#### 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.

Unfiled Notes Page 2

Tuesday, September 02, 2008 7:41 PM

> 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 subtopics.

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. Wednesday, September 03, 2008 5:50 PM

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

Bibliography

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

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Jenna Cronin <jennabelle0331@gmail.com> To: jennabelle0331@gmail.com, melchatfamily@</jennabelle0331@gmail.com>	Thu, Aug 28, 2008 at 8:33 PM bellsouth.net, boxxfamily@bellsouth.net, carriemarcus@bellsouth.net
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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> To: Jenna Cronin <jennabelle0331@gmail.com></jennabelle0331@gmail.com></carriemarcus@bellsouth.net>	Thu, Aug 28, 2008 at 8:56 PM
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Carrie [Quoted text hidden]	
Jenna Cronin <jennabelle0331@gmail.com> To: Marcus Ashby <carriemarcus@bellsouth.net></carriemarcus@bellsouth.net></jennabelle0331@gmail.com>	Thu, Aug 28, 2008 at 9:02 PM
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Sunday, September 07, 2008 5:50 PM

> Subject: Entry Type:

Children's Cleanliness Note

Start: End: Duration: Sun 9/7/2008 3:00 PM Sun 9/7/2008 3:00 PM 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
A a	Aa	f <u>a</u> r	Нн	HA	<u>n</u> o <u>n</u> e
Бб	65	<u>b</u> ar	Њњ	H to	ca <u>ny</u> on
Вв	Bb	very	0 0	0 x	c <u>o</u> re
Γг	Tī	glory	Пп	TI TI	popular
Дд	29	<u>d</u> i <u>d</u>	Рр	Pp	"r", like in Spanish
Ъђ	あか	garba <u>ge</u>	Сс	Cr	<u>s</u> i <u>s</u> ter
E e	E e	ever	Тт	M TU	<u>t</u> ip <u>t</u> oe
Жж	Ж ж	mea <u>s</u> ure	Τħ	The th	le <u>t v</u> ou
3 3	33	<u>z</u> ebra	Уу	y y	l <u>o</u> se
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Бб	65	<u>b</u> ar	Њњ	H to	ca <u>ny</u> on
Вв	Bb	very	0 0	0 x	c <u>o</u> re
Γг	Tī	<u>g</u> lory	Пп	Tí tí	<b>p</b> o <b>p</b> ular
Дд	29	<u>d</u> i <u>d</u>	Рр	Pp	"r", like in Spanish
Ђђ	うち	garba <u>ge</u>	Сс	Cr	<u>s</u> i <u>s</u> ter
E e	E e	ever	Тт	M TU	<u>t</u> ip <u>t</u> oe
Жж	Ж ж	mea <u>s</u> ure	Τħ	The th	le <u>t v</u> ou
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Mildel       therefore the endemoses, kinchess, goodness, refined, faith, virtuous, pure.       www.cluid.com         Spain (\$91)       As the lock of the bords were inter in visos they will have a greater desire to sixow their Heavenly Father to ads the event inter investing that the lock of the inter investing that the lock of the inter investing that the lock of the inter investing that the event is at the event inter the avent if Father to add the event inter the event is at the event inter the event is at the event inter the event is at the event of a part the event is at th	Drafts (1)	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	Create a book of your favorite
Spam. (81)       testimony of the importance of visiting teaching and you will be surprised all of the sisters so that we can show our heavenly. Father our gratitude for the blessing the granus undure. Jess all ty to give 100% this great work will come.       Conclose Less all ty to give 100% this month and visit all of the sisters so that we can show our heavenly. Father our gratitude for twork will come.       Family Recipe Books made Easy. Incl Jourge CouNTRY TIME Lemonade Flavor Drink Mix 12 cup cold water 2 cups vanilla ice cream, softened 1 HONEY MAID Graham Pie Crust (6 oz.)       Free Chips Ahoy Cockies Graf 3 the packs of Chips Ahoy. Choose from Gifferent Varieties. AmercanFreeSamples com/ChipsAhoy 1 HONEY MAID Graham Pie Crust (6 oz.)       Free Chips Ahoy Cockies Graf 3 the packs of Chips Ahoy. Choose from Gifferent Varieties. AmercanFreeSamples com/ChipsAhoy 1 HONEY MAID Graham Pie Crust (6 oz.)       Search, ad, or invite Jess can. Beat vity will beind. Gently stri in whipped topping. Freeze, if necessary, until mixture is thick enough to mound.       PLACE drink mix in large book. Add water, stri until mix is dissolved. Add www.Veisthabt.com       Colorad Johnny Writega Collectible Books Fun for SearyOngL + two Writega Gradien Lipud Mixers - EASIC Tame Some Lipin smith Reptrox Pie in freezer.       Colorad Johny Writega Collectible Books Fun for SearyOngL + two Writega Gradien Lipud Mixers - EASIC Tab to 55 defain Lipud Mixers Lipid Mixers - EASIC Tab to 55 defain Lipud Mixers Lipid Mixers - Chain Agray Mixer Som Writega Gradien Lipud Mixers Lipid Mixers - Chain Agray Mixer Sore Editabels       Lipid Mixers - EaSiC Tab to 55 defain Lipud Mixers Lipid Mixers - Chain Som Writega Add. contact Writega Add. contact Wri	All Mail	themselves: tendemess, 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	Make a Cookbook from \$13
