

# The Alexandria Newsletter

GROWTH • TIPS • PROMOS • ANNOUNCEMENTS • MORE

MONTHLY

OCTOBER 2007 • Issue #4

## FROM THE PRESIDENT'S DESK

At COMPanion, we recognize that libraries play an extremely important role in helping students to be successful. Our goal is to make Alexandria an integral part of this effort by continually adding new features that will meet your needs in serving the students.



The No Child Left Behind Act requires schools to use research-based reading programs and to report their progress to the public every year. The Lexile Framework as a measure of student reading ability is linked to many states' assessments and Alexandria will be an asset for schools using the Lexile Framework.

Our basic Alexandria users will find that some Lexile capabilities have been added to its functionality and, for those who want even more Lexile capabilities, we have developed two Lexile modules — Student and Item — to provide increased ability to track student Lexile scores, assist students in locating reading materials on their levels, making reading lists for your students, etc. We believe that you will find this to be a valuable tool in managing successful reading experiences for your students.

—Bill Schjelderup  
President ∞

## KAAREN'S CORNER

BY KAAREN LINTON  
LIBRARIAN/ALEXANDRIA TRAINER

### MAKING MARC AUTHORITY CONTROL WORK FOR YOU

With the release of 5.5.3, Alexandria's Authority Control changed to become aligned with MARC Authority standards, hence the new name. The advent of MARC authority control will make standardizing entries of your Alexandria entries faster and easier. In addition, a significant enhancement to Authority Control is the ability to make See and See Also references. These two elements have long been seen as necessary to facilitate locating the correct subjects.

### PEOPLE, CORPORATIONS, AND MEETINGS

People, corporations, and meetings may be both subjects or authors, editors, illustrators, etc. In the past, author entries for these three types were indexed together regardless of

whether it was a 100, 110 or 111. The same person, corporation or meeting could also be indexed together as Added Author entries (700, 710, and 711 respectively) and again in a subject index mixed in with all other subject entries. With this past indexing scheme, keeping entries for these groups standardized meant checking three separate indexes and making corrections in each. With MARC Authority, all entries for persons are stored in 100 tags that may be used in 100, 600, or 700 tags. Corporation entries are now stored in a separate index using 110 tags which may be used in 110, 610, or 710 tags. Meetings are now stored in a separate index using 111 tags which may be used in 111, 611, or 711 tags.

### SEE AND SEE ALSO REFERENCES

See and See Also references have long been seen as an excellent method for directing patrons to the correct subject heading or to subject headings that will provide additional information. Now, you may add See and See Also references.

### Adding a See Reference:

- Click on Show on the menu bar and select Authority Control.
- Use the drop-down menu in the upper-left corner to select the desired Authority Control type.
- Click on the red "+" button at the top of the window and the Add Record will open.
- Enter the incorrect term appropriately, such as Cars, in the \_a field. If the subject you wish to add should have additional subfields, enter those at this time.
- Click on the See (400x) tab and enter the correct search term (e.g. Automobiles).
- Click on OK in the bottom-right corner of the Add Record window.
- Click on Save in the upper-right corner of the Authority Control window.

### Adding a See Also Reference

- Click on Show on the menu bar and select Authority Control.
- Use the drop-down menu on the Authority Control window to select Subject Headings.
- Search for the desired term for which you want to enter a See Also reference. If the term exists, double click on it to open the MARC Authority Edit window.
- Click on the See Also (5xx) tab.
- Enter the search term appropriately using the Subject Editor fields.
- When finished, click Save. ∞

## ALEXANDRIA ANSWERS

WHEN I USE THE L COMMAND TO FIND A PATRON LAST NAME BEGINNING WITH F OR M, IT JUST ISN'T WORKING. AM I DOING SOMETHING WRONG?

Try using a space to separate the command from the search criteria (e.g. L McDona or L Fran). Because Alexandria has commands, LF (Locate by First Name) and LM (Lost Mode), the space is necessary for Alexandria to differentiate between commands.

WHAT IS A TRANSACTION SCRIPT AND WHY WOULD I WANT TO IMPORT ONE?

The Import Transaction Script command is used to import a text file or files into Alexandria so that Alexandria automatically processes all the commands within it as if the user had entered them one at a time directly into Alexandria. Use it to check out items while a rebuild is being done, performing inventory remotely, etc.

