



**LIBRARY AUTOMATION DEPARTMENT (1-800-872-0780)**

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For the purposes of this document, the following definitions apply:

- School Librarian/School Library Media Specialist (SLMS) - The district employee holds School Librarian/School Library Media Specialist certification from the New York State Education Department (NYSED).
- Paraprofessional – Any non-SLMS-certified library staff. This may include but is not limited to a library aide, library clerk, administrative assistant, library assistant, Library School student (enrolled in SLMS certification program), teaching assistant, non-certified substitute, library associate, library substitute, teacher, teacher on special assignment or any district employee or volunteer working in a library automation system.

As part of the district's Library Automation Cooperative Service (CoSer) participation, the Library Automation team will provide training to the certified School Librarian/School Library Media Specialist (SLMS) in all aspects of library automation (circulation, policies, cataloging, reports, inventory, MARC record enhancement, etc.). Products supported as of July 2022 are the Follett and OPALS library automation systems.

The Library Automation team *does not* provide instruction in library management, curriculum and/or collection development or other common SLMS professional responsibilities beyond the library automation software.

Limited training will be provided to the paraprofessional working in the school library automation system.

**Training for the certified School Librarian/School Library Media Specialist (SLMS)** may include but is not limited to the following:

1. Library curriculum/instructional features
2. Advanced cataloging options within the system
3. Advanced and customized report features within the system
4. Catalog customization options
5. Weeding and collection development options within the system
6. Optional modules and add-on programs



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## **Training for Paraprofessional Library Automation System Users**

Paraprofessional staff working in the library automation system also receive WNYRIC library automation support and training, but it is more limited in scope than the School Librarian/School Library Media Specialist would receive:

1. **Where a school employs a School Librarian/School Library Media Specialist:** The Library Automation team will train the paraprofessional(s) with guidance from the School Librarian/SLMS on any library automation aspect (excluding original cataloging) that the School Librarian/SLMS needs and/or wants. Items covered for paraprofessionals where a School Librarian/SLMS is employed may include circulation, fine and payment management, generation of reports (standard reports), inventory, and setting calendar and loan policies. Copy cataloging, importing of MARC records, other basic cataloging duties (excluding original cataloging), union catalog operation and interlibrary loaning, and other permissions for paraprofessionals under a School Librarian's/SLMS' supervision are established only by the School Librarian/SLMS.
2. **When a school has no certified School Library Media Specialist on site:**
  - a. A district discussion between the district's School Librarians (where one or more SLMS are employed) and district administrators prior to the WNYRIC Library Automation Coordinator's training of the paraprofessional is strongly recommended.
  - b. Any catalog training for a paraprofessional will not exceed downloading/importing of MARC records from a vendor and copy cataloging to add/delete items into/from the library automation system. The Library Automation team will provide support on the installation, operation, and troubleshooting of the library automation software/hardware.

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