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Volume 15, Issue 1

January 2015

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Managing Serials - Serials Control

Module

Tuesday, 1/6

9 AM - 12 PM

SAILS Office

[Register Online](#)

Bookletters Training

Wednesday, 1/7

1:00 - 2:30 PM

SAILS Office

[Register Online](#)

Beginning Data Entry for Cataloging

Thursday, 1/15

9 AM - 11:30 AM

SAILS Office

[Register Online](#)

Bookletters Training

Tuesday, 1/20

1:00 - 2:30 PM

West Bridgewater Public Library

[Register Online](#)

New Enterprise Features - For the New Year!

On Monday, January 5th, we'll be updating Enterprise with several new features. This information is also available to patrons, so make sure you take a look at this quick 15 minute video in case they come to you with questions.

Here is a link to the video:

<http://cc.readytalk.com/play?id=3pse8j>

You're also encouraged to take a look at our test site, which currently has most of these elements available. Follow this link to view our test site: <http://sails.ent.sirsi.net/client/lib>

New Links:

- The "Library Information" link at the top of the page will say "Forgot your PIN" and will be brighter and bolder looking.
- In place of the current "Forgot your PIN" link, we'll add a graphic & link to an Enterprise page featuring BookLetters' awards lists
- In the same area, we'll add a link / graphic to more prominently show off Omeka, our Digital History collection.

New Buttons:

- Search results page:
 - [Detailed Display](#) - book lovers tool button that sends to detailed display page - to get people to look at the added content we have available, such as the book summaries, tags and read-alikes.
- Item details page:
 - [Staff View](#) - staff view button – when clicked, a window will open with the full marc record.
 - [Add to GoodReads](#) - add to GoodReads button - will take the ISBN in the record and pass along to the GoodReads site. If you have a GoodReads account, you can log in and add the book to your bookshelf.

Incorporating Bookletters:

If your library would want the following pages added to your Enterprise site, please email eservices@sailsinc.org and let us know which page(s) you'll want. Please view them on the [test site](#) by clicking on

Bookletters Training
Thursday, 1/29
10 AM - 11:30 PM
Mattapoisett Public Library
[Register Online](#)

Bookletters Training
Wednesday, 2/4
10 AM - 11:30 AM
SAILS Office
[Register Online](#)

Upcoming Events

SAILS Membership Meeting
Wednesday, 1/21
10 AM - 12 PM
Lakeville Public Library

Southeastern Massachusetts Libraries
Legislative Breakfast
Friday, 2/6
8 AM - 10 AM
Norton Public Library

[Full event calendar](#)

the links on the left-hand navigation box.

- Great Reads for Kids
- Great Reads for Teens
- Fun for Readers
- Award Winners

New Book alert sign-up - live

Other Changes and Features:

Research Tools and Online Articles - some will be removed as they are no longer being updated.

Responsive Catalog - This will recognize when users are using a mobile or small screen device and provide the user with a mobile version. Patrons will have the option to view the full screen by clicking on a link at the bottom of the page. To test this out on the test site, make your browser window smaller. As you narrow the width, you'll see the screen change to the mobile version.

New Training Option

We often hear how difficult it is for staff members to attend SAILS training sessions when they are held during the day Monday-Friday. It is particularly difficult for part-time staff member who work evenings and weekends to receive the basic training they need to make the most out of Workflows. SAILS is now able to provide self-paced web-based training through the SirsiDynix Mentor system. This system will allow a staff member to receive training in the basics of the SirsiDynix system any date or time. The classes are self-paced and provide an overview of the system.

Classes that are available include:

- Essential skills and search strategies
- Keyboard Shortcuts
- Circulation Basics – User Records
- Circulation Basics – Circulating Items
- Circulation Basics – Holds
- Offline Circulation

SAILS will continue to offer on-site training, classes at the SAILS office, and web-based training conducted by SAILS staff members. Web-based training sessions will be recorded and made available as appropriate.

Information about how to register for the SirsiDynix self-paced training will be sent out in early January when the monthly training calendar email is distributed. There is no cost to SAILS members for this service.

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Item Group Editor

We are happy to announce the general availability of the Item Group Editor Wizard to our member libraries.

