

Jenna Cronin

#### Exercise #1

In 1993, Southwest Georgia Technical College acquired their first associate program, Agriculture Technology. State rules mandated that a college offering associate level programs must have a library available for students. In March of 1994, Southwest Georgia Technical College hired their first librarian. The library facilities were located 3 miles from campus, until the school was able to construct a building capable of meeting the demands of the campus.

Southwest Georgia Technical College currently offers twenty-one associate degree programs, ranging from Nursing to Surgical Technology and from Micro Computer Support to Early Childhood Care and Education. The Carnegie Foundation classifies this college as a two year undergraduate Instructional program.

The Library has grown to meet the developing needs of its service population. Currently, there are satellite campuses in both Camilla and Cairo, Georgia. In order to meet the needs of these students the college has a resource center located in Camilla and a new resource center scheduled to be opened next month to service Cairo.

The Library's budget is currently calculated at \$45,000. This figure does not include utilities, salary or benefits. The college employs 114 full-time faculty/staff, 120 part-time faculty/staff and serves 1600 students. The library employs 4 full-time staff, 4 part-time staff, and 2-3 student workers.

The library's collection includes 28,000 books, one hundred paid subscriptions, and one hundred and twenty free subscriptions. This collection is all maintained on 8,770 square feet.



Jenna Cronin  
MLIS 7300  
Library Thing

To start with, I selected a variety of books from my collection, in order to get a variety of experience with this assignment. I was quite please to find out how rare some of my prized books were. Unfortunately, there were no imaged for the cover, so I took some time to scan and upload the images. My husband even got into this assignment by giving me some of his own cherished books from childhood, which enhanced the assignment since some of them were some harder to find editions. This piqued my interest in the statistics tab and I learned that 152/2038 median/mean book obscurity, which means that 152 people shared at least one book in my collection. Maybe that isn't as impressive, since I only have a few books entered in the database, but it doesn't hurt that there is only one other owner at Librarything.com for two of my books.

There were not any books that were very hard to find. I learned that ISBN is the best way to search, however I did have a couple of books which were printed before ISBNs were issued. For example, I have a book called "Russian Fairy Tales" which was printed in 1919. I had a hard time finding this one but after several different searches I figured out that I simply had not searched for the entire title, which is "Russian Fairy Tales an Accented Russian Reader with Notes and Vocabulary." The Subtitle was so small I had never noticed it. I really had fun looking at all the different search databases. After entering the books I had I tried searching in Russian and United Kingdom databases to see if they had any similar works. I did find "Crime and Punishment" in Russian but nothing else very impressive since my Russian is a bit out of practice.

Then I went to "view my library" to checkout my collection and noticed first the different formats for viewing my collection and my missing tags. I was really unsure about what a tag was and could not figure out how in input the data right away so I played with the different formats. The different options of viewing can help a person cater to their needs. For example, a person who wants a

quick list should use View option e; however for personal at home use a person might prefer an option with an image of their book. While looking at my books I noticed a significant lack of images, so I scanned and uploaded the missing images. At first I had a hard time getting the images to the right size, but with a little help I was successful.

My next step was to add tabs, but first I had to figure out what they were. My husband was convinced it was words used in a search but according to ... (the book) is was (a definition different than Kevin's). Subsequent dialogs online clarified the topic for me and I learned that it can be either method as long as it is something that can help you find your book in your library. At that point coming up with tags only required a little time to brainstorm each books subtopic. However after going back and looking at the list of my tags I have realized that caps do matter and there are several tags that I needed to fix. I suppose for a larger library it would be important to have a list of guidelines and pre prepared sub-topics.

This site also offers many different ways to stay connected to communities by using the "talk" "groups" and "local" tabs. The first tab offers conversation thread that anyone can join in on. I prefer to have be a part of a closer knit group so I joined the 2 VSU groups as well as a group from my previous college and a group for fans of fantasy genre. Through groups you can get essentially the same element as the open forums. The "local" tab can help you stay connected to organizations in your area like bookstores, libraries and fairs. They can also post any special events they may be hosting.

Jenna Cronin  
MLIS 7300  
Library Thing

I began by selecting a variety of books from my collection with the intention of maximizing my experience from this assignment. I was quite please to find out the rarity of some of my prized books. As the project progressed, even my husband got involved and offered some books from his childhood. These books enhanced the assignment by providing several equally difficult editions to find. My interest piqued by the difficulty to locate several of the editions, I began exploring the statistics tab. I learned that my collection had a 152/2038 median/mean book obscurity, meaning that 152 people shared at least one book in my collection. This may not be impressive, since I have entered only a few books entered into the database, but it seems relevant to note that two of my books are owned by only one other user of Librarything.com.

