

Cascades Raptor Center Library Guide

Prepared by Charlie McNabb, February 2016

Public Home Page: www.librarything.com/profile/CascadesRaptorCenter

Public Catalog: www.librarything.com/catalog/CascadesRaptorCenter/

About Cascades Raptor Center

The Cascades Raptor Center (cascadesraptorcenter.org) is a 501c3 non-profit nature center and wildlife hospital founded in 1987 in Eugene, Oregon. Through wildlife rehabilitation and public education, the Cascades Raptor Center fosters a connection between people and birds of prey. Our goal is to help the human part of the natural community learn to value, understand, and honor the role of wildlife in preserving the natural and cultural heritage of the Pacific Northwest. To accomplish this, the Raptor Center has two primary means: rehabilitation and release of orphaned, sick, and injured wildlife, primarily birds of prey; and public education through programming with resident birds.

About the Library

The Cascades Raptor Center Library is composed of materials collected and created over the years by staff members, primarily by Executive Director Louise Shimmel. Materials are eclectic and varied, including falconry manuals written as early as the 13th century, children's books with raptor characters, professional journals, surgical texts, and archival records.

The Library is organized into three collections. Reading With Raptors materials are children's books used in educational programming. Non-Circulating materials are those which are old, rare, or used frequently for reference. Circulating materials are items that are available for checkout by staff and volunteers. For members of the public who are interested in reading materials found in this library, please visit worldcat.org to find items in public or university libraries near you.

The Cascades Raptor Center Library was inventoried and cataloged by Charlie McNabb, MA, MLIS in 2016.

Table of Contents

[1. Searching the Catalog](#)

[2. Checking Materials In and Out](#)

[3. Adding Materials](#)

1. Searching the Catalog

To find a book or other item, click on “Your Books” at the top of the screen. If you know which collection the book is in, you can select the collection. Otherwise, search all collections.



The search box is on the top right, just below the main horizontal navigation bar. Be sure to select the appropriate search element from the drop-down menu on the right. You can search by title, author, or other information.



2. Checking Materials In and Out

Remember, only the Circulating Collection can be taken off site.

Once you have located the correct book, you can check it in or out by double-clicking the “Lending” box on the right side of the catalog entry.

Search: **titleandauthor: Guardians** [x]

LC Classification	Title	Author	Date	Publication	Tags	Copies	Lending
PZ7.L37G07	 Guardians Of Ga'hoole #7: The Hatching	Kathryn Lasky	2005	Scholastic (2005), Edition: 5.2.2005, 222 pages		1	     495 1
PZ7.L37G01	 The Capture (Guardians of Ga'hoole, Book 1)	Kathryn Lasky	2003	Scholastic (2003), Edition: Reissue, 240 pages		1	     1,753 48
PZ7.L37G02	 The Journey (Guardians of Ga'hoole, Book 2)	Kathryn Lasky	2003	Scholastic (2003), Edition: Reissue, 256 pages		1	     1,121 19
PZ7.L37G03	 The Rescue (Guardians of Ga'hoole, Book 3)	Kathryn Lasky	2004	Scholastic (2004), Edition: English Language, 208 pages		2	    

To check out a book, click “Checked out” and type the borrower’s name in the “Patron” box. Keep “Today” as the date of checkout. For due date, click “Period” and select the appropriate period of time. Then click “Save.”

Status Lending

New status

Checked out Other

Patron

Examples: "Smith, John" or "Bill"

Date



Type the date or use the picker.

Due Date

None Period Date

Recent transactions | About lending | Settings

Guardians of Ga'hoole, Book 3 | Kathryn Lasky | 2004 | Scholastic (2004), Edition: Reissue, 192 pages

To check a book back in, click “Other” and select “Returned.” Keep the date as “Today” and click “Save.”

