Shared System Library Manual

2024-25

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IndyPL Shared System Staff

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Shared System site: WeShare.indypl.org

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IndyPL site: IndyPL.org

Catalog: indypl.bibliocommons.org

Kids' Catalog: indyplkids.bibliocommons.org

Booklists from Shared System libraries, Awards, and IndyPL Children's Librarians:

Indyplkids.bibliocommons.com/explore/featured_lists/staff_picks

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IndyPL HELP Desk for IT Questions Only

(for example, no connection to Polaris LEAP, catalog not working, printer set-up)

317-275-4900

Bookmark this link to LEAP:

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Mission, history, purpose

Who we are

Meet the Shared System: 81 libraries join forces with 26 public library locations to serve three museums, two special libraries AND 76 schools. Who's in it? The Eiteljorg Museum of American Indians and Western Art, the Indianapolis Museum of Art, the Indiana Medical History Museum, the Jewish Community Library, Riley Hospital for Children, and a wide range of public, charter and private schools. Students borrow from their school libraries, IndyPL, and other schools. IndyPL patrons can use museum books on site, and borrow from school libraries through their own branches

History

An anonymous bequest to the Central Indiana Community Foundation designed to level the playing field among high school libraries in Indianapolis served as the genesis of today's Shared System. Libraries eligible for funding contracted with IndyPL to automate their card catalogs. Many of the original libraries decided to leave their new catalogs housed within IndyPL's catalog. They contracted with IndyPL for use of the Library's circulation software, delivery, and support and the program was known as HiNet. It evolved into the Shared System, a name which more accurately reflects what its users actually do. You can find a much more detailed history here. Members share the system, materials, and borrowers among libraries in every corner of the city.

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Mission and purpose

The mission of the Indianapolis Public Library is to "enrich lives and build communities through lifelong learning." In addition, each member library of the Shared System has its own institution's mission, and, as a library, a share in that work. Some Shared System libraries have their own mission statements. The IndyPL Shared System as a whole helps the Public Library and its member libraries fulfill their individual missions.

Beginning of the Year Routines Explained

Providing PD for school staff

As soon as possible, talk with your principal about putting you on the agenda for new teacher orientation, and for any back to school teacher meetings for the whole staff. Be sure to hand out copies of the Shared System flyer (available on WeShare under About us.). Review it carefully to make sure you cover the important points! As an evaluation of the Shared System demonstrated, teachers benefit tremendously from access to the materials held by other libraries. Make sure your staff knows how to request materials online. Emphasize the importance of planning ahead, and make sure they know how often to expect delivery of materials.

While you may want to be helpful, it's a good idea to encourage teachers to request their own materials. They need to experience the richness of the collection available to them – you already know about it.
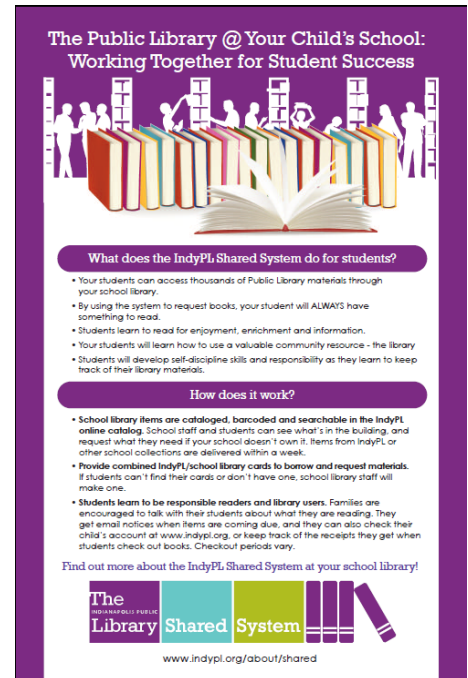
TIP: You may also be tempted to deliver the books they've requested to them – don't! They need to visit your library!

Gathering staff personal and room cards

Teachers are the only people who may have more than one library card. If you have staff members who plan to use your library as a pick up point, you may ask if you can keep a copy of their card on file in the library as a convenience. We ask that teachers use their personal card for personal materials.

The School Room Card allows teachers an extended loan period (nine weeks) but it may be used *only* at your school library and *only* for materials for professional use. This is the card number they should use when requesting and checking out materials for classroom use. Some school library managers give the teacher the card number and keep the card in the library so it can be reused if the teacher leaves. Others give them the cards and keep a copy in the library.

All teachers teaching in Marion County are eligible for a personal library card.

TIP: All library cards should be handled carefully and stored thoughtfully when the library is not in use so that unauthorized use of library cards is not possible.

Creating and gathering student cards

For members new to the Shared System, this is a big undertaking! Start with a class roster with all the information you need to create a library card.

Look up each enrolled student to see whether they already have a card. If so, change the assigned branch and Statistical Class.

Schools NEVER keep the original card.

If you don't find the patron record, wait till you have looked up all students, then go back and create cards for the new students. Use the Patron Code Juvenile Exception. (Library card lingo for this person is an exception to the requirement for a signed library card application.) The student will be limited to checking out three items at a time, and print or ematerials only (no DVDs). When you get the signed application, then change the Patron Code to either Juvenile Patron or Juvenile Restricted depending on the signatures.

Given the increased reliance on email correspondence, you could link families to the library card application online (English, Español) and ask them to fill out, scan or photograph and send it back to you.

Many current Shared System elementary schools keep copies of student library cards in baseball card protector sheets in a binder. This prevents the littlest users from losing their library cards! Most binders are organized by class, and then alphabetically by student last name. You will collect a copy of each student's library card. In some schools, it works best to ask the teachers to spearhead the collection. In other schools, office staff or parent volunteers help gather copies of the card at back to school events and by personal contact.

Another option is to request a listing of your students from the Shared System including their library card numbers and scannable barcodes. Some schools attach the paper copy of the scannable barcode to an index card and have the students decorate the index card. They keep a class stack of index cards together and spread them out on the table when the students come to the library. Because they've decorated their own index card, they find them more quickly.

TIP: It's not always easy to gather school library cards. See Appendix C for information on creating scannable barcodes you can use when you can't make a copy of the original library card.

A third option is to use the LEAP record set feature. If you assign students to a record set based on their high school graduation year and homeroom (or English) teacher's name, you can open that record set and leave it open when the class in in your library. That way you can quickly look at the list and select the student in front of you.

Schools NEVER keep the original card.