While entering query data I learned that searching by ISBN was the fastest, most efficient, most reliable search; however; I did have a couple of books which were printed before ISBNs were issued. For example, I have a book called "Russian Fairy Tales" which was printed in 1919. The age of the book proved to be a challenge in locating the book, requiring several different searches. I figured out that I simply had not searched the database utilizing the entire title, which is "Russian Fairy Tales an Accented Russian Reader with Notes and Vocabulary." The subtitle was printed very small on the inside cover and not on the outside of the book at all. Consequentially, I had failed to notice it previously. I enjoyed exploring all the different search databases. After entering the books, I tried searching in Russian and The United Kingdom databases to see if they had any similar works. I was able to locate "Crime and Punishment" in Russian but little else since my Russian is a bit out of practice.

I went to "view my library" to checkout my collection and noticed the different formats for viewing my collection and that my titles were missing tags. Initially, I was unsure what a tag was or how to input the data. I played with the different formats and options for viewing my collection. The first

thing I realized was that the different viewing options could help a person by catering to their needs. For example, a person who wants a quick list should use View option e; however for personal at home use a person might prefer an option with an image of their book. While looking at my collection I noticed a significant lack of images, so I scanned and uploaded the missing images. At first I had a hard time getting the images to the right size, but with a little help I was successful.

My next step was to add tags, but first I had to figure out what tags were. My husband was convinced that tags were words used in a search but according to our text: Cataloging and Classification a tag is a three-character numeric code that identifies a field in a MARC 21 record.<sup>1</sup> Subsequent dialogs online clarified the topic for me and I learned that it can be either method, as long as it is something that can help you find your book in your library. At that point, the only thing required of me was to brainstorm each book's subtopics. However after going back and looking at the list of my tags I realized why the MARC 21 system may have gone with numeric codes. I had several tags that should have been the same group but were not: "Russian Fairy tales" and "Russian Folk Tales." The system also distinguishes between "Classic" and "classic." Apparently there are several adjustments I need to make to my tags. I suppose for a larger library, it would be important to have a list of guidelines, like the codes used in MARC 21, in order to avoid such confusions.

This site offers many different ways to stay connected to communities by using the "talk," "groups," and "local" tabs. The first tab offers conversation threads that anyone can join. I prefer to be a part of closer knit groups so I joined the two VSU groups, a group from my previous college, and a group for fans of the fantasy genre. Through groups, you can get essentially the same elements as the open forums. The "local" tab can help you stay connected to organizations in your area such as bookstores, libraries, and book fairs, as well as, providing posts relating to special events in the local area.

---

<sup>1</sup> Lois Mai Chan, *Cataloging and Classification: An Introduction*, 3<sup>rd</sup> ed. (Lanham, MD: Scarecrow Press, 2007), 551.

## Bibliography

1. Chan, Lois Mai. *Cataloging and Classification: An Introduction, 3<sup>rd</sup> ed.* Lanham, MD: Scarecrow Press, 2007.



Jenna Nelson <jennabelle0331@gmail.com>

---

## New Sister Visits next Wednesday

3 messages

---

Jenna Cronin <jennabelle0331@gmail.com>

Thu, Aug 28, 2008 at 8:33 PM

To: jennabelle0331@gmail.com, melchatfamily@bellsouth.net, boxxfamily@bellsouth.net, carriemarcus@bellsouth.net

I have typed up the information they gave me as best as I could. Sorry if there are any typos...

—Margie and Rita will visit:

Joanna Little  
213 A Gard St  
229-395-9120

Sara Little  
1727A1 Brooks Drive  
229-881-0871

Shelby Allen  
1505 Lankford Dr. Apt 307  
478-285-0757

—Carrie and Jenna will visit:

Sally Giddens  
2203 N Oak St  
229-242-5100

Jessi Fields  
1639 E Park Ave Apt C7  
912-592-6710

Jana Spivey  
1203 Williams St  
229-269-2539

---

Marcus Ashby <carriemarcus@bellsouth.net>

Thu, Aug 28, 2008 at 8:56 PM

To: Jenna Cronin <jennabelle0331@gmail.com>

Jenna,  
Do you need me to call and set up appointments or are we just dropping in?

Carrie  
[Quoted text hidden]

---

Jenna Cronin <jennabelle0331@gmail.com>

Thu, Aug 28, 2008 at 9:02 PM

To: Marcus Ashby <carriemarcus@bellsouth.net>

It would be great if you could set up the appointments.  
[Quoted text hidden]





Jenna Nelson <jennabelle0331@gmail.com>

---

## New Sister Visits next Wednesday

3 messages

---

Jenna Cronin <jennabelle0331@gmail.com>

Thu, Aug 28, 2008 at 8:33 PM

To: jennabelle0331@gmail.com, melchatfamily@bellsouth.net, boxxfamily@bellsouth.net, carriemarcus@bellsouth.net

I have typed up the information they gave me as best as I could. Sorry if there are any typos...

