

TIPS

For Librarians: Labeling Books

Accelerated Reader Enterprise Edition™

With AR Enterprise Edition, you have access to over 145,000 quizzes (including Reading Practice, Vocabulary Practice, Recorded Voice, Literacy Skills, and Spanish) and new quizzes as they're developed.

This means nearly every book in your library will be an AR book! By labeling both your existing books, and new books as they arrive, you will create an extensive AR library to meet the needs and interests of every student.

To Label or Not?

Schools and libraries must decide how students will access AR quiz information (Book Labels) and vocabulary words (Vocabulary Labels). Options include:

No additional labeling

If books are not labeled with ATOS book level information, students need strategies (subject, length, text size and using the five finger rule) for selecting books. Once a book is selected, students use one of these online resources to confirm that the book is ZPD-appropriate: the school's online catalog (if AR information is included there), www.arbookfind.com, or AR Renaissance Place.

- Advantages: Book selection is directed toward authentic selection criteria.
- Disadvantages: Can make it harder for poor readers to make good choices. All readers have to perform this additional (and potentially time-consuming) step.

Label all books at once

Use AR BookGuide to import library catalog MARC records and print labels for all titles in the collection. Labeling thousands of books will require a lot of assistance and should be considered a schoolwide project.

Recruit help: faculty and staff, parents, community members, and older students. Library media specialists, with the support of school administration, can coordinate this massive effort, making it efficient and effective.

- Advantages: Students can select books more quickly, because all books with AR quizzes will be labeled. People involved in the labeling efforts will likely have greater ownership in the AR program/process.
- Disadvantages: Without concerted effort and planning, this could become an overwhelming task for a too-small group of people.

Label books as time allows

Label one shelf at a time. Train staff and volunteers to print labels individually from the software. Communicate this plan to the school community and provide an estimated completion date. Invite parents and community members to assist in accelerating this process.

- Advantages: A library media specialist is able to manage this project relative to other library responsibilities. The school community understands the scope and time-frame for this task.
- Disadvantages: This project may take months to complete. Meanwhile, students must use other means to find AR Quiz information.

Label books as needed

Set up a labeling station and procedure for labeling books as needed with student assistance. If a book does not have an AR label, students or staff look up the AR information and write it in the book (using pencil on the inside cover or on a sticky note placed on the inside cover). When the book is returned, create a label for it before it is reshelfed.

- Advantages: Students are actively involved in the labeling process.
- Disadvantages: The information transferred may be inaccurate and/or hard to read.

Label Types

Book

Use book labels to provide the quiz number, points, interest level, and ATOS book level information. You decide how much of this information is printed on the label.

Vocabulary

Use vocabulary labels to provide the lists of words included in vocabulary quizzes. Students should have access to these word lists *before* reading books.

To do this:

- Use AR to print labels with the vocabulary words and affix the labels to the books. Manage this task as you would the Reading Practice Quiz labels *or*
- Have students print lists of vocabulary words as needed.

Label Sizes

- Book: 1" × 2 5/8". Avery® L5160; 30 per sheet.
- Vocabulary List: 2" × 4". Avery 5963, 5163, 8163, or Xerox® LWO130/Xerox IWJ130; 10 per sheet.

Should I Use AR or AR BookGuide to Create Labels?

Accelerated Reader

- Allows you to specify how many labels you want to print per title when you select the quizzes individually; for Vocabulary Labels do not select **All Quizzes**. For more information, see the AR Help.
- Allows you to select multiple titles by either selecting the titles one at a time or, for Vocabulary Labels, selecting **All Quizzes**.
- Allows you to print vocabulary word lists (used with Vocabulary Practice Quizzes). Vocabulary labels are larger than the book labels.

AR BookGuide

- Keeps track of the books you own. Use AR BookGuide to print labels for the books in a particular library.

Creating Labels with AR Renaissance Place

1. Log in to Renaissance Place.
2. Click **Reports** in the list of Accelerated Reader tasks.
3. Click **School Management**.
4. Pick the type of labels you want to print.
 - To print book labels, click **Labels - Book**.
 - To print vocabulary list labels, click **Labels - Vocabulary List**.
5. Choose the customization options on the Report Options page.

- To print small groups of labels (Example: all authors whose last names start with A), select **Some** after the Select Quizzes option (Vocabulary Labels only) and click **Select Quizzes**. Search for the quizzes, select the ones you want, click **< Add** or **<< Add All**, and then click **Save**.
- By default, the labels are sorted alphabetically by book title. To change this, click another option.
- To show alternate ATOS book level information on the labels (for the ATOS™ 100 or ATOS 2000 scales), after Label Information check the

Show alternate book level box and choose a scale.

6. Click **View Report**.
7. The report generates. It opens in Adobe® Reader® within a browser window or a separate window. If it opens in the browser window, to print it, use the Adobe Reader print button, not the browser's print button.