Some things to remember:

- If the card is lost, you may offer to replace it for free.
- If the student owes money, they can sign up for the Earn and Learn program and read down their library fees.
- If the parent/guardian wants to give you their own card, or doesn't want the student to have a card, you can explain that your school is placing an emphasis on reading, and that you are teaching responsible library use. If that still doesn't work, use the Juvenile Exceptions Patron Code which will allow students to check out three print items at a time, but no media.

For existing students in existing Shared System libraries, make sure the records are all correct:

- Compare against class lists to see they are in right place in binder (elementary)
- Compare against address lists supplied by school office to make sure records are correct
- Make sure each student's registered library, Patron Code and Statistical Class are correct for your location
- Flag kids who need to enroll in Earn & Learn program (to be explained below!)

TIP*:* You should ask your school office to keep you informed as student directory information changes so you can keep library cards current. You should also ask the office to let you know as soon as they hear a student might withdraw from the school so you can check to see if the student has any books checked out.

Teaching students (or other users) your library's routines

Take some time to write down some of the things library users need to know about using the library at *your* location. You might ask teachers to bring classes to the library as they begin teaching classroom procedures at the start of the school year. High school library staff usually visit many classrooms to demonstrate library procedures and resources. Museums might be able to offer individualized orientations as part of new employee training.

Here are some ideas of things to cover to begin developing lifelong, independent library users:

- Hours you're open
- Who staffs the library
- Where things are in your library (fiction, nonfiction, etc.)
- How things are arranged in your library (what *is* the Dewey Decimal system?)
- What the noise level expectations are
- General school procedures (need for a pass, hallway conduct)
- How to find physical materials in your library
- What to do if you take something off the shelf and decide you don't want it (use of placeholders if your library opts to try)
- How to check something out

- How to request materials from your library and from other libraries; this means you will need to teach students to browse your collection. For younger students, you might need to create lists.
- When to expect your requests and how to pick up (AND CHECK OUT) your requests
- Other library policies specific to your school

Welcoming families to your library during back to school night events

Library managers should consult with their administrators about having a library presence at back-to-school night events. Depending on the event, you might ask to speak to families about unique aspects of your library, staff a table in the gym to collect library card applications or keep the library open and ask tour guides to be sure families stop by.

TIP: Ask teachers to put the library on their list of things to talk to families about during their presentations in the classroom. They might cover how often their class and/or students may visit, what the teacher hopes they'll read, the ability to request materials from IndyPL and other Shared System members, and how important it is for families (not the teacher or the librarian) to be aware of what their children are reading.

If your library is open for families to use, market the "community" nature of your library as broadly as you can!

Delivery of materials

Drivers in the Shipping and Receiving service section will deliver your blue totes to you on routes that are developed by software. They deliver to all 25 branch libraries and Central, as well as both special libraries and about 30 school delivery stops. The drivers also have a number of other duties as part of their jobs – they sort materials and drop off and pick up materials from the public for book sales among other things. While they make every effort to reach you at about the same time each delivery, that may not always be possible.

The drivers have a list of all the dates you are closed. If your location closes unexpectedly, please email the Shared System immediately with the word delivery in the subject.

The drivers deliver to a central location for both Lawrence Township (the LECC) and IPS (a warehouse). District drivers have their own schedules and routes to follow. If you haven't had a delivery, contact your delivery staff first.

While our drivers try to be accommodating, please remember they are also pressed for time. Some things you can do that will help get everyone's materials delivered quickly follow. Note: these apply to district delivery drivers, too!

- Streamline the driver's pick-up and delivery of materials while maintaining both the security of the materials and of your school. Please have the blue totes waiting at the check-in point (for example, the school office or delivery dock) the morning you expect delivery. If we can save the

driver from signing in, getting a badge, wheeling totes to your library, signing out and returning a badge, there are about 10 extra minutes for other duties.

- If you can tell that you are running low on totes, please send the Shared System an email **with the word _delivery_ in the subject line** at least two days ahead. The message automatically goes to three people when you follow that rule, so we can be sure not to miss you! While the drivers always carry extra totes, you never know whether there will be enough left after the other stops to meet your needs.

- IndyPL is very safety conscious, so much so that your signed Agreement with us states "Customer shall limit the total weight of individual totes to be delivered to 35 pounds." We would really prefer 30 pounds! We don't want you, your helpers, our drivers or anyone else to experience back injuries from lifting heavy totes. When in doubt, start a new tote. If it's too heavy for you, it's too heavy for everyone else!

TIP: If you receive multiple drop-ins from students to find out if their books have arrived, you might post a sign in the hallway or on the door letting students know that the delivery has not arrived yet.

TIP: If you have a chance, try to introduce your delivery driver to any staff members they will meet, as well as students they might pass along the way. Nothing brightens a driver's day more than being greeted by name by students who pass them in the hallway or on the playground. The delivery drivers are an important connection to IndyPL for your borrowers!

We do not recommend adding most paperbacks as they have a short shelf life.

Adding materials to your collection (all locations)

There are several ways to add new materials. We prefer that you use online vendors with shelf-ready processing as much as possible. Our cataloging department will set up a profile for your school with Follett (and possibly Ingram) so they can download Marc records for what you order directly into the IndyPL catalog. The cost to set up the profile is $120. Some vendors will require less time than others because we have experience with them.

Note: Because IPS has so many schools, IndyPL did not have the capacity to provide the manual cataloging described below. All questions about buying from vendors other than Follett or Ingram should be directed to your District Library Coordinator.

Note: We can no longer work with Scholastic on importing Marc records.

You may also purchase books at bookstores or receive them as gifts and decide to add them to your collection. We have a packing list that you should use when you send items in to add to your

collection. Please make one packing list per box. The cost per item will vary based on whether IndyPL already owns a copy, needs to download and update records, or must do what's called original cataloging.

The packing list is available in different formats. If you have a Google account, use this link, and **rename the worksheet** so it is saved on your Google Drive and you can edit it. If you prefer to enter the info in Excel, here's the Shared-System-Packing-List. If you prefer to handwrite, here is the Shared System Packing List.

> **TIP:** PLEASE alphabetize your list of titles before printing or before handwriting. This makes the job on our end go so much faster, especially if you are sending in several pages of items to be added!

At the end of the month, we look at our spreadsheet of the cataloging and processing work we do for each Shared System member and send you an invoice. The invoice will total up all the work done on all the boxes you've sent in that month. If we do just one or two small things for you in a month – give you a new barcode, or reinstate an item, we will not bill you since it would cost more to send you a bill than what you might owe us! It doesn't make sense to put a 73 cent stamp on a bill for 85 cents!

