

Technical Services Meeting – January 15, 2008

In attendance: Ann O’Leary (New Bedford High School); Sue Cordeiro (Somerset); Rita Menard (Somerset); Ron Bettencourt (Durfee High School); Susan McDermott (Pembroke); Stan Koczera (Plainville); Kathy Keirstead (Plympton); Janice Allman (East Bridgewater); Lorna Sylvia (Raynham); Kathy Astley (Norfolk); Kathy Murphy (Wareham); Laurel Clark (Fall River); Sandra Day (Norton); Linda Fillion (Norton); Ellen Crawford (West Bridgewater); Anne Marie Large (Easton); Diane Brennan (Lakeville); Paula Sitarz (Dartmouth); Diane Dugal (Braintree); Tim Golden (Foxboro); Donna LeBarnes (Carver); Sonia Klakus (New Bedford); Patricia Mello (New Bedford); Ellen Crete (New Bedford); Melissa Guimont (Middleboro); Mary Murphy (Swansea); Kathleen Redfearn (Swansea); Joanna Pistone (Halifax); Jen Frasier (Rochester); Marsha Rehkamp (Marion); Heidi Cauley (Attleboro); Laura Bennett (Rehoboth); Denise Hamer (Acushnet); Claudette Tobin (SAILS); Jennifer Michaud (SAILS); Kristin Slater (SAILS)

TOPICS COVERED AT THIS MEETING

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STATUS OF THE C-CLIENT

The C-Client is not going away anytime soon. However, after February 29, 2008, SAILS will stop supporting the C-Client and will only be supporting the Java Client for the Public and Academic libraries. Libraries can still use the C-Client as they continue to learn how to use the Java Client, but be aware that the C-Client will become more unstable as time goes on.

If Kristin has not already been to your library to train staff with the Java Client or she has not set up a training appointment with your library, you should send her an e-mail (kslater@sailsinc.org).

CREATING REQUEST RECORDS FOR LOCAL OR UNUSUAL DOCUMENTS

In order for SAILS Cataloging to find a record in OCLC or to do original cataloging for an item, libraries need to create request records for the item. Local documents may not have a lot of information to enter in a request record and that is okay. Enter any information that you can: author, title, and physical description (do not forget to look for

illustrations and maps). If there is no publication information, you can enter this phrase: No publication information provided.

You should not send any items to SAILS unless SAILS Cataloging requests the item (whether by placing holds, by e-mail or phone, or by returning request record slips for nonholdable items).

Reminder: When sending nonholdable items, please make sure that you put the items in transit to SAILS before putting them in the delivery box.

TRAINING FOR DATA ENTRY

The workshop that was previously named, Beginning Cataloging Workshop, has a new name. This workshop is now called, Adding Records with the Java Client. The focus of the workshop will be on simplifying the data entry procedures for the libraries. The sign up form for this workshop is on the SAILS website: <http://134.241.226.40/CE/index.asp>

NEW STAFF WEBSITE

Laurie recently e-mailed libraries about the new staff website. You can use this link to see how this new website looks: <http://134.241.226.40/network>

The login is the same login to the staff side that you have been using.

The website is still a work in progress, as the cataloging section is still being updated.

MANUAL UPDATES

The SAILS Cataloging Department is almost finished with rewriting all of its manuals. For those libraries that Kristin has trained with using the Java Client, you already have some of the new manuals: Cataloging Manual for Workflows 3.1 Java Client and Java Client Cataloging properties. New manuals have also been done for Acquisitions and Serials Control.

By the end of this month, the Print and Nonprint Manuals will be completed. These two manuals are the procedures manuals for the information that SAILS Cataloging wants you to enter in request records.

An e-mail will be sent out to the Cat. List once these last two manuals are completed and on the new staff website. At that time, you should print copies of the manuals to replace all of your older manuals. You should throw out all older manuals once you have copies of the new manuals.

LABEL DESIGNER AND THE JAVA CLIENT

Kristin will begin working on the label designer with a member library in February. Once they work out the problems with the Label Designer, Kristin will e-mail instructions on how to use it. She is hoping to have the instructions done in March.

DIGITAL COMMONWEALTH

There will be an informational meeting for the Digital Commonwealth at the SAILS meeting room, on Wednesday, February 6th, at 1pm. Anyone is welcome to attend this meeting.

What is the Digital Commonwealth? Here is an excerpt from its website:

“The Digital Commonwealth of Massachusetts is a portal to the rich cultural heritage held in museums, historical societies, colleges, libraries and other cultural repositories in Massachusetts. From this site you can search or browse the digital collections of member institutions throughout the state for manuscripts, images, historical documents, and sound recordings, providing you with enhanced access and retrieval of information.”

SAILS is a founding member of the Digital Commonwealth. If your library is interested in having digital collections, you can contact Kristin (kslater@sailsinc.org) for more information.

You can take a look at the Digital Commonwealth's website at:

<http://www.digitalcommonwealth.org/>

QUESTIONS

Why is SAILS no longer returning completed request record slips? What about when there are corrections to the request records?

When there is a recurring problem that affects access to a record, SAILS Cataloging will send an e-mail to alert the library to the problem.

One library asked if SAILS would remind libraries to update ACQ records when attaching to these records.

When you attach your library's copy to an ACQ record, you should update the record.

When you are done with adding the necessary information, you should type Acqupdate in the 950 field (the field with the capital A).

The next Technical Services Roundtable will be held on Tuesday, April 1st at 10am at the Carver Public Library.

The second Technical Services Roundtable will be held on Thursday, May 1st at 10am at the Fiske Public Library in Wrentham.

The next Technical Services Meeting at the SAILS meeting room will be held on Wednesday, June 4th at 10am.