discarded materials no longer cost money for cleaning, binding, mending, extra stacks, additional catalog drawers, added database space, and all of the other hidden costs of maintenance which are not cut by lack of use. It will also save the expense of housing materials unnecessarily and will give the library a fresh and inviting appearance. Weeding will make room for new materials and may free up space to furnish tables and chairs for in-house study. And the open, friendly appearance that is the trademark of a good library will be maintained.

**You save the time** of patrons, of the staff, and best of all, of yourself. Crowded shelves, full of ragged materials with illegible markings, cost time for anyone looking for a particular item, for staff trying to shelve, or for the librarian trying to use the collection for reference. Online catalog information becomes cumbersome from too many records, and response-time is slowed with many useless records in the database. Library housekeeping, from dusting and rearranging Dewey classes to data entry, is impeded and made more labor-intensive by an overload of useless materials.

**You make the library more appealing and accessible** by replacing ragged and soiled materials and unattractive rebounds with attractive new materials. Circulation can be increased by simply making the shelves look nicer, even if there are fewer materials.

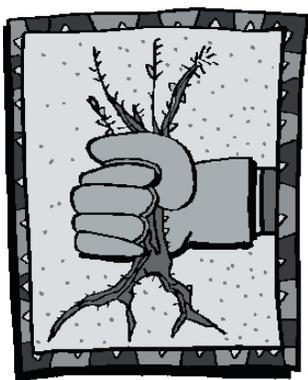
**You will enhance your collection's reputation** for being reliable and current. It has been said that patrons feel that library materials are selected by experts, and to some, the mere fact that an item is in the library lends authority to it.

For the purposes of future selection, weeding provides **feedback on the collection's areas of strengths and weaknesses**. This information is helpful in the selection of new materials to strengthen the collection in the topic areas most lacking.

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Do you need help creating a weeding program?

The State Library can help. Contact Jamie Markus (jmarku@state.wy.us) for more information.



## Before You Weed

Before implementing a weeding program, evaluate your library materials policies, goals, and the roles that your library plays in your community. With these factors in mind, look at your collection and identify specific classes of materials as likely candidates for weeding.

## What to Weed?

Materials/Books of Poor Content:

- Outdated and obsolete information (especially science, space, health, technology, geography, travel, and transportation)
- Trivial subject matter
- False information
- Unused sets of books
- Repetitious series
- Superseded editions
- Duplicates
- Unsolicited and unwanted gifts

Materials/Books of Poor Appearance:

- Worn out/dead books
- Poorly bound or poor print editions
- Antiquated appearance
- Materials/books that are infested, dirty, shabby, inappropriate, etc.
- Books with small print, brittle paper, and missing pages

Materials No Longer Used:

- Items not circulated for X years and not needed for reference
- Duplicate copies no longer needed
- Periodicals with no indexes
- Unused, unneeded volumes of sets
- Materials on the “hot topics” list several years ago
- Too many books on a single subject in your collection

Topics No Longer Within Your Collection Priorities:

- Titles readily available elsewhere in your community
- Subjects no longer relevant to your changing clientele

## The Weeding Process

Even though they may recognize the necessity for weeding, many librarians are uneasy in actually doing it because the weeding process seems

unstructured, subjective, and arbitrary – all factors which cause them to procrastinate indefinitely or to weed sporadically and/or indecisively.

To help give the weeding process some structure and librarians doing it more confidence, the State Library suggests breaking the process down into some manageable and objective steps.

### **Step One: Make weeding a part of a policy.**

Obtain approval of a **written weeding and discarding policy**. This policy can be added as an amendment or appendix to a collection development/selection policy (highly recommended) and will act as both a guide to the weeding process as well as a defense against possible controversy.

The following is a sample section that can be added to the library's selection policy:

WEEDING: "Materials which no longer meet the stated objectives of the library collection in accordance with accepted professional practices as described in the publication, 'Weeding Manual: A Self-Help Guide for Small and Medium-Sized Public Libraries,' Wyoming State Library, 1991. Disposition of library materials so weeded will be at the discretion of the librarian."