Some of the terms you see on the invoice (and in the Shared System Agreement pricelist, also found in Appendix B: Price List for Services) are a little library jargony, so Pam Swaidner, our Manager of Cataloging and Metadata, put them in plain English:

Classification/Call Number Only – IndyPL or another member library owns that title, so there is an existing record in Polaris.
Copy Cataloging – No member library or IndyPL owns that title so Cataloging staff download a record from elsewhere
Original Cataloging – No member library, IndyPL, or any other library in the world owns that title and Cataloging staff must create a new MARC record for it

Rush orders

According to the Shared System Agreement, members may "designate up to 10 percent of its material to be completed using IndyPL's Fast Track procedure which involves a more rapid processing protocol." If you have items you need back quickly, please put a post it note saying *rush* on the card that you place in the clear pocket on the front of the tote. The card should say **CMSA - LIB X (whatever your location code is)** and the post it note stuck to this card will help us see the tote right away and work to get it done quickly.

Adding a popular title? Plan ahead!

As soon as you order a really popular new book (or hear one of your big readers mention that a new book is coming out), start reminding people to place requests for it.

Have that title record open in LEAP all the time. EVERY time a student comes in to check out, and you think they might like to read the new book, offer to request it for them while their card is up on your screen. If you have the title record open, it will take you an extra 15 seconds per student.

Let students know you're buying the book and to request it in whatever ways work best at your location. Paste the URL everywhere online you can! In the catalog, block and copy the URL in the address window   For example, https://indyplkids.bibliocommons.com/item/show/2115415144# will take you right to *The Complete Jungle Book*.

- If you can send out an e-newsletter to students or their families, do that.
- Ask the technology teacher to post the URLs on a website and refer students to the list for the last five minutes of class.
- Let your language arts teachers know via email about the new releases you're ordering, and encourage them to request them early. They might find time for their students to order in class.
- List them on your blog – for example, "Hey, everyone! *The Jungle Book* is on order for our library. Click here (https://indyplkids.bibliocommons.com/item/show/2115415144#) to request your copy today!

 TIP: If you have your own library page that your students visit, add a link to the [IndyPL Kids Catalog](#) which has not just lists of new books, but suggestions for what to read while you wait for the next best thing! This won't get to the particular copy you're buying, but it'll get kids to a place where new book info is constantly updated.

When your student's copy comes in, remind her to tell her friends she requested it from the Library as soon as she heard about it!

Create a display near your desk called "This New Book is Waiting Just for You!" Print copies of book covers and laminate them. Add the info about #s of requests system-wide (for example, new Diary of a Wimpy Kid, just got placed on order – only 31 holds so far – four from our school) on a post-it note to the display so they can see how much their peers are using the Request feature of our Shared System!

 TIP: Don't get sucked into looking up what position your patrons are in the queue. They can do that on their own – either on their own time at home, or in your library on an iPad or PC. If you do it once in front of another student, you will do it 1,000 more times before the end of the year.

The emphasis here is that we are truly SHARING our books. You're creating more excitement about new books by having more than the one copy you purchase available. You're also providing a valuable life lesson to your students – REQUEST BOOKS EARLY! We want our students to be lifelong library users – let's give them lots of opportunities to practice loving the library!

Although we ask that you not make exceptions for the most part, sometimes there are some really good reasons. For example, when you have a particular student and you just bought that student a book with your own money because you think placing that book in his hands will motivate him to read – finally! Even if there are 150 holds, your student should get his book first – no question. If you see that book come back from cataloging, set it aside for your student and check in the rest.

We have also established a rule in Polaris that makes newly acquired books in the Shared System unholdable by IndyPL patrons. Unfortunately, there wasn't a way to make them unholdable by other

Shared System patrons. You can choose Ask Me Later if you trap a hold within the first 30 days. Whatever you do, please do not delete a patron's hold.

Online vendors

Another way to add materials to your library is to purchase them through an online vendor and have them processed and cataloged by that vendor. These vendors work with many, many libraries and make money by standardizing as much of the work as they can. There are some pros and cons to using online vendors, as you might expect by now. First, the cons:

- You can't touch the books before you buy them.
- We have to charge you to set up the cataloging and processing profile with the vendor.
- If you use the J P, J Z, J E for juvenile fiction classifications, you have to create separate books lists for each group and remind the vendor that's how you want the call numbers assigned. (THIS IS CHANGING!)
- We charge you to download the Marc records once they're ready because there are often mistakes.
- You can use only vendors that IndyPL works with: Follett and possibly Ingram (TBD).

Now the pros:

- You can save a lot of money on processing and cataloging *if* you spend a lot of money on buying books.
- You can order books with reinforced bindings guaranteed for life.
- Books are shipped directly to you. When they are, you'll get an email telling you the Marc records are ready to be downloaded, and we do that for you. Once the records are in the catalog, you still need to check them in to make sure you got everything.

    TIP: Don't order **everything** with reinforced binding – just the ones you know will get used a LOT.

After you select a vendor, they will create an account for you with your billing and shipping information. You will give us the login for the account so we can set up the cataloging and processing profile with the vendor. You can start to select books as soon as your account is set up, and you can order them as soon as your profile is complete.

When the vendor ships the books to you, they will send you an email letting you know your Marc records are ready to be downloaded. You will forward that email to us (Marc-SharedSystem@indypl.org) , and we will log in to your account and put your records in the catalog for you.

Understanding IndyPL's Call Numbering

For juvenile titles, IndyPL has developed a classification scheme to support developing reading skills. Students who use these call numbers can usually find books at their reading levels than when books are grouped under "easy" and "fiction."

J P – picture books, designed to be read out loud to young children in one sitting, although many can certainly be read independently. Think Eric Carle, Jan Brett, Angelina Ballerina

J Z – beginning to read books; boring as all get out to read out loud; intended for kids to practice developing reading skills. Think Amelia Bedelia, Henry and Mudge, or Biscuit

J E – beginning chapter books – although this could be broken out into two categories.

- Beginning chapter books – lots of white space between lines, picture on almost every page, many are in series. Think Magic Treehouse, American Girls, Judy Blume, Goosebumps
- Oversized picture books for more mature readers – these look like J Ps from the outside, but there is more text than one would read aloud in a single sitting, and/or the subject matter is more mature than one might read to a kindergartener or first grader. Think some of Patricia Polacco's titles such as Pink and Say, or some of Eve Bunting's such as the one on the Vietnam War Memorial.

J FIC – regular chapter books written for children. Think Sharon Creech, Mildred Taylor, Louis Sachar.

TEEN FIC – chapter books written for older young people, depending on maturity level. Both Jason Reynolds and Jacqueline Woodson have books in both the Juvenile and Teen categories. The teen call number was originally created as a marketing ploy to get teens to read more. In a K-8 setting, interfiling teen and juvenile lets readers find books by the same author. Some elementary schools ask their students to place requests only from the Kids Catalog, thus eliminating the Teen titles.

