



Volume 4 Issue 8  
August 2004

## Unicorn 2003.1

SAILS is planning a move to U2003.1 Sunday September 12 and Monday September 13. The network must install this release before the Directors Station can be implemented in October.

This release includes several features for which we have been waiting a long time. Your patrons will be happy to know they will now be able to remove subjects and authors from their list of favorites. Staff members will be able to suspend holds when patrons are on vacation. Suspended holds can only be done in Workflows but staff members can enter a suspension for a specific date range. That date range can be in the future so if your patron knows when s/he will be unavailable to pick up holds, you can schedule that in advance.

There is a major change to the way patron records are searched that will require staff training. All searching is keyword. You will be able to search by name, address, email address, and telephone number. There is an option to check for duplicates at the time you register a new patron based on name, address and telephone number.

You will now be able to accept up to 50 payments per bill rather than the existing limit of 4 payments. There are other enhancements to the bill notices so that the network will be able to run bill notices for patrons based on total balance owed.

There is the option for ISBN validation at the time of data entry. If you enter an ISBN or ISSN that contains invalid characters, or whose digits do not pass the validation calculation as described in the standard for these numbers, the wizards display a warning. However, invalid ISBNs or ISSNs are not prevented from being saved to the record.

We have **required** training sessions (10 to noon) for circulation staff the last 2 weeks of August and first week of September. Registration is limited to one person per library. You can access our workshop registration form on our website at <http://sailsinc.org/ce/default.asp>.

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*August 18*

The August Membership meeting will not start until 11 a.m. SAILS is sponsoring a new product showcase at 10:00a.m.

## Printing Spine Labels the Dartmouth Way

At the Dartmouth Public Libraries, we recently changed how we create spine labels. We used to create spine label reports in Workflows and print them on an Epson tractor feed printer with label sets using the instructions on the SAILS website. Now we create spine label reports in Workflows and print them on sheets of Gaylord 341L labels (98 labels per sheet) on our regular inkjet color printer. While some libraries in the network have already started using templates in Microsoft Word to print sheets of labels, we wanted to share our process because the labels are system-generated in Workflows instead of someone having to type them into the template.

### What's Involved in Implementing It

The system-generated sheets of spine labels are created using some templates/macros written in the Visual Basic programming language. Melissa Shepherd, a systems librarian from the Huntsville-Madison County Public Library in Alabama designed this method to print spine labels and shared it with the Unicorn Users Group International. We obtained the files and Melissa's instructions from SAILS (please note SAILS does not provide support for using this method) and with some hoop-jumping got it to work. While not easy to implement, once it is set up it is easy to use. The following steps comprise an overview of the process:

1. The creation of a special file in your temp directory on the C drive. In Workflows, you set your properties for the finished report wizard to send the report to this file.
2. Saving the different label template files to a newly created folder on your C drive.
3. Verification of whether or not you have a Normal.dot "invisible" template in Microsoft Word. In Windows XP you don't, in earlier versions of Windows you do. You have to save the new normal.dot file in Microsoft Office and rename the original file if it is on your computer.

### Setting up Spine Label Reports in Workflows

Once the templates are part of your Microsoft Word software, the process of creating a spine label report is quite similar to the method described on the SAILS website. For your finished reports properties, you send the reports to C:\Program Files\Microsoft Office\Office\Winword.exe instead of to Wordpad. There are two ways to generate the report – scanning barcodes to create it or building a report choosing different parameters (by date, home location, library, etc.).

Because there are seven labels in a row for the "small label" template that we use for our books, I've just gotten into the habit of finishing a report at some multiple of the number seven. If I don't print a whole sheet, in my next report I cut and paste the labels to get them to start at the right point on the sheet. If you encounter circumstances where you want to just manually type a label, you can also open up the template file and just type into it.

In conclusion, we must admit it the entire set-up was somewhat difficult. It is necessary that the person setting it up is savvy with Windows and computers in general. It is also important to follow the instructions to the letter. Here at Dartmouth, set-up was a joint effort of Audrey Quail, our Hardware Support Administrative Staffer, Sharani Robins, our Technical Services Librarian and emails/phone calls to Melissa Shepherd and the cataloging supervisor at Huntsville-Madison. We have tried to re-write Melissa's instructions in a slightly more user-friendly fashion. If you're feeling brave, give it a try. We are proof that it can be done.

The amount of support we can provide if you encounter difficulties is pretty limited. If you want to try it nonetheless, email a request to Audrey Quail ([aquail@sailsinc.org](mailto:aquail@sailsinc.org)) and she will send you an email with attachments of the detailed instructions and the files that you will need to save to your workstation. *(submitted by Sharani Robins)*

# Notable Dartclix Sites

These are fully searchable website records, available in iBistro.

**Cape Cod National Seashore**—<http://www.nps.gov/caco/>

Cape Cod National Seashore comprises 43,604 acres of shoreline and upland landscape features, including a forty-mile long stretch of pristine sandy beach, dozens of clear, deep, freshwater kettle ponds, and upland scenes that depict evidence of how people have used the land. A variety of historic structures are within the boundary of the Seashore, including lighthouses, a lifesaving station, and numerous Cape Cod style houses. The Seashore offers six swimming beaches, eleven self-guiding nature trails, and a variety of picnic areas and scenic overlooks.