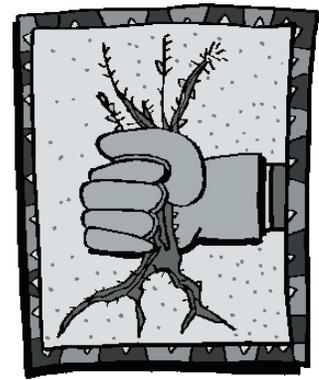
### **Step Two: Gather usage statistics of your library's collection.**

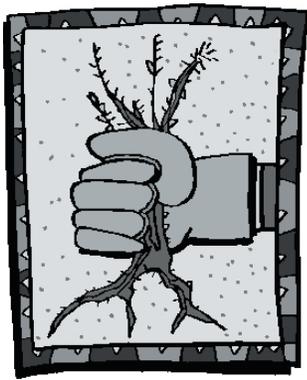
Your records of circulation statistics may come in a variety of forms (database printouts, hand written notes, staff/user surveys, etc.). When possible, you should break down your usage statistics by subject area (fiction-westerns, science-biology-frogs, etc.) as well as by types and levels of materials. Analysis of these statistics should be completed at least annually to detect and document the areas of greatest usage and need.

This information lets you know what sections of the library's collection are the most/least used and will help guide your weeding decisions. For instance, if books about frogs are regularly used, you may wish to be more selective in weeding that section and/or may want to purchase more/newer resources.

### **Step Three: Build weeding into the year's work calendar.**

Set priorities (those areas of the specific collection most in need of weeding) and schedule the times when you will weed. Although thoroughly weeding your entire collection on a timely basis should be a major goal, remember that weeding takes time and does not need to be completed in one stretch.





Use the WYLD Library Discard Lists <http://cowgirl.state.wy.us/ccd/> or other available means to advertise your unwanted items prior to destroying them.

## Step Four: Gather equipment on a cart next to the shelf intended for weeding:

1. Analysis of usage and need statistics
2. This guide
3. A sheaf of information slips for various disposal categories (example below) or a blank pad of paper
4. A marking pen and shelf marker (to know where you last stopped)

### Weeding Slip

- Mend/Preserve
- Consider for replacement or new edition
- For fundraising book sale
- Discard
- Check database for other locations of this title \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Step Five: Weed.

Weed one subject area of your collection at a time. Using your weeding policy, collection statistics, and experience/knowledge of your community and their needs, look at each book in the collection, check for damage, and decided if it should be kept, mended, or weeded. Return “keepers” to their correct place and put all damaged/weeded items on your cart (with the correct slip in their pages).

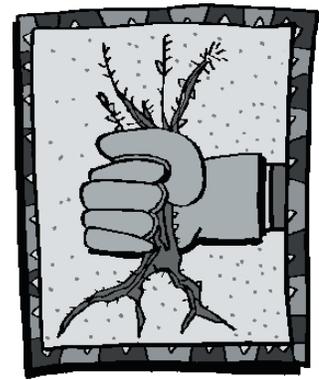
## Step Six: Treat the pulled items according to their slips.

Mend, sell, or discard items as appropriate. Remember, another library/ community group may want your discarded items. Use the WYLD Library Discard Lists (<http://cowgirl.state.wy.us/ccd/>) or other available means to advertise your unwanted items prior to destroying them.

## Step Seven: Replacement checking and ordering.

Make a list of replacement or needed items after weeding each section. Use bibliographies, book review resources, or publisher catalogs/websites to determine possible replacement items. It might also be helpful to consult lists of award-winning books such as Pulitzer Prize Books, National Book Awards, Best Books for Young Adults (ALA), Notable Books (ALA), etc. before determining replacement titles.

If done regularly, a review of the collection will expand your knowledge of the library's holdings, give you a reservoir of possible reference sources, and prepare you for the informed selection of new library materials based on the actual usage and strengths/weaknesses of the collection. Weeding provides regular feedback between your present collection, its use, and future selection possibilities.



