

INSPIREHEALTH LIBRARY POLICY AND PROCEDURE MANUAL

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Mission Statement

Our library's mission is to provide current and quality natural healing, self-care and inspirational resources and materials in support of InspireHealth patients and their families.

Collection Development Policy

Purpose

The purpose of the collection development policy is to guide the systematic development and maintenance of print, audiovisual and electronic resource collections that support and are consistent with the mission and vision of the InspireHealth library.

Scope of Collection

The InspireHealth library is committed to providing patients and their families with a collection of lasting value that is varied in terms of subject matter, format and level of interest, and is current and relevant. Collections decisions include the following considerations:

- The Library's collection development will focus on the following subject areas: information on cancer treatment and prevention with an emphasis on complementary, alternative, and integrative medicine; mind-body, traditional Chinese medicine, herbal medicine, nutrition, yoga, massage and meditation and relaxation. We also include humour and inspirational materials in our collection.
- Related subjects generally excluded from the collection since they are publicly available through other larger library collections (e.g. the BCCA library and the Vancouver Public Library) are: Conventional medical information and new and popular genre fiction titles. The Library however will accept gifts in these subject areas.
- Materials from a variety of formats are considered for inclusion to the collection including video, audio and electronic formats. The main emphasis of the audiovisual collection will be self-guided meditation and relaxation CDs. Demand for these formats will be monitored by staff and recommendations made to the clinical librarian.
- Periodicals supplement the book collection by providing diversity of publications in fields which are of interest to the InspireHealth community; including material on nutrition, yoga, diet and relaxation.
- Selection is limited to English materials for adults. However, materials in languages other than English are also acquired in response to local needs and as budget permits.
- Books of varying reading levels are considered.
- Wherever possible, Canadian materials and information specific to British Columbia will be selected.
- The desire to include as broad a range of subjects as possible will be balanced by the need to provide multiple copies of items that enjoy particularly high demand.

- The selection policy is based on the premise that the Library's function is to act as a supplementary resource and source of enrichment to families and patients rather than a primary source.

Selection Responsibilities

The clinical librarian is responsible for material selection. The decision to include or exclude a particular title may be based on a number of considerations including the following: level of expressed or perceived demand for the item by library patrons, existing collection representation on that subject or that author; reliability and/or currency of the information; quality of writing or production; potential value as an addition to the collection; cost of the item and the concurrent availability of funds to meet anticipated collection development needs.

Patron's Request for Purchase

Patron suggestions regarding acquisitions for the collection are welcomed and receive close consideration provided they meet the InspireHealth Library's criteria for selection.

General Selection Guidelines

I. Print material

Selection decisions for print are based, to the greatest extent possible, on the recommended criteria or attributes from the Consumer and Patient Health Information Section (CAPHIS) of the Canadian Health Libraries Association:

1. Authority of author, editor, or organization
2. Currency
3. Reviews or recommendations by authoritative sources
4. Target audience
5. Readability
6. Organization
7. Balanced point of view (unbiased).

The selection of books and other materials will also be based on expert opinions of the InspireHealth physicians and health practitioners.

II. Internet links

Information on the Internet is more unfiltered and requires greater scrutiny therefore assessment is also based on whether the site is well organized, visually appealing and easy to navigate and search.

III. Databases

The evaluation of databases is based on the authority of the database's vendor, its ease of use, and whether it duplicates or provides unique material. Contract licensing and pricing issues are also considered.

Collection Development tools

In order to identify new materials the clinical librarian will use published review tools wherever possible; however for some of the material (particularly the most currently

available titles) it may be necessary and appropriate to consult other sources such as other library catalogues and library specialists with experience in consumer health for their recommendations.

Examples of Published Review tools include: Booklist (via VPL), Choice Reviews Online (via UBC VPN), The Canadian Medical Association, Banyen Books, Chapters.ca and Amazon.com.

Collection review

Weeding is an essential part of the process of keeping the Library's collection fresh, accurate and within the space constraints of the building. Materials which are no longer deemed useful to the collection are systematically discarded according to accepted library practices. Criteria for removal may include one or more of the following: lack of interest from patrons (based on circulation stats), physical deterioration and obsolescence. Currency is a critical criterion because of the rapid change in knowledge and information dissemination in the medical domain.