IndyPL also uses the Dewey Decimal system for nonfiction. You can Google Dewey Decimal for more information. Here's a [link to a couple of PowerPoints](#)[1] as well that explain the grouping by topic.

In the catalog, call numbers show up horizontally. On the spine label, they appear vertically. For example:

J
P
ABC

If IndyPL owns a copy of the item you look up in the catalog, you will see the call number immediately. When a Shared System member owns the only copy (or copies), you will see Shared System where the call number normally appears.   Call numbers are part of the *item* record, not the title record. A book

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[1] https://www.oclc.org/en/dewey/resources/public.html

title owned by several Shared System locations may have several different call numbers, so IndyPL shows only the IndyPL call number in the title display.

Ebook Platforms

Think of an ebook platform as a library. There are different ways to get books from the library. Some of the patrons come in and look around and check out a book. Some get their books delivered to their door by a bookmobile or a volunteer. Libraries even mail books to borrowers from other libraries.

The ebook platform called OverDrive uses the web and two apps for checking out and reading books.

- **OverDrive Read** is a browser-based reader that works on most computers, tablets, and mobile devices running web browsers. It is used by public library patrons.
- **Libby** is the OverDrive app public library patrons download to a device to check out and read or listen to ebooks, eaudiobooks and emagazines.
- **Sora** is the OverDrive app schools can download to student devices to provide access to ebooks in the school's or district's collection, as well as to a shared pool that all schools can use. Schools can also use Sora to access the IndyPL collection.

You must complete the attached/linked Consortium Participation Form to begin the set-up process for Sora at your school. Participating in Sora is FREE.

Schools will purchase books through the OverDrive Marketplace. Schools decide what and how much to purchase.

Schools can decide what grade levels access what level of materials. On the school side, those levels are Juvenile, Young Adult, and Adult.

Sora will connect to the school's School Management Software to provide access to school collections of materials.

Students will use their IndyPL library cards to access the IndyPL collection.

A new shared collection which we hope will include several township school districts will be created with a sliding per student fee based on your free & reduced lunch enrollment. ALL PARTICIPANT FEES WILL BE SPENT ON BOOKS FOR THE NEW SHARED COLLECTION. Think of it as a book buying co-op

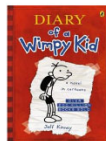**What books will students be able to access?**
Schools will be able to set Content Access Levels according to the grade students are in. You may say grades K-5 can see only juvenile titles. Or grades 9-12 may see only Young Adult titles.   If there are books in your collection or in the SchoolShare collections that you think should be in a different level, you can change the level for your school.

CONTENT ACCESS LEVELS (Controlled by schools)

Publishers assign audience labels to titles:

Adult Fiction
Adult Nonfiction
Young Adult Fiction
Young Adult Nonfiction
Juvenile Fiction
Juvenile Nonfiction

Juvenile Fiction

Adult Fiction

If you don't agree with a publisher-defined audience level, you can use content access levels to change which students have access to titles

EXAMPLE:
Publisher labeled as Adult Fiction
May fit better with Juvenile and up audiences
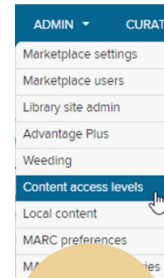
EXAMPLE:
Publisher labeled as Juvenile Fiction
May fit better with Young Adult and up audiences

EXAMPLE:
Publisher labeled as Young Adult Fiction
May fit better with Adult audiences

ADMIN ▾   CURATI
Marketplace settings
Marketplace users
Library site admin
Advantage Plus
Weeding
Content access levels
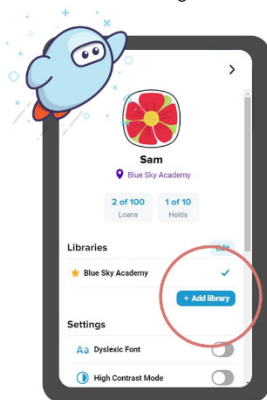Local content
MARC preferences

You can't change **book labeling** but you can change **access to titles** in Marketplace

When you allow students to access public library materials, your account manager will set the maturity level by students' grades, but you can't change the leveling set by the publisher, and there is not currently a way to include or exclude titles purchased by IndyPL. (We have requested it and we hope OverDrive will develop this feature quickly.)

PUBLIC LIBRARY MATURITY LEVELS (Controlled by Sora)

Sora allows students to add their **public library** to access more digital titles.

Sam
📍 Blue Sky Academy
2 of 100 Loans   1 of 10 Holds

Libraries
⭐ Blue Sky Academy   ✓
+ Add library

Settings
Aa Dyslexic Font
High Contrast Mode

Sora **cannot** see titles marked Mature Adult from the public library collection.

By default, new Sora users will have access to content from the public library as follows:

| Grades K-6 | see titles marked Juvenile by publishers |
| Grades 7-12 | see titles marked Juvenile and titles marked Young Adult by publishers |

Schools may wish to change access for grade bands to the content they see from the public library in Sora.

Your OverDrive Account Manager can change Public Library Maturity Levels for you!

If you allow access, students will select IndyPL in the app (pictured at left) and enter their library barcode number. If you are in the Shared System and have record sets for your classes, you can get library card numbers by class. If you are not in the Shared System, your IT department will have a spreadsheet with classes and library card numbers.

Charges for the new IndySchoolShare collection

Sora or Libby?

If you want your students to access ebooks for any school-related purpose, you should use Sora. A school-related purpose would include free reading during school and might include assigned recreational reading for homework. Libby does not provide any content level access controls. Although there is a link to the kids collection, there isn't a way to limit your search to the kids collection in Libby.

Searching for titles

The books your students see in Sora may or may not be listed in the IndyPL catalog. The IndyPL catalog does not link to Sora, but to OverDrive Read, Libby, or Kindle. Students should search for books from within Sora.

Borrowing titles

To borrow a title, you need to be sure it will work on your device! Not all books are available for Kindle, for example. Most titles do NOT have to be downloaded if you have access to a wireless connection. You can just read them in your browser. (This is especially helpful to know if you have lots of Chromebook users.)

You can download the Sora app on: iOS 10+ Android 5.0+ Chromebooks that have the Google Play store If you can't download the app, you can use Sora in your web browser at soraapp.com . We suggest using Chrome, Safari, Firefox, or Edge.

By default, most books automatically download so you can read or listen **offline**. You'll need an internet connection to sign into Sora and download books in your browser before you can read or listen offline.

