Tips on Creating a Database
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Remember: Small steps move you toward your long-term goal.

Mantra: What's the easiest and most efficient way?

Attitude: Be flexible. If it isn't working, try it a different way.

Database Uses
1. Keeping an inventory of available books.
2. Creating, for the bookroom, a print-out of the inventory- by alphabetical order and by level.
3. Posting the database on a shared drive so that colleagues can access it wherever they are planning their lessons.
4. Making labels for identification of books and for check-out cards.
5. Informing purchases. What levels, titles, content, etc. are needed?

Database Tips/Wonderings
1. In creating the database, do not combine information in one column. You probably will not be able to successfully sort by the column/filter, if you do.

2. In creating database columns, consider how you are going to use the information and arrange the columns accordingly. For example, if you are going to make labels using the database, and do not need publisher information on the label, put the publisher information as the last column.

3. Putting a column for the number of copies you have will come in handy using and adding to your inventory.

4. Putting a column for the bin number where the book is housed may expedite locating it.

5. To shorten, if needed, the width of the publisher column, possibly just put initials.

6. How will you level books that span levels? For instance, a play, hopefully, has parts that are on different reading levels. One idea is to add an asterisk to the lowest level.

7. Some books have a shared level, for example, KL. One idea is to add a plus sign to the lower/lowest level.

8. How will you handle the abundance titles that begin with "A" and "The?" One idea is to go to the second word of the title, and then, at the end of the title, put a comma and the "A" or "The."

9. Write or call us. We're here to help!