Controversial Materials

The Library anticipates that it will always contain items that some elements of society may consider to be unconventional, unpopular or unacceptable. Materials are not subject to removal from collections of the InspireHealth Library solely because of partisan, personal or doctrinal disapproval.

Patrons Request for Review of Material

The Library welcomes suggestions regarding the continued appropriateness of materials in its collection, especially concerning outdated materials. Such suggestions will be considered and utilized in the ongoing process of collection development.

Circulation Procedures

Ask the patron if they have registered in the new system (July 2008).

Registration

1. Have the patron fill out the **Library Membership Record**. Ask them to read the information at the bottom of the page and sign and date the form.
2. At the bottom of the page write down the barcode and title of the book(s) they wish to borrow.
3. When time permits, enter the information into the Koha system (Members→ Add member). Remember to enter an **expiry date of 01/01/2020**.
4. If necessary you can leave a note in the 'circulation note' field of the member form (for example if there was something illegible in the form). When they return a book or check something out this message will appear. You can then correct the information and delete the message.

Checkout procedure for books and materials

1. Log into Koha system – 'Circulation'
2. Enter library member's last name into system and check out title by entering the barcode number.
3. Enter date due into system. The date on the stamp should be four (4) weeks from today's date. If the due date falls on a statutory holiday change the date to the next business day.
4. Stamp date due slip with date due.
5. Insert the date due slip inside book jacket.

Check-in procedure for books and materials

1. Check in title by entering the barcode number.
2. Compare information in the system to the information on the book pocket accession number, copy number, call number, author, title, etc. to make certain it matches.
4. Note condition of materials and give to librarian for repair if necessary.
6. Put materials aside to be reshelved.
7. Audiovisual materials should be carefully examined when they are checked out and checked in to ensure item is secure within jacket.

Renewals

Members can renew by phone or in person at the reception desk.

Items may be renewed up to two (2) times unless reserved by another library user.

1. Log into Koha system – 'Circulation'
2. Enter library member's last name into system to access their record
3. 'Renew' select item.

Fines and Overdues

It is highly recommended that fines not be used. They require time and record keeping for the return. Instead, the following method is recommended for managing circulation and notifying patrons of overdue materials:

Upon check out remind patrons that there are no fines for overdue items, however, in consideration of other library users, please return items by the due date. Library items may be borrowed for up to 4 weeks and items may be renewed up to two (2) times unless reserved by another library user. Members are responsible for all materials borrowed, including charges for lost items, and items damaged beyond repair. Borrowers who have lost or damaged library materials will be charged the current list price of each item. Replacement copies provided by the borrower will also be accepted in lieu of payment. Please contact the librarian at: 604 734-7125 X 238. Cheques made out to InspireHealth.

To check out library items please complete this form and present it at the reception desk.

Library Membership Record

Title	*Family/Surname	*Given Name
* Sex:		* Date of Birth (mm/dd/yyyy)
<input type="checkbox"/> Male <input type="checkbox"/> Female		
Permanent (Home) Address:		Optional Information:
*Mailing Address:		Alternate Contact Name:
		Relationship: <input type="checkbox"/> work <input type="checkbox"/> relative <input type="checkbox"/> friend
*City:		
*Postal Code:		Tel.No.
*Tel. No.		
*Email		

Checking Out Materials

Library members may check out up to 5 library items at one time. Library items may be borrowed for up to 4 weeks and items may be renewed up to two (2) times unless reserved by another library user.

Overdue Charges

There are no fines for overdue items, however, in consideration of other library users, please return items by the due date. Members will be responsible for all materials borrowed, including charges for lost items, and items damaged beyond repair.

By signing this library membership form, I hereby agree to these terms and conditions for the use of the Inspire Health library.

Signed:.....

Date.....

Library Gifts and Donations Policy

The InspireHealth Cancer Resource library is grateful for all gifts. Individuals and community organizations committed to enhancing the library with gifts and donations greatly enrich our collection.

Books and Materials

The InspireHealth Cancer Resource library especially welcomes gifts of new and like-new books in great condition (fiction and non-fiction) as well as audio books, CDs and DVDs. Examples include: material on nutrition, food, diet and life style, care giving and support, self-help, cancer diagnosis and treatment, relaxation and meditation, entertainment and humour.

