

# New School Services

*Opening Doors*

*Opening Minds*



PRECISION



**FOLLETT LIBRARY**  
R E S O U R C E S

A Follett Corporation Company

## The Precision Your New School Library Demands

Opening a new school library or media center is a time-consuming process that involves a number of complex tasks. Follett Library Resources offers you a level of new school services unmatched by any other supplier. Year after year, Follett opens more new school libraries than all the other suppliers combined. As you can see when you read through this brochure, we have the expertise to assist you in developing and opening your new school library.

Our high-quality products and services will enable you to develop a library collection that meets your new school's curriculum goals and satisfies the needs of your students and faculty. And keep in mind that we can help you with more than just your new school library or media center. Our books and audiovisual materials can be used throughout your school in classrooms, reading rooms, guidance offices, and other educational areas.

As you work through the process of opening your new school library, please keep in mind that all of us at Follett are committed to helping you every step of the way. Throughout your new school experience, you'll find a team of professionals at your fingertips and an Account Manager at your door – whenever you need them!

We look forward to working with you on this important and exciting project!



*"This Summer I opened my third new library within the past 14 years. This was by far my best experience yet. The entire process, from placing the order to shelving the books, went very smoothly. Only those who have lived through this process can appreciate Follett's True Dewey packaging. With 3 parent volunteers and our Account Manager, we were able to shelve over 13,000 books in less than 2 days. Thanks, Follett, for a job well done!"*

*Sylvia Groves, Librarian  
Manvel  
High School  
Alvin ISD,  
Manvel, TX*

# Our New School Guarantee

We are the **only** company that offers you a New School Guarantee. It's your assurance that at least 95% of your shipment of books will arrive on-time – **or you'll receive your order at no charge!**

- Have your local Account Manager determine your “Worry-Free” New School Guarantee order due date. Then, just send your order (authorized purchase order and complete title list) to our McHenry, Illinois, office by that date.

To take advantage of this guarantee, just follow these three simple requirements:

- Develop your order on [www.titlewave.com](http://www.titlewave.com) and/or with the assistance of our Free Order Typing Service.
- When you place your order, indicate a “Do Not Exceed” dollar amount on your purchase order and then over order by 10%.



**GUARANTEE REQUIREMENTS**

Follow these basic requirements to receive our New School Guarantee and be assured of an on-time shipment of your books:

1. Utilize [www.titlewave.com](http://www.titlewave.com) or Follett's Free Order Typing Service to order your titles.
2. Indicate a "Do Not Exceed" amount on your purchase order, and over order by 10% of this amount.
3. Send your authorized purchase order and your complete title list to Follett's McHenry, Illinois, office no later than \_\_\_\_\_.

Major disasters, act of nature, and other complications that Follett Library Resources has no control over can interrupt the natural flow of your shipment. Such situations will make this guarantee null and void.

With this guarantee, Follett Library Resources assures you peace of mind through the ordering and delivery process. We value you as a customer and plan to develop an ongoing business relationship by performing to your needs.

Contact Name \_\_\_\_\_  
 School \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 Business Phone \_\_\_\_\_  
 Home Phone \_\_\_\_\_

Office use only:  
 Date Received \_\_\_\_\_  
 Customer Purchase Order Number \_\_\_\_\_  
 Customer Invoice Number \_\_\_\_\_

*"I would like to compliment Follett Library Resources for the wonderful customer support I have received in implementing an opening day collection for our new Canyon Oaks Elementary School in American Canyon. As usual, my Account Manager has been a great resource in expediting the orders. Customer Service has been terrific with documentation, follow up, and suggestions! It feels wonderful to be on schedule with this collection. Again thanks to everyone!"*

Kate MacMillan, Coordinator  
 Library Services  
 Napa Valley  
 Unified School  
 District  
 Napa, CA

## Planning For Your New School

Here's an overview of the steps that are involved in preparing for a new school library's opening day. Your local Account Manager can assist you in determining which ones apply to you. Then, working backwards from your new school library's opening day, your local Account Manager will help you develop your new school library timeline.

- Meet with your local Account Manager to determine your goals, establish your budget, and identify your needs.
- Create criteria for your preliminary list and send to Follett Library Resources.
- Provide cataloging/processing specifications to Follett Library Resources.
- Receive your preliminary list and Dewey Breakdown Chart and review this information with your local Account Manager and other appropriate personnel at your new school.

- Make any necessary modifications to your list.
- Receive and approve your sample processed books and an overview of your cataloging/processing specifications.
- Finalize your list and send your order to Follett Library Resources.
- Receive your True Dewey order on your delivery date and import your MARC records.
- Your opening day collection is ready to be quickly and easily unpacked and shelved.

Once these steps are completed, you're ready to greet your students at your new school library!



*“Opening a new school library is a daunting task. Follett Library Resources and my local Account Manager made this overwhelming assignment a lot easier. He was there to help me in a variety of ways. My Account Manager is always available by phone or email for any questions or problems. All the service I received I feel went over and above. I never could have been able to open the new library so soon if it had not been for the help and service from Follett.”*

*Terry Lai  
Library  
Media Teacher  
Dianne Feinstein  
Elementary School  
San Francisco, CA*

## Determining Your Goals

Here are some key points to consider when planning your new school collection.

