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Cataloging of MARC Records Policy

At the August board meeting, the following Policy was approved. The Editing of any MARC record in the system is no longer allowed. This includes all records, except for Cataloging Request records (MARC-OO). If there are any changes needed to be made to a record please submit an [error report form](#), which is available on SAILS the web site. In the past, we have allowed you to add ISBN's to records. Since iBistro's enhanced content is linked to the ISBN, if an ISBN in the record doesn't match to the ISBN on file with the content provider, the wrong information will display. This occurs when publishers re-issue ISBNs to items already in our catalog.

Unicorn Holds Update – Intransit & Available

Here is an explanation from Sirsi, explaining how items end up both in transit and available. It is important to only use the trap hold wizard once on an item.

Problem With Trap Holds Wizard If a Hold on an Item in Transit is Trapped More Than Once

If an item is in transit to satisfy a hold at another pickup library, and the hold on the item is trapped more than once, the hold becomes available before the item actually arrives at the pickup library. For example, a librarian at the MAIN library traps a hold on an item, and places the item in transit to the BRANCH library for user pickup. If another MAIN staff member mistakenly traps the same hold on the item again, the hold is marked as Available. The user will receive a paper or email notice that the requested item is available at the BRANCH library, and may show up at the BRANCH desk to pick up the item before it is delivered.

This problem has been fixed in Unicorn 2002. To prevent this problem from occurring, staff should use the Check Item Status wizard before trapping the hold. If the hold on the item has already been trapped, the wizard will state that the item is in transit to the pickup library for the hold.

Coming in Unicorn 2002

Number of Holds Truncated in Item

Display

Previously, when an item was displayed, the number of holds could be truncated to only one or two digits. Now, the Number of Holds field size has been expanded so that as many as four digits will display in the field.

Los Angeles Times Fiction/Nonfiction Best Seller Lists Added to content in iBistro

What is in the Future for SAILS?

As many of you may already know, the state budget just approved by the legislature contained a number of cuts to library programs. The regional systems experienced a 24% reduction in funding. The state aid programs to public libraries were also reduced. In addition, the governor reduced the line item that provides the funding to the library networks by 91%. This will result in SAILS losing more than \$250,000 in anticipated revenues this fiscal year (July 1, 2002-June 30, 2003).

What does this mean to network operations? We have instituted some measures immediately to begin cutting our operating expenses:

- We are eliminating the three Gale databases that had been paid for by SAILS. The majority of the databases you are accustomed to seeing will remain the same as they are paid for with a combination of funds from the Massachusetts Board of Library Commissioners and SEMLS.
- We have instituted a hiring freeze. We will not be filling the Office Manager's position this year.
- We have reduced our number of connections to OCLC from 3 to 2. This means the cataloging staff will have to schedule their online time.
- Our telecommunications network is frozen at current levels. We made some changes over the spring to reduce our costs. Some libraries have experienced very slow response times since then but we will not be able to increase their telecommunications connections for the foreseeable future. We were able to cut \$100,000 from our budget and cannot afford to add to our costs.
- We are not maintaining a large inventory of supplies. When you submit a supply order, you may have to wait several days to receive it.
- We will not be supplying printed handouts for most of our meetings. Meeting documents will be posted in PDF format on our web page and we will ask everyone to print them out and bring them to the meeting.
- Basic services are not going to be reduced

this year. As far as next year is concerned, the SAILS membership discussed several options for funding services, but undoubtedly some of our services will be reduced or eliminated and the network may have to charge for services currently provided free to members.

The Budget Committee will be meeting with me over the next few weeks to decide how we are going to approach next year's revenue shortfall. In the meantime, please be assured that your basic network services will continue and your patrons will continue to have access to network resources both in your library and from home.

Debby Conrad
Executive Director

Information on SAILS' Gale Subscriptions

Dear Library Directors and Public Service/Reference Staff:

At the August Board meeting it was decided that SAILS would not renew its Gale subscriptions this year.

The databases affected are:

- Dictionary of Literary Biography
- Scribner's Writers Series
- What Do I Read next.

Our subscription ends in Sept. All the other databases listed on iBistro and our website are paid for by the MBLC and/or SEMLS

Update from Sirsi - Patron Favorites

Here is some information from Sirsi regarding the ability for patrons to be able to edit their favorites lists.