Gifts of materials will be accepted with the explicit understanding that they may or may not be added to the collections. It is possible that a gift may not be useful to the library because it may be:

- (a) A duplicate of an item that the library already has in sufficient number;
- (b) Outdated material or material not of sufficient use to library patrons to warrant shelf space;
- (c) In poor physical condition (e.g., torn, moldy or soiled pages, weak or broken binding, or writing inside).

All gifts should be brought to InspireHealth reception. At reception contributors will be asked whether they would like to complete a **Contact form** in order to receive recognition for their gift. The Contact Form includes contact name, address, telephone, the date and information on number of items donated. Books and forms are then given to the clinical librarian who will determine which books are suitable for our collection. Forms will be forwarded to accounting and only those items that are added to the collection will be valued at \$5.00 per item. Accounting will forward Contact Forms to the Database coordinator where contact information will be entered and a thank you letter generated. All material will be cataloged by the clinical librarian and will be shelved into the collection.

Charitable Donations (New material only)

For tax receipting purposes a Contact Form must be provided which lists the number of new items donated, but no price will be quoted on any gift accepted. The donor may estimate the value of the item(s) donated. The library will not retain records of value claimed. All Donation Forms for charitable donations should be forwarded to accounting. Forms will be forwarded to the Database coordinator where contact information will be entered and a tax receipt and a thank you letter generated.

We do not issue tax receipts for used items.

Cash donations to purchase material

If money is donated with the express desire that it be used to purchase library materials, the money will be sent to accounting where it will be placed in a donation account specific to the library. The donor must complete an **InspireHealth Society Donation Receipt Form**. Forms are forwarded from accounting to the Database coordinator where contact information will be entered and a tax receipt and thank you letter generated. All materials will be purchased through the normal purchasing procedure used by the Library System.

Library Gifts and Donations Procedures

All material for donation to InspireHealth's library should be brought to reception.

Used material

- At reception donors of *used material* will be asked whether they would like to complete a **Contact form** in order to receive recognition for their gift.
- Books and forms are then given to the clinical librarian who will determine which books are suitable for our collection.
- The clinical librarian will forward the Contact Forms to accounting.
- Accounting will forward the Contact Forms to the Database coordinator where contact information will be entered and a thank you letter generated.
- All material will be cataloged by the clinical librarian and will be shelved into the collection.
- Please note that we do not issue tax receipts for used items.

New material

- At reception donors of *new material* must complete a **Contact Form**.
- Books and forms are then given to the clinical librarian who will determine which books are suitable for our collection.
- All forms for charitable donations are then forwarded by the clinical librarian to accounting.
- Accounting will forward the Donation forms to the Database coordinator where contact information will be entered and a tax receipt and thank you letter generated.
- All donated material will be catalogued by the clinical librarian and will be shelved into the collection.

Cash donations to purchase material

- At reception donors must complete an **InspireHealth Society Donation Receipt Form**.
- Reception will forward all forms to accounting for processing.
- Accounting will forward the forms to the Database coordinator where contact information will be entered and a tax receipt and thank you letter generated.
- All materials will be purchased through the normal purchasing procedure used by the Library system.

Contact Form

The InspireHealth Cancer Resource library is grateful for all gifts. Individuals and community organizations that enhance the library with gifts and donations enrich the collection. To donate library items please complete this form and present it at the reception desk.

Title	*Family/Surname	*Given Name
Permanent (Home) Address:		
*Mailing Address:		
*City:		
*Postal Code:		
*Tel. No.		
Fax No.		
Mobile	Email	
<u>Used items</u> Total number of used items donating to the library: _____ (Please note that we do <u>not</u> issue tax deductible receipts for used items).		
<u>New items</u> Total number of new items donating to the library: _____ Please indicate whether you'd like us to issue a tax deductible receipt for your new book donation(s): <input type="checkbox"/> Yes <input type="checkbox"/> No		
Gifts of materials will be accepted with the explicit understanding that they may or may not be added to the collections. It is possible that a gift may not be useful to the library because it may be: (a) A duplicate of an item which the library already has in sufficient number; (b) Outdated material or material not of sufficient use to library patrons to warrant shelf space; (c) In poor physical condition (e.g., torn, moldy or soiled pages, weak or broken binding, or writing inside). By signing this library membership form, I hereby provide as a gift these books and materials to the Inspire Health library. <i>Signed:</i> <i>Date</i>		