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Chat       1/2 cup cold water 2 cups vanilal ice cream, softened       AmercanFreeSamples.com/ChipsAhoy         Search, add, or invite       Jenna Cronin       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       AmercanFreeSamples.com/ChipsAhoy         Mystical Couture i., Brandon Johnson       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       Selostation topping. Freeze, if necessary, until mixture is thick enough       Selostation topping. Freeze, if necessary, until mixture is thick enough       Selostation topping. Freeze, if necessary, until mixture is thick enough       Selostation topping. Freeze, if necessary, until mixture is thick enough         John shift       FREEZE at least 4 hours or overnight until firm. Remove from freezer 15 min. Before serving. Let stand at room temperature until pic can easily be cut.       Usud Mixers - BASIC       Store leftover pie in freezer.         Termery Smith       phot hoftman       Patrick Kendell       More about       Shepherds Pie a         Labels       Edit labels       Reply: Forward       Deiete       More Actions       About these links         Labels       Edit labels       Add your Gmail inbox to the Google homepage.       sthewer 3 of 22 Older :       About these links     <	Contacts		Get 3 free packs of Chips Ahoy. Choose from 6 different Varieties.
Jenna Cronin Doing Homewor Jessica Bunney Mysboal Couture i, Brandon Johnson David Nelson David Nelson David Nelson SPOON into crust. FREEZE at least 4 hours or ovemight 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. Tierney Smith john hoffman Patrick Kendell todd drobina Qabians Add Contact Labels Labels Labels Labels Labels Labels Labels Late freed Repty Coutare turby. 46 minutes ago on this computer. Lat a friend Gree Grand to:	Chat Search, add, or invite	1/2 cup cold water 2 cups vanilla ice cream, softened 1 tub (8 oz.) COOL WHIP Whipped Topping, thawed	Jello shot release cups
Jessica Bunney       ice cream. Beat with electric mixer on low speed until well blended. Gently strin whipped topping. Freeze, if necessary, until mixture is thick enough to mound.       Colorado Johnony         Brandon Johnson       David Nelson       SPOON into crust.       Vintage and Collectible Books row of the fore serving. Let stand at room temperature until pie can easily be cut.       Liquid Mixters - BASIC       15 to 55 Gallon Liquid Mixters - Liquid Mixters.         Tami Gardner       Tami Gardner       Store leftover pie in freezer.       More about       Shepherds. Pie a         Jotd drobina       Reply       Forward       More Actions       More about       Shepherds. Pie a         Labels       Edit labels       e Back to Inbox       Archive       Report Spam       Delete       More Actions       About these links         Invide a friend       Give Gmail to:       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.       Delates		PLACE drink mix in large bowl. Add water, stir until mix is dissolved. Add	Reusable Plastic shot cups.
Darkov version     Cloud version       Darkov version     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.     Liquid Mixers - BASIC 15 to 55 Gallon Liquid Mixers Uquid/Mixing-Uquid/Powder Mixing www.liquid-mixers.com       Tame y Smith john hoffman Patrick Kendell     Reply Forward     More about Shepherds Pie > Cake Frosting Recipe 1 (Add voir Gmail inbox       Labels     e Back to Inbox Archive     Report Spain     Delete       Invite a friend Give Gmail to:     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	Mystical Couture i Brandon Johnson	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.	Vintage and Collectible Books Fun for Everyone!
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All Mail	themiselves: tenderwess, kindness, goodness, refined, faith, virtuous, pure. As we love them and heip them to feel the Lord's love in their lives they will have a groater desire to know their Hoavenly Father and become more like him. Please take time to ask Heavenly Father to bless You with a testimony of the importance of vising teaching and you will be surprised	www.Lulu.com Make a Cookbook from \$13 Download Free Software to Create a
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Trash	all of the sisters so that we can show our heavenly Father our gratitude for the biessing he grants unto us-as we do the testimony of doing this great work will come.	Family Recipe Book Family Recipe Books made Easy. Incl 27 Templates to fit Family Recipes www.CookbookPeople.com
Contacts	Lemonade Stand Pie	Free Chips Ahoy Cookies
Chat	1/3 cup COUNTRY TIME Lemonade Flavor Drink Mix 1/2 cup cold water 2 cups vanilla ice cream, softened	Get 3 free packs of Chips Ahoy. Choose from 6 different Varieties. AmericanFreeSamples.com/ChipsAhoy
Search, add, or invite	1 tub (8 oz.) COOL WHIP Whipped Topping, thawed 1 HONEY MAID Graham Pie Crust (6 oz.)	Jello shot release cups Release Jelio shots with ease!
Jenna Cronin Doing Homewor Jessica Bunney	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	Reusable Plastic shot cups. www.twistnshot.com
Jessica Bunney Mystical Couture I Brandon Johnson	stir in whipped topping. Freeze, if necessary, until mixture is thick enough to mound.	Colorado Johnny Vintage and Collectible Books Fun for Everyone!
David Nelson john smith	SPOON into crust.	www.ColorsdoJohnny.com
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Budget	Some Name I	District Library	2009
Personnel	Budget	Percentage	Explaination
Salaries - FT	\$ 2,056,320	36%	
Salaries - PT	881,280	15%	
Employee Benefits	748,800	13%	
Others		0%	
Operating	Budget	Percentage	Explaination
Electronic Materials	87,552	2%	Funding will be used to meet our
Print Materials	552,960	10%	goal of providing library users with up-to-date information and leisure
Audio Visual Materials	281,088	5%	entertainment.
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 program 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%	

