

## Executive Director's Report

Each month as I begin to prepare my monthly report, I review the level of network activity during the past month. This week I took the time to review what patrons have been doing the first 3 months of FY08. You were right if you thought your library was busy July through September. Libraries in SAILS circulated more items the first 3 months of this year than any other first quarter. When you include the Overdrive and Tumblebooks into the Unicorn circulation, libraries circulated 108,000 more items than the first 3 months of FY07. This is an amazing increase when you consider that several libraries are operating under greatly reduced hours due to budget constraints or construction projects. Obviously your patrons do value and use the services you offer to your community.

What are patrons reading? If you look at the SAILS staff website you can view the titles with 50 or more holds. Our top ten are:

- A thousand splendid suns with 573 holds
- You've been warned with 465 holds
- The quickie with 454 holds
- Playing for pizza with 339 holds
- Wild Hogs with 250 holds
- 19 minutes with 243 holds
- The Choice with 221 holds
- High Noon with 214 holds
- Lean Mean thirteen with 205 holds
- Play Dirty with 195 holds

Interestingly enough only one of the top ten is a DVD so print is still in demand. Remember that we update this list every week so it is a good collection development tool.

Many of the top circ'd titles in Overdrive (see sidebar) were on summer reading lists and are part of the Always Available collection. The usage indicates that this is a great alternative when all of the

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### Highest Circ'd Overdrive Titles—last quarter

- That's Not in My American History Book
- Lean Mean Thirteen
- The 6th Target
- Fractured Fairy Tales
- The Cranefly Orchid Murders
- Best Kept Secrets
- Death Qualified
- The Deepest Water
- The Stonehenge Gate
- Fahrenheit 451
- The Overlook
- 1984
- Sleight of Hand
- Animal Farm
- The Woods
- Spare Change
- Moby Dick
- Pride and Prejudice

## Executive Director's Report

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print copies of required reading are checked out.

Don't forget to remind patrons about this service. If you aren't familiar with the titles in that collection, go to <http://sails.lib.overdrive.com>. Don't hesitate to tell patrons about this popular service – we do have a self-guided how-to tour so you don't need to answer technical questions!

And what has the network office been doing during this time period? SAILS staff visited more libraries than at any other time since the network was established in 1995. This is largely because we are getting everyone ready to move to the staff Java client but libraries also ordered a record breaking number of new computers that needed to be installed. As of October 1, thirty-nine libraries have been trained in using the Java circulation functions and twenty-three libraries have been trained to use either Cataloging or Acquisitions. The PC support department just finished installing 75 new computers as well as reconfiguring old computers to serve as OPACS or Internet only workstations. The cataloging services department responded to 9327 cataloging requests. SAILS staff members responded to 1437 requests for assistance. Libraries and their patrons in SAILS received services worth \$1,398,205 in just the first three months of this year.

All of this creates a picture of a library cooperative working together to provide the highest level of cost effective service to its users. I think everyone in the network can be justifiably proud of how the libraries in SAILS work together to achieve a common goal of first class service to Southeastern Massachusetts.

### iBistro Search Tip—Playaways

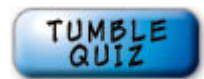
Want to find one of the newer book formats in the system? Playaways are basically MP3 players, that come pre-loaded with one title. To find these in iBistro, do a keyword search for the word "playaway". The whole list will come up in the search results.

## TumbleBook Features for Schools

In response to requests from teachers, TumbleBooks have added a new feature to your TumbleBookLibrary and TumbleReadable subscriptions:

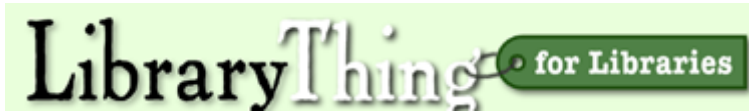
Each book now has a small button (below Read the Reviews) which you can click in order to get Accelerated Reader Quiz info about the book. They list quiz number, author, interest level, book level, A/R points, and word count. You'll see that the great majority of TumbleBooks have accompanying A/R Quizzes. TumbleBooks has no relationship or partnership with A/R, but understand that many schools use this resource and are providing this info as a service to you. A complete list of current books that have A/R Quizzes is available at: [www.tumblebooks.com/AR.doc](http://www.tumblebooks.com/AR.doc)

For those of you in a school, you can also have your students take an online quiz, that accompanies every story book title. Just look for this button and read the simple instructions. Another great feature for schools is a report creator, available in 3 languages. You can either print out the whole set of questions for the class, or have the students answer the questions online. Click on the Pencil graphic under each title, to begin.



