

This newsletter is the first one using Bookletter's recommended method of stacking multiple messages to create the one ePage. I have to say, it's made the newsletter creation so simple. What I plan to do next month is modify the individual messages and keep reusing them. This is really the same method used for creating webpages in many content management systems by using content blocks. They can be easily moved around and modified without having to change an entire page. If anyone is interested in using this method and has questions on how to do so, please let me know - Laurie ([llessner@sailsinc.org](mailto:llessner@sailsinc.org))

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## **Collecting Fines Levied by Another Library**

The SAILS Policy Manual states that patrons may pay overdue fines at any member library. The Policy also states that every library can set its own loan policies and fine rates. This means that if a patron borrows an item from one library the fine rates set by that library are in effect and patrons are expected to pay overdue fines as they are set by the circulating library regardless of where the patron pays the fines. Member libraries are expected to collect the full amount due even if the fines differ from what their own rates. As a courtesy to all libraries, everyone is expected to respect other libraries' rules and policies. The Policy Manual can be found on the network staff site at <http://www.sailsinc.org/Corpdocs/CircPolPro.pdf>.

If you have any questions about this please email [support@sailsinc.org](mailto:support@sailsinc.org).

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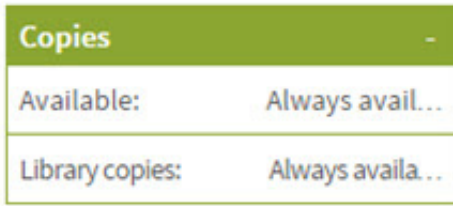
## **OverDrive digital library website release notes – September 23, 2015**

Below is a summary of updates for your OverDrive-powered website that are now live.

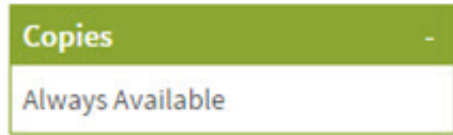
- The copy on the Download button has been changed when borrowing titles in the Android, iOS, and Chromebook app experience. Users will now see the option to “Add to App” instead of “Download.” This wording is more consistent with the user’s actual

in-app experience.

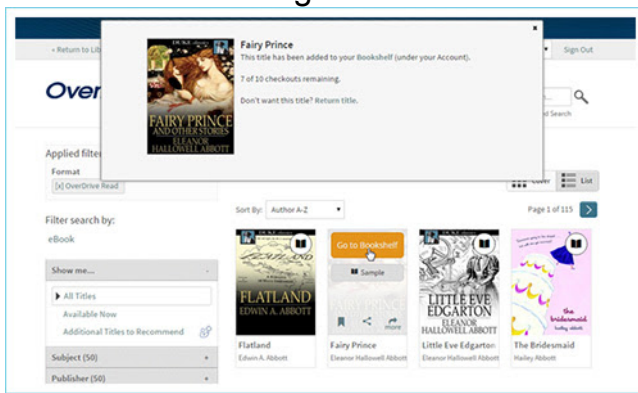
- On the title details page for simultaneous use content, instead of this:



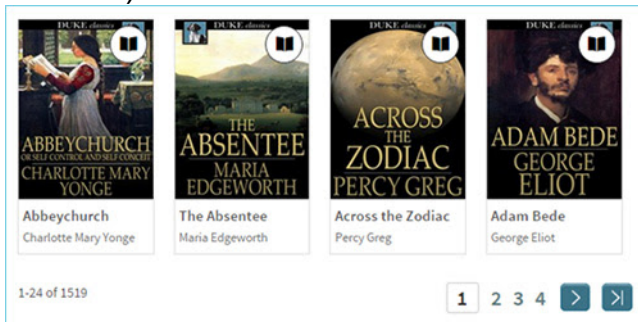
The text in the "Copies" box will say "Always available" like this:



- On desktop-sized screens, the confirmation message that appears when you borrow a title has been enlarged to increase its visibility.



- The ability to jump to the first or last page of your search results pages (including the wish list) has been added.