—Margie and Rita will visit:

Joanna Little  
213 A Gard St  
229-395-9120

Sara Little  
1727A1 Brooks Drive  
229-881-0871

Shelby Allen  
1505 Lankford Dr. Apt 307  
478-285-0757

—Carrie and Jenna will visit:

Sally Giddens  
2203 N Oak St  
229-242-5100

Jessi Fields  
1639 E Park Ave Apt C7  
912-592-6710

Jana Spivey  
1203 Williams St  
229-269-2539

---

Marcus Ashby <carriemarcus@bellsouth.net>

Thu, Aug 28, 2008 at 8:56 PM

To: Jenna Cronin <jennabelle0331@gmail.com>

Jenna,  
Do you need me to call and set up appointments or are we just dropping in?

Carrie  
[Quoted text hidden]

---

Jenna Cronin <jennabelle0331@gmail.com>

Thu, Aug 28, 2008 at 9:02 PM

To: Marcus Ashby <carriemarcus@bellsouth.net>

It would be great if you could set up the appointments.  
[Quoted text hidden]

---

**Subject:** Children's Cleanliness  
**Entry Type:** Note  
**Start:** Sun 9/7/2008 3:00 PM  
**End:** Sun 9/7/2008 3:00 PM  
**Duration:** 0 hours

Aeryn was sick on Friday and Saturday. She wasn't throwing up on Saturday, but still had an upset stomach. When the time came that we usually bathe the children Aeryn had already fallen asleep. We decided to let her sleep and give her a bath the next day before we took her back to her mother's house.

On Sunday we told her to get ready for a bath. She proceeded to throw a tantrum, saying she did not want a bath and did not feel that she needed a bath since she had just had a bath on Thursday. We told her she was getting a bath anyway and proceeded.

We have been very worried about Aeryn and her vaginal infections. It occurred to us today that is may be because of unhealthy cleaning habits at their mother's house.

## A2

### The Cyrillic Alphabet

Serbian and Croatian use two alphabets. They get Cyrillic from their Slavic heritage and the Latinic from surrounding Latin influences. Cyrillic is primarily used in Serbia and Latinic in Croatia, while Bosnia uses both. This course will focus on giving the student a firm grasp of Cyrillic because it tends to be the more difficult of the two.

Cyrillic	Handwritten	English example	Cyrillic	Handwritten	English example
А а	<i>А а</i>	<b><u>far</u></b>	Н н	<i>Н н</i>	<b><u>none</u></b>
Б б	<i>Б б</i>	<b><u>bar</u></b>	Њ њ	<i>Њ њ</i>	<b><u>canyon</u></b>
В в	<i>В в</i>	<b><u>very</u></b>	О о	<i>О о</i>	<b><u>core</u></b>
Г г	<i>Г г</i>	<b><u>glory</u></b>	П п	<i>П п</i>	<b><u>popular</u></b>
Д д	<i>Д д</i>	<b><u>did</u></b>	Р р	<i>Р р</i>	<b>“r”</b> , like in Spanish
Ђ ђ	<i>Ђ ђ</i>	<b><u>garbage</u></b>	С с	<i>С с</i>	<b><u>sister</u></b>
Е е	<i>Е е</i>	<b><u>ever</u></b>	Т т	<i>Т т</i>	<b><u>tiptoe</u></b>
Ж ж	<i>Ж ж</i>	<b><u>measure</u></b>	Ћ ћ	<i>Ћ ћ</i>	<b><u>let you</u></b>
З з	<i>З з</i>	<b><u>zebra</u></b>	У у	<i>У у</i>	<b><u>lose</u></b>
И и	<i>И и</i>	<b><u>east</u></b>	Ф ф	<i>Ф ф</i>	<b><u>form</u></b>
Ј ј	<i>Ј ј</i>	<b><u>you</u></b>	Х х	<i>Х х</i>	<b><u>harmony</u></b>
К к	<i>К к</i>	<b><u>kiosk</u></b>	Ц ц	<i>Ц ц</i>	<b><u>pets</u></b>
Л л	<i>Л л</i>	<b><u>leap</u></b>	Ч ч	<i>Ч ч</i>	<b><u>butcher</u></b>
Љ љ	<i>Љ љ</i>	<b><u>million</u></b>	џ џ	<i>џ џ</i>	<b><u>Jack</u></b>
М м	<i>М м</i>	<b><u>moment</u></b>	Ш ш	<i>Ш ш</i>	<b><u>sharp</u></b>

## A2

### The Cyrillic Alphabet

Serbian and Croatian use two alphabets. They get Cyrillic from their Slavic heritage and the Latinic from surrounding Latin influences. Cyrillic is primarily used in Serbia and Latinic in Croatia, while Bosnia uses both. This course will focus on giving the student a firm grasp of Cyrillic because it tends to be the more difficult of the two.