The Item Group Editor Wizard lets you create a list or group of items that can be modified together. For example, you may have a list of books that you need to move from circulation. The Item Group Editor lets you change the Circulate property for each item in the list at the same time. You can save the list of items so you can quickly call up that group and make any changes without the need to search the items again. You can make modifications to a saved group of items or to an unsaved item list. You can also save the original settings for each item in the group so you can restore those settings at a later time. You can manage groups of items to add or remove items to the group, create new groups, merge the items in two or more groups together, and delete groups. The Item Group Editor wizard helps you with the following tasks:

- Compiling a list of items
- Printing items in the Item List
- Saving an item list as a group
- Finding a group
- Adding and removing items in a group
- Merging item groups
- Printing items in a group
- Deleting a group (not the items in the group)
- Editing the values of multiple items
- Restoring items to their original values

You can create groups either by uploading a file of barcodes in a text file or searching for items using Item Group editor search function.

There are a few limitations to the use of this wizard. Groups must consist of 1000 or fewer items. The wizard is only available to staff members who have been trained in its use. Once a staff member has been trained they are assigned a new user profile that should only be used by that staff person. Group names must follow certain naming conventions. To avoid indexing problems libraries will be asked to notify SAILS when they are using the wizard.

This type of functionality would be very helpful if a library wants to move items from a new book shelf to a different location, wants to move items from storage to a summer reading shelf, or is reorganizing its collection.

Please email support@sailsinc.org to schedule training. If enough libraries in one area are interested SAILS will conduct onsite training otherwise it will be conducted via webinar.



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URL: <http://www.sailsinc.org>

Network Stats

November 2014

Total Intranetwork Loans: 63,029
Total Items Circulated: 302,013
Gutenberg: 52
OverDrive Circulation: 13,974
Tumblebooks Circulation: 14,502
All Formats Circulated: 330,541
VirtCat Items Borrowed: 371
VirtCat Items Loaned: 331
Cataloging Requests: 4,047
MARC Records Added: 3,252
Patrons Added: 2,538
Patron placed holds: 50,747
Total MARC: 1,126,810
Total Holdings: 3,590,415
Total Patron: 462,675

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Feedback from one of our member libraries about the Item Group Editor:

I was able to use Director's Station to create a list of about 95 items that needed a code changed. Then I uploaded the list (plain text) to the Group Editor, and was able to fix them all. The whole process just took a few minutes. I really like this Group Editor.

Workflows Helps

If you ever have trouble using unfamiliar functions in Workflows, did you know there are extensive help files inside of Workflows, just waiting to be used?

Next time you are stumped, just trying to figure out how to do something you aren't familiar with, or simply curious what a feature does, try going to the Common Tasks group of wizards and click the Help Wizard.

You will be redirected to the web and your browser will open up the Workflows help files. The helps are quite extensive and can really teach you a lot about Workflows if you take the time to use them.

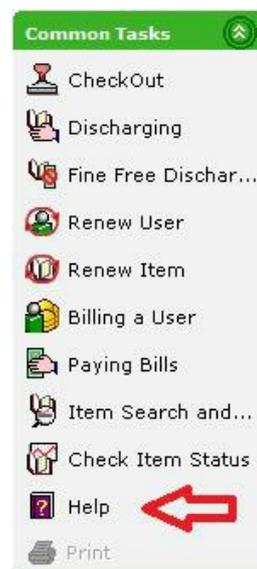
There are three main ways to navigate the helps:

Context

This is probably the most useful way. Clicking the Help Wizard will open up the Help Documentation for the Wizard and/or function you are currently trying to perform. For example, if you are in Modify User, clicking Help will open the Helps for the Modify User Wizard. This is great because it can save you time trying to locate the information you want.

Contents

Once you are in the Helps, the Contents are the entire left side of the screen. You can click each heading to drill further into the topics you are looking for. This is helpful if the Context feature didn't bring you exactly where you wanted, or you just want to browse the Helps for information. This approach is more of an exploration of the documentation. You can also browse in a similar manner by selecting the Index button below the Contents pane.