The number of books you can download depends on the storage space in your browser. To see your browser's storage space (and change your download settings), go to ☰ *> All Settings > Downloads*.

To easily get to your downloaded books when you're offline, bookmark Sora in your browser.

Adding a Sora shortcut

If you're using Chrome, we suggest you add a Sora shortcut for quick access:

1. Go to ☰ *> All Settings*.
2. Select **Downloads** (under "General").
3. Select **Add a shortcut**.
   Note: *You won't see this option if you've already added a Sora shortcut.*

You can find the shortcut on your desktop (on a computer) or in the menu (on a Chromebook).

Reading – and using ebook tools

There are a few options when it comes to annotating titles in Sora. You can use the Sora tools in the book to look up words, highlight text and create notes.

To highlight a portion of text, just select that text with your mouse. When you release your mouse button, a pop-up window will display. From here, you can select one of the following options:

- Highlight the text
- Take a note
- Look for the text within Google
- Look for the text within Wikipedia
- Define the selected word

Look for directions on the Sora Help page about Notes and Highlights.

Adding ebook titles

IndyPL purchases more titles when demand (measured by requests) is higher than a set ratio. Publishers are still trying to figure out how to charge libraries for all of this e-content so they can continue to make money. Cheap copies of e-books are not available

One type of purchase is One Copy, One User (aka OCOU), and the library owns that ebook forever. Another type of purchase is term-limited. The terms can be by length of time, or by number of checkouts. Note that in both instances, only one person at a time can check out a copy of the book. A third type is called the Multi User Purchase Option (MUPO). These titles can be checked out by an unlimited number of users *at the same time*. The type of purchase is dependent on the publisher, not the vendor. Except in the case of Amazon, which does not sell to libraries. They charge significantly less because their titles are not going to be used by multiple readers.

Schools participating in IndySchoolShare purchase books through OverDrive Marketplace. If you are part of a district, we strongly recommend that, you place all your orders in the district collection so your schools can leverage their resources. You should make your library an "Advantage" collection so you can share your collection with other libraries. Your students will always have first dibs on the books you have purchased. Sharing in this way is especially important if you are borrowing books that have been shared with you by other schools. The burden for purchasing books is intended to be shared.

Online Databases

The term "online databases" refers to a collection of resources, many of which have distinct finding tools and features. They can be used for leisure (there's an arts and crafts online database), reference (there's tons of straight factual information), and research (there's lots of critical analyses and in-depth information). Which database you use will depend on your subject, your topic, the ability of the end user, and the features that you require. See Appendix D for a list of online databases most helpful for schools.

You will likely have to explain to your users why the online databases are more efficient than Google! Some librarians suggest using Google to garner some search terms before using a database. When you do, you can point out how many hits Google pulls up, some of which are irrelevant, some of which are erroneous, and some of which are flat out phony hits designed to get you to an advertisement. Online databases, on the other hand, are curated. That means the database publisher is making sure that the resources are relevant and from a reputable source. And there are no annoying pop-ups!

The online databases are paid for from three different entities. INSPIRE databases are paid for by the State Library and are available statewide. Marion County Internet Library (MCIL) databases are paid for by a grant from the Library Fund of the Central Indiana Community Foundation and are available county-wide. Another 21 databases are paid for by IndyPL and are available only to people who are in a branch library or who have a library card which allows them to access the databases from anywhere.

IndyPL has an eResources Librarian who reviews all our online databases to make sure we are selecting the best resources for all our patrons and being good stewards of the funds used to purchase them.

To get to the online databases, you can bookmark or create a shortcut from the Library's Research page on the website.

There are several different publishers of the online databases. Usually, publishers will have the same "look" for the databases they publish. As of this writing, there are probably half a million full text articles available for FREE. Look for features such as the ability to save to your Google Drive, create a permanent link to the article, translate it into a different language, have it read out loud to you, or build a citation in your style of choice.

The best way to get to know the databases is use them. Make sure that your teachers know about them. Before they decide to use them in a class, they need to check that the information they want students to find is available in the online database. They are not all-inclusive.

Teachers often request simultaneous use e-books. They are available in FOUR places. Sora has some in the original Axis 360 consortium. If you weren't part of the original consortium, and are not going to be part of the new IndySchoolShare consortium, then you won't have access to simultaneous use ebooks through Sora. Three other places are National Geographic, World Book and Ebsco Ebooks.

NatGeo Kids has more than 600 current, high quality nonfiction titles about, for examples, animal behavior, habitats, and dinosaurs. National Geographic Virtual Library, for older readers, has just over 300 nonfiction books, mostly about other countries.

World Book ebooks are an underutilized treasure trove. For example, Gutenberg classics – books no longer covered by copyright. Like the entire works of Shakespeare. You can also find many of the nonfiction series books about history, animals, the military, math, and science.
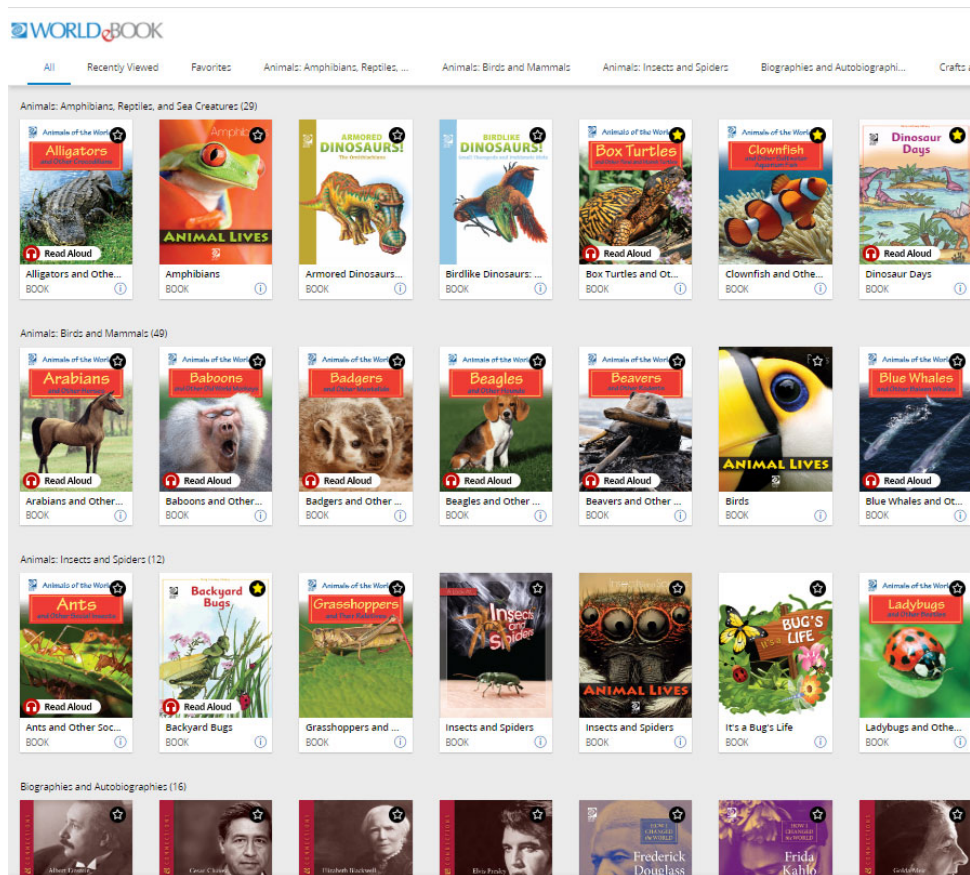
Ebsco, has a wide range of nonfiction, including many series such as the Blastoff! Discovery series. While not as easy an interface for younger kids to search, teachers can create links to the books and all students will have to do is login their library card number to get to the book.