## Weeding Resources

Boon, Belinda. (1995). *The CREW method: Expanded guidelines for collection evaluation and weeding for small and medium-sized public libraries*. Austin, TX: Texas State Library.

<http://www.tsl.state.tx.us/ld/pubs/crew/crewmethod.pdf>

Gwinnett County Public Library. (1998). *Weeding guidelines*. Chicago: Public Library Association.

Moore, Jo Anne. *Guidelines for collection evaluation and weeding*. Austin, TX: Texas State Library.

[http://www.tea.state.tx.us/technology/libraries/lib\\_downloads/weeding1.pdf](http://www.tea.state.tx.us/technology/libraries/lib_downloads/weeding1.pdf)

Slote, Stanley J. (1997). *Weeding library collections: Library weeding methods* (4th ed.). Englewood, CO: Libraries Unlimited.

Yeo, Judy & Walters, Corky. (1991). *Weeding manual: A self-help guide for small and medium-sized public libraries*. Cheyenne, WY: Wyoming State Library.

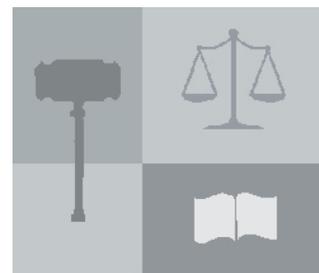
Information for this section adapted from:

Yeo, Judy & Walters, Corky. (1991). *Weeding manual: A self-help guide for small and medium-sized public libraries*. Cheyenne, WY: Wyoming State Library.

# Intellectual Freedom



# Intellectual Freedom



Intellectual Freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of idea through which any and all sides of a question, cause, or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive, and disseminate ideas.

**Libraries should have the following documents written, accessible, current, and approved by their governing entity:**

## Mission statement

A general statement of the library's purpose, scope of activities, service priorities, and primary service area.

## Policies for materials selection, programs, exhibits, meeting rooms, and other services

The American Library Association has provided good examples of policy statements in its publication *Intellectual Freedom Manual (6th Edition)* and online at <http://www.ala.org/>. Printed copies of the Library Bill of Rights and Freedom to Read Statement are good references to have at easy access.

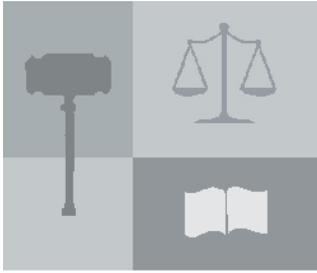
## Procedures for reconsideration of materials or services

This is the written procedure that will be followed by library staff when a patron requests that materials or services be reconsidered, and may consist of the following steps:

- a. Inform the complainant of his rights and the library's procedure
- b. Ask that a Request for Reconsideration form be completed
- c. Inform administration of the complaint
- d. Review the material or service objectively with staff or a committee
- e. Present the library's recommendations to the complainant, administration and board

The groundwork done before receiving a complaint may be the most important part of this process.

- Provide training in the principles of intellectual freedom for staff, board members, and volunteers.
- Train staff in the procedures for accepting complaints and requests for reconsideration.
- Incorporate the principles of library access into public relations.



- Develop working relationships with other community groups who may also support the principles of intellectual freedom.

## Intellectual Freedom Sources

Office for Intellectual Freedom of the American Library Association. (2001). *Intellectual Freedom Manual* (6th ed.). Chicago: American Library Association.

Does your Institution have rules and regulations regarding the right to privacy of patrons who use your library?

For instance, do prison officials have the right to know what items specific inmates are checking out of the library, what reference questions they are asking, or what Internet sites they are visiting?

## Intellectual Freedom Websites

The American Library Association, its divisions and offices maintain numerous Websites to provide support and guidance for dealing with issues that plague librarians on a regular basis.

ALA Office of Intellectual Freedom. <http://www.ala.org/alaorg/oif>.

ALA Washington Office. <http://www.ala.org/washoff/patriot.html>.

It is also helpful to subscribe to at least one intellectual freedom e-mail distribution list to stay apprised of current legislation, issues and trends.