Cyrillic	Handwritten	English example	Cyrillic	Handwritten	English example
А а	<i>А а</i>	<b>far</b>	Н н	<i>Н н</i>	<b>none</b>
Б б	<i>Б б</i>	<b>bar</b>	Њ њ	<i>Њ њ</i>	<b>canyon</b>
В в	<i>В в</i>	<b>very</b>	О о	<i>О о</i>	<b>core</b>
Г г	<i>Г г</i>	<b>glory</b>	П п	<i>П п</i>	<b>popular</b>
Д д	<i>Д д</i>	<b>did</b>	Р р	<i>Р р</i>	<b>“r”, like in Spanish</b>
Ђ ђ	<i>Ђ ђ</i>	<b>garbage</b>	С с	<i>С с</i>	<b>sister</b>
Е е	<i>Е е</i>	<b>ever</b>	Т т	<i>Т т</i>	<b>tiptoe</b>
Ж ж	<i>Ж ж</i>	<b>measure</b>	Ћ ћ	<i>Ћ ћ</i>	<b>let you</b>
З з	<i>З з</i>	<b>zebra</b>	У у	<i>У у</i>	<b>lose</b>
И и	<i>И и</i>	<b>east</b>	Ф ф	<i>Ф ф</i>	<b>form</b>
Ј ј	<i>Ј ј</i>	<b>you</b>	Х х	<i>Х х</i>	<b>harmony</b>
К к	<i>К к</i>	<b>kiosk</b>	Ц ц	<i>Ц ц</i>	<b>pets</b>
Л л	<i>Л л</i>	<b>leap</b>	Ч ч	<i>Ч ч</i>	<b>butcher</b>
Љ љ	<i>Љ љ</i>	<b>million</b>	џ џ	<i>џ џ</i>	<b>Jack</b>
М м	<i>М м</i>	<b>moment</b>	Ш ш	<i>Ш ш</i>	<b>sharp</b>

Gmail Calendar Documents Photos Reader Web more ▼ jennabelle0331@gmail.com | Settings | Older version | Help | Sign out



Search Mail Search the Web Show search options  
Create a filter

Compose Mail

Recipe for pizza crust - www.pillsbury.com - Bake up some family fun tonight with Pillsbury® pizza crust!

Sponsored Link < >

Back to Inbox Archive Report Spam Delete More Actions

< Newer 3 of 22 Older >

Inbox

vt motivator and recipe Inbox X

New window

Print all

Starred

Marcus Ashby to me show details 10:27 AM (8 hours ago) | Reply |

Sponsored Links

Chats

Visiting Teaching motivator:

"The world has enough women who are tough; we need women who are tender. There are enough women who are coarse; we need women who are kind. There are enough women who are rude; we need women who are refined. We have enough women of fame and fortune; we need more women of faith. We have enough greed; we need more goodness. We have enough vanity; we need more virtue. We have enough popularity; we need more purity." Sisters please remember these poignant words as you visit those whom you are assigned to this month and help them to see these divine qualities in themselves: tenderness, kindness, goodness, refined, faith, virtuous, pure. As we love them and help them to feel the Lord's love in their lives they will have a greater desire to know their Heavenly Father and become more like him. Please take time to ask Heavenly Father to bless You with a testimony of the importance of visiting teaching and you will be surprised at the feelings that come. Let's all try to give 100% this month and visit all of the sisters so that we can show our heavenly Father our gratitude for the blessing he grants unto us- as we do the testimony of doing this great work will come.

Crate & Barrel

Get the Latest Recipes from Top Chefs. Shop Gourmet Cookbooks Now! www.CrateandBarrel.com

Create Great Cookbooks

Create a book of your favorite recipes. Starting at \$5. www.Lulu.com

Make a Cookbook from \$13

Download Free Software to Create a Cookbook. Published in 7-10 Days. Blurb.com

Family Recipe Book

Family Recipe Books made Easy. Incl 27 Templates to fit Family Recipes www.CookbookPeople.com

Free Chips Ahoy Cookies

Get 3 free packs of Chips Ahoy. Choose from 6 different Varieties. AmericanFreeSamples.com/ChipsAhoy

Jello shot release cups

Release Jello shots with ease! Reusable Plastic shot cups. www.twistshot.com

Colorado Johnny

Vintage and Collectible Books Fun for Everyone! www.ColoradoJohnny.com

Liquid Mixers - BASIC

15 to 55 Gallon Liquid Mixers Liquid Mixing-Liquid/Powder Mixing www.liquid-mixers.com

More about...