Do you have ESL students or language studies? Click on the **Language Learning** button to find titles available in Spanish and French, and even one in Russian and another in Chinese. Not just the text/audio of the book are in the language, but even the screen prompts and buttons.

Please let us know if you would like SAILS to come to your library to show your staff how to make the most out of the TumbleBooks library. Just email us at: [eservices@sailsinc.org](mailto:eservices@sailsinc.org).



[LibraryThing](#) is a social network of bibliophiles. Created by Tim Spaulding, this grass-roots site follows in the footsteps of Flickr and del.icio.us. Just as Flickr built an online community around digital photos and del.icio.us fashioned a similar social network around browser "favorites," LibraryThing connects people through their book collections.

To date, more than 39,000 people have cataloged their personal book collections on the site, posting information about more than 2.8 million titles. Some use it to keep tabs on their vast home libraries. But first and foremost it puts you in touch with people who share your tastes. You can browse each other's collections, trade recommendations, and even forge relationships.

You should spend a few minutes perusing this vast catalog of book titles. Search on your favorite authors—just to see how popular they are. Track down reviews people have posted about your favorite novels. Find out what else they're reading. Check out the "Zeitgeist" page, where you'll find the top 25 most popular titles, the top 75 authors, and more.

As with Flickr and del.icio.us, LibraryThing encourages its users to tag their books with keywords, a process that essentially sorts titles into ad hoc subcategories. Tags associated with Harry Potter and the Half-Blood Prince include "adventure," "british," and "children," and if you click on "adventure," you'll find a list of other titles carrying the same tag. The Zeitgeist page includes a list of the 75 most popular tags, letting you peruse everything from "historical fiction" to "young adult" books.

Of course, LibraryThing is even more useful if you post your book collection, and the process is easy. Once you key in a username and password you can immediately start cataloging. Simply enter a title or an author, and the site searches Amazon.com and major library sites for matching books. Then, with another click, you can add a book to your list.

If you've got a rare or unusual book that LibraryThing can't find, you can add it manually.

Assuming the book is found, each time you add a book, LibraryThing automatically posts an image of its front cover, its date of publication, its ISBN, a list of other editions, and even where you can buy new copies online. If you like, you can add other information, including tags, a star rating, a Dewey decimal number, the date you acquired the book, the day you started reading, and the date you finished. You can add comments. You even can post a review.

Users aren't afforded a full-fledged Web presence on LibraryThing—you can't really customize the look and feel of your profile, for instance—but the site does let you sign up for RSS feeds that alert you to newly added books and reviews. You can browse for free, and you can post up to 200 books for free. Beyond that, you have to pay either \$10 for a yearly membership or \$25 for a lifetime account.

LibraryThing has much the same appeal as Gen Y sites like MySpace and FaceBook. In letting you post your book collection for all the world to see, it's a means of connecting with other people. Not only do you have the option to keep your collection private, but the site also has a very practical purpose of providing book recommendations.

Some libraries have been using LibraryThing to enhance their online catalog by using LibraryThing for Libraries. LTFL lets a library add tag-based browsing, book recommendations, ratings, reviews and more to the OPAC, by integrating with LibraryThing and its book data.

The SAILS PubPac Committee is going to evaluating the newest generation of OPAC's with plans to replace iBistro in the next 18-24 months. LibraryThing will be one of the sites they will be looking at to determine if its functionality is something appropriate for SAILS and if so, how we can implement it.

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## Patch Cluster 5d Installation

SAILS will be installing the latest Unicorn Patch Cluster on Veteran's Day. We expect to be installing Monday morning. If your library is opened on Monday, the best thing to do is look at your email to see the status. When the servers are back up - including iBistro - we will send out a message saying you can log in.

If you are on the Workflows Java client you will not have to upgrade right away. We will be able to notify you in advanced when you will be prompted to upgrade your Workflows client. For those of you who are still on the C client, you will be prompted to upgrade your client when you log into workflows post-installation. The simplest thing to do is follow the prompts on the screen, but we will send out directions with detailed information, including changes with this patch cluster.