IFACTION: information from the ALA Office of Intellectual Freedom. <http://www.ala.org/alaorg/oif/eflists.html>.

ALAWON: ALA Washington Office Newsletter. <http://www.ala.org/ala/washoff/washnews/news.htm>.

## Privacy and Confidentiality of Patron Records

In a library, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information (i.e. circulation records) about users and keeps that information private on their behalf. Confidentiality is a library's responsibility. This responsibility is assumed when library procedures create records such as computer sign-up sheets, registration for equipment or facilities, circulation records, what Websites were visited, reserve notices, or research notes.

In protecting the privacy rights and the confidentiality rights of library users, librarians should limit the degree to which personally identifiable information is monitored, collected, disclosed, and distributed.

Wyoming Statutes (WS) 16-4-203 through 16-4-205 make provision for the library staff to restrict disclosure of information containing patron names.

*“16-4-203 Right of Inspection; Grounds for Denial; Access of News Media; Order Permitting or Restricting Disclosure; Exceptions.*

*d. (ix) Library patron transaction and registration records except as required for administration of the library or except as requested by a custodial parent or guardian to inspect the records of his minor child.”*

## General Guidelines

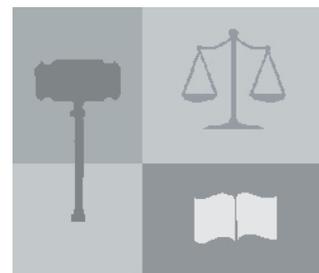
The following guidelines were developed to assist libraries and library staff in dealing with law enforcement inquiries. Confidentiality of library records is a basic principle of librarianship. As a matter of policy or procedure, the Library Director should ensure that:

- The library staff and governing board are familiar with the ALA *Policy on the Confidentiality of Library Records*, the *Policy Concerning Confidentiality of Personally Identifiable Information about Library Users*, and other ALA documents on users' privacy and confidentiality.
- The library staff and governing board are familiar with Wyoming's confidentiality statute.
- The library adopts a policy on users' privacy and confidentiality, which includes procedures for the staff and board to follow if the library is served with a court order for records or if law enforcement agents conduct inquiries in the library.
- The library staff is familiar with the library's policy on confidentiality and its procedures for handling court orders and law enforcement inquiries.

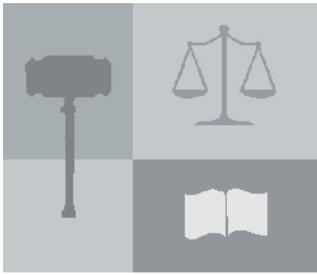
## Library Procedures Affect Confidentiality

Library operating procedures have an impact on confidentiality. The following recommendations are suggestions to bring library procedures into compliance with most state confidentiality statutes, ALA policies on confidentiality, and the Librarians' Code of Ethics:

- Avoid creating unnecessary records. Only record a user's personally identifiable information when necessary for the efficient operation of the library.
- Avoid retaining records that are not needed for efficient operation of the library. Check with your local governing body to learn if there are laws or policies addressing record retention and, in conformity with these laws or policies, develop policies on the length of time necessary to retain a record. Assure that all kinds and types of records are



Before destroying library records, make sure that your Institution does not require you to keep them. Some Institutions, like correctional facilities, may have a legal responsibility to allow access to patron records. Check with your governing entity for more information.



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These guidelines should be consulted when any request for patron library records is received.

covered by the policy, including data related logs, digital records, and system backups.

- Be aware of library practices and procedures that place information on public view; e.g., the use of postcards for overdue notices or requested materials, staff terminals placed so that the screens can be read by the public, sign in sheets to use computers or other devices, and the provision of titles of reserve requests or Interlibrary Loans provided over the telephone to users' family members or answering machines.

“... Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well assent. Libraries are impartial resources providing information on all points of view, available to all persons regardless of age, race, religion, national origin, social or political views, economic status, or any other characteristic. The role of libraries as such a resource must not be compromised by an erosion of the privacy rights of library users...”

*Policy Concerning Confidentiality of Personally Identifiable Information about Library Users* adopted by ALA Council July 2, 1991.

