

Protect your PC's

A recent Boston Globe article, "Viruses Aimed at Microsoft Rise Sharply-Symantec", reiterated what you already should know about the risk of your pc catching a virus; it's high and won't be getting better. So what can you do to protect yourself?

The easiest thing to do is run and maintain virus protection software—for example, Norton Anti-virus. It's not enough to just have the software on your pc. You need to make sure you're scheduled for regular updates of new virus definitions. Please follow these instructions, or call either Todd (x14) or Steve (x11).

When you install Norton AntiVirus 2001/2002 or Norton Internet Security

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User Services Tip of the Month— Language Searching

This past month, SAILS was asked multiple times for advice on how to find books in our system, written in a foreign language. Well, seeing as we have a language search limiter in Workflows & iBistro, this would appear to be easy. Far from it!

For those of you familiar with a MARC record, this is how the search currently works. The Lan-

guage search is looking for the Language Code in any part of the 041 tag, as well as the Language Code in the 008 fixed field. Examples of common language codes are **eng** (English), **fre** (French), **pro** (Portuguese), and spa (Spanish). Many works are translations into English and using the Sirsi Language search won't limit to the native language, since the code for translated language is also in the 041 tag. This is where we find the problem.

The good news—you can use Location in Workflows to limit your search to various foreign language locations. To do so, go to "Item Search & Display" and click on the binocular helper (Set Options for Item Lookup). You'll see the drop-down list for LOCATION. Select one of the codes which are commonly used for foreign language materials, such as FRFICTION or PORTFIC. Descriptions of the language locations are posted at: http://sailsinc.org/opac/language.asp.

Fancy Searching Try these searches: (fre not (eng or por) {LANG}) chi not eng {LANG} for extra options when searching for a language,

In Unicorn 2005, Sirsi will be fixing this search to only look at the relevant portion of the MARC record for language information, ending the countless number of irrelevant results.

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EventKeeper Wrap-up

Ric Bailey, developer of EventKeeper, gave a very informative session on advanced features of Event-Keeper. Ric covered a number of interesting topics and then showed a demo of their new product, Grid-Keeper.

Some of the topics covered included:

- EK Feed—put an ever-changing list of events on your website, with links to the event in your calendar.
- Forms—allow patrons to register for your events online—no more need for taking names over the phone and asking "how do you spell that?"
- Templates—create a template for repeating events. Ric also showed how to create an event color list; color themes for events. For example, all children's events could be green.
- Calendar Views—how to print a monthly calendar to import into a word processing program.
- Spanning Events—how to create events which repeat over several days, without having to create individual entries.
- Public Editors—allow others to add pending events to your calendar. Do you want your friends or trustees to modify or add to your event? Create a login for them to do so. You can specify which events allow this feature.

He also gave some quick-tips which are fun and practical. For instance, did you know that you can enter

the (lowercase) "L" key on your keyboard 3 times to get to the login screen? This is easier than scrolling to the bottom of a long calendar to get to the link. Another great idea was to create a shortcut on your desktop, or in your favorites, which imbeds your editor login. Go straight to editor mode in your calendar. Create the URL using the following link, substituting your site's information: http://www.eventkeeper.com/login.cfm?curOrg=XXX &uid=XXX&pwd=XXX

The key is to look in the "AnswerTree" help. You'll be able to find answers to most of your questions. If you can't, give SAILS a call, or email sup-port@sailsinc.org.

Compiled Calendar Feed

SAILS would like to have an additional feature on its web page for patron to view all of the upcoming events at your libraries. To do so,

- SAILS needs all interested libraries to
- 1. Create an "EK Feed" in EventKeeper. If you haven't already done so, please take a look at the options under your sites "Admin Page".
- 2. Send the javascript snippet to <u>llessner@sailsinc.org</u>.

The plan is to add the feeds to the "Library News" page on the SAILS public website.

(Protect Your PC—Continued from page 1)

Professional 2002, Automatic LiveUpdate is enabled by default, and it is set to download virus definition updates without interrupting you. If you have the Corporate Edition of Norton installed then you will see a small shield type icon on the bottom right hand side of your computer, next to the time.

- 1. Double click on this shield to launch Norton Anti-Virus.
- 2. Look at the box called "Virus Definition File". Make sure that it has a recent date. Virus definitions should be updated weekly, so please make sure the date is within a week of the current date. **If it is**
 - out of date, click on the Live Update button, to download the newest updates. This will ensure that you are protected against the most recent virus threats.
- 3. To check your automatic update schedule, click on File, Schedule Updates. You should see the screen on the right.
- 4. Click on the Schedule button to set a weekly schedule for updates.

Schedule Virus Definition Updates	
Set up the schedule for automatic virus definition updates Automatic Updates	OK Cancel
Update virus definitions every Wednesday at 2.45 PM	

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RORRIFYING HAUNTINGS

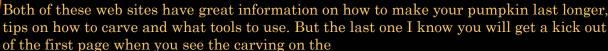
The history of Halloween—http://www.historychannel.com/ exhibits/halloween/

"This is a great website for reference and fun, includes some great ghost stories to read aloud, famous ghosts, and the ancient and modern history of the holiday."