Surprisingly, Ebsco does have some fiction titles students might like to read, but hands on help will be required for all students, and more than once for the younger student.

Sora is focused on engaging reading, while the three databases mentioned here are focused on informational reading.

1975 Arlington High School *Accolade Album* - It's not a man's world, and Chess Club has proven it...

The Indianapolis Public Library Digital Collections

Welcome to Digital Indy, the Indianapolis Public Library's digital collections. The purpose of these collections is to provide access to digital images and recordings of cultural and historical interest to Indianapolis residents as well as students, researchers and others. The Library offers these collections to allow free access to digital versions of increasingly valuable, fragile and hard-to-use originals.

If your organization is interested in contributing to our digital archives, or being included in an inventory reflecting Indianapolis' history, people, events, organizations, and places, please visit the Community Digitization Project page.

Digital Collections

Digital Indy, the Indianapolis Public Library's digital collections, provides access to digital images and recordings of cultural and historical interest to Indianapolis residents as well as students, researchers, and others. The Library offers these collections to allow free access to digital versions of increasingly valuable, fragile and hard-to-use originals.

The digital collections include high school yearbooks from four Indianapolis school districts, photographs of more than 1,000 items in the Children's Museum collection, and archived documents and photographs from several Indianapolis publications and organizations.

Social studies standards encourage the use of primary source materials, and several grades encourage getting to know the local community. IndyPL's digital collections can be a good resource in either case.

Make sure teachers test out any searches they hope students will do as there are some anomalies involved with searching a digital collection. A digitized yearbook will include scans of the pages, as well as a computer-created (called Optical Character Recognition or OCR) text for each page. If the scanned page uses a fancy font, or lots of graphics, the OCR will contain lots of odd characters. A search in a yearbook searches the OCR text, not the actual scanned pages.

For example, let's say a fourth grade teacher wanted to use the Broad Ripple High School yearbooks as a primary source for research or illustrations of David Letterman. Searching "Letterman" as a basic search brings up references to several types of "letterman," including young men who lettered in various sports. Adding "David" brings up four results, but our Digital Projects Manager, happens to know that Mr. Letterman was also

known as Dave. She did an Advanced Search for the exact phrase "David Letterman" **OR** the exact phrase "Dave Letterman" and found him in five yearbooks.

TIP: The results will display as images. If you click on the Text tab, it's easy to move to the next instance of your results in the yearbook using the up or down arrow.

Digital Encyclopedia of Indianapolis

You'll find it here: https://indyencyclopedia.org/. It's an all-encompassing, ever-growing accumulation of information of all sorts about our city. The Book of Knowledge about Indianapolis, as it were. Articles were written by subject area experts and are updated frequently. You should also browse the atlas, exhibits, features, and timelines!

Where to go for help

Friday Focus
Everyone who works in a Shared System library is automatically subscribed to this newsletter. It is meant to be a quick read with newsy notes about what's happening in the Shared System, and what's happening at IndyPL that the Shared System might need to know about. Shared System members are **strongly encouraged** to read Friday Focus faithfully. If you don't, you will get caught when you ask about something in last week's issue. Shared System members are **enthusiastically encouraged** to submit their own newsy notes and photos for inclusion in the newsletter.

Intranets
WeShare is the Shared System intranet page. There's a lot of information available to the public at weshare.indypl.org. Your calendars, how to use the catalog and Sora, schedules and other info about IndyPL.
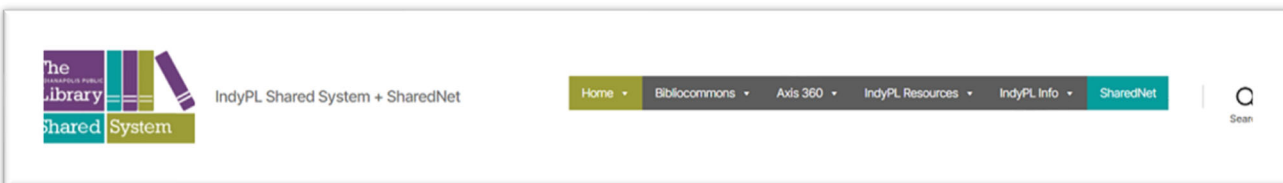
Help Request Form
Login to WeShare and use the Shared System Help Request Form as a primary way to get help. You can ask questions about cataloging, processing, delivery, circulation, training and tech support. We do our best to route those questions to the right person or department for you. We have a few other means of support (see below), but this form allows us to track the number of questions we get by category, which, in turn, allows us to address those questions ahead of time.

Processing and cataloging questions

The [Shared System Help Request Form](#) has a section for both cataloging and processing questions. Cataloging questions might have to do with how a title is showing up (or not showing up!) in the catalog. Processing questions generally have to do with the item (not the title). For example, the barcode, the spine label, whether it's requestable, etc. would all fall under the processing category on the Help Request form.

Circulation questions and questions about borrower records

No matter how good our circulation trainers are, you will have circulation questions! It might be simple (finding a book in the book return box without a barcode), or you might have a more complicated question involving material a student says he never checked out of the public library six years ago. You can also fill out the [Shared System Help Request Form](#) and we'll look for the best person to answer your question.

Questions about how to do things in Polaris (for ex., check in something as damaged)

These questions fall under the category of circulation. Fill out the [Shared System Help Request Form](#)

Questions about Earn and Learn

If your question is about how to handle an individual student's participation, it's likely that a circulation supervisor will have the best information. If your question is more general, or about the program as a whole, contact the Shared System office at sharedsystem@indypl.org.