## USA Patriot Act

*Guidelines for Librarians on the USA Patriot Act  
What to do before, during and after a “knock at the door”*

The USA Patriot Act affects current state and federal laws governing criminal and foreign intelligence investigations as well as state and local privacy laws. In many cases, the act gives federal investigators the right to look at the library records of specific patrons under investigation.

Although the Patriot Act does not concern all of the Wyoming State Institution Libraries, the following guidelines from the American Library Association provide a brief overview of what to do to prepare for and respond to a Patriot Act inquiry or other questions regarding the library records of patrons.

This is not legal advice but suggested guidance and direction so that local libraries – whether academic, institutional, public, or school libraries – can prepare themselves to do what is legal and appropriate.

### **BEFORE**

#### Consult Your Legal Counsel

These issues are complex and absolutes that apply to every situation are rare. You will need legal experts familiar with your unique situations and local and state laws to help make sure that your policies and procedures are appropriate and legal. You will want to make sure that your local counsel

is aware that legal inquiries under the USA Patriot Act may be an issue for your Institution.

## Review Your Policies

The USA Patriot Act does not require Institutions to make changes in policies or computer systems. However, with a possible increase in requests from law enforcement and the pervasiveness of technology in the daily transactions of libraries, you will want to review and address your policies on retention of and access to all types of information. Make decisions regarding data, logs, and records of all types - digital and paper - to be discarded or saved. Establish a system for referring requests for operational records as well as other types of information within your Institution. Plan for service continuity in the event that workstations, servers or backups are removed or made inoperable.

## Train Your Staff

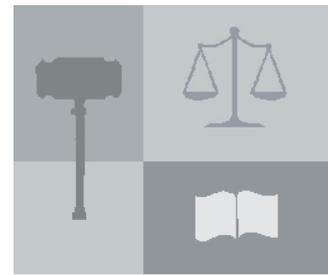
Every member of your staff should understand your policies for three important reasons:

1. Anyone on your staff could be approached by law enforcement. Every staff member should know what to do if he or she is presented with a request. A system for referring requests from law enforcement should be clearly communicated to all staff so that everyone from the circulation assistant to the Library Director know what to do. Often a library or Institution will designate one staff person to receive all such requests.
2. Technology has made data ubiquitous and access to it effortless. Many people within your organization may have unexpected roles to play in implementing your policies. Your policy is only as good as the trained people who carry it out.
3. Knowledgeable staff will assure that your library is complying with all appropriate laws and protect against any institutional or personal liability.

## **DURING**

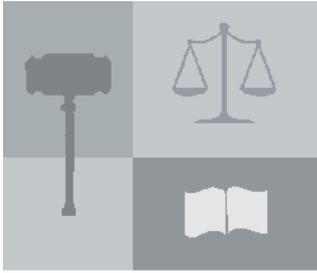
### Follow Your Policies

Sound policies can provide order and justification during what can be a chaotic time. They can help prevent surprises and help ensure that the best possible thinking and judgment go into your responses. Policies and plans will not help you if they are not understood and followed by all of the Institution's employees.



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Does your Institution have rules or regulations regarding the release of patron records?



## Consult Your Legal Counsel

Most inquiries made by law enforcement are lawful and in good order, however, it is imperative to call on your own legal counsel when presented with a request. Legal counsel will help you respond appropriately and legally while protecting you and your staff from possible liability due to an unlawful request. Legal counsel can help you sort through your responsibilities under the myriad federal state and local laws that both protect privacy and require access.

## Document Your Costs

The Patriot Act provides for some reimbursement of costs if an entity is asked by law enforcement to perform certain types of assistance in data collection. It is unclear what the guidelines will be for reimbursement. Document all costs incurred.

## **AFTER**

### Consult Your Local Legal Counsel

Once law enforcement leaves your premises, your responsibilities may not be over. There are different rules for sharing information with others about who is being investigated or what types of information you have provided law enforcement. With whom you are allowed to speak and what you are allowed to talk about varies depending upon whether the inquiry is made under criminal or foreign intelligence investigation laws. You will want to consult with your local counsel to be sure that you and your staff meet any legal requirements to conceal the inquiries of law enforcement or conversely to fulfill any affirmative legal requirements to disclose what records may have been released.

