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Summer Hours? Don't Forget to Update your Calendar

Will your library be changing its hours over the summer? You will need to update your calendar before the change takes place. K-12 media centers need to notify SAILS regarding the last due date for items, last day of school, and the date you will be opening in the fall.

Many public libraries close on Saturday in the summer or are only open reduced hours. If your library is closed on Saturday and your default due date is 14 days, go to your library calendar and mark Saturday as closed day the Monday following the 3rd Saturday before you close. If your library's default loan period is 28 days, mark Saturday as closed the Monday following the 4th Saturday before you closed. Of course this method isn't perfect because items with shorter loan period may get an extra day circulation. If you are concerned about this go into your library calendar immediately and enter every Saturday that your library is closed in the summer as a holiday.

If you forget to update your calendar in time and items are falling due on a day the library is closed, contact support@sailsinc.org. Request that items due on a specific date be changed to another later date. We can run a report and fix the due dates in a batch. Your staff doesn't have to override due dates for an entire day.

If you are not sure how to update your calendar, follow the directions posted on the SAILS website <http://www.sailsinc.org/Tips/JWftipLibraryCalendar.pdf>. If you would like more personalized training contact support@sailsinc.org and we can schedule a web based training session to walk you through the process.

New Library Branch

You will see a new code in Workflows - WARSPINNEY. The Wareham Free Library is opening a branch this summer. Items from this collection are not holdable at this time.

Tumblebooks Subscriptions – Last Call Before July 1, 2012

All SAILS members will receive a 25% discount off the cost of a subscription. Libraries with branches will have an additional discount for each branch added to the subscription. Costs are as follows:

TumbleBookLibrary: \$399/school or library

TumbleReadables: \$499/school or library

If a library has more than 1 location then branch discounts apply.

Example: ABC Library (2 locations), price would be:

$\$399 \times 2 - 30\% \text{ branch discount} - 25\% \text{ SAILS group discount} = \418.95 total for a one year subscription.

You may also note that there are multi-database and multi-year discounts as follows:

Subscribe to more than one collection and get 25% off the second collection (in addition to other discounts)

Subscribe for 2 years and get 20% off

Subscribe for 3+ years and get 30% off

All billing will be done after July 1, 2012 unless otherwise requested. If you have questions or would like a specific quote from Tumblebooks please contact dconrad@sailsinc.org.

OMC For Windows Now Features MP3 Return

With the latest version of OverDrive Media Console for Windows, library patrons now have the option to early-return MP3 audiobooks.

We recently released a new version of OverDrive Media Console for Windows computers. In addition to the usual navigation and playback features enabling users to download and enjoy OverDrive audiobooks and music on Windows computers, the updated desktop application—OMC v3.2.2—allows users to return MP3 audiobooks before the end of the specified lending period. The early-return feature is sure to please your library's audiobook enthusiasts.

For OMC v3.2.3, the system requirements have not changed. Readers can install the free app on computers running Windows XP (or newer); users with OverDrive Media Console already installed will receive notification upon opening the application that an update is available for download.

Who can you call?

There has been a lot of confusion over who to call at the Mass. Library System. MLS requested that the networks share this list on their behalf. Contact MLS if you have questions.

http://www.masslibsystem.org/wp-content/uploads/MBLC_MLS_contact_table1.pdf

Take Advantage of Deep Discounts on OverDrive Advantage

OverDrive's Advantage program gives libraries that are members of a shared collection the ability to offer popular titles exclusively to their patrons. Advantage libraries can use the program to help fill holds on high circulating titles already in the shared collection, as well as provide additional titles that are not yet available to the group. To help more libraries reap the benefits of this great program, we're offering deep discounts on OverDrive Advantage through June 30.

Many libraries in SAILS have chosen to participate in OverDrive Advantage. Among those to utilize Advantage are the Attleboro Public Library, Dartmouth Public Libraries, Boyden Library in Foxborough, Middleborough Public Library, Raynham Public Library, Seekonk Public Library, Somerset Public Library, and the Fiske Library in Wrentham. Dighton is in the process of joining the program.