## Email Checkout Receipts

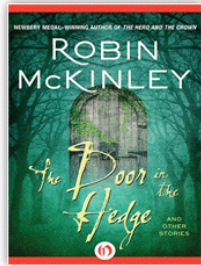
With Release 3.5 which was installed earlier this spring circulation staff members can now send email receipts to patrons with a list of items checked out to them. You can use this feature even if your library doesn't have receipt printers – this is a separate feature. During the Circulation Roundtable in Raynham several people mentioned that they didn't like the option because it still printed a checkout slip but there isn't any reason why a patron couldn't both get a slip and an email. Many banks offer that option at their ATMs. It was also suggested that the library could put a sign at the circulation desk telling patrons they can ask

for an email receipt. Each library has its own template for the checkout receipt. If you would like more information on this feature email [support@sailsinc.org](mailto:support@sailsinc.org)

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## Overdrive's Big Library Read!

**The Big Library Read** is back, and for the first time ever, we're offering your users two titles to enjoy:



**The Door in the Hedge**  
by Robin McKinley  
(Open Road, eBook)

Ensorcelled princesses . . . a frog that speaks . . . a magical hind—Newbery Medal winner Robin McKinley opens a door into an enchanted world in this collection of original and retold fairy tales.



**In the Shadow of Blackbirds**  
by Cat Winters  
(Abrams, eBook)

Set against the backdrop of the Spanish influenza outbreak and World War I, sixteen-year-old Mary Shelley Black is forced to rethink her entire way of looking at life and death when her first love – who died in battle – returns to her in spirit form. But what does he want from her?

Both of these titles will be available for unlimited access on your OverDrive-powered website between October 7 (midday EDT) and October 21 (midday EDT) for the duration of your lending period. The titles, along with a promotional spotlight at the top of your page, will be added at no cost.

For more information and available marketing materials, please visit [partners.overdrive.com/big-library-read](https://partners.overdrive.com/big-library-read).

Happy reading,  
OverDrive

## September 2015

### Circulation:

Total Items Circulated: 310,902 (-21,144 from Aug.)

Gutenberg: 52

OverDrive Circ: 17,146 (-1,646 from Aug.)

Tumblebooks Circ: 7,626 (+6264 from Aug. w/ schools open)

All Formats Circ: 335,726 (-23,528 from Aug.)

### Resource Sharing:

CommCat Items Borrowed: 984 (+49 from Aug.)

CommCat Items Loaned: 237 (+65 from Aug.)

Total Intranetwork Loans: 64,769 (-3,780 from Aug.)

Patron placed holds: 51,322 (-2,192 from Aug.)

Overdrive holds: 7,719 (Avg. wait for a hold is 22 days)

### Holdings:

Cataloging Requests: 5,520

MARC Records Added: 4,821

Overdrive Holdings: 13,756

Patrons Added: 4,506

Total MARC: 1,125,235

Total Holdings: 3,672,296

Total Patron: 464,702

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## Changing Seasons

Last weekend I went to a workshop from my church about faith formation, which is basically how we share our beliefs within our congregation. Many of the ideas I learned can be used directly in the library world. In fact, we're doing some of them already. One big point I learned that made me feel better about our membership not increasing quickly, was about our changing population. Baby Boomer numbers are huge compared to the Gen X population. There aren't as many people so there may not be as many families to serve. But how can we get the families that are here to be active?

Maker spaces was one idea of how churches are trying to speak to different parts of its community by appealing to those who are tactile. I often think of maker spaces as quilting bees - a place where a group of people can come together to work jointly on a project, relax, converse, and be (bee?) together. Staff members probably have crafty ideas they'd be happy to share with others. It's a great way to have fun and work at the same time! It doesn't have to be just crafts. Try yoga or gardening!