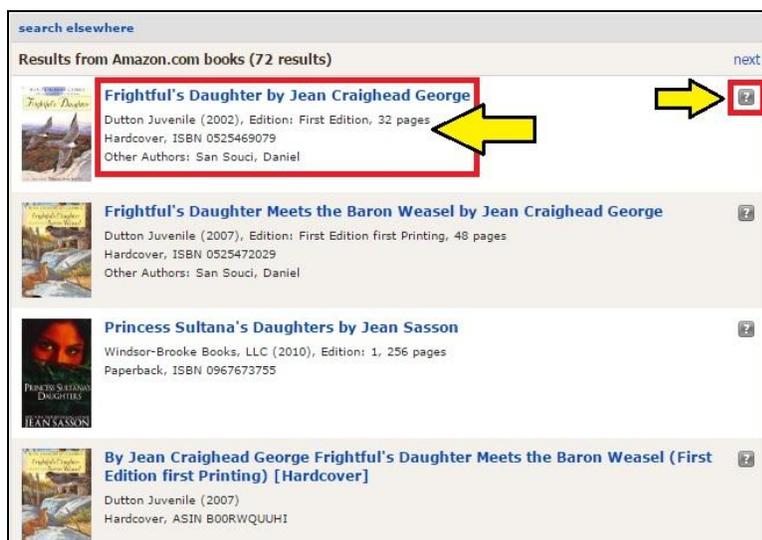
The screenshot shows a web interface for updating a book's status. At the top, there are two tabs: "Status" and "Lending", with "Lending" selected. Below the tabs is a section titled "New status" enclosed in a red rectangular box. This section contains two radio buttons: "Checked out" (unselected) and "Other" (selected). To the right of the "Other" radio button is a dropdown menu currently displaying "Returned", which is pointed to by a large yellow arrow. Below the "New status" section is a "Date" field containing the text "Today" and a small calendar icon. Underneath the date field is the instruction "Type the date or use the picker.". At the bottom of the form are two buttons: "Save" (highlighted with a red box) and "Cancel". The footer of the page contains navigation links: "Recent transactions | About lending | Settings".

3. Adding Materials

To add a new book to the collection, click “Add books” at the top of the screen. Underneath the two search boxes, you’ll see an option to choose which collection to add the new item to. Select the appropriate collection and then type the ISBN or title and author into the first search box. Most books will have an ISBN within the first few pages with the bibliographic information, or on the back cover by the barcode. If you can’t find it, try searching for the title and author.



Results will appear in the right-hand column. Check them carefully to make sure they are an exact match. Most books will have multiple printings and formats. If you’re not sure, click the grey question mark at the right of the search result to see more information. When you find the correct book, click the title to add it to the collection.



Because the bibliographic data is pulled from Amazon.com and other users, it's not always correct. There may be typos or mistakes. Be sure to double check the edit page to add missing information and correct mistakes. From your library (or the "Recently Added" column on the "Add books" page), click the title of the book to see its Main page. Then, click "Edit your book" on the left side under the book image.

The screenshot shows the LibraryThing interface for the book 'Frightful's Daughter' by Jean Craighead George, illustrated by Daniel San Souci. The page includes a navigation bar with 'Home', 'Your books', 'Add books', 'Groups', and 'Talk'. The book cover is displayed on the left. To the right, the title and author information are shown, along with a table of statistics: Members (60) and Reviews (2). Below this is a section for 'Your book information' which lists the author and other authors, and the publisher and edition details. On the left side, under the book image, there are links for 'Main page', 'Edit your book', and 'Change cover'. A yellow arrow points to the 'Edit your book' link.

On the Edit page, you can edit the bibliographic and physical information. The important elements are title, author, collection, media type, publisher, number of volumes (if there are multiple), number of copies (if there are duplicates), and LC classification. For tags, be sure to type "Non-Circulating" for both the Non-Circulating collection and the Reading With Raptors collection. Feel free to add subject tags if you have time, to make searching easier.

The screenshot shows the 'Edit your book' page in LibraryThing. At the top, there are 'Cancel' and 'Save' buttons. The page contains several input fields and a checkbox, all highlighted with red boxes. The 'Title' field contains 'Frightful's Daughter'. The 'Author' field contains 'George, Jean Craighead' with a dropdown menu set to 'Author'. The 'Tags' field contains 'Non-Circulating'. Below the tags field, there is a note: 'Separate with commas, like "history, military history, Napoleon" (what are tags?)' and 'current tags: Non-Circulating'. The 'Collections' section has a checkbox for 'Reading to Raptors' which is checked, and buttons for 'show all' and 'edit collections'.

Media	Hardcover
Publication date	2002
Publication	Dutton Juvenile (2002), Edition: First Edition, 32 pages
ISBN	0525469079
Physical description	
Number of volumes	1
Number of copies	1
Pagination	32 1,2,3,... +
Dimensions	8.82 0.41 11.86 inch +

LC classification is the call number that we use to organize the book on the shelf. This letter-number code is usually located within the first few pages with the other bibliographic information. It will not say "LC classification" but you can find it by looking for the code starting with two letters, with numbers and letters separated by periods. If the book does not have a call number, you'll have to create one yourself. Directions for doing so are on the following page.

Classification	
LC classification	PZ10.3.G316
Dewey	
Other call number	

For journals and archival material, you will need to manually add them. From the "Add book" page, scroll down and click "Add manually" under "Other options" on the bottom left.