The 2002 release of iBistro/iLink (e.g. the one that has just gone out for mass distribution) doesn't provide functionality for allowing patrons to remove 'favorites' from their favorites list. We think that this is important functionality and had hoped to include it in this release. We have placed this development project on the list for enhancements, which we plan to include in the release 2003 development cycle for iBistro. - Mark Moorehead

Online Catalogs and Children: Creating a Tool for Learning

How are children ages 8 and up learning to use their library's online catalog? Could an age-appropriate resource be created that would help children explore and use this valuable resource?

As libraries embrace the technology of online catalogs, one issue raised is what responsibility they have in ensuring that even the youngest of patrons have the information needed to use their library's catalog. Although librarians will always be available to guide and assist children in the use of the catalog, can libraries offer children an additional opportunity to get the most out of this resource?

"Children and youth need access to information...to allow them to build lifelong information seeking patterns. Age should not be a barrier to the ability to access, receive and utilize information." (Hooten, 1989.)

Informational brochures supplied by vendors do illustrate how to use the online catalog but are not typically suited for use by younger children due in part to complex vocabulary, overly detailed instructions and crowded graphics. However, if a similar age-appropriate product geared for children were to be created, it could not only support the informal bibliographic instruction between child and librarian but could also serve as an independent resource for children to refer to and learn from. To maximize the brochure's usefulness, it should be available so that children are encouraged to take a copy with them for use in accessing the catalog at home.

To help insure the brochure's success, it must be age-appropriate. Referring to Piaget's Concrete Operational Stage of development (approximately ages 8-12) it is noted that this stage is characterized by an increasing ability amongst children to think abstractly and mentally manipulate information. Therefore, given what this learning tool is designed to do, it is for this age group that the brochure is designed for.

Other potential barriers to success are the specific difficulties that children may encounter in using a computerized catalog. Solomon (1993) found that most children experienced breakdowns during the search process. These breakdowns included problems with keyboarding, spelling, vocabulary, alphabetizing and the more advanced technique of formulating Boolean queries. It should also be noted that online catalogs are designed for adults and do not encourage children's natural tendency to explore and discover. However, as

more 'kid-friendly' online catalogs are being developed, and as children's searching skills improve, frustration with current catalogs may be minimized (and effectiveness maximized) with some level of adult guidance or assistance.

With the issue being how to make online catalogs more accessible to children ages 8-12, the product created is an informal way to bring useful, age-appropriate information to them. Although such a learning tool could be designed as a bookmark, a brochure, or a one-sided handout, the general guidelines are as follows:

- Provide basic information on the use of the catalog
- Needs to be informative yet 'light' in tone
- Will not go into detail regarding all the options that the catalog offers. Focus will remain on basic search techniques that children most frequently utilize.
- Designed so that the brochure may be reproduced and copies distributed.
- Incorporate clip art and/or graphics for a more appealing product

One way to evaluate the project's success would be to ask children to simply use the brochure. Then, either observe as they navigate the catalog or ask them what they liked and didn't like about it. Was it simple to use? Did it help them find what they were looking for? Was it easier to explore the catalog on their own? Did the brochure teach them anything new about the catalog that they didn't know before? Overall, do they think the brochure was useful? With information gained from an evaluation, the brochure could then be redesigned to better reflect patron needs.

As library catalogs continue to evolve, the issue of ensuring that children have the opportunity to learn how to use the new technologies arises. Resources for children age 8-12 can be designed that not only take children's developmental needs into consideration but also provide useful, age-appropriate information within those frameworks.

*By Sharon Clarke
Seekonk Public Library*

[View the brochure](#) and instructions on putting it together.

To customize your own brochure, based on the one created by Sharon, download this [word document](#).