### Follow Up

Consult with counsel; implement your policies; pursue any appropriate reimbursements; be prepared to communicate with the news media. Determine whether you will have to maintain any subsequent information or records. The Washington and Intellectual Freedom Offices will be tracking the impact of this legislation, so when allowed by law and the advice of counsel, inform them of your experiences.

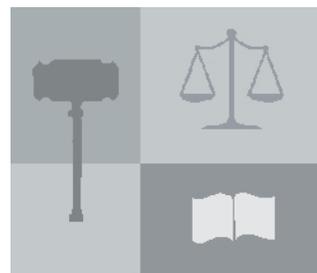
*ALA Washington Office, January 19, 2002.*  
*<http://www.ala.org/washoff/patstep.pdf>*

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

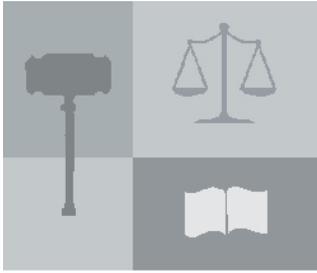
- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Adopted June 18, 1948, Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.*



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Read the entire Library Bill of Rights statement on the American Library Association's website: <http://www.ala.org> (search for "Library Bill of Rights").



## Freedom to Read

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

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Read the entire Freedom to Read statement on the American Library Association's website: <http://www.ala.org> (search for "Freedom to Read").

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression.

*Adopted June 25, 1953; revised January 28, 1972, January 16, 1991; by the ALA Council and the AAP Freedom to Read Committee.*

# Wyoming Library Association Intellectual Freedom Statement

- The Wyoming Library Association supports the principles of open, free, and unrestricted access to information and ideas, regardless of the format in which they appear.
- The Association recognizes the concerns resulting from providing access to the Internet in a library setting.
- The Association recognizes that the Internet provides valuable information that allows a library to fulfill one of its primary missions.
- The Association recognizes that filters may restrict access to certain kinds of information, and this restriction may raise ethical and legal concerns.
- The Association respects the rights of parents and legal guardians and encourages them to select those library resources and services they deem suitable for their own children.
- The Association opposes attempts by federal and state governments to mandate the use of Internet filters. Decisions regarding the use of the Internet in libraries are the responsibility of locally authorized policy-making entities.

*Adopted October 1999, by the WLA.  
Available from the WLA Intellectual Freedom Committee*

