



Topic: Previews strategy

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Introduction: The preview program at Library Resources is arranged so the Anchorage School district librarians can examine and review new library materials from a wide variety of publishing houses. New material comes to Library Resources twelve months a year.

Librarians may select twenty-five titles at one time. Once the reviews are done, another 25 titles may be selected. Inform Terri Douthitt at Library Resources when you are coming to select by sending her an e-mail. Preview selection activity should have a particular schedule agreement with Library Resources.

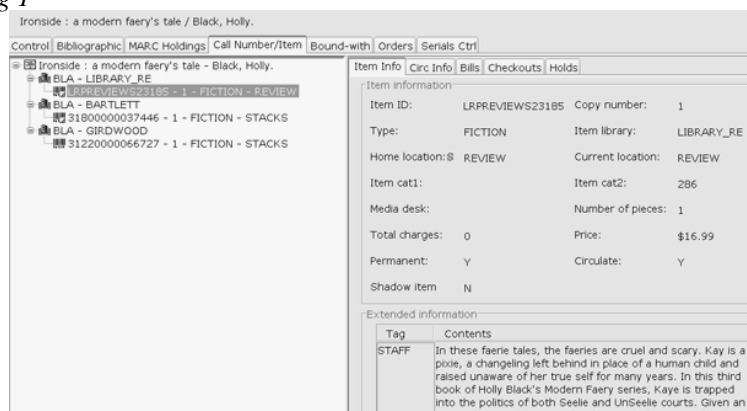
When selections are made, add your barcode to the choices you have made. Barcodes are available for each school at Library Resources. Leave the books with Terri so that accountability can be arranged for your selections. Each preview book is tracked in Workflows with a LRPREVIEWS number.

The MARC record is already established for preview materials. You can see the newest preview additions in Workflows by looking under blue banner; Have you Read and then clicking on the ICON Previews. If you find something there that you would like, you can notify Terri without making a trip to Library Resources.

To complete the preview process do the following:

1. Enter the review contents information in the Extended Information, Tag Staff. *Figure 1*

Fig 1



2. Notify Terri when done. She will then transfer your comments to the LRPREVIEWS screen so Ruth Jean can run a report to the publisher.

A yellow sticky note displays on the item barcode when comments have been entered.

By implementing some accountability, publishing houses continue to send us preview materials. They are very interested in your reviews.

We need your sincere commitment to this program in submitting reviews. Your participation is important to make it work. We are able to add over 2000 to 3000 new titles a year to the ASD library collection with your participation.

Additional materials like posters, book marks, and other promotional material is available when publishing houses pass on the options. Terri will occasionally let you know by e-mail when other options are feasible. You may help yourself whenever you come to visit the preview book shelves.