To learn more about this great feature, go to <http://www.goalexandria.com/totw/tips/2002/072202.html>

## JOIN THE ALEXANDRIA COMMUNITY

Take advantage of our free, world-wide user networks to learn more about Alexandria by signing up for one or more of our e-mail lists. Our e-mail lists are:

**Alex-Net User's Group**—friendly environment where Alexandria users can post questions, answers, or suggestions. [http://www.goalexandria.com/support/lib\\_corner/listserv](http://www.goalexandria.com/support/lib_corner/listserv)

**Tip of the Week**—Tips for running Alexandria more smoothly, written by our Technical Support Dept. and Librarian/Trainer. Go to: [http://www.goalexandria.com/support/lib\\_corner/listserv](http://www.goalexandria.com/support/lib_corner/listserv)

## PRODUCT ANNOUNCEMENT

ALEXANDRIA ANNOUNCES MITINET / MARC WIZARD INTEGRATION

Now accomplish the following Mitinet functionalities without ever leaving Alexandria:

**MARC on Demand**—Direct from the Alexandria Cataloging interface, access and download high quality K-12 specific MARC records using the MARC on Demand database. If no MARC record is found on a search, make use of the MARC on Demand Assisted Search feature. From the Alexandria cataloging screen, send a request to Mitinet with a small amount of information about an item. Mitinet will find a MARC record for that item, notify and send directly to your Alexandria system for download.

**Firewall**—MARC Firewall screens the content of every MARC record entered into your Alexandria System, cleans and enhances those records based on your chosen specifications. No more worrying about poor, wrong, or non-standardized MARC records overtaking the library. Once again, all of this directly from Alexandria.

**MARC Mechanic Express**—How clean and standardized are the library's MARC records? With MARC Mechanic Express in Alexandria, quickly send all of your MARC records to Mitinet for clean-up and enhancement, based on your chosen criteria. Receive and update those MARC records from Mitinet without ever leaving Alexandria. Clean records at last! The library functions as normal while the Mechanic Express is working on the MARC records. This is a simple, seamless, and critical service that requires zero downtime and returns a library database that is sparkling fresh.

For more information on how to update Alexandria to include your current Mitinet capabilities or to explore how Mitinet capabilities can help your records, please contact COMPANION Corporation at 1-800-347-6439. ∞



## COMPANION TRADESHOW SCHEDULE

TRADESHOW	CONFERENCE NAME	START DATE	END DATE	LOCATION
MoLA	Missouri Library Association	10/3/07	10/4/07	Springfield, MO
MEMO	Minnesota Education Media Org.	10/4/07	10/5/07	Brainerd, MN
IaLA	Iowa Library Association	10/10/07	10/11/07	Coralville, IA
FAME	Florida Assoc. for Media in Education	10/10/07	10/12/07	Orlando, FL
VEMA	Virginia Educational Media Association	10/11/07	10/12/07	Williamsburg, VA
WLMA	Washington Library Media Association	10/11/07	10/12/07	Yakima, WA
OASL	Oregon Association of School Librarians	10/12/07	10/13/07	Seaside, OR
T+L	Technology + Learning	10/17/07	10/19/07	Nashville, TN
MAME	Michigan Assoc. for Media in Education	10/24/07	10/26/07	Traverse City, MI
AASL	American Assoc. of School Librarians	10/26/07	10/28/07	Reno, NV
ISLMA	Illinois School Library Media Fall Conference	11/01/07	11/02/07	Springfield, IL
CAL	Colorado Association of Libraries	11/9/07	11/10/07	Denver, CO
GaETC	Georgia Educational Technology Conference	11/14/07	11/15/07	College Park, GA
NJASL	New Jersey Association of School Librarians	11/14/07	11/16/07	Long Branch, NJ
NCSLMA	North Carolina School Library Media Association	11/15/07	11/16/07	Winston-Salem, NC
CSLA	California School Library Association	11/15/07	11/17/07	Ontario, CA
Mass CUE	Massachusetts Computer Using Educators	11/14/07	11/15/07	Sturbridge, MA
AzLA	Arizona Library Association	11/14/07	11/15/07	Mesa, AZ
TASL	Tennessee Association of School Librarians	11/15/07	11/16/07	Franklin, TN
NYSCATE	NY State Computers & Technologies in Education	11/18/07	11/20/07	Rochester, NY
	Christa McAuliffe Tech Conf	11/27/07	11/28/07	Nashua, NH
TETC	Tennessee Educational Technology Conference	11/28/07	11/30/07	Nashville, TN

