

## Learning Together (even though we're apart): Spring 2020 Training Packet

*While we are closed due to the Coronavirus, our primary task is to hunker down, stay healthy, and practice social distancing, but this closure is also an opportunity for us to do some professional development work. Additionally, because the Library will have been closed for so much time this year, it is unlikely that we will hold our spring staff training day, so this packet takes the place of that more formal training.*

*The articles and videos listed below are for you to explore at your own pace. Nothing needs to be turned in (except for a scavenger hunt on pages 4 and 5). **This work is optional, but highly encouraged.** There's something here for everyone, and I encourage everyone to take a look through these materials.*

*Section 1 features Readers' Advisory, Mindfulness, and our E-Library. These are the most important items right now: Readers' Advisory was going to be the main topic of our spring training; Mindfulness is always an important skill, and especially now in this stressful situation; and while we're closed, the E-Library is our primary means of serving the public.*

*Section 2 includes the Danvers Archival Center, an E-Library scavenger hunt, Technology and Technical Services, and Youth Services.*

*If you have any questions, or if there are other resources on these or other topics you've found particularly useful, please contact Rachel ([alexander@noblenet.org](mailto:alexander@noblenet.org)) or Alex ([lent@noblenet.org](mailto:lent@noblenet.org)).*

*Good luck, have fun, and stay healthy!*

## Section One (The Most Important Stuff)

### Readers' Advisory

*Readers' advisory is the art of providing patrons with reading suggestions that match their needs. It is a fundamental library service that harkens back to Laws Two and Three of Ranganthan's Five Laws of Library Science: "every reader their book" and "every book its reader." Although libraries are about much more than books, books are core to the work of libraries, and patrons are eager for staff help in finding their next great read (or watch or listen).*

- Article – [Ten Rules of Basic Readers' Advisory Service](#)
- Video – [Booktalking: Harnessing the Power of Sharing Books with Patrons](#)
- Video – [Booktalking Your Way to the Friendliest Library in Town](#)
- Video – [Yes You Can: Readers' Advisory for Everyone](#)

### Mindfulness

*Mindfulness helps us to focus on the present moment and the tasks at hand and to treat ourselves and others with patience and kindness. Practicing mindfulness can help us become happier, healthier people and happier, healthier librarians. Sometimes, Mindfulness only takes a moment - even a single breath or pause can allow you to refocus on what's before you.*

- Article – [How to be more mindful at work](#)
- Article – [5 Tips for Practicing Mindfulness at the Office](#)
- Article – [Stressors and Librarians: How Mindfulness Can Help](#)

### E-Library

*While we are closed, the E-Library is our main library. It's our primary means of serving the public at the moment. For each of the resources listed below, please find the resource at [danverslibrary.org/elibrary](http://danverslibrary.org/elibrary), log in, and explore. Try it out as if you were a patron, or use the scavenger hunt on page 4 to guide your searches.*

- Ancestry
- AtoZ
- Consumer Reports
- Hoopla
- Kanopy
- Learning Express
- Libby/Overdrive
- LinkedIn Learning
- NOBLE app: Available in your mobile device's app store
- NovelList
- Pronunciator
- Weiss Ratings

## Section Two (The Extra Credit, Extra Interesting Stuff)

### The Danvers Archival Center

- [The Creation of Danvers](#)
- [A Brief Guide to the Archival Center](#)
- [FY2007 Archival Center Annual Report](#) (contains an overview of the Archival Center's beginning)
- [FY2019 Archival Center Annual Report](#)
- [Frequently asked questions about the Witchcraft Delusion](#)

### E-Library Extra Credit

- E-Library Scavenger Hunt: page 4

### Technology and Technical Services

- Video – [Stay Safe from Phishing and Scams](#)
- Video – [Windows 10 Beginners Guide](#)
- Video – [GMail Tutorial](#)
- Video – [Google Drive Tutorial](#)
- Article – How books are organized at the Peabody Institute Library of Danvers – and why: page 6

### Youth Services

- Children's Services
  - Video – [Read & Bead: Innovations for Summer Reading](#)
  - Article – [Book world: don't be afraid to let children read graphic novels. They're real books.](#)
  - Article – [Level Books, Not Children: The role of text levels in literacy instruction](#)
  - Article – [Tips for Talking to Littles in the Library](#)
  - Article – [An updated look at diversity in children's books](#)
  - Article – [Pronouns Matter: Gender expression and library services for young children](#)
  - Video – [Books and Literacy Tips for Toddlers](#)
- Teen Services
  - Article – [\(Re\)Discovering Social Emotional Learning](#)
  - Article – [The Young Adolescent State of Mind](#)
  - Video – [5 Keys to Social and Emotional Learning Success](#)
  - Article – [What Does 'Young Adult' Mean?](#)

## E-Library Scavenger Hunt

Email your answers to Jim ([riordan@noblenet.org](mailto:riordan@noblenet.org)) and Angelina ([abizari@noblenet.org](mailto:abizari@noblenet.org)).

**Ancestry** – Jim’s great grandfather was Timothy Riordan who lived in Saline County, KS. What was his listed occupation in the 1930 census?

**AtoZ** – According to AtoZ Database, what is the estimated spending on business insurance at the Peabody Institute Library Danvers?

**Consumer Reports** – I would like to buy a new ereader. I’m interested in the Amazon Kindle Oasis and the Nook Glowlight Plus. Use Consumer Reports’ ‘compare’ feature to compare these two ereaders. Add the Kindle to compare then search for the Nook Glowlight Plus and add that to compare. What are their overall scores? What is the price difference? Do they support library loaning?

