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Installation of Unicorn 2002

Within the next couple of weeks SAILS is going to install the newest version of Unicorn on the test server. We will then install it on the production server over Veteran's Day weekend (Sunday).

For those of you with support, we will make arrangements to install the new version of Workflows. We will also be providing installation cd-roms of the newest Workflows, which will quicken the installation process.

Unicorn 2002 Highlights

- Checkout wizard has been enhanced with a new property to allow the printing of a user's existing charges on a checkout receipt.
- Return to Volume List next step button has been added to the List of Holds window to allow users to return to the holdings list without having to search for the title with multiple copies again.
- Checkout Wizard Requires Charge Limit Override Only Once While Checking Out Items to a User
- Previously, the following message displayed when the staff member selected the Cancel next step button or the Do Not Place Hold next step button.

```
A hold has been removed for
user ID
user name
on the item
title
author
item ID
```

In addition, staff members noticed that if they cancelled the current hold process, the message could display the wrong user ID and user name.
- The Place Hold wizard has been changed to display the following message if the staff member decides to end the current hold process and not place the hold.

```
Hold not placed
```
- Now, when the operator does an Exact search for an item ID in the Display Item Holds, Modify Item Holds, or Remove Item Holds wizard, the holds for the copy display immediately.

Continuing Education Guidelines

- Pre-registration is required for all SAILS programs.
- The continuing education calendar is posted on the SAILS website <http://sailsinc.org/network/workshops.asp>.
- Participants must register using the form on the SAILS website.
- Registration is on a first come, first served basis. If the workshop is oversubscribed, attendance will be limited to two people from each library. Confirmations will be sent to those whose registrations are accepted for each workshop, and staff will be notified when their registration requests cannot be accommodated. If a workshop is oversubscribed enough to support another session, every attempt will be made to offer that workshop again as soon as possible.
- An individual, who cannot attend an event for which he/she has registered and neither notifies the SAILS office at least 24 hours in advance of the program nor finds someone to attend in his/her place, will only be allowed to register for workshops by phone, when space is available three days before any workshop they choose to attend for the next six months.
- We ask that anyone requiring Americans with Disabilities Act accommodations register his/her needs with SAILS at least 14 days before the date of the workshop and complete a special accommodations form one week before the workshop.
- Professional Development Point Certificates of Attendance to be used toward teacher certification by the Massachusetts Department of Education are available. PDP strings (9 learning hours plus a one-hour demonstration of learning) are also designated in this catalog. All certificates must be requested at the time of registration. Attendees must keep track of their own certification materials.

Cancellation Policy

Programs may be cancelled due to a system emergency or inclement weather. If the workshop is cancelled 24 hours or more before scheduled start time an email notice will be sent to those who have pre-registered and a general notice about the workshop cancellation will be emailed to all directors.

Emergency weather cancellation procedures:

After 7:00 a.m., a message on the answering machine of the SAILS office (508-946-8600 ext. 0) will update you on the status of workshops and meetings for that day.

School snow closings in Middleborough will cause an automatic cancellation of that workshop.

SAILS Renewal Policy

Staff members of SAILS libraries may not:

- Renew items beyond the standard number of renewals allowed by the system except in special circumstances that are approved by their library director or supervisor.
- Renew an item on which there is a hold

Please note: Restrictions for overriding holds at checkout do not apply to items that were on shelf and had not appeared on the library's onshelf items report (RHA). The standard network policy for that situation is that the patron with the item gets the item.

VirtCat Tip

To find a request number you can enter a piece of the title surrounded by percent signs, in the "Request Inquiry" screen. Like this:
Title: %genesis%
And then change status from "none" to "any" and search. Searching is case sensitive.

Cataloging Lists

We have set up a new serials e-mail list. This list can be used for discussions about serials control module or about serials themselves. You do not need to be using the serials control module to sign up for this list.

The list is serials@sailsinc.org

You can subscribe yourself to the list using the [instructions](#) on the SAILS web site.

If you need to contact the cataloging department with a cataloging related questions, please e-mail cataloging@sailsinc.org. This will go to the entire cataloging department at SAILS.

Remember, cat@sailsinc.org goes to all of the cataloging contacts in all the SAILS libraries, not just the SAILS cataloging department.



Contacting SAILS – Off-hours

There are two ways to contact the SAILS staff after normal business hours. You can either call our cell phone or send an email to our cell phone. Please **do not call** the SAILS office after normal business hours. The office is not staffed on nights and weekends and your message will not be heard until the next business day.

SAILS Cell Phone: 508-958-2207

If you don't get a live person then please leave a message as we are probably talking to someone else. You can also email oncall@sailsinc.org with a short message and it will be displayed on our cell phone. Either way we will get back to you sooner than if you leave a message at the SAILS office.

You should only use these methods in case of an emergency. An emergency can be your site being down, you can not log into WorkFlows, iBistro is down, etc.; situations where you cannot perform your daily tasks.

SAILS Network Statistics

FY03 Overview	December	November	October	September	August	July	July-Dec	Total FY03
Total Intranetwork Loans					44,283	43,292	87,575	87,575
Total Items Circulated					372,278	414,540	786,818	786,818
VirtCat Items Loaned					111	69	180	180
VirtCat Items Borrowed					365	218	583	583
Cataloging Requests					3,472	2,702	6,174	6,174
MARC Records Added					3,258	2,994	6,252	6,252
Patrons Added					4,406	3,355	7,761	7,761
Holds					21,331	20,887	42,218	42,218
Total MARC					854,671	842,960	854,671	854,671
Total Holdings					3,101,119	3,083,156	3,101,119	3,101,119
Total Patron					482,342	479,073	482,342	482,342

SAILS Library Network
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Upcoming Training

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

Beginning Cataloging
10/17/2002 9am to noon
SAILS Training Room

Beginning Serials (Full)
10/24/2002 9am to noon
11/14/2002 9am to noon
SAILS Training Room

Outreach Services
11/07/2002 10am to noon
SAILS Training Room

Security Workshop
10/22/2002 9:30am to noon
SAILS Meeting Room

Utilizing E-mail for Customer Service
10/02/2002 10am to noon
10/03/2002 10am to noon
11/19/2002 10am to noon
SAILS Training Room

Upcoming Meetings

Circulation Meeting
10/01/2002 9:30am to 11am
SAILS Meeting Room

PubPac Meeting
10/09/2002 9:30am to 11:30am
SAILS Meeting Room

Board Meeting (Full Membership)
10/16/2002 10am to noon
SAILS Meeting Room

Technical Services Meeting
11/06/2002 10am to noon
SAILS Meeting Room

Learn how to E-mail effectively with the
“**Utilizing E-mail for Customer Service**”
Workshop (*see above*). Patrons are
communicating by e-mail more and more. Learn
“Netiquette”, managing messages,
communicating with others, and more!