- What are your school and district goals and priorities for your students?
- What will the grade range be for your school when it opens?
- What will the final grade range be for your school?
- How many students will your school have when it opens?
- How many students is your school designed to hold?
- What are the reading levels for the students at your school?
- What are any special needs for your students (language, AP, ESL, special education, etc.)?
- What reading programs will you use?
- Will your school be eligible for Title I funding, and if yes, at what level?

## Establishing Your Budget

First, you'll need to determine how much money to budget for the books you want in your school library's opening day collection. Your local Account Manager can provide you with an average price for hardcover fiction and nonfiction books. When preparing your budget, please be aware that reference titles generally cost more than this.

Next, you'll need to determine how many books you want to have in your library when your school opens. Some districts and/or states have established guidelines for this. If your district/state does not, your local Account Manager can help you determine how many books per student you want your new school library to have when it opens.

Once you've established the average per book price and how many books you want to have in your collection, your local Account Manager can help you calculate your overall new school library budget.

*"Follett Library Resources has always been a wonderful company for me. They have always gone the extra mile to make sure my needs were met in a personal and professional way. I'm always sure that they will do what it takes to make me happy. I wouldn't trade them for the world."*

*Rusty Hunt, Librarian  
Gorenflo  
Elementary  
School  
Biloxi, MS*



## Identifying Your Library Collection Needs

The most important step in creating an opening day collection is title selection. Follett works with **every possible** publisher and producer to offer you quick, easy access to the **widest range** of book bindings and audiovisual formats **possible**. We'll help you create a Custom Core List that meets your school/district library and curriculum needs.

Our highly trained, professional staff will prepare your list(s) based on the criteria you choose in support of your curriculum – e.g. subject areas, authors, interest levels, reading levels, review sources, binding/format preferences, textbook adoptions, etc. The first step in this process is to work closely with your local Account Manager to complete our Custom Core List form. This form will help us understand exactly how you'd like us to develop your opening day collection.

## Identifying Your Supplemental School & Classroom Needs

Follett Library Resources can provide books and audiovisual materials to be used outside your new school library. Here are some questions that will help you evaluate what your needs are.

- How many dictionaries and/or thesauri do you need in your classrooms?
- What are your requirements for classroom sets of books?
- What are your needs for classroom libraries?
- Will your school have a book room, and if so, what are your requirements for that area?
- What type of teacher guides and resources does your school need?
- What textbooks and other programs (International Baccalaureate, AP) will require supplemental materials?
- What type of guidance/character education materials does your school need?
- What types of audiovisual materials will your school require?

*“Without a doubt, the monumental task of opening a new school library was made so much easier for me thanks to the unending support of the entire Follett Library Resources team. As a new media specialist, the ease of working with TITLEWAVE was a true godsend. I continue to use TITLEWAVE nearly everyday. Developing a collection from the beginning, TITLEWAVE became my lifeline. I can't imagine not using TITLEWAVE to build a new library collection. I highly recommend Follett Library Resources to media specialists who are charged with building a new library collection.”*

*Cathy Witchey,  
Media Specialist  
Glacier Ridge  
Elementary School  
Dublin, OH*

## Specifying Your Cataloging and Processing Options

We offer comprehensive and customized cataloging and processing options for books, eBooks, and audiovisual materials. Our cataloging is produced using Dewey Decimal Classifications, Library of Congress Subject Headings, Sears Subject Headings, and Anglo-American Cataloging Rules, 2nd Edition.

Our MARC21 and MicroLif records are enhanced with complete annotations for all titles; either Sears Subject Headings, LC Headings, or both; and shelflist information including reading level (if applicable), interest level, Lexile measure (if applicable), purchase date, and up to 10 review sources. Catalog records for Accelerated Reader and Reading Counts titles include 526 tags (when requested). Our laser-printed bar codes and enhanced electronic data meet the requirements of today's automated circulation and catalog systems.



In addition to our standard processing and cataloging packages, Follett offers a variety of customized options for you to choose from, including:

- Bar code labels with protectors, spine labels with protectors, and personalized pockets
- Theft protection
- KAPCO Easy Covers on paperbacks
- Mylar on books with dust jackets
- Protective cases for audiovisual materials
- Small or large labels for Accelerated Reader and Reading Counts information
- Reading level color coding for reading programs
- And even more...

Your local Account Manager will help you identify your book and audiovisual cataloging and processing specifications. Once we receive these specifications, we'll provide you with several sample books so you can verify the processing.

*"Follett Library Resources is the company I depend on for 'Outstanding Support' in my library media center! Invariably, they have the books and A/V I need, when I need them. Their processing is always to my exact specifications and Follett helps me involve my teachers and students in selection via TITLEWAVE. Imagine all these things and I have a company representative who is knowledgeable, warm, and generous with his time! I always recommend Follett."*

*Catherine Beyers  
Library  
Media Specialist  
Southern Bluffs  
Elementary School  
La Crosse, WI*

## Reviewing Your Customized Lists

Once you receive your opening day collection lists, both your local Account Manager and our team of Library Service Consultants stand ready to assist you with any and all refinements you want to make to your lists. We can help you make these refinements on TITLEWAVE® or via the hard copy version of your lists – whichever method is easiest for you.



