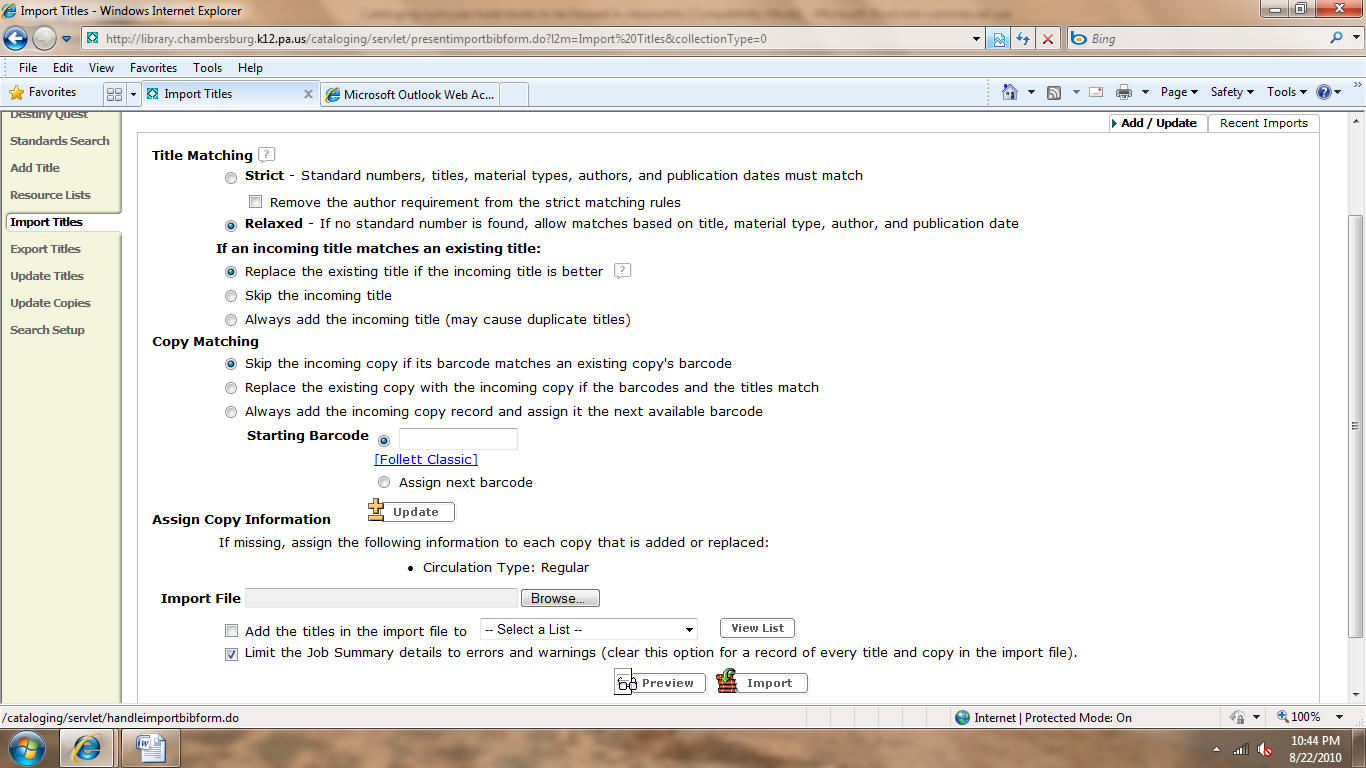
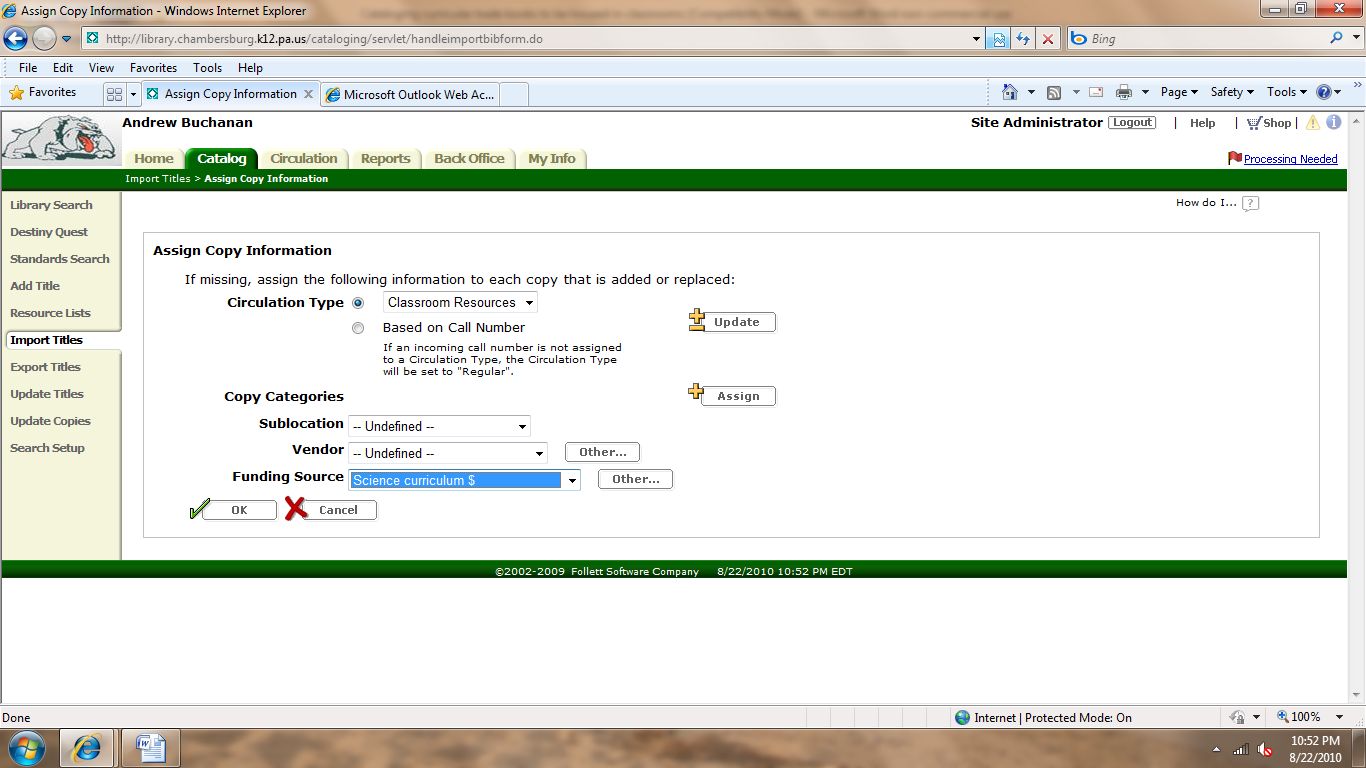
**Importing and handling books that are going out to classrooms for the year**

1. Save the MARC file wherever you usually do.
2. These books will be most easily checked out to teachers for the whole school year if you import them as the correct circulation type. You DON’T want the default “Regular” Circulation type that you see here. You want to click “Update” to choose a different circulation type.



1. After clicking “Update,” you’ll get this screen. Change two things on this screen:
2. Change Circulation Type to “Classroom Resources” instead of Regular
3. Change Funding Source to “Science Curriculum $”.

Then click OK.



1. Now browse for the file to import and preview/import as usual.
2. By importing these books with the correct circulation type (Classroom Resources), they will have a **365-day lending period** when you check them out to the classroom teacher at the beginning of the year. You won’t have to fight with renewals and overdues all year long. Then, hopefully they’ll begin to appear as “overdues” near the end of the school year, reminding you to check them in/inventory them.
3. One designated person in the district should go in to the catalog and add a Local Note via MARC Editor:

* In Catalog, go to Edit Title
* Click on MARC View
* Add Tag 590 (Local Note)
* Type in tag 590 CASD Science Classroom resource title -- 3rd grade
* Update that message to say “4th grade” and “5th grade” as needed.