IT questions

- first, reboot your PC
- make sure everything is plugged in – crawl around if you have to
- make sure you can access the internet and move around to other sites
- NOW call the helpdesk (317-275-4900)

Note that for complicated questions having to do with ports and filters and the like, you will need to have your IT person contact the helpdesk. Be sure to have that person's information handy just in case. Also, be aware that every once in a while we may need to charge you if it looks like the connection problem is on your end and your IT person is unable to solve it without extra help from our end. We try to avoid this as much as possible, but you might want to keep your administrator (and the Shared System office) in the loop if a problem seems to be going unresolved for more than a couple of days. (**Note:** No problems have reached this level in the last ten years!)

Research, reference, recommendations

You are now connected to a *stack* of librarians (get it?) who *love* to help with research, answer reference questions, and offer recommendations. Take advantage of them! Call the reference desk at the library closest to you for help. If it's a question like "I have a teacher who read a book in 6th grade about a pig who dressed up like a princess, and he thinks it took place in Tibet" and you have no luck finding the answer, the librarians here often send those out to the whole stack of librarians for help. And someone invariably turns up the answer!

Ask a Librarian

If you have a short question, you and your students might want to text a librarian at 317-333-6877. You can also fill out an [online form](#) or call the Central Library reference desk at 317-275-4100.

Make friends with a librarian at a branch

Getting to know the staff at the branch nearest you is one of the best ways to get help. They might even contact you before you ask a question if they know you, and know what your school is doing. Invite the branch library manager and circulation supervisor to visit, or go visit them yourself and begin to build a relationship.

Email a Shared System colleague

You'll get to know other members of the Shared System during training, Shared System meetings and via the Friday Focus newsletter. You will be able to find everyone's contact information on WeShare.

Send in a question for Friday Focus to crowd source your answer

We love to get notes to include in Friday Focus. If you have a library conundrum, chances are someone else in the Shared System may have already found a solution!

End of the year routines

Requesting items out to IndyPL patrons

In April, in Polaris LEAP, you can create a list of all items that belong to you and are checked out to IndyPL patrons. You can place item level holds on these items so the patrons can't renew them. When they return to you, you should change the status to Display. Many patrons (IndyPL and school patrons alike) are pretty savvy. As soon as the item is checked in, they will place another request for it! You can also allow them to stay checked out. As items are returned throughout the summer, we store them safely for you.

Gathering items checked out to your patrons

A good offense is a good defense. If you are diligent about reminding students that they have materials that are overdue every time they check out a book, you are less likely to have to deal with mountains of overdue and lost books at the end of the year.

Have a discussion with your administrator early in the second semester about how you will handle students who do not return their library materials. Some schools, while they make repeated attempts to get the items back at the end of the year, allow these lost items to accumulate until graduation when they must be paid for in order for the student to graduate.

Using Find in Leap, you can get lists of checked out, overdue and lost materials, and remind your patrons to return their materials. We will send you at the end of the year spreadsheets that will allow you to follow up with students on lost and overdue materials.

Calendar

Please send us a copy of your next school year calendar as soon as you see that it is available.

Final due date

You will be asked to set your last due date. Most schools set it about two to three weeks before the end of the school year. Most schools also make exceptions and override the final due date so students can continue to check one item out at a time if they are desperate.

Last pick list and requestability removed

The last pick list is pulled the week before requestability is removed, usually the first week in May. If items are returned over the summer, they are stored safely in our shipping and receiving area until school opens.

Requests suspended

We suspend all Shared System borrower requests in May, and restore them in August. You will receive advance notice in Friday Focus so you know when to show students how to change their pickup location. (It helps them to do this before their requests are suspended.)

Expiring cards for students/staff who are leaving

Please use the last day of school as the expiration date for any students and staff who leave your school. Let everyone (students, their grown-ups, staff) know that they will have to show ID at a branch library to get their cards reinstated.

Occasionally Asked Questions

What if a student's card or books are stolen?

At IndyPL, students are responsible for what is checked out on their cards unless they report their card as stolen. Encourage your students to let you know as soon as *they* know it's been stolen so you can replace the card – that makes the stolen card unusable. We would ask students to pay for the stolen materials. You may use your discretion. We would prefer that you not make a distinction between your books and ours. For example please don't charge for yours but not ours!

When is our first/last delivery day?

We make one delivery on the first regular delivery day before school starts, and one on the first regular delivery day after school ends. If you know no one will be there on that date, please let us know!

Why does the Public Library keep changing library card numbers?

When a parent/guardian comes in to request a replacement library card for their child, we must honor that request. We ask them to let you know so you can update your card information, but that doesn't always happen.

The My First Card (MFC) btype cards can be used at school which is great news for families who use them a lot. The cards are also set to expire automatically on the child's sixth birthday. Hopefully you will catch those expired cards faster than the parent and be able to issue a new card so you can keep your records up to date. Be sure to send a note home with the new card so they know the MFC card won't work anymore!

Why did my patron get an emailed overdue notice when they already returned the book this morning?

Overdue notices get sent three days before due date, on due date and five days after due date. They are sent out automatically by Polaris overnight so a patron may indeed find a note in their inbox or get a text after an item has been returned.

Appendix A: Location Codes

IndyPL Shared System	ShSys	LT Belzer Middle	LTBMS
BG South Grove	BGSG	LT Brook Park	LTBP
Brebeuf Jesuit Preparatory	BRE	LT Crestview	LTCV
Cardinal Ritter High	CRI	LT Fall Creek Valley Middle	LTFCV
Cathedral High	CHS	LT Forest Glen	LTFG
Central Catholic	CCS	LT Harrison Hill	LTHH
Christel House Academy South	CHAS	LT Indian Creek	LTIC
Christel House Academy West	CHAW	LT Lawrence Central High	LTLC
Covenant Christian High	COV	LT Lawrence North High	LTLN
DT Decatur Central High	DHS	LT Mary Castle	LTMEC
Heritage Christian Elementary	HCE	LT Oaklandon	LTOE
Heritage Christian High	HCS	LT Skiles Test	LTST
Herron-Riverside High School	ICSRS	LT Sunnyside	LTSS
Holy Angels	HAS	LT Winding Ridge	LTWR
Holy Cross Lutheran	HCL	Nativity Catholic	NAT
Indiana School for the Deaf	ISD	Oaks Academy Brookside	OAKB
IPS Arsenal Tech	IPARS	Oaks Academy Fall Creek	OAKF
IPS Brookside Elementary #54	IP54	Oaks Academy Middle School	OAKM
IPS Carl Wilde #79	IP79	Our Lady of Lourdes	OLL
IPS Center for Inquiry #70	IP70	Shepherd Community Academy	SCA
IPS Charles W Fairbanks #105	IP105	St. Anthony's Catholic	SAC
IPS Clarence Farrington #61	IP61	St. Barnabas Catholic	SBC
IPS George Washington Carver #87	IP87	St. Joan of Arc	SJA
		St. Matthew	SMC
IPS Harshman MS	IPHAR	St. Philip Neri	SPN
IPS James Russell Lowell #51	IP51	St. Richard's Episcopal	SRE
IPS Jonathan Jennings #109	IP109	Museum - Eiteljorg	EIT
IPS Meredith Nicholson #96	IP96	Museum - Indiana Medical History Museum	IMHM
IPS Shortridge High	IPSH		
IPS Sidener Academy	IPSID	Museum - Newfields (Indianapolis Museum of Art)	IMA
IPS Theodore Potter #74	IP74		
IPS Thomas Gregg Neighborhood School	IPTG	Special - Jewish Community Library	JCL
LT Amy Beverland	LTAB	Special - Riley Hospital	RHC

