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## Unicorn 2003

Unicorn 2002 is in general release - can a new release be far behind. Sirsi is announcing the release of Unicorn 2003 the first half of calendar year 2003. This release includes some much-awaited improvements in processing lost items, a new interface for the standalone client, the addition of new content providers for iBistro, and the beginning of a new design for Workflows. Unicorn 2002 is the last release that will operate with Windows 95. Every library will have to upgrade their Workflows workstations to a newer operating system by July 2002. We are recommending libraries move to XP or 2000 if possible. For more information, please contact [Steve Wilson \(swilson@sailsinc.org\)](mailto:swilson@sailsinc.org)



## S.A.I.L.S. Bids Farewell

Several long-time network “activists” are going to be taking early retirement in January and we would like to take a few minutes to say good-bye.

Andrew Katzen, director of the Dartmouth Libraries, has served on the SEAL Board, SAILS Board, various advisory committees, and was host to SEAL for a number of years. After almost 30 years in the library profession Andrew is looking forward to new challenges as well as some much-anticipated relaxation.

Marion Graham of the Norfolk Library has been an active participant in ABLE and SAILS cataloging advisory committees. She was always willing to work on a new project and was practical and positive in her approach. We will miss hearing Marion’s lovely Scottish accent as well as her calm demeanor when everything at the library was breaking.

Fran Johnson, also from Norfolk, has chaired the ABLE Public Services Committee and SAILS Circulation Advisory committee. Fran is eager to begin spending as much time as possible with her new grandchild but we will certainly miss her.



## Discard Procedures

Please be aware that if you are discarding items with multiple pieces you must change the number of pieces to 1.

If you receive the number of pieces override when checking out the item to your discard patron please remember to go back in and **change the number of pieces to 1** using the edit copy wizard. The system cannot remove anything that needs an override.

Could you please **discharge items before checking them out to the discard patron**. Items checked out to mending patrons are being checked out to discard patrons without being checked in. The system cannot remove anything that has multiple checkouts.

Also, if you change your discard patron ID please notify me ([Kristin](#)). I am running your discard reports based on your discard patron's ID.

### What Has Happened to the Favorites Notification?

Until early this year, S.A.I.L.S. was emailing patrons when a new title was added that matched their favorites profile for authors or subjects.

Somewhere along the line that feature stopped working properly and we have been unable to run the report that produces these notices. Sirsi is well aware of this problem and has been working on various solutions for this. Unfortunately these attempts have not been successful but we continue working on this. If a patron should ask about this, tell them we hope to restore the service soon.



## S.A.I.L.S. Adopts New Patron Privacy Policies

At the December 18, 2002 Membership Meeting, the directors approved several policies intended to highlight network policies toward patron privacy. The keystone policy is the Patron Privacy Statement which is now posted on the SAILS Public website. This policy states what S.A.I.L.S. considers to be private records, circumstances under which that information may be provided to third parties, types of transactions tracked by the network, and how patron information is protected.

A Records Retention Policy was adopted as well. This policy, intended for library members, states what types of information are kept by the network and for how long. Several items in this policy will need to be revisited during 2003, including limiting the length of time transactions and paid bills remain in a patron record. One thing of importance to staff is that unread email will be deleted after 30 days and inactive email accounts deleted after 180 days.

A Response to Information Requests intended as a guideline for network staff was approved. This policy details steps that network staff would take if approached by law enforcement officers requesting information about patrons or network activity. The members felt strongly that every library should also develop such a policy so that staff know how to respond appropriately when asked for information.

All three of these very important policies are posted on the S.A.I.L.S. staff website in the new Network Policy Manual. Since these policies impact every library, we recommend that all staff members carefully review them.

## How does Deep Freeze Work?

Deep Freeze® "freezes" your software configuration. Whatever hackers, mischief-makers and innocent clickers attempt, their "work" will instantly disappear when the computer is restarted. All settings, files and programs are 100% restored to original configurations every time!

Deep freeze will remove the browser's history, so that recent web pages that are viewed by your patrons will not be stored on your public computers.

The Professional version of Deep Freeze can be set to automatically restart your computer after an idle time out setting. For example, if you set your idle time out setting to 15 minutes then your computer would restart itself if it weren't used in 15 minutes. This would wipe out the previous patrons history and insure their confidentiality.

You can find out more about Deep Freeze and download a trial version at:  
<http://www.winselect.com/>

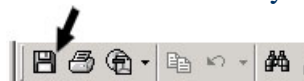
This software is included in the PC Support Gold plan

## Get the SAILS Network Newsletter – On The Go!

An alternative to printing out this Newsletter, or reading it online, is to download it to your Palm device. To do so, follow these steps:



1. Click here to
2. Read to see which version of the software you require and follow the download & installation instructions.
3. Install the software on your pc. During the install process you'll notice it automatically sets itself up to load onto your palm, the next time you hotsync. When this window appears, click "Done".
4. Choose to launch Adobe Reader for Palm and click "Finish".
5. Save this Newsletter, to your pc by clicking on the "save" button in your browser.



6. Click the "Add PDF to transfer list".
7. Browse your pc to find where you saved the Newsletter and add it to the transfer list.
8. Do another hotsync.
9. You will now have the entire Newsletter on your palm!



## SAILS Network Statistics

<b>FY03 Overview</b>	<b>December</b>	<b>November</b>	<b>October</b>	<b>September</b>	<b>August</b>	<b>July</b>	<b>July-Dec</b>	<b>Total FY03</b>
Total Intranetwork Loans		40,425	43,866	40,397	44,283	43,292	212,263	212,263
Total Items Circulated		338,849	382,518	334,307	372,278	414,540	1,842,492	1,842,492
VirtCat Items Loaned		159	145	116	111	69	600	600
VirtCat Items Borrowed		436	566	556	365	218	2,141	2,141
Cataloging Requests		3,640	4,106	2,936	3,472	2,702	16,856	16,856
MARC Records Added		3,311	3,934	3,043	3,258	2,994	16,540	16,540
Patrons Added		3,106	3,986	5,671	4,406	3,355	20,524	20,524
Holds		21,526	21,057	20,699	21,331	20,887	105,500	105,500
Total MARC		865,570	862,473	857,982	854,671	842,960	865,570	865,570
Total Holdings		3,148,778	3,134,980	3,114,532	3,101,119	3,083,156	3,148,778	3,148,778
Total Patron		490,705	487,697	486,347	482,342	479,073	490,705	490,705

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## **Upcoming Training**

Detailed descriptions and registration information, are available on the [SAILS website](#).

### **Advanced Searching in Workflows & iBistro**

2/6/2003 9:30am to noon  
2/7/2003 9:30am to noon  
SAILS Training Room

### **Beginning Cataloging**

1/21/2003 9am to noon  
SAILS Training Room

### **Beginning Serials**

2/12/2003 9am to noon  
SAILS Training Room

### **Introduction to iBistro**

1/27/2003 10am to noon  
SAILS Training Room

### **Virtual Catalog Training**

01/27/2003 1pm to 3:30pm  
SAILS Meeting Room

## **Upcoming Meetings**

### **Technical Services Meeting**

01/16/2003 10am to noon  
SAILS Meeting Room

### **Board Meeting**

01/15/2003 10am  
SAILS Meeting Room

### **Circulation Meeting**

02/04/2003 9:30am to 11am  
SAILS Meeting Room