Search

The Final method of navigating the Helps is keyword searching. Again, once you have the helps open, look below the Contents pane and you will see a button for Search. Click it and a search box will appear. Enter in the keywords of the topic you are looking for. Another Contents pane will appear that only contains those keywords.

Another quick tip on the helps. Scroll down to the bottom of the help page you are reading. You will almost always find a few related topics. One of these could better answer the questions you have, or, they can give you other places to explore.

Any one who has used the Helps in the past but were deterred due to the length of time it took for them to open should given them another try as well. The Helps are now web based and don't experience the same lag as they have in the past.

Viewing Titles with the Most Holds

Have you even wondered what titles have the most holds in the network?

You can view the list by visiting the following address:

<http://www.sailsinc.org/WeeklyHolds.asp>

This link is available right from the Home screen on the staff website. Just visit the staff site and you will see a series of links called "Quick Links" in the lower right of the page. Here you will find a link called "Titles with the most holds." This link will direct you to the page listed above.

This list can be helpful to determine what items patrons are placing holds on and make sure you have enough copies in your collection to meet the potential demand.

Want to help your patrons see what is in demand?

Patrons often like to see what titles are popular and what other people are reading when deciding what they themselves should read. There are premade searches on the Home Page of nearly every library's Enterprise site for patrons to use. This includes a search for popular titles as well.

On the Home page, there is a column on the left with a series of links. In the box that says "New & Popular" are a group of links that actually search the catalog. If the patron clicks the link called "Most Popular Titles" they will be presented with a hit list of popular titles that they can places holds off of.



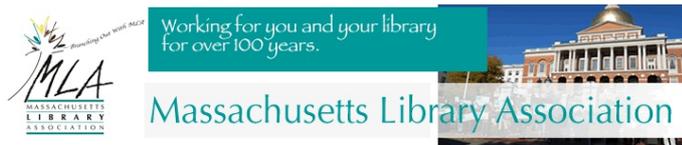
This can be a helpful tool for patrons looking for something good to checkout especially if they are open to new recommendations or don't have a clear idea of what they are in the mood for.

MLA PR Awards!

Make your New Years Resolution to submit an entry to MLA PR Awards!

Look through your library's best PR Materials from 2014 and 2013 to consider submitting for the PR Awards.

Take a look at some guidelines: <http://www.masslib.org/PRAwardRules>



Southeastern Massachusetts Legislative Breakfast

Friday, February 6, 2015

8:00 to 10:00 a.m.

Norton Public Library

The Third Annual Southeastern Massachusetts Libraries Legislative Breakfast will be held at the Norton Public Library on Friday, February 6, 2015 from 8:00 to 10:00 a.m. (snow date February 13, 2015).

Theme: Opportunity For All

Keynote Speaker: Senator James Timilty

A donation of \$25.00 to \$50.00 is requested and would be greatly appreciated. Checks should be made out to : SAILS Library Network (indicate Legislative Breakfast in the memo box) and mailed to:

Legislative Breakfast Committee
c/o SAILS Business Office
10 Riverside Drive, Suite 102
Lakeville, MA 02347

If you have any questions, please email breakfast@sailsinc.org

SAILS Legislative Breakfast Committee Members:

Nancy Cappellini, Hanson Public Library; Jocelyn Tavares, Dighton Public Library; Sue Branco, Westport Public Library; Laurie Cavanaugh, Holmes Public Library; Ginny Berube, SAILS Staff; Kristin Slater, SAILS Staff

Overdrive: Browser Based Audiobooks coming soon!

Instantly read with OverDrive Read.

Instantly watch feature films and movies with streaming video and next...

Instantly listen to spoken-word audio with OverDrive browser-based audiobooks!

OverDrive has announced that browser-based audiobooks will be joining our collection in 2015 – instant access, maximum ease of use. See audiobook, play audiobook - and that's all it will take!

All of the MP3 audiobooks will also be automatically available as browser-based audiobooks: Download using the app or listen instantly in your browser!

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If you are a library staff member, this is the primary way SAILS can communicate with you. If you no longer work in a SAILS member library, please reply to this message with "Unsubscribe" [Unsubscribe](#)

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