

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 Language 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.

EventKeeper Wrap-up

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

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 support@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

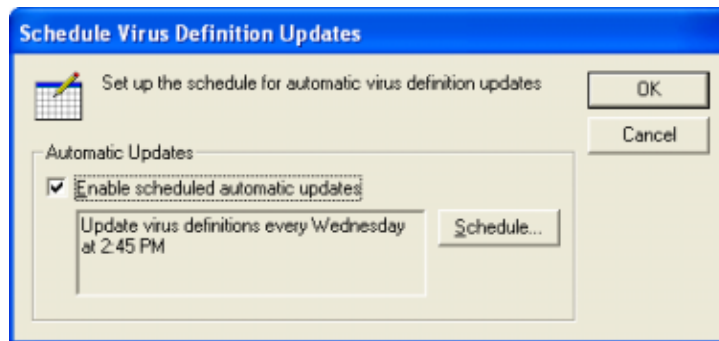
1. Create an “EK Feed” in EventKeeper. If you haven’t already done so, please take a look at the options under your sites “Admin Page”.
2. Send the javascript snippet to lessner@sailsinc.org.

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

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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.



HORRIFYING 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/>

Both of these web sites have great information on how to make your pumpkin last longer, tips on how to carve and what tools to use. But the last one I know you will get a kick out of the first page when you see the carving on the 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.I.] : Fred Reidy, distributor, [1998?]

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

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

Wilma Witch

Bat Puppet World, 1998.

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

HistoryChannel.com. The history of Halloween [S.I.] : 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.

