

October 1, 2010

## New Library System

This year, Big Hollow School libraries will be utilizing the Follett Electronic Library System for the first time. This new automated circulation system was purchased by the Parent Teacher Organizations (PTO), and will improve the school's library systems in a number of ways.

For those less familiar with library processes, circulation is the process of checking books in and out of the library. With the new system, each book in the library has a barcode sticker containing a unique identification number and barcode. Each student also has a unique barcode and identification number. In each of the building's libraries, there is a binder containing the names and barcodes for every registered student at Big Hollow. When a student brings a book to the librarian to check out, the librarian will scan the student's barcode from the binder then scan the book the student is interested checking out. Once the student returns the book, the librarian will scan the returned books to clear it from the student account.

This new system will allow information regarding the circulation status of books to be stored in the library database. By performing an online catalog search, the status of any book can be found. These reports can be generated identifying which books are checked out or overdue. Overdue book notices can also be created and delivered to parents by mail or in Friday folders.

Big Hollow Elementary School began using the new system this past Monday and circulation was started at the Primary School on Thursday. As of now, the Middle School Library plans to begin circulation on Thursday, October 7. The Follett Electronic Library system is a valuable addition to the Big Hollow libraries and we are excited to be using it.