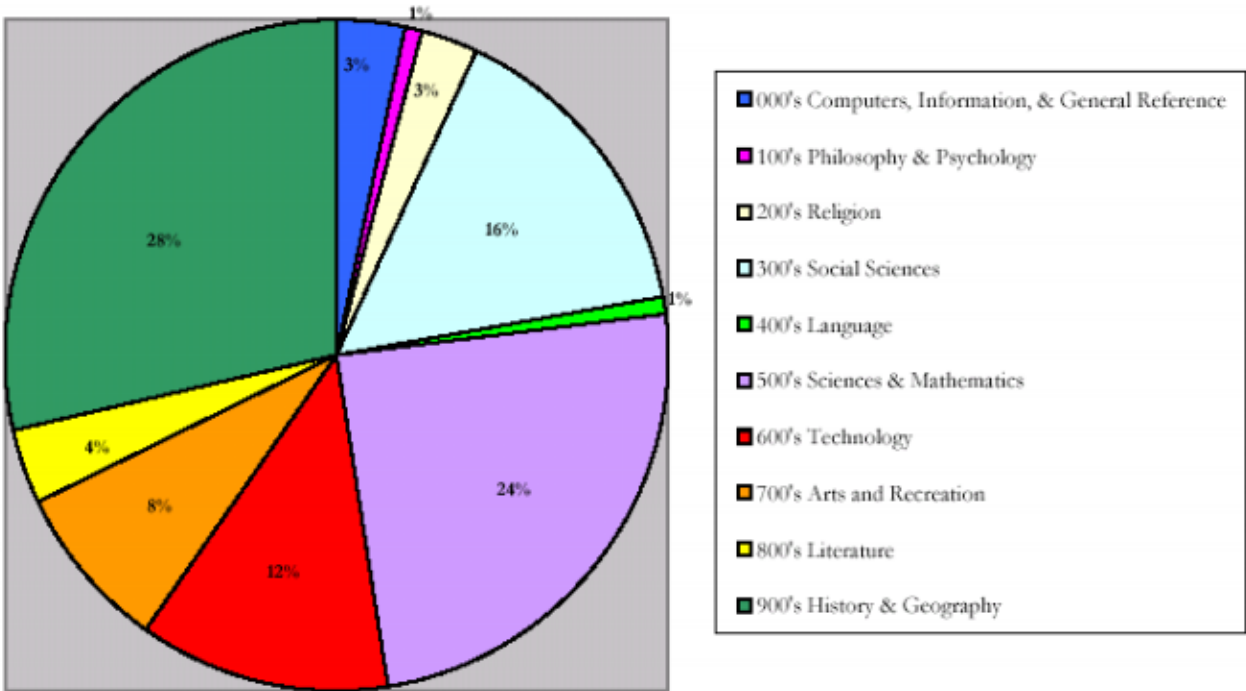
Cataloged Web sites

SAILS is happy to announce the addition of over 8,000 fully cataloged records for Web sites into the system! These records are part of a subscription service, DartClix, from Brodart. There will be 500 new sites added each month, and sites that fail to live up to Brodart's tough selection criteria, will be dropped. Each of these records contains Library of Congress subject headings, grade level, and Dewey decimal call number.

Breakdown of Initial Web Sites

Computer, Information & General Reference	289
Philosophy & psychology	106
Religion	195
Social Sciences	1577
Language	83
Sciences & Mathematics	2004
Technology	1253
Arts & Recreation	852
Literature	341
History & Geography	2222

Try this sample search: under the quick search (on the home page of iBistro) type in: **cooking and lobster**
 Hope you enjoy, and please tell your patrons. They should find this a great supplement to your other holdings.



SAILS Network Statistics

FY03 Overview	December	November	October	September	August	July	July-Dec	Total FY03
Total Intranetwork Loans						43,292	43,292	43,292
Total Items Circulated						414,540	414,540	414,540
VirtCat Items Loaned						218	218	218
VirtCat Items Borrowed						69	69	69
Cataloging Requests						2,702	2,702	2,702
MARC Records Added						2,994	2,994	2,994
Patrons Added						3,355	3,355	3,355
Holds						20,887	20,887	20,887
Total MARC						842,960	842,960	842,960
Total Holdings						3,083,156	3,083,156	3,083,156
Total Patron						479,073	479,073	479,073

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Upcoming Training

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

Beginning Cataloging

9/24/2002 9am to noon
SAILS Training Room

Beginning Serials (Full)

9/18/2002 9am to noon
10/24/2002 9am to noon
SAILS Training Room

Outreach Services

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

Personal Computer Basics

9/05/2002 9:30am to 11am
SAILS Training Room

Security Workshop

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

Virtual Catalog Training

09/12/2002 1pm to 3pm (Full)
09/19/2002 10am to noon (Full)
SAILS Meeting Room

Utilizing E-mail for Customer Service

10/02/2002 10am to noon
10/03/2002 10am to noon
SAILS Training Room

Upcoming Meetings

Technical Services Meeting

09/17/2002 10am to noon
SAILS Meeting Room

Board Meeting

09/18/2002 10am
SAILS Meeting Room

Broadcast Initiative Meeting

09/18/2002 1pm to 3pm
SAILS Meeting Room

Circulation Meeting

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