Koha Cataloguing Procedures

<i>I. Books non-fiction: General</i>	13
<i>II. Books non-fiction: Biography</i>	14
<i>III. Books: Spirituality and/or Religion</i>	14
<i>IV. Books: Poetry</i>	15
<i>V. Books: Humour</i>	15
<i>VI. Books: Short Stories</i>	16
<i>VII. Books: Fiction</i>	17
<i>VIII. Reference Books</i>	17
<i>IX. Videocassettes and DVDs</i>	18
<i>X. Videocassette and DVD: Relaxation and meditation</i>	18
<i>XI. Compact Discs and Cassette Tapes</i>	19
<i>XII. Adding Multiple Copies</i>	18
<i>Avery Labels for cataloguing</i>	20
<i>Generating Barcodes</i>	20
<i>Physical Processing</i>	20

I. Books non-fiction: General

Includes all non-fiction books except for books that fall under the categories of ‘Spirituality’ and/or ‘Religion’, ‘Biography’, Humour, Poetry, and Short Stories.

1. Catalogue → Add biblio
2. Choose ‘book’ in drop-down menu and click ‘create empty biblio’
3. Put in title, author, or ISBN in appropriate field and click ‘Z39.50 search’ at the top of the page.
4. Import correct record¹
5. Click on ‘control number identifier’.
6. Click on ‘add bibliographic record and go to items’ at the top of page.
7. Scroll down to ‘p-barcode’ and click to generate the barcode
8. Note the barcode number on a post-it and stick it onto the book.
9. Click ‘add item’ at bottom of the page.
10. Click on ‘Edit Biblio’ at top of the page.
11. Change framework from default to book (drop down menu at top right).
12. Edit MARC record:
 - a. Make sure you add 505, 520, 690, and 942 fields (Note: To add multiple subject headings, click on the + at the end of the field and enter the number of additional subject headings required).
 - b. Drop down menu should be set to ‘Book non-fiction’.
 - c. For the call number use LC cutter numbers from the *LC Cutter Tables*.
13. Cut and paste the call number into an Avery Label template (Avery #5428 – ¾ x 1).
14. Note down the call number on the post-it you’ve attached to the book (as per step #7).

¹ Note: When cataloguing any type of book, if the Z39.50 search produces no results then do your best to fill in the following fields manually: #100, 245, 260, 300, 505, 520, 690 and 942.

15. Save bibliographic record (you've already added the item, so don't do it again).

II. Books non-fiction: Biography

1. Catalogue → Add biblio
2. Choose 'book' in drop-down menu and click 'create empty biblio'
3. Put in title, author, or ISBN in appropriate field and click 'Z39.50 search' at the top of the page.
4. Import correct record
5. Click on 'control number identifier'.
6. Click on 'add bibliographic record and go to items' at the top of page.
7. Scroll down to 'p-barcode' and click to generate the barcode
8. Note the barcode number on a post-it and stick it onto the book.
9. Click 'add item' at bottom of the page.
10. Click on 'Edit Biblio' at top of the page.
11. Change framework from default to book (drop down menu at top right).
12. Edit MARC record:
 - a. Make sure you add 505, 520, 690 - Biography, and 942 fields (Note: To add multiple subject headings, click on the + at the end of the field and enter the number of additional subject headings required).
 - b. Drop down menu should be set to 'Book non-fiction'.
 - c. For the call number use BIO + the first three letters of the authors last name + date of publication.
13. Cut and paste the call number into an Avery Label template (Avery #5428 – 3/4 x 1).
14. Note down the call number on the post-it you've attached to the book (as per step #7).
15. Save bibliographic record (you've already added the item, so don't do it again).