Appendix B: Price List for Services

Cataloging

Classification/Call Number Only	**1.10**
Copy Cataloging	**2.75**
Original Cataloging	**11.00**
Electronic Records (per group)	**11.00**
Electronic Bibliographic Record Maintenance (per record)	**1.10**

Receiving/Processing

Item record and spine label	**0.85**
Spine Label replacement	**0.85**
Barcode replacement	**0.85**
Reinstatements	**0.85**
Transfers	**0.85**
Item record corrections/changes	**0.85**
Jacketing	**1.75**

Rates for Additional Services:

Telecommunications and PC Troubleshooting (if we determine the problem is not on our end)	$ 50.00 per Hour (1/2 hour minimum)
On Demand Reports	$ 50.00 per Hour (1/2 hour minimum)
Customized Polaris Training	$ 30.00 per Hour (1 hour minimum)
Set up for vendor cataloging (per vendor)	$150.00 Flat Fee

Appendix C: IndyPL eResources of Special Interest to Students and Teachers

After the initial discovery of the online resource, most can be made available offline. Files in both Google Drive and Microsoft One Drive can be accessed offline. PDFs can be saved to a desktop or device.

	Requires library card	Available offline	How?	App available
Sora – **PreK- 12** Students have access to tens of thousands of ebooks and eaudiobooks through Sora The URL for my school is: _____	Students login with school ID to the school side collections. They use their library card to get to IndyPL books	Yes	Download the ebook or eaudiobook to app or in browser	Yes
TumbleBook Library – **K- 6** https://www.tumblebooklibrary.com/autologin.aspx?userid=z6a8J47w%2bZvyJaappaC%2faw%3d%3d. Contains more than 1,000 simultaneous use titles, and more than 200 National Geographic streaming videos. There are read-alongs and games, too.	No	No		Yes
Kanopy – **PreK- 12** Offers movies and TV shows, most educational including documentaries for high school classes. (Limit is 10 views a month) Kanopy also has a Kids collection with unlimited views.	Yes	No		Yes
Hoopla – **PreK- 12** Movies, TV shows, music, as well as comics and graphic novels. (Limit is 10 items a month)	Yes	Yes	Download	Yes

	Requires library card	Available offline	How?	App available
National Geographic for Kids (Grades 2-8) (http://ezproxy.ilibrary.org/login?url=http://infotrac.galegroup.com/itweb/imcpl_indy?db=NGMK) and **National Geographic Virtual Library** (Grades 9-12) Both contain magazines, videos and ebooks that can be used for research or recreational reading. Note that the ebooks may be read simultaneously, so a teacher could assign a whole class to read a book about penguins or alternative energy, for example.	Yes	Only photos	Save to device	No
CultureGrams http://ezproxy.ilibrary.org/login?url=http://online.culturegrams.com Reports on more than 200 countries detailing the history, daily life, and customs of people around the world. Resources include audio files, maps, statistics, photographs, biographies of well-known people, and a recipe collection.	Yes	Yes	Print PDF; download MP3 of national anthems	No
Gale Ebooks (https://galesupport.com/mcilgeo?db=GVRL&loc=imcpl_indy) Reference resources including the categories: Arts, Business, History, Law, Literature, and Medicine.	No	Yes	PDF; Google Drive; Microsoft One Drive	No
Gale Literature (https://go.gale.com/ps/start.do?p=GLS&u=indymar) Provides literature-related information on writers from around the world and throughout time.	No	Yes	Download PDF, upload to Google Drive or Microsoft One Drive	No
Gale in Context: Global Issues * (http://galesupport.com/mcilgeo?db=GIC&loc=indymar) International viewpoints on a broad spectrum of global issues, topics, and current events.	No	Yes	Download PDF, upload to Google Drive or Microsoft One Drive	No
Gale in Context: High School * (http://galesupport.com/mcilgeo?db=SUIC&loc=indymar) Designed to be a single starting point for students at all levels, with a wide range of materials supporting classroom work: full-text articles from 1200 magazines; 18,000 photos and graphics; AV resources; primary documents; links to selected websites.	No	Yes	Download PDF, upload to Google Drive or Microsoft One Drive	No

	Requires library card	Available offline	How?	App available
Gale in Context: Opposing Viewpoints * (http://galesupport.com/mcilgeo?db=OVIC&loc=indymar) Information on social issues from news articles, books, etc., highlighting the differences between contrasting viewpoints.	No	Yes	Download PDF, upload to Google Drive or Microsoft One Drive	No
Gale in Context: U.S. History * (http://galesupport.com/mcilgeo?db=UHIC&loc=indymar) Learn about the most significant people, events, and topics through an overview of U.S. history.	No	Yes	Download PDF, upload to Google Drive or Microsoft One Drive	No
Gale in Context: World History * (http://galesupport.com/mcilgeo?db=WHIC&loc=indymar) Learn about the most significant people, events, and topics in world history.	No	Yes	Download PDF, upload to Google Drive or Microsoft One Drive	No
World Book (https://www.worldbookonline.com/?uid=ipl&pwd=worldbook) One of our most popular online resources is WorldBook. We subscribe to content at all reading levels, as well as encyclopedias in Arabic, French and Spanish, and a number of add-ons. Note: articles available offline; not ebooks	No	Yes- only ebooks are not available offline	PDF; Google Drive; Microsoft One Drive	No

*Sponsor: Marion County Internet Library

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