The benefits of Advantage reach beyond the patrons of the participating library. When one member library adds an Advantage plan, patrons throughout SAILS will experience reduced wait times for holds. With regard to the selection of the content for the consortium, having individual libraries utilize Advantage simplifies purchasing. The task of managing long waiting lists and balancing how many copies to purchase in relation to budget can be daunting, but Advantage helps alleviate that challenge.

If your library is considering opening up an Advantage account, now's a great time to act. Through June 30, Overdrive is waiving the \$500 set-up fee, so the entire \$1000 enrollment fee counts toward a content credit for ordering titles. Furthermore, many of our publishing partners (HarperCollins, Harlequin, Sourcebooks, Baker Publishing Group, Kensington) are offering summer sales with 30-percent discounts on select titles.

For more information on Advantage, contact sales@overdrive.com.

Early Literacy Station and AfterSchool Edge

Massachusetts Public Libraries

Group Purchase Volume Discount

AWE is pleased to offer all Massachusetts public libraries a SPECIAL GROUP PURCHASE VOLUME DISCOUNT from June 1 – June 31, 2012. This group special covers the Early Literacy Station (ELS) and AfterSchool Edge products. The Early Literacy Station (ELS) is a dynamic all-in-one digital learning solution for early learners, ages 2-8. It is available in English and Bilingual Spanish. The AfterSchool Edge is designed for children 6-14. The educational software programs on each product span seven curricular areas. The educational titles are pre-loaded on the computer and displayed using engaging graphics and intuitive menus. No Internet connection is required to use it.

Please contact Joan Wicks at 610-348-2200 or wicksj@awelearning.com for your personalized purchase quotation with a specific notation identifying your library as a participant of this group purchase. These

purchase quotations can be utilized for ordering purposes too.

Each library will be added to an accumulative quantity ordered within the designated time frame of June 1 – June 31, 2012. And each library will be invoiced individually. All libraries that participate in this special offer will receive a volume discount price based upon the total number of Early Literacy Station and AfterSchool Edge units purchased.

PRODUCT QUANTITY	Regular Price	Special Rate*
Early Literacy Station or AfterSchool Edge 1-9	\$3,750	\$2,990
Early Literacy Station or AfterSchool Edge 10-24	\$3,750	\$2,841
Early Literacy Station or AfterSchool Edge 25-49	\$3,750	\$2,691
Early Literacy Station or AfterSchool Edge 50+ units	\$3,750	\$2,542
ELS – Bilingual Spanish 1-9	\$3,950	\$3,150
ELS – Bilingual Spanish 10-24	\$3,950	\$2,993
ELS – Bilingual Spanish 25-49	\$3,950	\$2,835
ELS – Bilingual Spanish 50+ units	\$3,950	\$2,678

*Pricing includes a standard 19” desktop computer platform, colored keyboard, child-sized mouse and a three-year hardware warranty (extendable to five years). Customers can also select from a number of options including an all-in-one touchscreen platform, touchscreen monitor, printer, headphones, New Release Licensing, extended warranties.

Please contact Joan Wicks for prices.

Senior Account Executive: Joan Wicks

610-348-2200 or wicksj@awelearning.com

www.awelearning.com



Export a whole list of search results in Workflows

A complete list of search results can now be exported from the Item Search and Display Wizard to Microsoft Excel to be printed, emailed, saved, etc...

Note: If your default browser is Internet Explorer 9, you may experience problems performing a screen dump into IE9. Try having IE9 open first. If IE9 does not import into Excel properly, follow the below instructions to have Excel set as the default program that the screen dumps to.

To print a list of search results:

1. First perform an item search in Workflows
2. Go into the File Menu in Workflows and select Print Screen
3. By default, it will open in your web browser
4. As long as your default browser is Internet Explorer, right click on a title in the list (in IE) and select Export to Microsoft Excel (if IE is not your default browser, follow the below instructions)
5. This will generate the entire list of results in Excel to Print, Save, Email, etc...

How to set Excel as the program the screen dumps to.

1. Go into the File Menu in Workflows and select Print Setup
2. Click the Gadget after where it says Application to Dump Screen
3. On the next screen, click on My Computer
4. Then, Local Disk (C:)
5. Then, Program Files
6. Next, the Microsoft Office folder
7. Now, there should be a folder labeled Office12 (its name may be slightly different depending on the version of Office on your computer)
8. In this folder look for the EXCEL.EXE file and select it
9. Click Ok
10. When you get back to the Print Setup window, click Ok again
11. Now when you go to the File menu and click Print Screen it will automatically open in Excel
12. Finally, to make setting permanent, when closing Workflows, save the changes to property settings when prompted.