Shepherds Pie »  
Pie Crust Mix »  
Recipe Blueberry Pie »  
Cake Frosting Recipe »

About these links

Contacts

Lemonade Stand Pie

1/3 cup COUNTRY TIME Lemonade Flavor Drink Mix  
1/2 cup cold water 2 cups vanilla ice cream, softened  
1 tub (8 oz.) COOL WHIP Whipped Topping, thawed  
1 HONEY MAID Graham Pie Crust (6 oz.)

PLACE drink mix in large bowl. Add water; stir until mix is dissolved. Add ice cream. Beat with electric mixer on low speed until well blended. Gently stir in whipped topping. Freeze, if necessary, until mixture is thick enough to mound.

SPOON into crust.

FREEZE at least 4 hours or overnight until firm. Remove from freezer 15 min. before serving. Let stand at room temperature until pie can easily be cut. Store leftover pie in freezer.

Reply Forward

Back to Inbox Archive Report Spam Delete More Actions

< Newer 3 of 22 Older >

Chat  
Search, add, or invite  
Jenna Cronin  
Doing Homewor  
Jessica Bunney  
Mystical Couture i...  
Brandon Johnson  
David Nelson  
john smith  
Kevin Cronin  
Tami Gardner  
Tiemey Smith  
john hoffman  
Patrick Kendell  
todd.drobina  
Options Add Contact

Labels  
Edit labels

Invite a friend  
Give Gmail to:  
Send invite 50 left  
Preview Invite

Add your Gmail inbox to the Google homepage.

You are currently using 717 MB (10%) of your 7121 MB.

Last account activity: 46 minutes ago on this computer. Details

Gmail view: standard | turn off chat | basic HTML | Learn more

©2008 Google - Terms - Gmail Blog - Join the Gmail team - Google Home

Wednesday, September 10, 2008  
6:28 PM

**Gmail** Calendar Documents Photos Reader Web more jennabelle0131@gmail.com | Settings | Older version | Help | Sign out

   Show search options  
Create a filter

---

**Compose Mail** [Recipe for pizza crust - www.pillsbury.com - Bake up some family fun tonight with Pillsbury® pizza crust!](#) Sponsored Link

[Back to Inbox](#) [Archive](#) [Report Spam](#) [Delete](#) [More Actions](#) Newer 3 of 22 Older

---

**Inbox**

**Starred** **vt motivator and recipe** Index X

Marcus Ashby to me show details 10:27 AM (8 hours ago) | Reply

Visiting Teaching motivator:

"The world has enough women who are tough, we need women who are tender. There are enough women who are coarse, we need women who are kind. There are enough women who are rude, we need women who are refined. We have enough women of fame and fortune, we need more women of faith. We have enough greed, we need more goodness. We have enough vanity, we need more virtue. We have enough popularity, we need more purity."

Sisters please remember these poignant words as you visit those whom you are assigned to this month and help them to see these divine qualities in themselves: tenderness, kindness, goodness, refined, faith, virtuous, pure. As we love them and help them to feel the Lord's love in their lives they will have a greater desire to know their Heavenly Father and become more like him. Please take time to ask Heavenly Father to bless You with a testimony of the importance of visiting teaching and you will be surprised at the feelings that come. Let's all try to give 100% this month and visit all of the sisters so that we can show our heavenly Father our gratitude for the blessing he grants unto us - as we do the testimony of doing this great work will come.

**Contacts**

**Lemonade Stand Pie**

1/3 cup COUNTRY TIME Lemonade Flavor Drink Mix  
1/2 cup cold water 2 cups vanilla ice cream, softened  
1 tub (8 oz.) COOL WHIP Whipped Topping, thawed  
1 HONEY MAID Graham Pie Crust (6 oz.)

PLACE drink mix in large bowl. Add water, stir until mix is dissolved. Add ice cream. Beat with electric mixer on low speed until well blended. Gently stir in whipped topping. Freeze, if necessary, until mixture is thick enough to mound.

SPOON into crust.

FREEZE at least 4 hours or overnight until firm. Remove from freezer 15 min. before serving. Let stand at room temperature until pie can easily be cut. Store leftover pie in freezer.