Another idea was changing when we hold activities. There are so many kids and families busy on Sunday mornings. Between sports, maybe living in two different households, etc. and on top of that maybe both parents are working full time, so when can they get to the library? Think about changing programming to evenings and/or weekends, or how about online? One idea is to have all generations come together and have various activities happening at the same time; adult reading groups, discussion groups, etc., while the kids are having craft & story time, or other activities. Everyone gathers together and maybe have a group activity. This could be a multigenerational book read, where adults read a more advance story and the kids read something age appropriate but all on the same topic, then everyone can answer questions and have a conversation together. Or have a One Book / One Community event. These could incorporate facebook to include people who can't come to the library. Have a facebook party and publicize the event. Everyone goes online about the same time and you post a question to the guests. They have ten minutes to answer by commenting, then you post another question. Or post a video from YouTube that

could spark some discussion around the shared topic. There are so many things you could do and I'm sure all have been done before and are available online to pilfer!

A *self* THAT  
GOES ON  
CHANGING  
IS A *self*  
THAT GOES  
ON LIVING.  
- VIRGINIA WOOLF

Change is hard for many people. Consider having an agreement with your stakeholders/board/director, etc. to allow you to experiment and be allowed to fail. You can't be innovative if you can't take chances. There is also something called Strategic Disappointment. Whenever you try to change the norm, or the way things have always been done, often "just because that's the way they've always been done" there will probably be some people who are going to feel upset or angry about the change. A great idea is to personally break news of changes that could hurt the person and apologize.

Acknowledge you understand how the change will affect them but it has to be done anyway and you hope they'll understand.

Once you've decided to make a change, think about the planning and ask yourself; Does it support the mission of the library? Is it practical? What is realistic?

Change is good! Change can motivate, scare and create excitement all at the same time. I love many quotes by Thomas Edison. Here are a couple that will hopefully inspire you as well.

*"I have not failed. I've just found 10,000 ways that won't work."*

*"Many of life's failures are people who did not realize how close they were to success when they gave up."*

- [Thomas A. Edison](#)

And I leave you with this ...

Things Are Changing - What are you most anxious about?

"Special Announcement..You don't have to worry about the impending arrival of change. It's already here."

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## Enterprise Tip

Want to see what people are searching for at your library? Go to the Enterprise catalog and type in a letter. Why not start with "a"? What you see in the drop-down list are the last 10 days of searches that were conducted at least 3 times.

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# MobileCirc - Working Fabulously!

If you have ever thought it would be nice to bring some books to check out at the local Y or Farmer's Market, etc. you're not alone. The Ames Free Library of Easton is planning on doing just that, using the MobileCirc App from SirsiDynix. SAILS has a license for all of us to use and works as a light version of Workflows on the Go! It runs on the web, but it's real power is using it on a device such as a tablet or large phone. It's loaded just like any other app and then you enter the license key you would get from SAILS. We set you up with a special user account and then you can get a mobile scanner and/or receipt printer.

So take that book cart anywhere you want or just go out in the community and register new patrons. A very cool feature is the app will scan a 2D barcode on license, which MA uses. It automatically fills in the patron's information into the registration form! No need to type it all. Just grab it from the license, update their demographic information, enter a PIN and they're registered.

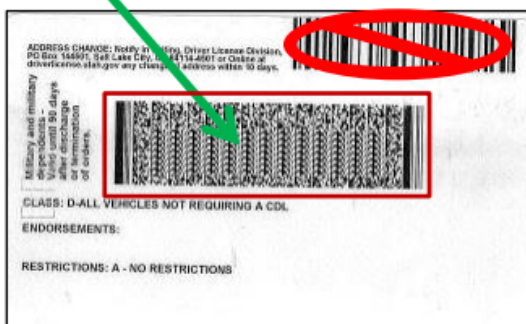
Scan Driver License Barcode

If your barcode scanner can read driver license barcodes, scan the barcode into this box to autofill name, address and birth date.

Process License Data

Cancel

5. Scan the 2D barcode on the Driver License.



You can also use it for pulling items on hold and mark items missing as you search, for inventory and weeding the collection. The weeding function give an option for last checkout date (dusty date), number of checkouts, call number, item type, and location. So if you're interested in trying this out, contact [support@sailsinc.org](mailto:support@sailsinc.org) and we'll talk to you about getting set up!