III. Books: Spirituality and/or Religion

1. Catalogue → Add biblio
2. Choose 'book' in drop-down menu and click 'create empty biblio'
3. Put in title, author, or ISBN in appropriate field and click 'Z39.50 search' at the top of the page.
4. Import correct record.
5. Click on 'control number identifier'.
6. Click on 'add bibliographic record and go to items' at the top of page.
7. Scroll down to 'p-barcode' and click to generate the barcode
8. Note the barcode number on a post-it and stick it onto the book.
9. Click 'add item' at bottom of the page.
10. Click on 'Edit Biblio' at top of the page.
11. Change framework from default to book (drop down menu at top right).
12. Edit MARC record:
 - a. Make sure you add 505, 520, 690, and 942 fields (Note: To add multiple subject headings, click on the + at the end of the field and enter the number of additional subject headings required).

13. Drop down menu should be set to 'Book non-fiction' or "Books fiction" whichever is appropriate.
14. For the call number use SP followed by:
 - a. 100 – Spirituality General
 - b. 200 – Religion General
 - c. 250 – Western Spiritual Traditions
 - d. 260 – Eastern Spiritual Traditions
 - e. 300 - Inspirational
 - f. Then follow up with appropriate cutter numbers from the *LC Cutter Tables* + date of publication.
15. Cut and paste the call number into an Avery Label template (Avery #5428 – ¾ x 1).
16. Note down the call number on the post-it you've attached to the book (as per step #7).
17. Save bibliographic record (you've already added the item, so don't do it again).

IV. Books: Poetry

1. Catalogue → Add biblio
2. Choose 'book' in drop-down menu and click 'create empty biblio'
3. Put in title, author, or ISBN in appropriate field and click 'Z39.50 search' at the top of the page.
4. Import correct record
5. Click on 'control number identifier'.
6. Click on 'add bibliographic record and go to items' at the top of page.
7. Scroll down to 'p-barcode' and click to generate the barcode
8. Note the barcode number on a post-it and stick it onto the book.
9. Click 'add item' at bottom of the page.
10. Click on 'Edit Biblio' at top of the page.
11. Change framework from default to book (drop down menu at top right).
12. Edit MARC record:
 - a. Make sure you add 505, 520, 690 - Poetry, and 942 fields (Note: To add multiple subject headings, click on the + at the end of the field and enter the number of additional subject headings required).
 - b. Drop down menu should be set to 'Book non-fiction'.
 - c. For the call number use POE + the first three letters of the authors last name + date of publication.
13. Cut and paste the call number into an Avery Label template (Avery #5428 – ¾ x 1).
14. Note down the call number on the post-it you've attached to the book (as per step #7).
15. Save bibliographic record (you've already added the item, so don't do it again).

V. Books: Humour

1. Catalogue → Add biblio
2. Choose 'book' in drop-down menu and click 'create empty biblio'

3. Put in title, author, or ISBN in appropriate field and click 'Z39.50 search' at the top of the page.
4. Import correct record
5. Click on 'control number identifier'.
6. Click on 'add bibliographic record and go to items' at the top of page.
7. Scroll down to 'p-barcode' and click to generate the barcode
8. Note the barcode number on a post-it and stick it onto the book.
9. Click 'add item' at bottom of the page.
10. Click on 'Edit Biblio' at top of the page.
11. Change framework from default to book (drop down menu at top right).
12. Edit MARC record:
 - a. Make sure you add 505, 520, 690 - Humour, and 942 fields (Note: To add multiple subject headings, click on the + at the end of the field and enter the number of additional subject headings required).
 - b. Drop down menu should be set to 'Book non-fiction' or 'Books fiction' if appropriate.
 - c. For the call number use HUM + the first three letters of the authors last name + date of publication.
13. Cut and paste the call number into an Avery Label template (Avery #5428 – ¾ x 1).
14. Note down the call number on the post-it you've attached to the book (as per step #7).
15. Save bibliographic record (you've already added the item, so don't do it again).

VI. Books: Short Stories

1. Catalogue → Add biblio
2. Choose 'book' in drop-down menu and click 'create empty biblio'
3. Put in title, author, or ISBN in appropriate field and click 'Z39.50 search' at the top of the page.
4. Import correct record
5. Click on 'control number identifier'.
6. Click on 'add bibliographic record and go to items' at the top of page.
7. Scroll down to 'p-barcode' and click to generate the barcode
8. Note the barcode number on a post-it and stick it onto the book.
9. Click 'add item' at bottom of the page.
10. Click on 'Edit Biblio' at top of the page.
11. Change framework from default to book (drop down menu at top right).
12. Edit MARC record:
 - a. Make sure you add 505, 520, 690 – Short Stories, and 942 fields (Note: To add multiple subject headings, click on the + at the end of the field and enter the number of additional subject headings required).
 - b. Drop down menu should be set to 'Book non-fiction' or 'Books fiction' if appropriate.
 - c. For the call number use SS + the first three letters of the authors last name + date of publication.
13. Cut and paste the call number into an Avery Label template

(Avery #5428 – ¾ x 1).