[Reply](#) [Forward](#)

---

[Back to Inbox](#) [Archive](#) [Report Spam](#) [Delete](#) [More Actions](#) Newer 3 of 22 Older

---

**Labels** [Edit labels](#)

---

**Invite a friend**  
Give Gmail to:   
 50 left  
[Preview Invite](#)

---

**Sponsored Links**

**Crate & Barrel**  
Get the Latest Recipes from Top Chefs. Shop Gourmet Cookbooks Now!  
[www.CrateandBarrel.com](#)

**Create Great Cookbooks**  
Create a book of your favorite recipes. Starting at \$5.  
[www.Lulu.com](#)

**Make a Cookbook from \$13**  
Download Free Software to Create a Cookbook. Published in 7-10 Days.  
[Blurb.com](#)

**Family Recipe Book**  
Family Recipe Books made Easy. Incl 27 Templates to fit Family Recipes  
[www.CookbookPeople.com](#)

**Free Chips Ahoy Cookies**  
Get 3 free packs of Chips Ahoy. Choose from 6 different Varieties.  
[AmericanFreeSamples.com/ChipsAhoy](#)

**Jello shot release cups**  
Release Jello shots with ease!  
Reusable Plastic shot cups.  
[www.twinstshot.com](#)

**Colorado Johnny**  
Vintage and Collectible Books  
Fun for Everyone!  
[www.ColoradoJohnny.com](#)

**Liquid Mixers - BASIC**  
15 to 55 Gallon Liquid Mixers  
Liquid Mixing-Liquid Powder Mixing  
[www.liquid-mixers.com](#)

**More about...**  
[Shepherds Pie](#)  
[Pie Crust Mix](#)  
[Recipe Blueberry Pie](#)  
[Cake Frosting Recipe](#)

[About these links](#)

---

**Storage**

[Add your Gmail inbox to the Google homepage](#)

You are currently using 717 MB (10%) of your 7.121 MB.

Last account activity: 46 minutes ago on this computer. [Details](#)

Gmail view: [standard](#) | [turn\\_off\\_chef](#) | [basic\\_HTML](#). [Learn more](#)

©2008 Google - [Terms](#) - [Gmail Blog](#) - [Join the Gmail team](#) - [Google Home](#)



## Budget

Some Name District Library

2009

Personnel	Budget	Percentage	Explanation
Salaries - FT	\$ 2,056,320	36%	
Salaries - PT	881,280	15%	
Employee Benefits	748,800	13%	
Others		0%	
Operating	Budget	Percentage	Explanation
Electronic Materials	87,552	2%	Funding will be used to meet our goal of providing library users with up-to-date information and leisure entertainment.
Print Materials	552,960	10%	
Audio Visual Materials	281,088	5%	
Equipment, PC	57,600	1%	This allows us to meet our goal of providing library users free access to computers for word processing, Internet use, and more.
Staff Development	51,840	1%	Used to obtain our goal of maintaining a committed, efficient staff.
Software Maint./Support	144,000	3%	Used to pay for software licencing fees and to keep computer programs up to date and virus free.
Travel	17,280	0%	Funding will be used for Bookmobile services, library conferences, and meetings.
Building Maintenance	207,360	4%	Used for general upkeep of the building and landscape.
Utilities	230,400	4%	Used for power water and centralised air.
Telephone/Internet	46,080	1%	For patron use as well as for completion of office duties.
Office supplies	230,400	4%	Ink cartridged, paper, pens etc
Postage	1,720	0%	Used to mail late notices and newsletters.
Miscellaneous	165,320	3%	Will primarily provide programs for adults, young adults, and children. These services will keep users connected to their library; patrons will continue to use library services long after programs have ended.
Total Expenses	Budget	Percentage	
	\$ 5,760,000	100%	

Jenna Cronin  
MLIS 7200  
Assignment #3

Being a small, two-year academic library, the library at Southwest Georgia Technical College's goals are simply to meet the educational demands of the students and faculty within their given budget. Luckily, the director has stated that they do not have a hard time meeting this goal since most of the courses, like Agriculture Technology, emphasis hands-on learning. Very rarely does the library have to turn away requests for books or other resources from the faculty or staff. Sometimes they may be a short delay while funding gets approved, but they can usually get the resources needed.

The college uses a 'zero based budgeting' technique, which is lovingly referred to and 'use it or lose it' budgeting. The director submits the budget request for each year to the Vice President of Academic Affairs. At this point, the primary responsibility for budget tracking lies with the Accounting office. For the library's own records the Assistant Librarians track the library's spending on their own Excel program in order to know how much money is left in the budget.