Jack-o-lantern.com—http://www.jack-o-lantern.com

Pumpkin carving 101: learn to carve jack o' lanterns—http://www.pumpkin-carving.com/



The History of HALLOWEEN

Ghost Stories

Click on a title below

The Ghost(s) of the Constellation

The Sarah

The Portrait of Theodosia Burr

pumpkin. Perfect for the computerized family!

The complete idiot's guide to ghosts and hauntings [electronic resource] / by Tom Ogden.

This title is available through NetLibrary for free. Think you know all about ghosts? Try here for interesting tidbits and a great bibliography of ghost books.

Creative costumes for children (without sewing) / by Mark Walker

Now this is a real live book. But it's not just for Halloween costumes. You know when you get the kid that has to dress up like their historical person book report... those are in here too!

Yes, We have Puppets! For all youth librarians ... you can reserve puppets through the system for your storytimes and special events. So keep with the season and look for bats, spiders, witches, squirrels, even and apple with a worm.



To search for puppets, in iBistro, go to "Advanced Search" and select the item type of Puppets.

Resources mentioned in this article:

Spider hand puppet [S.l.]: Fred Reidy, distributor, [1998?]

Worm in apple hand puppet [S.l.]: Fred Reidy, distributor, [1998?]

Mini-witch hand puppet [S.l.]: Fred Reidy, distributor, [1998?]

Wilma Witch

Bat Puppet World, 1998.

Frey, Steve. Jack-o-lantern.com [S.l.]: Jack-O-Lantern.com, c1997-

HistoryChannel.com. The history of Halloween [S.1.]: A&E Television Networks, c2002-

Ogden, Tom. The complete idiot's guide to ghosts and hauntings Indianapolis, IN: Alpha Books, c1999.

Walker, Mark. Creative costumes for children (without sewing). Boca Raton, FL: Cool Hand Communications, c1993.

SAILS Library Network 547 West Grove Street Middleboro, MA 02346 (508) 946-8600 (508) 946-8605 (fax)

ASA LS

email: support@sailsinc.org URL: http://www.sailsinc.org

SAILS Staff

Debby Conrad, Executive Director

dconrad@sailsinc.org (508) 946-8600 x11

Laurie Lessner, Manager of Electronic Services

llessner@sailsinc.org (508) 946-8600 x30

Todd Mercer, Systems Associate

tmercer@sailsinc.org (508) 946-8600 x14

Jennifer Michaud, Network Cataloger

jmichaud@sailsinc.org (508) 946-8600 x15

Kristin Slater, Manager of Bibliographic Services

kslater@sailsinc.org (508) 946-8600 x13

Claudette Tobin, Cataloging Associate II

colivier@sailsinc.org (508) 946-8600 x16

Steve Wilson, Systems Manager

swilson@sailsinc.org (508) 946-8600 x12

Upcoming Training & Meetings

Upcoming Training

Detailed descriptions and registration information, are available on the <u>SAILS</u> website.

Beginning Serials

10/07/2004

9am to noon SAILS Training Room

Everything You Need To Know About Wireless in the Library

10/28/2004

1pm to 2:30pm SAILS Meeting Room

Everything You Need To Know About Wireless in the Library

10/28/2004

7pm to 8:30pm SAILS Meeting Room

Beginning Cataloging

11/02/2004

9am to noon SAILS Training Room

Upcoming Meetings & Events

Circulation Meeting

10/05/2004

9:30am SAILS Meeting Room

Wireless Committee Meeting

10/07/2004

1pm SAILS Meeting Room

Envisionware Demo

10/13/2004

10am to noon SAILS Meeting Room

Membership Meeting

10/20/2004

10am SAILS Meeting Room

FY05 Overview	December	November	October	September	SAILS N August	Vetwork S July	tatistics
Total Intranetwork Loans					50,527	49,759	
Total Items Circulated					382,040	411,373	
VirtCat Items Borrowed					835	518	
VirtCat Items Loaned					352	236	
Cataloging Requests					2,975	2,631	
MARC Records Added					3,176	3,249	
Patrons Added					3,588	3,068	
Holds					31,423	32,361	
Total MARC					928,240	922,507	
Total Holdings					3,299,129	3,289,160	
Total Patron					508,854	509, 384	
FY05 Overview	June	May	April	March	February	January	Total FY05
Total Intranetwork Loans							100,286
Total Items Circulated							793,413
VirtCat Items Borrowed							1,537
VirtCat Items Loaned							588
Cataloging Requests							5,606
MARC Records Added							6,425
Patrons Added						_	6,656
Holds							63,784
Total MARC							928,240
Total Holdings							3,299,129
Total Patron							508,854