If you have any trouble performing the upgrade, please call us at: 508-946-8600 & 800-331-3764 and press #4 or any of these extensions: 211 (Debby), 214 (Laurie), 218 (Bob).

## The Importance of Backups

All too often the SAILS PC Support Department receives a frantic call or email from someone whose computer stopped working and all of their data is now inaccessible. Can it be recovered? Occasionally files can be recovered from damaged hard drives but all too often files are erased or corrupted. If you use your computer to store any data, music, pictures, etc. that are crucial you should be regularly backing up those files. Even the newest computer can fail or be damaged. Good planning and a regular schedule of backups can prevent you from losing valuable files and can make it much easier for SAILS to help you quickly recover from disaster.

Backups should be made to some type of external media. There are several options for backups:

Storage Type	What it is	Pros	Cons
<b>External drives</b>	A Zip drive is a disk drive that uses removable Zip disks to store hundreds of megabytes of data.	<ul style="list-style-type: none"> <li>• Includes backup software</li> <li>• Range of storage options</li> <li>• Portable</li> </ul>	<ul style="list-style-type: none"> <li>• You must invest in the hardware, and in some cases, disks as well</li> </ul>
<b>CD-RW*</b> <b>*You need a CD-RW drive to burn files onto CDs.</b>	A CD-RW is a compact disc onto which you can burn information if you have a CD-RW drive. (RW stands for "read-write.")	<ul style="list-style-type: none"> <li>• Many newer computers come with a built in CD-RW drive</li> <li>• CD-RW discs can hold up to 700MB</li> <li>• Portable</li> <li>• CD-RW discs can be used over again</li> <li>• Discs are relatively inexpensive</li> </ul>	<ul style="list-style-type: none"> <li>• You need to buy a CD-RW drive if your computer doesn't come with one</li> <li>• It's possible to accidentally write over data on your CD-RW disc and lose your backup files</li> <li>• Older CD players cannot read CD-RW discs</li> </ul>
<b>DVD-RW*</b> <b>*You need a DVD-RW drive to burn files onto DVDs.</b>	A DVD-RW is a DVD onto which you can burn information if you have a DVD-RW drive. (RW stands for "read-write.")	<ul style="list-style-type: none"> <li>• Many newer computers come with a built in DVD-RW drive</li> <li>• DVD burners double as CD burners, offering more flexibility</li> <li>• One disc stores gigabytes of information</li> <li>• Portable</li> <li>• DVD-RW discs can be used over again</li> <li>• Discs are relatively inexpensive</li> </ul>	<ul style="list-style-type: none"> <li>• You need to buy a DVD-RW drive if your computer doesn't come with one</li> <li>• The drive might not come with backup software</li> <li>• It's possible to accidentally write over data on your DVD-RW disc and lose your backup files</li> </ul>

**iBistro Electronic Resources Lists Updated**  
 Last month, the list of databases available within iBistro were updated to include individual library links to Ebsco's Literary Reference Center and eLibrary. You should now be able to view your in-house stats for these databases, as you have been able to do with the Gale resources. 

If you notice any trouble with this list, please contact [support@sailsinc.org](mailto:support@sailsinc.org).

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## The Importance of Backups

Storage Type	What it is	Pros	Cons
<b>USB flash drive</b>	A USB flash drive is like a small hard drive, about 2-3 inches long, that plugs into your computer through a USB port. You can download information onto it for storage.	<ul style="list-style-type: none"> <li>• Portable</li> <li>• Can hold up to 2 gigabytes of data</li> <li>• Files can be saved, modified, or deleted as often as you want</li> <li>• Prices start relatively low as hardware prices go</li> </ul>	<ul style="list-style-type: none"> <li>• USB flash drives, because of their size, are easy to misplace</li> </ul>
<b>Online backup and storage</b>	An online storage service lets you save files online. If you have Internet access, you can get your files from the online storage site whenever you need them.	<ul style="list-style-type: none"> <li>• Stores your information out of the house or office</li> <li>• Includes download and backup software</li> <li>• Offers the potential for a larger amount of storage space than other backup devices or locations</li> </ul>	<ul style="list-style-type: none"> <li>• You might be required to pay a monthly fee for backing up and storing your files (prices vary according to each provider and service)</li> <li>• If the company's servers fail, you might not be able to access your files</li> </ul>

### Making backup copies manually

Regardless of what version of Windows you use, you can manually make a backup copy of any file or folder by following these steps:

1. **Right-click** the file or folder that you want to back up, and then click Copy from the menu.
2. Now, in **My Computer**, you can **right-click** the disk or external hard drive where you want to store the backup copy, and then click **Paste** from the menu.