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## Upcoming Events

**Tuesday October 6, 2015**

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**10:00 AM - 12:00 PM**    **Cataloging Roundtable on Graphic Novels**

Contact: Kristin Slater 508-946-8600 [kslater@sailsinc.org](mailto:kslater@sailsinc.org)

This will be a roundtable discussion focused on Graphic novels.

Location: Mansfield Public Library

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## Tuesday October 13, 2015

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### 10:00 AM - 12:00 PM Website Communications Skills

Contact: Deborah Conrad 508-946-8600 x211 [dconrad@sailsinc.org](mailto:dconrad@sailsinc.org)

This workshop will focus on ways to improve communication on websites. Topics include overall strategies, how to write for the web, what to think about when using images and how to take advantage of the technology that is part of any website's content management system. The workshop will include time to critique each attendee's homepage with participants contributing suggestions based on what they have just learned. Participants are limited to 6 and only one person from a library. Workshop Presenter - Robert Levers of Levers Advertising and Design.

Location: SAILS Meeting Room

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## Wednesday October 14, 2015

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### 9:00 AM - 11:30 AM Beginning Cataloging Training

Contact: Jennifer Michuad 508-946-8600 x215 [catsupport@sailsinc.org](mailto:catsupport@sailsinc.org)

Overview Provides an overview of the basic data entry procedures new staff. This workshop will only cover print materials.

This workshop is for Adding records using the Workflows Java Client

Attaching Call Number and copies records

This is a hands on workshop

Location: SAILS Meeting Room

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## Wednesday October 21, 2015

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### 10:00 AM - 12:00 PM Membership Meeting

Contact: Deborah Conrad 508-946-8600 x211 [dconrad@sailsinc.org](mailto:dconrad@sailsinc.org)

Location: Mattapoisett Public Library

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## Thursday October 22, 2015

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### 8:00 AM - 5:00 PM COSUGI Consortia SIG

Contact: Deborah Conrad 508-946-8600 x211 [dconrad@sailsinc.org](mailto:dconrad@sailsinc.org)

SAILS staff will be out of the office attending the Special Interest Group Meeting

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## Friday October 23, 2015

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### 8:00 AM - 5:00 PM COSUGI Consortia SIG



Contact: Deborah Conrad 508-946-8600 x211 [dconrad@sailsinc.org](mailto:dconrad@sailsinc.org)

SAILS staff will be out of the office attending the Special Interest Group Meeting

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## **Tuesday October 27, 2015**

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### **10:00 AM - 12:30 PM TechLogic - intro to RFID, New Methods of Self-Service**

Contact: Deborah Conrad 508-946-8600 x211 [dconrad@sailsinc.org](mailto:dconrad@sailsinc.org)

Review of the TechLogic line of products, with an emphasis on the fact that their self-check is form factor agnostic and can be hung on a wall, placed at circ, or be a full blown kiosk. Discuss the fiscal/productivity gains stemming from RFID implementation.

Discussion of consortium discount and turnkey tagging, because while some of the libraries down south do not exceed 100,000 items if two or more went in together we'd come in and do the tagging.

This is not a product endorsement but an opportunity for SAILS members to hear about what is new in the world of self-check and RFID. This would be of particular interest to libraries doing building plans or engaged in strategic planning.

Location: SAILS Meeting Room

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## **Wednesday October 28, 2015**

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### **10:00 AM - 12:00 PM Circulation Roundtable**

Contact: Deborah Conrad 508-946-8600 x211 [dconrad@sailsinc.org](mailto:dconrad@sailsinc.org)

Location: Boyden Library, Foxborough

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## **Friday October 30, 2015**

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### **Shopper Card Order**

Contact: Deborah Conrad 508-946-8600 x211 [dconrad@sailsinc.org](mailto:dconrad@sailsinc.org)

Last day to submit shopper card order

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