Friday, September 12, 2008 8:15 PM

> 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.)

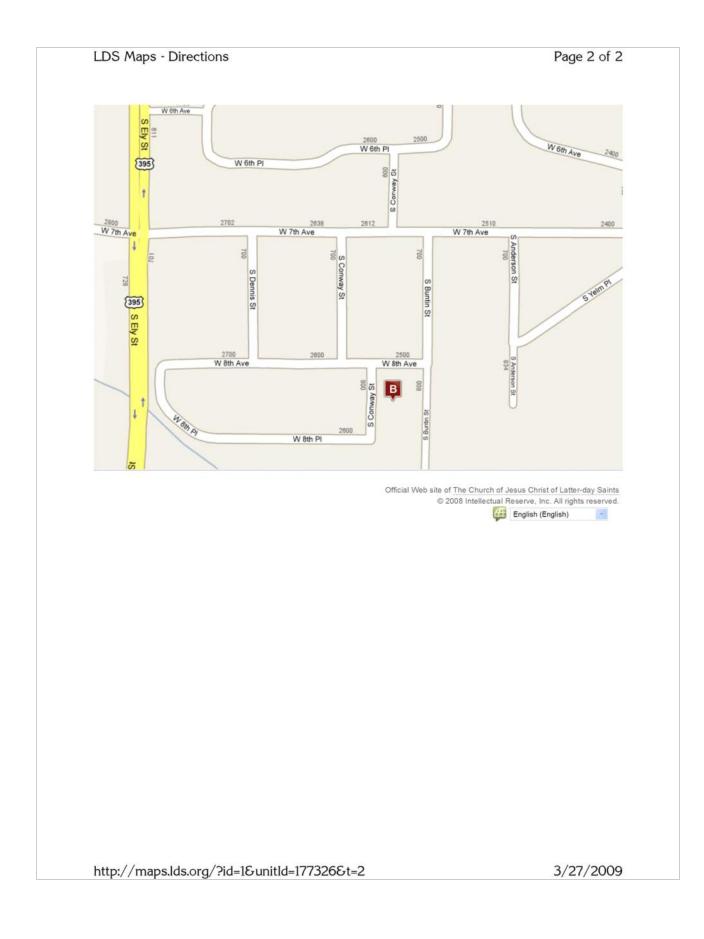
Zero-Based Budgeting is characterized by approving the allocation of funds and prioritizing the systems needs in order to most effectively meet the organizations goals.

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.

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