Resources in the YETC

Understanding what the resources in the YETC are, how they are cataloged, and checked out.
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What Resources are available in the YETC?

The YETC is more than just a computer lab. There are many resources students can check out of our library, and download off our websites. In a nutshell, this is what we offer:

1) K-12 Adopted Curriculum Library
2) CD-rom Collection
3) Multi-Media Collection
4) LPD Video Journals of Education
5) Teacherlink

Students will often ask questions about the things that are offered at the YETC, and as an employee, you should be familiar with these resources. Each of these resources are described in greater detail below.
The bookcases just to the side of the front desk are filled with teachers' guides, textbooks, lesson plans, manipulatives, multimedia, and much more. This is our K-12 Adopted Curriculum Library. The YETC is a small extension of the Merrill Cazier Library. Periodically throughout the year, the Merrill Cazier library will ship resources over to the YETC that they would like us to shelve and check out to students and faculty. It is a huge resource for students. Typically, students are able to check these materials out for 3 weeks. Faculty and staff may check items out for longer periods of time.
The Adopted Curriculum library is cataloged by subject. Each subject has a specific number associated with it, so the library is cataloged in numerical order by the subject number. You will find the subject number at the top of the call number of each item. Beneath the subject number you will see a series of other numbers and letters. When shelving items, shelve each item numerically as well as alphabetically. Start at the top of the call number and work your way down. For example, refer to the diagram above: The subject numbers are the same so they will both go the same section. Now move down to the next row. The book on the left says E42, and the book on the right says H64. E comes before H, so the book on the left would go before the book on the right. Then you move down to the third row and compare it to the third row of the other books in that section until you find the right spot. It can be kind of difficult at first, but remember to go in alpha/numerical order all the way down the call number until you find the appropriate spot.
Shelving Exercise

Try to put these barcodes in order, then look at the answer below to see if you were able to do it correctly.

Shelving Exercise Answer

The correct order these barcodes would go in is: 3, 1, 2.

The barcodes are the same until you get to the fifth line. We know barcode 2 could not be first, because if you look at the 5th line where it lists the grade level, barcode 2 is grade 4, and the other barcodes are grade 3. To tell which comes first between barcode 1 and 3, we need to look at the 6th row because both barcodes have the same grade level on the 5th row. The 6th row says Pt. It stands for part, as in part 1, 2, 3 etc. Barcode 3 says part 1, and barcode 1 says part 2. Part 1 comes before part 2, so we know that barcode 3 would come first on the shelf. Barcode 1 would come next because grade 3 comes before grade 4. And barcode 2 would come last.

Remember, Each book in our library has exactly 1 place where it belongs. When you reshelve books, be careful you put them in the exact right place. Look at the barcode from top to bottom alpha/numerically, and you should have no problem.

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Many of the items in the K-12 Adopted Curriculum Library are too big to fit on the shelves with the rest of the collection. These large items are called over-sized materials and are shelved in the over-sized cabinets located throughout the lab. But that causes a problem because these over-sized items are no longer in circulation order. To fix this problem, we write the call number of the over-sized item on a card, and place the card on the shelf where the over-sized item is cataloged. Also on the card, we write which over-sized cabinet the item belongs in. This way, if a patron wants to check out an over sized item, they have an easy time finding it. The next problem we run into is knowing where to place an over-sized item that has been returned. We can't shelve it where the call number says because there isn't enough room. So, on each over-sized item you will see a circulation sticker that will tell you which cabinet, and which shelf that item belongs on. So ignore the call number and shelve it according to the circulation sticker shown above.
Many times students will come into the lab searching for books on a specific subject. If they do, refer them to the **Adopted Curriculum Number Code Sheet** (shown above). This sheet lists each subject covered in the library, along with their corresponding subject numbers. It is posted on the front of each bookcase. Knowing which section to look in will save students using the library a lot of time and
headache. (After you show them the catalog sheet, lead them to the right section and help them find what they are looking for.)

**The Adopted Curriculum Barcode**

Since the items in the Adopted Curriculum Library come from the Merrill Cazier Library, we have to use the same circulation system as they do. That system is the Work Flows System. If you ever see a USU barcode, use the Work Flows System to check it in and out. If you see an item with a YETC barcode on it, use the Lending Library to check it in and out.
The CD-Rom Collection

Another resource we offer in the YETC is the CD-Rom collection. This collection contains many educational CD-Roms that USU students and faculty are free to check out. They are located in the first set of file cabinets in the Main Computer Lab as you walk into the YETC. They are arranged in
alphabetical order by their name. (Note that the title on the cover of the cd-rom may not be the title we sort them by. Refer to the title on the barcode for the right alphabetical title.) These items check out for 2 days. Use the Lending Library system to check these items in and out.

The Multi-Media Collection

The Muti-Media collection is located in the Multi-Media Lab. It is a collection of educational movies available for students and faculty members. Just like the cd-rom collection, this collection is arranged in alphabetical order by the title on the barcode. These items check out for 2 days. Use the Lending
The Video Journals of Education is a professional development collection of video materials that cover topics in teacher education, such as helping your students achieve reading success, applied differentiation, assessment strategies and more. It is located in the file cabinets in the Main Lab just
beyond the CD-Rom Collection. These items are cataloged in alphabetical order by the title on their barcode. Use the Lending Library for the circulation of these items. These items check out for 2 days.

### Teacherlink

Perhaps one of the most useful resources the YETC offers is the online resources. These are found on the teacherlink website, which is teacherlink.ed.usu.edu. Teacherlink is a searchable database of annotated links to educational resources and teacher treasures on the World Wide Web. There are three main sites you can access on teacherlink:

1) **Teacher Resources** - Free teacher resources such as units, lesson plans, worksheets, multimedia files, etc.

2) **YETC Resources** - Resources that are available only to Utah State University's College of Education and Human Services students and faculty. These require a username and password. The username for now is yetcres, and the password is te@ch08.

3) **NASA Educator Resources** - Free teacher resources such as units, lesson plans, posters,
lithographs, collaboration opportunities, etc., which NASA provides to educators. The YETC serves Utah teachers as a NASA Educator Resource Center. There are some things on this site that require a username and password. The username for now is nasamovies, and the password is aesp.

As a YETC employee, it's a good idea to browse around this site and become familiar with it. It will be much easier to answer patron's questions if you are familiar with the site. If you forget the usernames and passwords, refer to the cards located at the front desk. They tell you the URL for the teacherlink website as well as the usernames and passwords. This is also helpful when students come and ask you for the passwords for the site. Just give them one of the cards.

**NOTE:** When logging into this site you will want to turn off "Block Pop-Up Windows" on your computer so you can access all the pictures and links. Anytime you are asked to login with a user name and password, you will want to login as a guest.