## Placing & Monitoring Your Order

After you finish reviewing/refining your lists, your local Account Manager will assist you in preparing and submitting your order. As part of this process, your local Account Manager will review your new school requirements to make sure that we've captured all the necessary information about your order. We'll also review your sample books to make sure that your cataloging and processing specifications are accurate.

Once you've placed your order, your New School/Large Order Coordinator will be in touch with you periodically to update you on the status of your order. You can also monitor your order online through your TITLEWAVE account.



*"This morning I talked to one of your Customer Care Consultants about having both my schools in TITLEWAVE for specs and wish lists. I told her how wonderful I think Follett Library Resources is and how helpful the site and the people are. Last year I was able to take the collection development suggestion list and pick and choose from it as money became available. Everyone is pleased and impressed with our collection; they want to know how I did it and swear they wouldn't have been able to pull it off. They're impressed with me. I just smile and tell them I know what resources to use...my resources? Follett Library Resources and all that you offer! You make me look good as a librarian! Thanks.*

*Linda Early, LMS,  
Hawthorne/Fitzhugh Lee Librarian  
HAVEN Academy  
Cobb County  
School System  
Smyrna, GA*

## Preparing To Shelve Your Opening Day Collection

We recommend that you plan the placement of your collection in your library before your shipment arrives. An inviting and functional school library will teach your students library skills and strategies that can be applied to other libraries.

You'll need to determine where to place your fiction, nonfiction, biography, easy, reference, and audiovisual sections in your library. Here are a few suggestions:

- Create separate areas for research, listening, reading, computers, and small group discussions.
- The reference section can be near computers and table for more research.
- Place materials for younger children on lower shelves.
- Professional materials can be near a teachers' meeting space or the librarian's desk.
- Several factors affect the arrangement of your audiovisual collection: access, control, space, and the size and shape of the material.



Here are some guidelines to consider when planning your shelving layout.

- Keep in mind that each True Dewey box holds about 24 inches of books.
- Most shelves are 36 inches long and can hold 30-35 average-sized books, approximately 18 reference books, or 60 picture books.
- There should be a minimum of 12 inches between shelves.
- Be sure to plan on only filling half of a shelf and leaving extra shelves between each Dewey group for future growth.

And remember, we will assist you in shelving your new school library or media center. To take advantage of this service, please contact your local Account Manager for additional details.

*“How do you shelve 20,000 books in two days? Call Follett! The True Dewey order was fantastic and helped ensure a speedy set up. I would highly recommend Follett to anyone opening a new library.”*

*Lucy Podmore  
Librarian  
Wallace B. Jefferson  
Middle School  
San Antonio, TX*

## Receiving, Unpacking, and Shelving Your Opening Day Collection

Our enormous inventory and processing capacity allow us to ship the maximum number of titles you've ordered in the minimum amount of time, and our success is unmatched.

When your True Dewey order is ready to ship, your New School/Large Order Coordinator will contact you with the delivery date, carrier, and all other applicable information.

We recommend that you choose to receive your MARC Records online via TITLEWAVE. When your order ships, you'll receive a notice that these records are ready to be retrieved. This means you can access them even before your shipment arrives.

Once you retrieve your MARC records, we recommend you run a TitleWise® Online Collection Analysis on your opening day collection so you have an overview of the make-up of your new school library collection. You can use this analysis as a starting point to determine what additional books and audiovisual materials you'll need.



*"Thanks. I value the TitleWise Collection Analysis, not only for the analysis, but because it's such a help when I'm ordering new books from Follett Library Resources, to be able to match the order against what I already own. No other company even comes close in ease of ordering and supportive features."*

Linda Jensen,  
Librarian  
Desert Foothills  
Junior High School  
Phoenix, AZ

## We Look Forward To Continuing To Work With You

Thank you for entrusting your new school library to Follett Library Resources. Once your new school is open and your focus shifts to maintaining and improving your library collection, we look forward to continuing to work with you. We can help you use TITLEWAVE, TitleWise Online Collection Analysis, and TitleCheck™ to maximize your budget dollars while making sure the books and audiovisual materials you purchase support your local, state, and national curriculum standards.

And as you continue to work with Follett in the years ahead, remember that you'll always have a team of professionals at your fingertips and an Account Manager at your door – whenever you need us!



*“Each library is assigned to a very knowledgeable Account Manager of Follett Library Resources to help answer our questions. All I have to do is tell my Account Manager a few details of what I want and how much money I have and voilà – in a matter of a very short time my list is on my TITLEWAVE login page for me to print out and hand in with a purchase order. My materials come fully processed according to my specifications along with an electronic email to download and integrate my new material into my collection.*

*Sherry Mraovich,  
Librarian  
Pueblo School  
District No. 70  
Pueblo, CO*

PRECISION

*The Precision You Need  
The Experience You Want  
The Service You Deserve*



**FOLLETT LIBRARY**  
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