14. Note down the call number on the post-it you've attached to the book (as per step #7).
15. Save bibliographic record (you've already added the item, so don't do it again).

VII. Books: Fiction

1. Catalogue → Add biblio
2. Choose 'book' in drop-down menu and click 'create empty biblio'
3. Put in title, author, or ISBN in appropriate field and click 'Z39.50 search' at the top of the page.
4. Import correct record
5. Click on 'control number identifier'.
6. Click on 'add bibliographic record and go to items' at the top of page.
7. Scroll down to 'p-barcode' and click to generate the barcode
8. Note the barcode number on a post-it and stick it onto the book.
9. Click 'add item' at bottom of the page.
10. Click on 'Edit Biblio' at top of the page.
11. Change framework from default to book (drop down menu at top right).
12. Edit MARC record:
 - a. Make sure you add 505, 520 - Fiction, 690, and 942 fields (Note: To add multiple subject headings, click on the + at the end of the field and enter the number of additional subject headings required).
 - b. Drop down menu should be set to 'Book fiction'.
 - c. For the call number use FIC + the first three letters of the authors last name + date of publication.
13. Cut and paste the call number into an Avery Label template (Avery #5428 – ¾ x 1).
14. Note down the call number on the post-it you've attached to the book (as per step #7).
15. Save bibliographic record (you've already added the item, so don't do it again).

VIII. Reference Books

Reference books will be shelved separately by item type. Also, two red dots will be stuck onto the spine of the book and a 'Reference' sticker on the front cover.

1. Catalogue → Add biblio
2. Choose 'book' in drop-down menu and click 'create empty biblio'
3. Put in title, author, or ISBN in appropriate field and click 'Z39.50 search' at the top of the page.
4. Import correct record
5. Click on 'control number identifier'.
6. Click on 'add bibliographic record and go to items' at the top of page.
7. Scroll down to 'p-barcode' and click to generate the barcode
8. Note the barcode number on a post-it and stick it onto the book.
9. Click 'add item' at bottom of the page.
10. Click on 'Edit Biblio' at top of the page.
11. Change framework from default to book (drop down menu at top right).

12. Edit MARC record:
 - a. Make sure you add 505, 520, 690, and 942 fields (Note: To add multiple subject headings, click on the + at the end of the field and enter the number of additional subject headings required).
 - b. Drop down menu should be set to 'Reference Books'.
 - d. For the call number use LC cutter numbers from the *LC Cutter Tables + REF*.
13. Cut and paste the call number into an Avery Label template (Avery #5428 – ¾ x 1).
14. Note down the call number on the post-it you've attached to the book (as per step #7).
15. Save bibliographic record (you've already added the item, so don't do it again).

IX. Videocassettes and DVDs

Videocassettes and DVDs will be shelved separately by item type. Please apply the following cataloguing procedure for all videocassettes unless the videocassette/DVD is a relaxation and meditation video.

1. Catalogue → Add biblio
2. Choose 'book' in drop-down menu and click 'create empty biblio'
3. Put in title, author, or ISBN in appropriate field and click 'Z39.50 search' at the top of the page.
4. Import correct record.
5. If no record is available then fill in the following fields manually: 245, 260, 520, 690 and 942.
6. Click on 'control number identifier'.
7. Click on 'add bibliographic record and go to items' at the top of page.
8. Scroll down to 'p-barcode' and click to generate the barcode
9. Note the barcode number on a post-it and stick it onto the book.
10. Click 'add item' at bottom of the page.
11. Change framework from default to book (drop down menu at top right).
12. Edit MARC record:
 - a. Make sure the following fields are filled: 520, 690 and 942 (Note: To add multiple subject headings, click on the + at the end of the field and enter the number of additional subject headings required).
 - b. Drop down menu should be set to 'Videocassette' or 'DVD'.
 - c. For the call number use the *LC Cutter tables* (You may need to use title of video if no author's last name).
13. Cut and paste the call number into an Avery Label template (Avery #5428 – ¾ x 1).
14. Note down the call number on the post-it you've attached to the book (as per step #7).
15. Save bibliographic record (you've already added the item, so don't do it again).

