



Library Resource Management Systems, Inc.

Instructions for adding Reading Level Enforcement to Circulation:

Reading Level Enforcement This LRMS Library System has the ability to Enforce Reading Level ranges to an individual borrower profile.

Success of Reading Enforcement is dependent upon the library items MARC record 526 Tag and Subfield information or the 521 Tag and Subfield information and whether the Reading Program of choice is represented properly in the MARC record. Our experience has shown us that a record can have multiple Reading Programs cataloged differently from MARC record to MARC record. Depending upon who supplied the MARC Record or how it was ordered the physical position order of these Reading Programs (specifically AR or RL) are reversed MARC Record to MARC Record. (Be consistent when ordering and raise the question about this subject) If this condition exist - record cleanup may be necessary.

Record 1.

521	a	Target audience note (R)	910
	b	Source (NR)	Lexile
521	a	Target audience note (R)	6-9
521	a	Target audience note (R)	6.40
526	a	Program Name (NR)	Accelerated Reader AR-ATOS
	c	Reading Level (NR)	6.4
	d	Title Point Value (NR)	8.0
	z	Public Note (NR)	32221
526	a	Program Name (NR)	Reading Counts RC
	c	Reading Level (NR)	8.3
	d	Title Point Value (NR)	13.0
	z	Public Note (NR)	21513

Record 2.

521	a	Target audience note (R)	680
	b	Source (NR)	Lexile
521	a	Target audience note (R)	5.7.
521	a	Target audience note (R)	10-A.
521	a	Target audience note (R)	5-8.
526	a	Program Name (NR)	Reading Counts!
	b	Interest Level (NR)	680
	c	Reading Level (NR)	6.9
	d	Title Point Value (NR)	13
	z	Public Note (NR)	Q00206
526	a	Program Name (NR)	Accelerated Reader AR
	b	Interest Level (NR)	UG
	c	Reading Level (NR)	6.6
	d	Title Point Value (NR)	8
	z	Public Note (NR)	7870

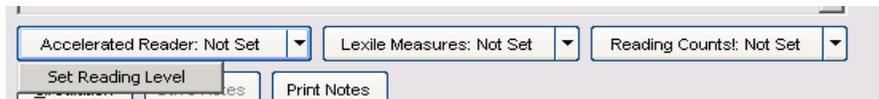
REVERSED POSITIONS



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This is accomplished by displaying the Individual Borrower within the *Check Out Items* Circulation screen of the library program.

1. Have your Borrower displayed as if you were going to Circulate to them.
2. Choose one of the three Reading Program Buttons.



3. Set Reading Level
4. Click on Set Reading Level
5. Type in your Borrowers Reading Level



6. Type in a single level or a range (level to level – Ex. 6.0-7.5) Note - there are **no spaces** in any typed Level spread. Click OK to Save. If you make an error to a saved level or range simply repeat the process and to remove a level or range, save a blank field with nothing typed.
7. **VERY IMPORTANT** – Click on the **“Enforce Reading Levels”** button to set enforcement

Check Out Items Automatic Due Date Determination Check Out Date: 11/17/2011 Default Due Date: Suppress Patron Photos

Enforce Reading Levels

Borrower ID or Name: 555127 Add Edit

F3-Last Name Partial Look: BREWER, AUSTIN / 08

Enforce Reading Levels

Accelerated Reader: 3.7-5.7 Lexile Measures: Not Set Reading Counts: Not Set

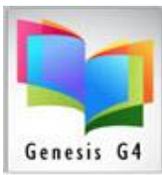
Set Reading Level Print Notes

Item Barcode: Check Out Date Due Date Check Out Print Receipt Email Notice

0 Total Items

Reading Level assignments are accomplished through the Circulation Screen with the borrower account open. To activate Reading Level enforcement requires a two-step process:

1. Pick the Reading Program and Set the Reading Level
2. Once the Reading level is set, click on the button “Enforce Reading Levels” and a Green Circled Check Mark will appear indicating that Enforcement is Active.



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Example

What happens when circulating outside of the Reading Level Borrower Range

The screenshot shows the 'Check Out Items' interface. At the top, there are navigation buttons: 'Check Out', 'Check In', 'Renew', 'Hold (0 - 0)', and 'Transfer'. Below this, the 'Check Out Items' section includes a green checkmark for 'Automatic Due Date Determination' and a 'Check Out Date' of 11/17/2011. A 'Suppress Patron Photos' checkbox is checked. A blue text box states: 'This particular book item carried a 9.0 Reading Level and Austin's Reading Range is set as 3.7 to 5.7.' The borrower information shows 'Borrower ID or Name: 555127' and 'Brewer, Austin / 08'. The 'Accelerated Reader' level is set to 3.7-5.7. A 'Reading Level Mismatch' dialog box is open, asking 'This item is not in this users reading level range. Continue with check out?' with 'Yes' and 'No' buttons. Red arrows point from the dialog box to the 'Check Out Date' and 'Due Date' fields, and from the 'Accelerated Reader' dropdown to the blue text box. Other interface elements include 'Print Receipt', 'Email Notice', and 'Suggest alternate reading materials' buttons.

What happens?

When a Reading Level is not within the Borrowers Reading Level Settings?

The program will present you with an alternate or choices that may be an alternative item by Author or Title match to the correct Reading Program and Reading Level, provided your MARC records contain Reading Level information within the proper Reading Program 526 Tag and Subfields or proper Target audience Lexile Tag and Subfield.

Assuming your library program user permissions are of an administrative level, you can override the warning and continue the check out or suggest the borrower look at the alternatives being offered.