Other options	
Add manually	Import books

You will see all the same elements that are on the “Edit” page of an existing book. Fill in the title, author, media type, date, and publisher as best you can. With some items, you’ll have to use descriptive text or leave it blank. Select the appropriate collection and add the “Non-Circulating” tag unless the item is in the Circulating collection.

You will have to create an **original call number** (LC classification) for these items.

Start with the class number, which you can find in [Appendix A](#). For example, QL696.F32 is the class number for Accipitridae.

Then, to differentiate this item from others with the same subject matter, add a code for the author surname and title. You can find these codes in [Appendix B](#). For example, S65 is the code for Smith and H39 is the code for Hawk.

Begin with the class number and separate it from the author and title codes with a period, and there’s your call number, which you can type into the “LC classification” box.

So, a book with a title that starts with “Hawk” by an author whose surname is Smith would have the following call number: QL696.F32.S65H39

For journals, Cascades Raptor Center Library uses an in-house classification.

- For journal issues, use QL671.[journal acronym].[vol#].[iss#]
for example, QL671.JAF.48.2
- For professional association membership directories, use MD and date
for example, QL671.JAF.MD 1995
- For professional association conference proceedings, use CP and date
for example, QL671.JAF.CP 2004

If this is too confusing and overwhelming, please consult a librarian! Feel free to email me at mcnabbarchives@gmail.com for assistance.

Appendix A: Class Numbers

Class numbers correspond to an item's subject matter. Choose from the following list, or consult the Library of Congress [classification schedules](#) if the subject is not listed.

Adult Fiction

American literature—Animals PS169.A54
American literature—Ecology, environment PS169.E25
American literature—Prose fiction—Nature PS374.N3

Juvenile Fiction

General children's fiction written before 2014 PZ7
General children's fiction written from 2015 and later PZ7.1

Adult and Juvenile Nonfiction

Accipitridae (hawks; old world vultures, harriers) QL696.F32
Animal behavior—stories and anecdotes—birds QL795.B57
Avian diseases birds of prey SF994.5
Avian medicine SF994.2
Barn owls QL696.S85
Bird field guides QL681
Bird protection (houses, feeders, gardening to attract birds, birdcall whistles, refuges) QL676.5
Birds of prey. Raptors QL677.78
Birds—anatomy and morphology general works QL697
Birds—dictionaries and encyclopedias QL672.2
Birds—eggs and nests QL675
Birds—feathers QL697.4
Birds—general works, textbooks, and treatises QL673
Birds—physiology QL698
Birds—pictorial works and atlases QL674
Birds—study and teaching. Research QL677.5
Corvidae (crows, magpies, jays) QL696.P2367
Falconidae (falcons, caracaras) QL696.F34
Human-Animal relationships, coexisting with wildlife QL85
Medical zoology QL99
Natural history literature QH13.45
Nature study activity programs QH54.5
Nature study manuals, outlines, syllabi QH53
New world vultures QL696.C53
Ornithological literature QL672.5
Ospreys QL696.F36
Owls QL696.S83
Wildlife rehabilitation SF996.45

Appendix B: Author and Title Cutter Codes

To create the cutter codes for the author's last name and the first word of the title, begin with the first letter and use the following numbers for the second letters.

Cutter for 2nd letter

Type of initial letter	Position	Letter and numerical value
<i>After initial vowels</i>		
	for 2nd letter:	b d l-m n p r s-t u-y
	use number:	2 3 4 5 6 7 8 9
<i>After initial S</i>		
	for 2nd letter:	a ch e h-i m-p t u w-z
	use number:	2 3 4 5 6 7 8 9
<i>After initial Qu</i>		
	for 3rd letter:	a e i o r t y
	use number:	3 4 5 6 7 8 9
<i>For initial Qa-Qt</i>		
	for 2nd letter:	a-t
	use numbers:	2-29
<i>After other initial consonants (i.e., not S or Q)</i>		
	for 2nd letter:	a e i o r u y
	use number:	3 4 5 6 7 8 9

If your letter is not listed, just use the number that corresponds with the previous letter. For example, if your first letter is a vowel and your second letter is c, use 2.

Use these numbers for the third letters.

Cutter for expansion (3rd letter, etc.)

For expansion	(3rd letter, etc.)	Letter and numerical value
	for letter:	a-d e-h i-l m-o p-s t-v w-z
	use number	3 4 5 6 7 8 9

To create your call number, start with the class number, add a period, and then add the author code. If the author has multiple titles on the same subject in the library, add a title code at the end. For different editions, add the year at the end, separated with a space.