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Upgrade Information

We are upgrading to 3.4.1 on Tuesday April 3rd.

- Upgrade instructions were sent out earlier, but a link to them is available at: <http://www.sailsinc.org/network>
- A recording of the webinar showing the new features, for those who are unable to attend or want to review, and the handout are also posted on the staff site.
- Assume Lost reports that are scheduled to run on Tuesday will be rescheduled to run the following Tuesday. These reports are cumulative so nothing will be lost.
- We are also going to suspend all notices scheduled for Tuesday. We will resume our normal printing of notices on Wed. April 4th.
- Starting Monday, April 2 the mid-day RHA will be a complete report rather than just a list of holds placed that current day.

*Reminder - with the new release of Workflows, routine tasks have the potential to become much quicker and efficient with the new right-click option. Don't let the speed of processing items let anyone forget how important it is to still check for damages and missing pieces during checkout and discharge.

New Public Website

The link to the staff side of the SAILS site is located all the way at the bottom of the new public website. The login to the staff side is the same.

The website was created using Wordpress with a purchased theme called Magazine Premium. There is also a basic version which is free. Many people have asked about Wordpress. There are several SAILS libraries who are using it – Dartmouth, Hanson (soon), Bridgewater, Dighton, Attleboro (soon).

It's fairly easy for us to set up, which we do for our hosted libraries. It seems to be easy for the libraries to maintain and configure, but we recommend speaking to them directly for their personal experiences.

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New Public Website

For our site, we had to do some research on how to get the different style sheets to work for the kids pages. Understanding css and html did help a lot, but there's plenty you can do just using a theme out of the box with different plugins. We recommend going to www.wordpress.com and setting up a site – it's free and they host it. It's limited in what plugins and themes are available, but it will give you a sense of how it works. We'd also look at the available themes and plugins at www.wordpress.org – everything is available there and they have great user forums and support topics, so if you have a feature in mind, you can look there to see if it's possible.

Congratulations to the Ames Free Library!

The Ames Free Library of Easton is the proud 2nd place winner of the 2011 Best Small Library in America Award, sponsored by the Bill & Melinda Gates Foundation.

[Read the Library Journal article](#)



Setting Up A Local Toolbar

One of the new features in the new upgrade to the Workflows Client is the ability to create local toolbars.

To create a new toolbar and add or remove wizards:

1. From the menu bar, select Preference > Desktop > Current Toolbar > Local Toolbar Management
2. Right-click Local Toolbar Files and click Add Toolbar
3. Enter a file name for the toolbar and Save
4. In the resulting screen, enter a description and click OK. The description will appear in the toolbar menu in Workflows.
5. Under Customized Toolbar Files (the middle pane), click the box to the left of Circulation to expand the Circulation file.
6. In the middle pane, right-click a wizard or a group of wizards, and click Copy.
7. Right-click where you want to copy the wizard, and click Paste.
8. To remove a wizard, right-click the wizard and click Remove.
9. When you finish, click Close.

Barcodes: Things you may have forgotten

Any new item should have the barcode affixed to the front of the item. Having the barcode on the front of an item facilitates Optima's Sort to Light process. The more items that have barcodes on the front, the more efficiently Optima can sort our bins. More barcodes on the front means less time things have to spend in delivery.

Receipt Printer Text

Did you know, you can alter the text on your receipts?

1. Right-click the CheckOut icon and click Properties.
2. In the Behavior tab, click the Print date due slips button.
3. Check the appropriate box if you want to print a separate date due slip for each item or if you want to print a list of the patron's current checkouts.
4. Use the gadgets to enter the receipt header, fields, and footer. If you format the receipt so that the patron's name appears in the Receipt Fields, the patron's name will appear on the receipt for each item.

If you set the setting to allow printing of receipts, but do not specify any information in the header, footer, or receipt fields, the receipt does not print out.

For complete instructions, view the documentation on the staff site here: <http://www.sailsinc.org/Workflows/rintingReceipts.pdf>

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	Feb '12	Feb '11	Total FY'12
Total Intranetwork Loans	57,189	54,198	397,112
Total Items Circulated	377,988	352,892	2,620,875
Gutenberg	331	200	2,362
OverDrive Circulation	8,430	3,965	43,270
TumbleBooks	23,692	14,615	103,433
All Formats Circulated	410,441	371,672	2,769,940
VirtCat Items Borrowed	1,017	1,100	7,290
VirtCat Items Loaned	598	527	4,130
Cataloging Requests	3,149	3,801	55,621
MARC Records Added	4,173	4,101	55,656
Patrons Added	2,868	2,532	27,882
Patron placed holds	48,959	48,201	336,611
Total MARC	1,134,161	1,106,858	
Total Holdings	3,741,033	3,692,852	
Total Patron	467,928	459,305	
Total Uptime	99.89	99.99	

Upcoming Events[View the full event calendar](#)

- **4/3—Release 3.4.1 installation**
- **4/5—Circulation Roundtable**
- cancelled
- **4/6—Deadline for Barcodes**
- **4/11—Adding Records Using Java Client**
9AM—11:30 AM, SAILS
- **4/26—Cataloging Roundtable**
10 AM—12 PM, Attleboro Public Library