Complete instructions, with screen shots, are available at: <http://www.sailsinc.org/Tips/PrintingISD.pdf>

We will also be showing a demo of this feature at the annual circulation meeting on June 5th.



Do you have examples of how your library is promoting your Virtual Branch? OverDrive is offering a chance for you to win content credit to expand your digital collection by sharing your creative and effective community outreach campaigns with us.

Who can participate?

The 'Outreach Program' Contest is open to all OverDrive library and education partners, including main and branch locations, and libraries participating in an OverDrive shared collection.

How can my library win?

Prizes will be awarded to the libraries with the most creative and effective campaigns in four categories (Online, Inside the Library, Outside the Library and Test Drive), as well as to one Grand Prize winner who submits an entry for at least three of the four categories.

To enter, fill out an entry form and email it to outreachcontest@overdrive.com or fax it to 216.573.6888 by Saturday, June 30th. Be sure to include any related pictures, documents, presentations, or links to support your entry.

What are the prizes?

The winning libraries will receive the following prizes, as well as recognition in OverDrive's Digital Library Blog and Digital Dispatch newsletter:

Online: Library's website, OverDrive-hosted website, social networking sites such as Facebook or Twitter and any other online-based promotion. Prize: \$1,000 content credit

Inside the Library: A banner display, patron training event, staff involvement, etc. Prize: \$1,000 content credit

Outside the Library: An ad in your local newspaper, a sign or billboard in your community, a partnership with a local school or coffee shop, etc. Prize: \$1,000 content credit

Test Drive: Library must be enrolled in Test Drive and actively lending or presenting a plan to lend Test Drive-approved devices to users. Prize: Apple iPad®

Grand Prize: Overall winner who submits an entry for at least three of the four categories. Prize: \$1,500 content credit

Winners will be notified and announced in early August. All current OverDrive partners are welcome to participate, but entries that were submitted in previous years' contests will not be considered.

Marketing Resources

Get some inspiration viewing last year's winning entries and make sure to take advantage of the marketing resources available in our Online Marketing Kit and in the Resources section of the Learning Center.

Please contact outreachcontest@overdrive.com with any questions.

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

- **6/5—Circulation Users Meeting**
9:30 AM—12 PM, SAILS
- **6/13—Technical Services Non-print Refresher**
10 AM—12 PM, SAILS
- **6/20—Membership Meeting**
10 AM—12 PM, SAILS
- **6/21—Adding Records Using Workflows**
9 AM—11:30 AM, SAILS

	April '12	April '11	Total FY'12
Total Intranetwork Loans	56,173	57,902	520,053
Total Items Circulated	357,951	372,763	3,404,618
Gutenberg	334	409	3,076
OverDrive Circulation	8,045	3,741	60,531
TumbleBooks	19,187	16,425	127,125
All Formats Circulated	385,517	393,338	3,595,350
VirtCat Items Borrowed	1,054	1,218	9,509
VirtCat Items Loaned	561	624	5,329
Cataloging Requests	3,241	3,382	62,847
MARC Records Added	4,619	4,948	64,512
Patrons Added	2,532	2,551	33,496
Patron placed holds	57,184	47,812	438,723
Total MARC	1,139,359	1,106,054	
Total Holdings	3,753,952	3,698,006	
Total Patron	468,868	460,904	
Total Uptime	99.89	99.99	

June 8th MLA Meet & Greet

The Massachusetts Library Association has been traveling across the state for a series of "Meet and Greets" - casual get-togethers to give the library community a chance to socialize, chat and relax.

The next one is coming to New Bedford, and all SAILS library staff and friends are invited. Join us Friday, June 8 from 5 - 7 PM (or so...) at Catwalk Bar & Grille at 34 Union Street in New Bedford.

The easiest way to find out about a Meet and Greet is through [MLA's Facebook fan page](#) If you have any questions, or suggestions for a Meet and Greet closer to you, let me know! - Laurie