The major budget categories are as follows:

- Computer Software – 1%
- Equipment – 2%
- Library Books – 18%
- Postage – 2%
- Registration Fees and Dues – 13.5%
- Repair and Maintenance of Equipment/Facilities – 6%
- Subscriptions – 27%
- Supplies – 13%
- Travel – 17% (recently cut due to state funding decrease.)

Zero-Based Budgeting is characterized by approving the allocation of funds and prioritizing the systems needs in order to most effectively meet the organizations goals.

The book noted that donations and fund raisers are appropriate ways to meet the demands of a tight budget. The Southwest Georgia Technical College's Library does accept donations; however the library is not considered a separate entity. The president considers the entire school before deciding where those funds will be most advantageous. Say something else here.



### Find Places of Worship



**Enter a new starting place:** [Cancel](#)

**Or place a marker on the map yourself.**

Destination:

**820 S Buntin St  
KENNEWICK, WASHINGTON**



Official Web site of The Church of Jesus Christ of Latter-day Saints  
© 2008 Intellectual Reserve, Inc. All rights reserved.


English (English)

Search

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

## Display Transcript

Jennifer C. Cronin  
Aug 10, 2009 10:45 am

 This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

[Institution Credit](#)   [Transcript Totals](#)   [Courses in Progress](#)

### Transcript Data

#### STUDENT INFORMATION

**Name :** Jennifer C. Cronin  
**Birth Date:** Mar 31, 1980  
**Student Type:** Regular

#### Curriculum Information

##### Current Program

**College:** No College Designated  
**Major and Department:** Library & Information Science, Undeclared Department

\*\*\*Transcript type:UN is NOT Official \*\*\*

#### DEGREES AWARDED

**Sought:** Master of Library/Inform Sci      **Degree Date:**

#### Curriculum Information

##### Primary Degree

**Major:** Library & Information Science

#### INSTITUTION CREDIT [-Top-](#)

##### Spring 2008

**Major:** Library & Information Science  
**Student Type:** New Regular  
**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
MLIS	7000	GS	Foundations of Lib & Info Sci	A	3.000	12.00	

#### Term Totals (Graduate-Semester)

	Attempt Hours	Passed Hours	Earned Hours	GPA	Quality Points	GPA
Current Term:	3.000	3.000	3.000	3.000	12.00	4.00

**Cumulative:** 3.000 3.000 3.000 3.000 12.00 4.00

Unofficial Transcript

Fall 2008

**Major:** Library & Information Science  
**Student Type:** Regular  
**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
MLIS	7200	GS	Management of Lib & Info Ctrs	A	3.000	12.00		
MLIS	7300	GS	Cataloging and Classification	A	3.000	12.00		

**Term Totals (Graduate-Semester)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	6.000	6.000	6.000	6.000	24.00	4.00
<b>Cumulative:</b>	9.000	9.000	9.000	9.000	36.00	4.00

Unofficial Transcript

Spring 2009

**Major:** Library & Information Science  
**Student Type:** Regular  
**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
MLIS	7260	GS	Lead in Lib & Info Ctrs	A	3.000	12.00		
MLIS	7500	GS	Computer Apps Info Profsnls	A	3.000	12.00		
MLIS	7700	GS	Research Methods	A	3.000	12.00		

**Term Totals (Graduate-Semester)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	9.000	9.000	9.000	9.000	36.00	4.00
<b>Cumulative:</b>	18.000	18.000	18.000	18.000	72.00	4.00

Unofficial Transcript

Summer 2009

**Major:** Library & Information Science  
**Student Type:** Regular  
**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
MLIS	7440	GS	Electronic Resources	A	3.000	12.00		
MLIS	7505	GS	Applied Tech Library Practice	A	3.000	12.00		

**Term Totals (Graduate-Semester)**

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
---------------	--------------	--------------	-----------	----------------	-----

<b>Current Term:</b>	6.000	6.000	6.000	6.000	24.00	4.00
<b>Cumulative:</b>	24.000	24.000	24.000	24.000	96.00	4.00

Unofficial Transcript

**TRANSCRIPT TOTALS (GRADUATE-SEMESTER) -Top-**

**Level Comments:** SSN: XXX-XX-2335

	<b>Attempt Hours</b>	<b>Passed Hours</b>	<b>Earned Hours</b>	<b>GPA Hours</b>	<b>Quality Points</b>	<b>GPA</b>
<b>Total Institution:</b>	24.000	24.000	24.000	24.000	96.00	4.00
<b>Total Transfer:</b>	0.000	0.000	0.000	0.000	0.00	0.00
<b>Overall:</b>	24.000	24.000	24.000	24.000	96.00	4.00

