Circulation Roundtable (Conference Call)

March 30, 2011

In Attendance – Bill Schneller (Berkley), Joan Roan (Easton), Linda McCollum and Darlene O'Connell (Pembroke), Josh Brum (Westport), Debby Conrad (SAILS)

Library Elf – Patrons create their own accounts on Library Elf. Multiple library cards can be combined into one account. The patron can customize the types of notices and timing of notices they receive. They can also view their account on Library Elf. All library staff members are encouraged to sign up for this service so they can see what patrons are receiving. There is no cost to the patron. They are warned that text messages could incur a fee from their wireless provider.

Sort to Light – Everyone loves it. Real time savings when processing delivery items. There was discussion about how people handle items arriving in delivery. Do you scan everything in and create 2 piles (one for reshelving and one for holds) or do you sort by sending library and handle items from other libraries first?

While the group was discussing handling items, Debby talked about the efficiencies of using the Holds Wrapper functionality in workflows while processing items for hold pickup. Even if the library doesn't want to establish a self-service hold shelf, it saves a lot of staff time to have the system generate the hold shelf wrapper. It can be formatted so it can fit inside the book instead of on the outside. Libraries using this feature have found it to be a real timesaver.

Because the hold shelf wrapper requires thermal printers instead of the old impact receipt printers some libraries have been unable to test this functionality. SAILS will be ordering a few printers that libraries can borrow for a 2 week period so they can see how it works. An announcement about the availability of loaner printers will be sent out via email later in April.

Debby is going to check with the vendor who sells the barcode duplicators to see if they can be repurposed after a library has completed the process of having external barcodes on its collection. MLS is also looking at various means to provide libraries with these devices.

Items that are being flagged as on shelf but really are in transit. This was discussed at the roundtable in Attleboro and there is an FAQ in the April newsletter. We suspect that this is happening either in the check item status function or that put item in transit is not being selected in discharge. Please make sure that everyone is very careful when processing items that are to go in transit. If your library is experiencing a lot of this type of problem please send examples to SAILS so we can see where problems may be happening.

Function keys – There was discussion about using function key shortcuts for common wizards. There is a document on the SAILS website that details what function keys do what.

Circulation

Use the following keyboard shortcuts to access circulation wizards.

Wizard	Key Sequence
Checkout	F5
Discharge/Checkin	SHIFT+ALT+F6
Fine Free Discharge/Checkin	SHIFT+ALT+F1
Renew User	F7
Renew Item	SHIFT+F7
Bill a User	SHIFT+F8
Pay Bill	ALT+F8
Display User	ALT+F10
New User Registration	F11
Modify User	SHIFT+F11
Copy User	SHIFT+ALT+F10
Confirm Address	ALT+F11
Renew Privilege	ALT+F12
Suspend User	SHIFT+ALT+F9
Send User Message	SHIFT+ALT+F3
Remove User	SHIFT+F12
Add Items	ALT+F1
Add Brief Title	SHIFT+F1
Change Item ID	SHIFT+F6
Mark Item Missing	ALT+F4
Mark Item Lost	ALT+F5
Delete Title, Call Numbers or Items	SHIFT+ALT+F2
Place Hold	F9
Display User Holds	SHIFT+F9
Modify User Holds	SHIFT+F10

Remove User Hold	ALT+F9
Display Title Holds	[No default mapping]
Reorder Hold Queue	[No default mapping]
Display Item Holds	SHIFT+F2
Modify Item Holds	ALT+F2
Remove Item Hold	ALT+F3
Trap Holds	SHIFT+F3
User Claims Returned	ALT+F7
User Lost Card	SHIFT+ALT+F8
Modify Due Dates	SHIFT+ALT+F4
Credit User Account	[No default mapping]
Mark Item Used	SHIFT+ALT+F5
Inventory Item	SHIFT+F4
Ephemeral	SHIFT+ALT+F7
Checkin Bookdrop Items	ALT+F6
What's in Transit	SHIFT+ALT+F11
Receive Items in Transit	SHIFT+ALT+F12
Place Blanket Hold	None
Item Search and Display	F4
Barcode Validation Settings	F3
Check Item Status	F2
Help	F1
Print	F12

Libraries can also create their own short-cuts using the Toolbar Management features:

Function Key Mapping

To map function keys to wizards, right-click a toolbar in the Local Toolbar Files (or Customized Toolbar Files) pane, and click Function Key Mapping. Use the Function Key Mapping template as follows.

- To map the basic function key, clear the Shift and Alt check boxes. In a function key box, such as the F2 box, select a wizard from the list. Only previously unmapped wizards will appear in the list. The lists are refreshed as new function key assignments are made.
- To map a function key plus SHIFT key combination, select the Shift check box, and in a function key box, select a wizard from the list.
- To map a function key plus ALT key combination, select the Alt check box, and in a function key box, select a wizard from the list.
- To map a function key plus SHIFT and ALT key combination, select the Shift and Alt check boxes, and in a function key box, select a wizard from the list.

After making selections for function key mappings, click OK to save your changes.

For a listing of the default wizard keyboard shortcuts, see Toolbar Wizard Keyboard Shortcuts in the SirsiDynix online Help.

When mapping function keys, it is important to consider the following:

- The following function keys and key sequences cannot be mapped: F1 (Help button), F6, F8, F10, SHIFT+F10, and ALT+F4. These function keys/sequences are reserved for Windows functions.
- To use a mapped function key, press the function key alone or while simultaneously pressing the SHIFT or ALT to begin a wizard.
- The Function key mapping template is also available from a right-click on the current toolbar (WorkFlows Classic only).
- When you open the Function Key Mapping template from the Preferences menu, if there are conflicting mappings, a conflict message displays. You can choose to correct the key mapping or not.

If you are interested in having a 30 minute webinar on toolbar management email support@sailsinc.org.

Overdrive: There was discussion about the Download Station currently in use in a number of libraries. This can be used by patrons to download audiobooks to their mp3 player while at the library. Ebooks can not be downloaded this way because of publisher restrictions. The cost if $500 initial setup and a small annual maintenance fee thereafter. Download stations can run on any computer with an Internet connection. Several libraries have asked Friends or Lions clubs to assist in the purchasing the license.

SAILS will come to the library and train staff members on how to use Overdrive – both to download audio titles and ebooks. Send a request to support@sailsinc.org with some possible dates and times that would work for your library.