X. Videocassette and DVD: Relaxation and meditation

Relaxation and meditation videos will be shelved separately by item type and with a barcode but without a call number label.

1. Catalogue → Add biblio
2. Choose 'book' in drop-down menu and click 'create empty biblio'
3. Put in title, author, or ISBN in appropriate field and click 'Z39.50 search' at the top of the page.
4. Import correct record.
5. If no record is available then fill in the following fields manually: 245, 260, 520, 690 and 942.
6. Click on 'control number identifier'.
7. Click on 'add bibliographic record and go to items' at the top of page.
8. Scroll down to 'p-barcode' and click to generate the barcode
9. Note the barcode number on a post-it and stick it onto the book.
10. Click 'add item' at bottom of the page.
11. Change framework from default to book (drop down menu at top right).
12. Edit MARC record:
 - a. Make sure the following fields are filled: 520, 690 and 942 (Note: To add multiple subject headings, click on the + at the end of the field and enter the number of additional subject headings required).
 - b. Drop down menu should be set to 'Videocassette' or 'DVD'.
 - c. Leave the call number blank.
13. Save bibliographic record (you've already added the item, so don't do it again).

XI. Compact Discs and Cassette Tapes

All CDs and cassette tapes will be shelved separately by item type and with a barcode but without a call number label.

1. Catalogue → Add biblio
2. Choose 'book' in drop-down menu and click 'create empty biblio'
3. Put in title, author, or ISBN in appropriate field and click 'Z39.50 search' at the top of the page.
4. Import correct record.
5. If no record is available then fill in the following fields manually: 245, 260, 520, 690 and 942.
6. Click on 'control number identifier'.
7. Click on 'add bibliographic record and go to items' at the top of page.
8. Scroll down to 'p-barcode' and click to generate the barcode
9. Note the barcode number on a post-it and stick it onto the book.
10. Click 'add item' at bottom of the page.
11. Change framework from default to book (drop down menu at top right).
12. Edit MARC record:
 - a. Make sure the following fields are filled: 520, 690 and 942 (Note: To add multiple subject headings, click on the + at the end of the field and enter the number of additional subject headings required).
 - b. Drop down menu should be set to 'CD' or 'cassette tape'.
 - c. Leave the call number blank.
13. Save bibliographic record (you've already added the item, so don't do it again).

XII. Adding Multiple Copies

To add multiple copies of an item that is already in the catalogue.

1. Catalogue → Search.
2. Click on 'Edit Item'.
3. Click in the 'P-Barcode' field (this will generate a new barcode number).
4. Write the new barcode number on a Post-it note for future reference.
5. Scroll to the bottom of the page and click on 'Add Item'.
6. Click on either 'MARC' or 'Normal' to find the call number of the item.
7. Write the call number on the Post-it note that had the barcode number on it so that the barcode and the call number match.

Avery Labels for cataloguing

Call Number Labels:

- Template available at avery.com: Avery 05428 (multi use ¾ x 1)
- Laser Ink Jet labels Avery 02213

Barcode Labels:

- 'Simply white mailing labels' item 15206 (6.7 x 2.5 cm or 2 5/8 x 1")

Generating Barcodes

1. Go to the main page of the Koha admin interface at:
<http://koha.inspirehealth.ca/cgi-bin/mainpage.pl>
2. Select: 'Parameters' and 'Barcodes Generator'
3. Insert the barcode numbers for either a continuous range of items or individual code as required.
4. Set the 'Country codes' drop down box to 'USA 1'
5. Select the Avery label number where you'd like the barcodes to start printing (defaults set to label one).
6. Click 'Generate Barcode' to automatically generate a PDF file to preview
7. Before printing make sure to check your printer properties & print to bypass tray.

Physical Processing

This procedure summarizes the Physical Processing workflow, instructions for labeling and marking library material, including general guidelines for both books and audiovisual formats.

