



# LA COUNTY LIBRARY FOUNDATION

April 2024

Hi Library Champion,

You rock! It's April, a month chock full of Library-related delights. And Library Champion, you've got a starring role.

There's Library Giving Day, National Library Week, Take Action for Libraries Day and, of course, the always delightful fare your LA County Library serves up.

Take, for example, [National Poetry Month](#), [Armenian History Month](#), [Arab American Heritage Month](#), and [Garden Month and Earth Day](#) - with booklists, events, and activities your Library staff has curated to help you explore, learn, and connect.

Speaking of Library staff, today is [Library Workers Day](#). Please give a shout out to the remarkable people who keep your Library running - day in and day out - making sure there's a range of books, information, and resources available for all.

You're part of something marvelous, the public library. Thank you for supporting your LA County Library staff and all they make possible.

Your caring is clear and so appreciated. Library Champions came out strong on Library Giving Day and continue to give generously - with a \$10,000 match multiplying each gift's impact. You make a difference - thank you!

In celebration of libraries and library workers, and to answer a question many readers have asked - 'what happens behind the scenes to get me the book I want to read?' - this month's ***Virtual Field Trip*** takes you on a world tour with the Library's Technical Services Division.

What's that mean? In short, "if you're checking it out with your library card, this division is responsible for making that happen," says librarian Wendy Crutcher, author of this month's ***My Library Story***.

Read on! And check us out on [Facebook](#) and [Instagram](#) - this week we're celebrating each special library-related day.

As always, thank you. With your Library and Foundation, you're brightening today and tomorrow - for children, teens, and adults throughout LA County and even beyond.

With gratitude, and wishing you joy,

Andrea

Andrea Carroll  
Executive Director  
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P.S. [You make an impact with your gift.](#) **Thank you!**

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**My Library Story: Wendy Crutcher**  
on getting library materials into your hands



"I'm the Library Administrator who oversees LA County Library's Collection Development and Technical Services operations.

I fell in love with libraries at a young age, drawn in by the endless opportunities to learn, think and be entertained by all those books sitting on the shelves.

When I was 16, I took a work-study class in my high school library that convinced me 'This is what I want to do when I grow up.'

I recently celebrated my 25th anniversary as a librarian, and I love nothing more than getting all manner of library materials into the hands of the communities that LA County Library serves."

-- Wendy Crutcher

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## What's your Library Story?

[We want to know.](#)

[Read more Library stories here.](#)

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# Virtual Field Trip: Library Technical Services World Tour

The Library's Technical Services Division is responsible for the selection, ordering, receiving, cataloging, processing, and invoice approvals of new

library materials, both physical and digital. If you're checking it out with your library card, this division is responsible for making that happen.



## Pallets, pallets, and more pallets

While some vendors ship materials by UPS or FedEx, the Library's primary book vendor, Baker & Taylor, ships new materials on pallets. Technical Services can receive anywhere from 6 to 12 pallets every week!



## Cataloging materials (Spanish books and more)

Once boxes are opened and received, materials are cataloged (creating a detailed record of each item so it can be found easily in the Library Catalog). Library Cataloging staff can do it all, and regularly catalog in a variety of World Languages and have even cataloged tools for the Tool Lending Library and California State Park Passes!



## Carts ready for processing

Once items have been cataloged, they go to Processing where labels are applied, and the items are assigned in the catalog to the library in which they were ordered for.



## Processed Materials Ready for Sorting

Once the materials are fully processed, they are put “in-transit” to their home libraries. If there is a hold on the new item, a receipt will print, and Technical Services will route the item immediately to the requesting library to be picked up.



## Sorting Area

The new items are then sorted into bins to be picked up and delivered to the libraries.



**Full Bins Ready to Deliver to Libraries**

Bins are then pulled and routed to the libraries. Staff at the receiving libraries unpack the bins. If someone has requested the item, it will get routed to the holds shelf to be picked up. New items without a hold attached will go on the regular library shelves to be discovered and enjoyed by the community.

**And there you have it...the magic of** what happens to get the Library materials you want into your hands.

Enjoy!

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## Where to next?

[Let us know, send an email.](#)

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## Thank you, Library Champion! You make a difference.

[Give Today](#)



### Our Contact Information

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