Book Labels

Accelerated Reader
Home > Reports > School Management

Report Options
Select the options for this report
School: **Roosevelt School**
Report: **Labels - Book Report**

Cancel View Report

Customization Options

Select Quizzes Select Quizzes (10 selected, 10 total)

Number of Labels Number of labels to print for each quiz: 1

Sort By
 Quiz Number
 Title
 Author
 Book Level
 Fiction/Nonfiction
 Points
 Recorded Voice

Label Information
 Show quiz number
 Show points
 Show Interest Level
 Show alternate book level
 Show ATOS 100 Book Level
 Show ATOS 2000 Book Level

Laser Labels

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30

Starting label position: 1

Cancel View Report

Vocabulary Labels

Accelerated Reader
Home > Reports > School Management

Report Options
Select the options for this report
School: **Roosevelt School**
Report: **Labels - Vocabulary List Report**

Cancel View Report

Customization Options

Select Quizzes
 All Select Quizzes (0 selected, 0 total)
 Some

Book Level
Choose the book level type to display on the report
 ATOS/Pre-ATOS (scale 0.1 - 20.0)
 ATOS 100 Book Level (scale 0.0 - 100.0)
 ATOS 2000 Book Level (scale 0 - 2000)

Number of Labels Number of labels to print for each quiz: 1

Sort By
 Quiz Number
 Title
 Author

Label Information
 Show alternate book level
 Show ATOS 100 Book Level
 Show ATOS 2000 Book Level

Laser Labels

1	2	3	4	5
6	7	8	9	10

Starting label position: 1

Cancel View Report

Creating Labels with AR BookGuide

Before creating labels, import your MARC records from your library management software into AR BookGuide.

1. Log in to AR BookGuide 3.x.
2. On the Home page, click **List Management** under Title & List Management.
3. Click **Create List**.
4. Type a name for your list into the List Name blank field.
5. Click **Save**.
6. Click the **Search** tab.
7. Click **Advanced Search**.
8. Enter specific search criteria.
 - Select **Yes** from the **Book** drop-down list to get results for the books you have in your library.
 - To print labels for a only certain section of your library (such as fiction or nonfiction), make your selection from the **Fiction and Nonfiction** drop-down list.
9. Click **Search**.
 - Note:** Click any blue heading to sort your search results by that category.
10. In the Select column, check the box by each book you want to add to your list.
 - Note:** Check the **Select** box at the top of the to select *all* of the books in the column.
11. Click **Add Selected Titles to List** to add books to your list.
12. Click the **Lists** tab.
13. Click the list you want to print.
14. Click **Book Labels**.
15. Select the criteria you want to print on the label.
 - Note:** By default, the labels are sorted by Title. Click **Author Last Name** after Sort to print the labels alphabetically by author.
16. Click **View Report**. The report will open in Adobe Reader (or in Preview on certain Macintosh computers).
17. To print, click the Adobe Reader Print button, not the browser's print button.
 - Macintosh:** In Preview, click the **File** menu and choose **Print**.

Book Labeling Tips

- You want to provide the AR quiz number, interest level, ATOS book level, and points. To do this:
 - Create your own labels using AR and/or AR BookGuide (see page 2).
 - Purchase preprinted labels from the Renaissance Learning Quiz Store (www.renlearn.com) or resellers.
 - Have a rubber stamp made with these fields, stamp the inside of the book and write in the specific information.
 - Write the AR quiz number, interest level, ATOS book level, and points on the inside cover of the book.
- Label books as they are returned to the library before they are reshelfed.
- Label new books as you purchase them.
- Order new books with AR labels from book vendors.
- Place the label in the same place on every book. In primary libraries, labels are often placed on book spines for easy access. Libraries for older students often place the labels inside the front or back covers to allow greater privacy for developing readers.
- Cover labels with transparent tape to hold them in place.
- Attach a sticker (example: a star) to identify the book as an AR book.
- Label the most popular books first.
- Next, label fiction books. (They're easier to label since the books are usually in alphabetical order by author.)
 1. Do one shelf at a time.
 2. Take the books off the shelf and carry to the computer.
 3. Look up each book individually. Use the software to search by title or author.
 4. Print and attach the labels.
 5. Return the books to the shelf.
- Close the library for a period of time and bring in school aides, volunteers, or students to help.
- Instead of a faculty meeting, give teachers one sheet of labels and make them responsible for labeling the appropriate books.
- Get graduate students or high-school students to help for credit as part of an independent study or community service program.
- Sponsor a family AR night. Teach parents about AR, display examples of books at each level, let students take quizzes, and get families to help label books.
- Contact senior centers, community groups, church groups, and so forth for volunteers. (Many groups require members to volunteer a certain number of hours.)
- Hire help from a temporary employment agency.
- If you remain open during the labeling process, put some "police tape" or "construction signs" across a set of shelves and move the tape or signs as you work.
- If your AR information comes from your library management software, note that older MARC records may still have pre-ATOS levels.
- To enable students to look up books in your library by reading level or point value, you must update your MARC records with a 526 tag. If you need help, please contact your library software company.
- This is a great opportunity to do some collection management. Check on the condition, age, and accuracy of books.



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P.O. Box 8036 Wisconsin Rapids, WI 54495-8036 | (800) 338-4204 | www.renlearn.com

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