That's it. After you've copied all the information you want to back up onto your chosen storage format, don't forget to keep it protected

- **Get your information out of the house—or office.** Keep your backups away from your computer—in a separate room, in a fireproof box. If you use a safe deposit box to protect valuable paper documents, keep your backup disks there, too.
- **Make more than one copy.** Keep the backups in two separate locations, so if disaster strikes one area, you still have your secondary backup.
- **Keep your storage tidy.** From time to time (and particularly if you are paying for storage), delete old files or use compression software to compress information so it takes up less space.
- **Protect your information with a password.** Some media formats include password protection. Consider this feature if you will be backing up personal or sensitive information

We recommend that you not keep valuable information, pictures, etc. if they are in your email account. If you receive a picture or file that you want to keep open that file and save it to your computer. That way you can keep a neat email account and you can backup important information you don't want to lose.

**SAILS Library Network**  
 547 West Grove Street  
 Middleboro, MA 02346  
 (800) 331-3764 (508) 946-8600 fax: (508) 946-8605  
 email: [support@sailsinc.org](mailto:support@sailsinc.org) URL: <http://www.sailsinc.org>



## SAILS Staff

### Debby Conrad, Executive Director

dconrad@sailsinc.org  
 (508) 946-8600 x211  
 AIM Screen Name: DKC101652

### Robert Demanche, Member Services Librarian

rdemanche@sailsinc.org  
 (508) 946-8600 x218

### Laurie Lessner, Asst. Director for Technology Services

llessner@sailsinc.org  
 (508) 946-8600 x214  
 AIM Screen Name: laurclW

### Jennifer Michaud, Network Cataloger

jmichaud@sailsinc.org  
 (508) 946-8600 x215

### Jorj Pitter, PC Support Specialist

jpitter@sailsinc.org  
 (508) 946-8600 x219

### Kristin Slater, Manager of Bibliographic Services

kslater@sailsinc.org  
 (508) 946-8600 x213  
 AIM Screen Name: Baloo2782W

### Claudette Tobin, Cataloging Associate II

claudette@sailsinc.org  
 (508) 946-8600 x216

## Upcoming Training & Meetings

### Upcoming Training

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

### **Beginning Cataloging—Full**

11/8/2007  
 9 am to noon, SAILS Meeting Room

### **Serial Training (Java Client)—Full**

11/14/2007, 12/6/2007  
 9 am to noon, SAILS Meeting Room

### **Beginning Cataloging (Java Client)**

12/11/2007  
 9 am to noon, SAILS Meeting Room

### **Virtual Catalog Training**

1/17/2008  
 9:30 am to 12:30 pm, SAILS Meeting Room  
 1 pm to 4 pm, SAILS Meeting Room

### Upcoming Meetings & Events

### **Patch Installation**

11/12/2007  
 6 am to noon?

### **Customer Services Roundtable**

11/15/2007  
 2 pm to 4 pm, SAILS Meeting Room

### **SAILS Officers Meeting**

11/16/2007  
 10 am to noon, SAILS Meeting Room

## SAILS Network Statistics

September '07 August '07 July '07 Total FY08

	September '07	August '07	July '07	Total FY08
Total Intranetwork Loans	54,148	65,349	61,618	181,115
Total Items Circulated	346,764	402,127	418,201	1,168,802
OverDrive Circulation	681	710	691	2,082
VirtCat Items Borrowed	1,138	1,244	1,259	3,641
VirtCat Items Loaned	635	639	634	1,908
Cataloging Requests	3,132	3,563	2,632	9,327
WebDewey Sessions	90	91	80	261
MARC Records Added	3,229	3,804	2,811	9,844
Patrons Added	6,878	4,508	4,215	15,601
Holds	43,799	48,070	48,737	140,606
Total MARC	989,400	987,510	985,258	989,400
Total Holdings	3,496,507	3,490,470	3,485,377	3,496,507
Total Patron	430,581	436,020	443,269	430,581
Total Uptime	99.97	98.05	99.65	
TumbleBooks	1,849	3154		3,203