

## **PROCESSING MAGAZINES USED AS PERMANENT RESOURCES (Zoobooks, Kids Discover, Cobblestones, etc.)**

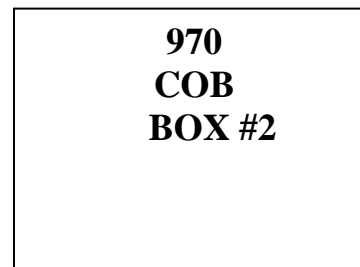
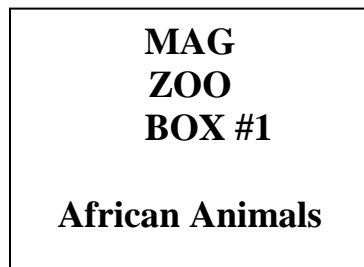
**Before starting this project, please discuss location and subgroups with your Area Library Media Specialist.**

### **1. Create Magazine Boxes for these items.**

Keep permanent copies of these periodicals in Magazine Boxes. You might want to sort the issues into subgroups for each magazine box. If you use subgroups, here is an example: Zoobooks could have: African Animals, Birds, Reptiles, etc. as subgroups. Then label the magazine boxes. You could include the subgroup on the label.

The call number on the label will depend on where these boxes will be housed. Most schools have them in a special section for Magazines, but some also house them right in the appropriate nonfiction area.

The first example shows a box housed in magazines with a subgroup.  
The second example shows a box housed in nonfiction without a subgroup.



### **2. Make a MARC Record for each box.**

Follow this example:

In the 245 tag: **Zoobooks: Box #1, African Animals.**

In the 505 tag: **Lions – tigers – zebras – rhinos.**

(List all the individual titles that you will place in each box.)

**Type the title followed by one space, two hyphens, one space, next title.**

This will allow patrons to search on OPAC and find these Zoobooks and where they are located.

### **3. Create copies for each item in the box.**

In the copy editor you will add information for each individual title that will go into the box. Follow this example:

**Barcode: (fill in)**  
**Call Number: MAG ZOO BOX #1**

Then go to the Description/Enumeration area and fill in **Issue** only:  
**(Do Not use Volume)**

First: **Issue: Lions (or whatever the title)**

There is no need to fill in vendor and funding source on magazines.

#### 4. Weekly Checkout.

Make sure your circulation type is: **Weekly checkout**  
 If weekly (5 days) checkout is not an option that you have in your set-up, please ask your Area Media Specialist to add it to your set-up.

#### 5. Place Call Numbers on Issues.

Place Call Numbers (printed from your Follett Program) on the upper left corner of the front cover of each periodical. This way you know in which box to replace the periodical when it is returned. Also, add Barcode.