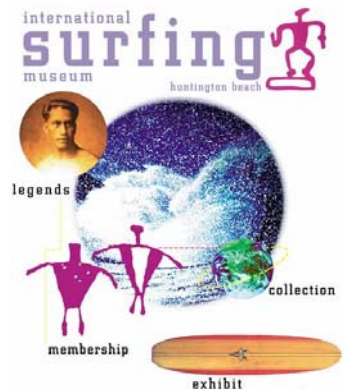
**The College Board**—<http://collegeboard.com/splash>

This website has a wide range of information available, from interactive tools to expert advice for the high school student and his/her parents preparing for the college application process.



**Endless Summer—The International Surfing Museum** —<http://www.surfingmuseum.org>

The **International Surfing Museum** located in Huntington Beach, California is home to a collection of some of the most significant artifacts in the history of surfing



**Losing it**—<http://www.pbs.org/saf/1401/index.html>

## Losing It

▶ Watch online
▶ Web links & more

▶ Email scientists
▶ Teaching guide

Scientists try to figure out the body's complex weight-control system, while Alan and 10 volunteers try to shed unwanted pounds.

### Web Features

**Battling the Bulge**  
Losing weight is tough. Learn more about the challenges and some possible solutions.

**Do Diets Work?**  
Eight out of 10 diets fail to keep weight off for extended periods. Where does this statistic come from? Is it true?

**Meet the Subjects**  
Get to know the subjects who are featured in the FRONTIERS program, see what they are doing now and learn about their methods for weight loss.

**Compute Your BMI**  
Learn your Body Mass Index and what it could mean for your health. (Shockwave required).

Watch shows online in the **Video Archive**

### Segments in this show:

- Counting Down
- Debunking the Low Fat, No Fat Myth
- Losing Weight the Surgical Way
- Heavy Hormones?
- Weighing In

premiering Tuesday, January 20, 2004  
**TELL A FRIEND** ▶

*Still Hungry?*

*Learn more in our Resources Section* ▶

Do diets work? Created by P.B.S., this Web site is an on-line companion to a television documentary that follows host Alan Alda and ten volunteers as they try to shed unwanted pounds for scientists as they try to figure out the body's complex weight-control system. Come compute your BMI and learn more about the challenges and some possible solutions of losing weight.”

**SAILS Library Network**  
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**Upcoming Training & Meetings**

**Upcoming Training**

Detailed descriptions and registration information, are available on the [SAILS website](http://www.sailsinc.org).

**Discover NetLibrary**

08/16, 8/17  
 10am to noon SAILS Meeting Room  
 1pm to 3pm SAILS Meeting Room

**Unicorn 2003.1**

08/24,08/26,08/31  
 10am to noon SAILS Meeting Room  
 1pm to 3pm SAILS Meeting Room

**Upcoming Meetings & Events**

**New Product Showcase**

8/18/2004  
 10am SAILS Meeting Room

**SAILS Membership Meeting**

8/18/2004  
 11am SAILS Meeting Room

**SAILS Network Statistics**

FY04 Overview	December	November	October	September	August	July
Total Intranetwork Loans	41,116	41,675	48,551	39,894	44,057	47,458
Total Items Circulated	286,943	340,470	375,088	344,044	351,606	412,162
VirtCat Items Borrowed	559	644	673	620	408	518
VirtCat Items Loaned	202	314	295	318	250	301
Cataloging Requests	2,491	2,520	4,225	3,176	2,403	2,586
MARC Records Added	2,959	2,917	4,088	3,699	2,376	2,985
Patrons Added	1,617	3,419	4,240	6,935	3,571	3,513
Holds	22,014	26,822	28,163	24,411	24,421	25,558
Total MARC	903,727	901,016	898,448	893,731	890,100	888,434
Total Holdings	3,257,995	3,254,731	3,244,320	3,228,140	3,218,976	3,210,212
Total Patron	494,005	493,118	490,224	486,379	481,343	497,196

FY04 Overview	June	May	April	March	February	January	Total FY04
Total Intranetwork Loans	52,121	42,563	45,943	54,594	43,877	45,728	495,456
Total Items Circulated	355,213	326,479	359,215	420,753	358,188	354,331	3,929,279
VirtCat Items Borrowed	737	781	723	857	633	636	7,052
VirtCat Items Loaned	265	254	193	273	268	257	2,925
Cataloging Requests	2,451	2,444	2,776	3,202	2,592	2,566	30,981
MARC Records Added	3,478	3,078	2,723	3,982	2,784	2,784	34,375
Patrons Added	2,874	2,017	2,506	3,063	2,908	2,697	36,486
Holds	29,825	27,150	28,423	33,474	29,016	32,016	301,468
Total MARC	919,659	917,876	915,253	912,282	908,851	907,169	917,876
Total Holdings	3,278,496	3,273,903	3,266,112	3,255,203	3,256,683	3,256,320	3,273,903
Total Patron	507,179	505,210	503,697	510,717	499,011	496,345	505,210