Unofficial Transcript

**COURSES IN PROGRESS -Top-**

Fall 2009

**Major:** Library & Information Science  
**Student Type:** Regular

<b>Subject</b>	<b>Course</b>	<b>Level</b>	<b>Title</b>	<b>Credit Hours</b>	<b>Start and End Dates</b>
MLIS	7220	GS	Public Libraries	3.000	
MLIS	7400	GS	Collection Development	3.000	

Unofficial Transcript


**RELEASE: 7.2**

Search

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

## Display Transcript

Jennifer C. Cronin  
Apr 13, 2010 05:57 pm

 This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

[Institution Credit](#)   [Transcript Totals](#)   [Courses in Progress](#)

### Transcript Data

#### STUDENT INFORMATION

**Name :** Jennifer C. Cronin  
**Birth Date:** Mar 31, 1980  
**Student Type:** Regular

#### Curriculum Information

##### Current Program

**College:** No College Designated  
**Major and Department:** Library & Information Science, Undeclared Department

\*\*\*Transcript type:UN is NOT Official \*\*\*

#### DEGREES AWARDED

**Applied for Graduation:** Master of Library/Inform Sci      **Degree Date:**

#### Curriculum Information

**Primary Degree Major:** Library & Information Science

#### INSTITUTION CREDIT [-Top-](#)

**Spring 2008**  
**Major:** Library & Information Science  
**Student Type:** New Regular  
**Academic Standing:** Good Standing

Subject	Course Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
MLIS	7000 GS	Foundations of Lib & Info Sci	A	3.000	12.00	

#### Term Totals (Graduate-Semester)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	3.000	3.000	3.000	3.000	12.00	4.00

**Cumulative:** 3.000 3.000 3.000 3.000 12.00 4.00

Unofficial Transcript

Fall 2008

**Major:** Library & Information Science  
**Student Type:** Regular  
**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
MLIS	7200	GS	Management of Lib & Info Ctrs	A	3.000	12.00		
MLIS	7300	GS	Cataloging and Classification	A	3.000	12.00		

**Term Totals (Graduate-Semester)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	6.000	6.000	6.000	6.000	24.00	4.00
<b>Cumulative:</b>	9.000	9.000	9.000	9.000	36.00	4.00

Unofficial Transcript

Spring 2009

**Major:** Library & Information Science  
**Student Type:** Regular  
**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
MLIS	7260	GS	Lead in Lib & Info Ctrs	A	3.000	12.00		
MLIS	7500	GS	Computer Apps Info Profsnlis	A	3.000	12.00		
MLIS	7700	GS	Research Methods	A	3.000	12.00		

**Term Totals (Graduate-Semester)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	9.000	9.000	9.000	9.000	36.00	4.00
<b>Cumulative:</b>	18.000	18.000	18.000	18.000	72.00	4.00

Unofficial Transcript

Summer 2009

**Major:** Library & Information Science  
**Student Type:** Regular  
**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
MLIS	7440	GS	Electronic Resources	A	3.000	12.00		
MLIS	7505	GS	Applied Tech Library Practice	A	3.000	12.00		

**Term Totals (Graduate-Semester)**

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
---------------	--------------	--------------	-----------	----------------	-----

<b>Current Term:</b>	6.000	6.000	6.000	6.000	24.00	4.00
<b>Cumulative:</b>	24.000	24.000	24.000	24.000	96.00	4.00

Unofficial Transcript

Fall 2009

**Major:** Library & Information Science  
**Student Type:** Regular  
**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
MLIS	7220	GS	Public Libraries	A	3.000	12.00		
MLIS	7400	GS	Collection Development	A	3.000	12.00		

**Term Totals (Graduate-Semester)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	6.000	6.000	6.000	6.000	24.00	4.00
<b>Cumulative:</b>	30.000	30.000	30.000	30.000	120.00	4.00

Unofficial Transcript

**TRANSCRIPT TOTALS (GRADUATE-SEMESTER) -Top-**

**Level Comments:** SSN: XXX-XX-2335

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Total Institution:</b>	30.000	30.000	30.000	30.000	120.00	4.00
<b>Total Transfer:</b>	0.000	0.000	0.000	0.000	0.00	0.00
<b>Overall:</b>	30.000	30.000	30.000	30.000	120.00	4.00

Unofficial Transcript

**COURSES IN PROGRESS -Top-**

Spring 2010

**Major:** Library & Information Science  
**Student Type:** Regular

Subject	Course	Level	Title	Credit Hours	Start and End Dates
MLIS	7100	GS	Information Sources & Services	3.000	
MLIS	7800	GS	Capstone Course	3.000	
MLIS	7960	GS	Supervised Fieldwork	3.000	

Unofficial Transcript

**RELEASE: 7.2**