Physical Processing of Book Formats - General Guidelines

Call number labels are applied to the spine at approx. 1/8" - 1/4" from the bottom and are covered with a strip of book tape. If spine is narrow, label is applied to lower left corner of cover, at least 1/8" - 1/4" from corner. If multi-part items are contained in a box, the box is labeled with the contents (e.g. v.1-3) and each item receives a call number label.

Barcode labels are applied to the inside of the book on the page directly opposite the front cover to the upper right hand side.

Stamp each book with the InspireHealth contact information available at front reception. Stamp the inside of the book in the middle of the page directly opposite the front cover.

Disclaimer stickers are placed on the lower left corner of the inside of the book. Or, if the book is hardcover place the sticker just right of the jacket cover flap on the lower inside of the book.

Physical Processing of Audiovisual formats – General Guidelines

All audiovisual material should have a case.

These are shelved in a separate section of the library labeled: ‘Meditation and Relaxation A/V’. A/V material to be shelved must have:

- a) A barcode applied to the inside of the case to the upper left hand side or if the case is a sleeve then apply the barcode label to the upper right hand of the front of the sleeve.
- b) A disclaimer sticker applied to the front cover of the case.
- c) A call number label applied to the spine at approx. 1/8" - 1/4" from the bottom. For DVDs the label is applied to lower left corner of cover, at least 1/8 " - 1/4" from corner. If multi-part items are contained in a box, the box is labeled with the contents (e.g. v.1-3) and each item receives a call number label.

Relaxation and meditation Videos

A computer generated Barcode label is applied to the inside of the case to the upper left hand side. If the case is a sleeve then apply the label to the upper right hand of the front of the sleeve. No call numbers are assigned. No disclaimer stickers are applied either however, stamps are applied to the back cover of all Video cases.

Relaxation and meditation DVDs, Tapes and CDs

A computer generated Barcode label is applied to the inside of the case to the upper left hand side. No call numbers are assigned. No stamps or disclaimer stickers are applied either.

Disclaimer Statement

The following library disclaimer will be prominently displayed in the library and inside all of the library's print material:

We are grateful for the generosity of patients and local businesses for their book donations. These books provide a great variety of information, knowledge, and opinions and are here for your education and enjoyment. Please use your own good judgment and wisdom to discern the information that is helpful for you as these books do not necessarily represent the views of InspireHealth.

Before embarking on any treatment recommendations found in the books in our library please consult with one of the Centre's physicians to ensure the treatment's safety and/or appropriateness for you.

Cancer Information Kits

This procedure summarizes the procedure for acquiring Cancer Information Kits for the InspireHealth library collection.

Ovarian Cancer Canada (Noca)

All Ovarian Cancer Canada materials are available free of charge from the Ovarian Cancer Canada office. Call toll-free at 1-877-413-7970 to order informational materials as well as their free book and companion video 'You Are Not Alone'.

Website: <http://www.ovariancanada.org/>

Prostate Cancer Foundation

An Introduction to Prostate Cancer Guide available free of charge – download a copy in PDF via their website. Shipping is available for U.S. addresses only.

Website: <http://www.prostatecancerfoundation.org/>

Breast Cancer Information Kit

The Information Kit is available to all newly diagnosed people in B.C. and the Yukon, free of charge via the Cancer Information Service 1.888.939.3333.

The kit is designed to help navigate the treatment options for breast cancer and includes the Breast Cancer Companion Guide, the Intelligent Patient Guide on Breast Cancer (4th ed. 2006), After Breast Cancer Treatment – What next?, A Parallel Journey (for partners and/or support persons), and Good Nutrition, and Abreast in West (free quarterly newsletter).

Website: <http://www.bccancer.bc.ca>

Book Suggestion Form

If there is a book you think we should have in our library then please provide us with the details below.

Today's Date _____
(Month/Day/Year)

Your name _____
(First Name) (Last Name)

Your e-mail address or phone no. _____

Book Title _____

Author(s) _____

Please add any of the following details if known:

ISBN _____

Publisher _____

Edition _____

Publication Date _____

Please let us know why this book would be a useful addition to the *InspireHealth* library and/or other relevant information about this book, for example the location of a favourable review.

Thank you for taking the time to suggest a book for inclusion in the
InspireHealth Library!