**Historical Boston Globe** – What is a headline from the day of your birth in the Boston Globe?

**Hoopla** – Download and sign into Hoopla on your preferred device. Search through Hoopla’s music selection by genre. Find a genre that is of interest to you, borrow an album in that genre, and listen to at least one song on that album. Who is the artist? What was the song? Once you’ve finished listening, try adding the album to your favorites and describe how you added it and where you would go to find your favorites.

**Kanopy** – Using Kanopy on your computer or the Kanopy app on your phone, watch at least the first 5 minutes of a movie or documentary of your choice and list its name and describe in one sentence the action in the first five minutes.

**Learning Express** – A patron walks into the library, looking for the most recent study guide for the nursing exam (NCLEX). Unfortunately, there are no copies available. What would be some of the courses you could recommend through using Learning Express? Please list at least two.

**Libby/OverDrive** – Using either OverDrive on a computer, the OverDrive app, or the Libby app, download or use Read Now to access an ebook of your choice. List the title and how you accessed it.

**LinkedIn Learning** – Search for a course on SQL programming (any one will do) watch the introduction to the course. What was the name of the course and what was your opinion of the presenter?

**NOBLE App** – Download the NOBLE App to your mobile device, and use your library card number and pin to login. Using the search tab find a book or movie title that you would like to reserve. Instead of placing the item on hold add it to your list for future reads. Go to “My Lists” to check if it’s there. What book did you choose? Did you find the list option easy to use?

**NovelList** – A patron asks for a book recommendation. They have just finished reading *Where the Crawdads Sing* and would like to read something similar. Use NovelList to help with recommendations. Enter *Where the Crawdads Sing* in the search box. Once you’ve found the record find the read-alikes recommended by NovelList. Which one would you recommend and why?

**Pronunciator** – Go to the database and log-in using your library card number. You can use the instant access option or create an account if you would like to continue learning a language. An account will allow you to save where you are and go back at any time. Launch the Pronunciator and choose a language you would like to learn. Then click on Main Course. In celebrating poetry month click on poetry and listen to a poem in your chosen language, then click on the translation. What language did you choose? What was the name of the poem? What was your favorite line?

**Weiss Ratings** – What is the ticker symbol and current Dividend and Yield of the Disney Company?

## How books are organized at the Peabody Institute Library of Danvers - and why

Chris Amorosi, April 2020

Our nonfiction is arranged according to the exhaustive and sometimes intimidating Library of Congress Classification. LCC has 21 "classes," which is what the first letter in a call number represents, and most classes are subdivided into "subclasses". T is the Technology class while TL is the subclass for motor vehicles, aircraft, and spacecraft. Subclasses are then further divided numerically and then typically followed by the author's Cutter number, explained below.

LCC was invented to organize the collection of the Library of Congress circa 1904 although the most recent new subclass, KB Religious Law, was introduced in 2004. Each class was written by subject experts so classes are more or less independent classification systems for certain areas of knowledge. It is also an old system filled with historical artifacts. For example, works on Central European countries are grouped according to where they fell under pre-World War I borders.

The LCC outline online: <https://www.loc.gov/catdir/cpsol/lcco/>  
Complete LCC: <https://www.loc.gov/aba/publications/FreeLCC/freelcc.html>

Do you need to memorize the entire system to understand it? NO. In fact, you could learn only ten subclasses and be able to help people find about half of all the nonfiction that circulates most. They are:

1. TX
2. BF
3. E
4. PS
5. HQ
6. D
7. RC
8. GV
9. HV
10. PN

There is an LCC search engine of sorts here: <http://calculate.alptown.com/>

Under Search Options > Classification, select LC Class Numbers. Then type some search term in the box and the results will automatically refresh. This is an easy way to find the general area for a subject.

At the end of typical LCC call numbers is an alphanumeric code for a book's author called a "Cutter number". Cutter numbers let you represent a name in the fewest amount of characters possible. Say I wrote a book about the 12th century Byzantine historian Anna Comnena. She has a personal call number due to her notability which is:

DF  
605.3

Rather than write out AMOROSI, I can follow this table to make a much briefer Cutter number:  
<https://www.loc.gov/aba/pcc/053/table.html>

First I use the first letter of my name: A

A is a vowel, so after an initial vowel I use this value on the table for M: 4

To be safe, I'll go one further and pick the value for O under Expansion: 6

DF  
605.3  
A46

Why do this? Say somebody by the name of Amoroso writes their own book about Ms Comnena. Without a Cutter number, you would have to read to the very end of both of our names to figure out which order the books go.

DF	DF
605.3	605.3
AMOROSI	AMOROSO

With a Cutter number, I can simply add another expansion digit so that Amoroso's book falls after mine:

DF	DF
605.3	605.3
A46	A467

Other libraries in NOBLE use the Dewey Decimal Classification or BISAC (Book Industry Standards and Communications) subject headings. What are they like?

Dewey:

- Link: [https://en.wikipedia.org/wiki/List\\_of\\_Dewey\\_Decimal\\_classes](https://en.wikipedia.org/wiki/List_of_Dewey_Decimal_classes)
- 10 classes each divided into 10 divisions further divided into 10 sections.
- Based on a philosophy of organizing knowledge in a hierarchical way so it is more coherently and consistently arranged.
- Like LCC, it suffers from its age (1876) and resulting biases. For example, Christianity occupies 90% of the Religion call numbers while other world religions like Islam or Buddhism are limited to 1% each.

BISAC

- Link: <https://bisg.org/page/BISACEdition>
- Designed by the book selling industry "to standardize the electronic transfer of subject information", but it can be used as a classification system.
- Useful for browsing collections, but much specificity is lost.