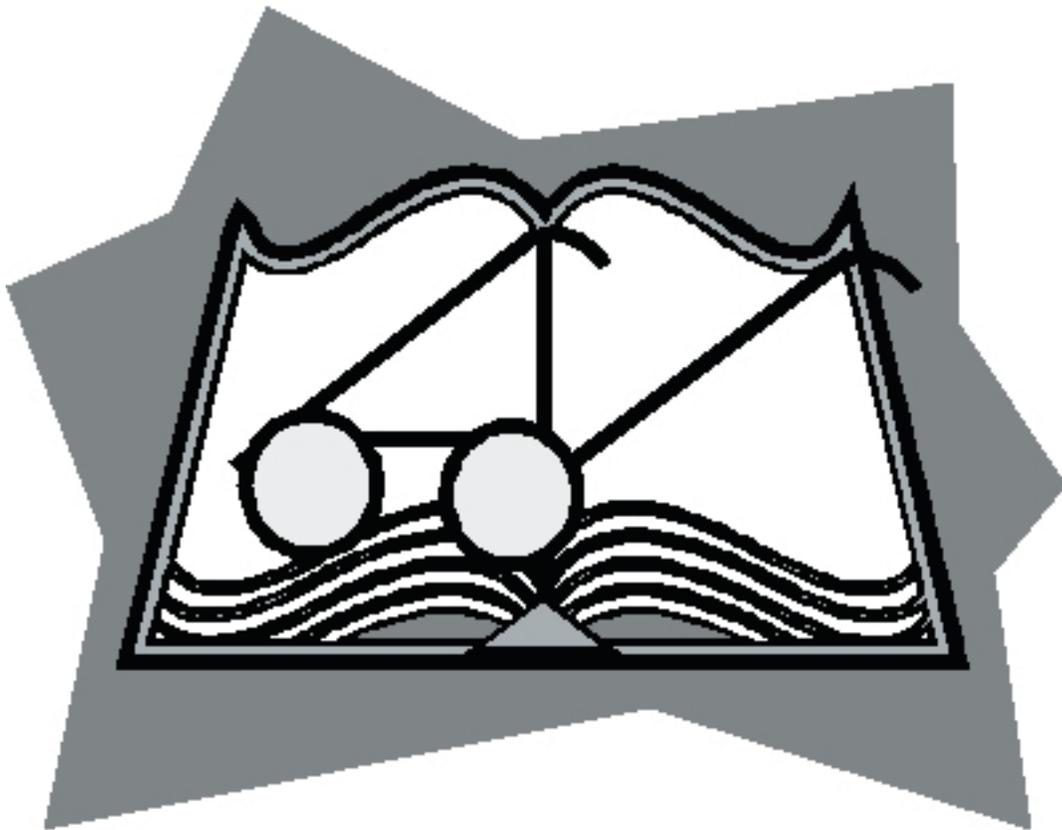


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For more information,  
visit the Wyoming Library  
Association's Intellectual  
Freedom Committee  
Website:

**[http://www.wyla.  
org/freedom](http://www.wyla.org/freedom)**

# Appendix



# Appendix



## Institution Library Directors' Checklist

Fill in the blank with the month or date the item will be acted on.

\_\_\_\_\_ Plan use of the LSTA Grants to Institutions awarded in July.

\_\_\_\_\_ Complete the LSTA Grants to Institutions report form and return it to the State Library.

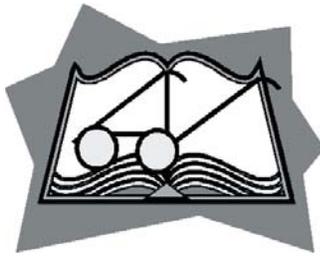
\_\_\_\_\_ Determine if you can attend the Wyoming Library Association conference held each fall.

\_\_\_\_\_ Attend the Institution Library Directors Workshop.

\_\_\_\_\_ Attend the State Library Orientation.

\_\_\_\_\_ Apply for a LSTA Continuing Education Grant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Library Jargon and Acronyms

### @ your library

A national public relations campaign of the American Library Association.

### ALA

American Library Association

### ASCLA

Association of Specialized and Cooperative Library Agencies

### BCR

Bibliographical Center for Research

### CACQ

Central Acquisitions Department of the Wyoming State Library

### CIPA

Children's Internet Protection Act

### GoWYLD.net

Wyoming's Information portal to knowledge and learning

### ILL

Interlibrary Loan

### ILS

Integrated Library System

### LAN

Local area network

### LSCA

Library Services and Construction Act

### LSTA

Library Services and Technology Act - formally LSCA, a federal program administered by the Wyoming State Library, through which we receive grants

### MPLA

Mountain Plains Library Association - regional association

### NCIPA

Neighborhood Internet Protection Act

**OCLC**

Computer system used to catalog books and to access material in libraries around the world

**OPAC**

On-line public access catalog

**PLA**

Public Library Association – a division of the American Library Association

**PAC**

Public Access Catalog

**RFP**

Request for Proposal(s)

**SLA**

Special Libraries Association

**Sirsi/Dynix Unicorn**

Integrated Library System used to automate library functions for many Wyoming libraries

**WLA**

Wyoming Library Association – state professional organization

**WSL**

Wyoming State Library

**WYLD**

Wyoming Library Database, database of library materials in Wyoming libraries; also name of users group

**WYLDCAT**

Wyoming libraries online catalog that also provides access to magazine indexes and other databases

