



Network News

June, 2021

Reopening Reminders

As libraries more fully reopen, please remember to check in on the following items:

- Is your curbside pickup information, walk-in service information, and quarantine period accurate on the [SAILS Phased Reopening Spreadsheet](#)? If no, all directors have permission to update the spreadsheet. Update requests can also be sent to support@sailsinc.org.
- Are your [notices](#) correct?
 - Many libraries suspended 7-day overdue notices when they were quarantining materials. If you want to restart 7-day notices, send a request to support@sailsinc.org.
 - Libraries that have stopped quarantining may also need to remove special quarantine language from their overdues, advising patrons that there may be delayed check-ins.
 - Do your email or text hold pickup notices still contain language about calling the library for pickup procedure or to make an appointment? Email support@sailsinc.org if this language needs to be removed.

If libraries need any other assistance as they reopen, feel free to reach out and let us know.

Privacy Consultant Becky Yoose to Speak at SAILS Annual Meeting

The SAILS Annual Meeting is scheduled for 2 p.m. Wednesday, June 16 via Zoom.

The Annual Meeting is when the SAILS network looks back on activities from the past year, elects Board officers, and makes committee assignments for the coming year. It is also a great time to hear from others in the library profession about topics related to technology.

For this year's annual meeting, data privacy consultant Becky Yoose will deliver the keynote address at the end of the business portion of the meeting. She will talk about the complex landscape of library data privacy. This talk is timely for the network, which will conduct a privacy audit in the first half of FY22.



For over a decade, Becky has wrangled library data in its various forms, from cataloging and metadata to administering library systems and library data warehouses. Becky has worked with library data flows at both large and small academic and public libraries, as well as with both proprietary and open source library applications and systems. Receiving her MA-LIS from the University of Wisconsin – Madison in 2008, Becky is also an accredited information privacy professional with the International Association of Privacy Professionals, which brings valuable knowledge of data privacy practices and regulations in the US into library practices.

Becky's expertise has been recognized by the library community with invitations to participate in the [Library Values and Privacy Summit](#) and the [National Web Privacy Forum](#) as well as a guest lecturer on library privacy in various groups and classes, including the [Library Freedom Institute](#). Becky is also heavily involved in the ALA IFC Privacy Subcommittee, where she helped revise and update the [Library Privacy Guidelines for Vendors](#) in 2020 and contributes to the [Choose Privacy Every Day](#) blog.

SAILS directors should already have received a Google calendar invitation to the meeting with Zoom call-in details. Feel free to share this invitation with others at your library if you would like them to hear this presentation. A recording will also be made and shared with membership after the meeting.

Circulation Tip of the Month

Post-it notes for damaged items

The purpose of the post-it notes is to allow a patron to borrow an item without being charged for existing damage. These should not be used for items that are too damaged to circulate.

- Lending Library = the name of the library who is circulating it - not the owning library.
- Using the post-it note form supplied by SAILS, record the type of damage, enter today's date, and the circulating/lending library. This post-it should be put inside the cover of the item if possible.
- The item can then be checked out to the patron.
- The circulating library should immediately place a copy specific hold on the item for the item's owning library's **tech account**. A hold note must be entered, briefly stating the item is damaged.

When the item is returned, the **owning library** should update the item record so that the circulation note states the item is

Reminder: We Need Feedback on Uniformity of Circulation Policies and Procedures

SAILS has two focus groups remaining for libraries to provide feedback to the network on where they would like to see more uniformity in circulation policies and procedures.

These focus groups are being held as a result of our strategic planning process during which staff and directors indicated they would like to see more consistency across the network. The focus groups are the first step in identifying where this consistency is desired.




Library directors and primary circulation contacts are invited to participate in this discussion.

- Tuesday, June 8: 2 to 3:30 p.m. - <https://www.eventkeeper.com/code/ekforcurOrg=SAILS&curID=507474>
- Wednesday, June 9: 10 to 11:30 a.m. - <https://www.eventkeeper.com/code/ekforcurOrg=SAILS&curID=507475>

damaged. The item can then be put back into circulation

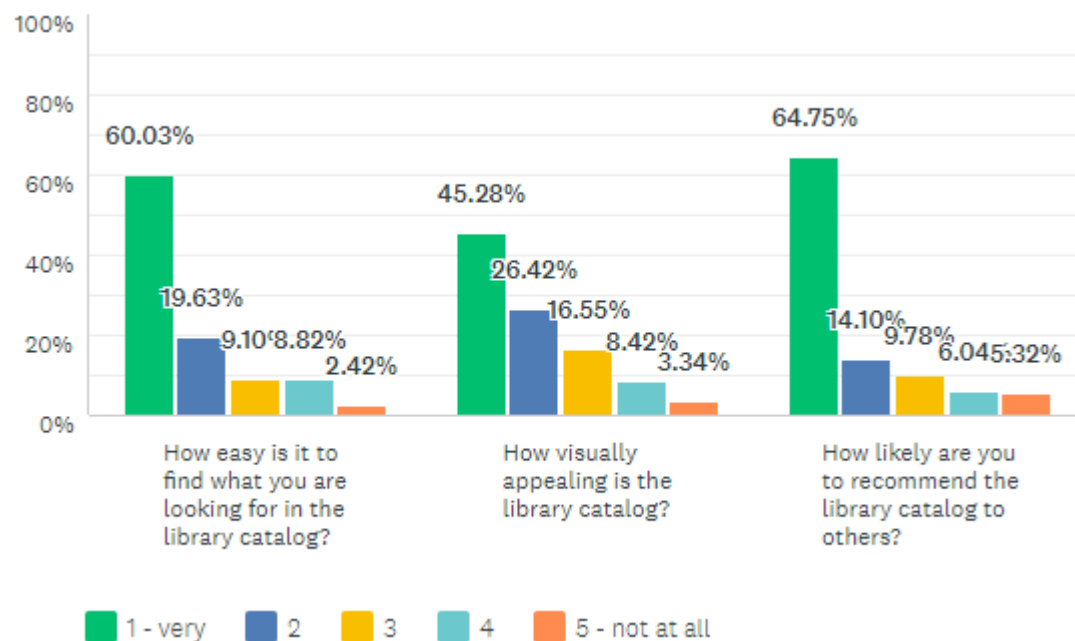
Survey Results Coming Soon

Our annual patron survey ended on Monday, June 7th. We will be sharing results with everyone and sending each library their own patrons' responses. Here's a little preview. One response that has remained consistent over the past several years is the answer to our first question, "How was your experience using Enterprise, the SAILS catalog?" 2 years ago, 87.65% had a positive experience. This time it's a bit higher and 6% now responded with a big smile.

ANSWER CHOICES	RESPONSES
	77.00% 954
	14.04% 174
	8.96% 111
TOTAL	1,239

The other question that showed a bit of a change was the questions on how they felt about searching. Overall, people seem much happier about the search than they did two years ago. This could be from us being able to add the synonym list, which allows searching by alternate spellings of words, such as theater and theatre. It could also be the inclusion of the Overdrive and Hoopla titles, or maybe people are just used to it?

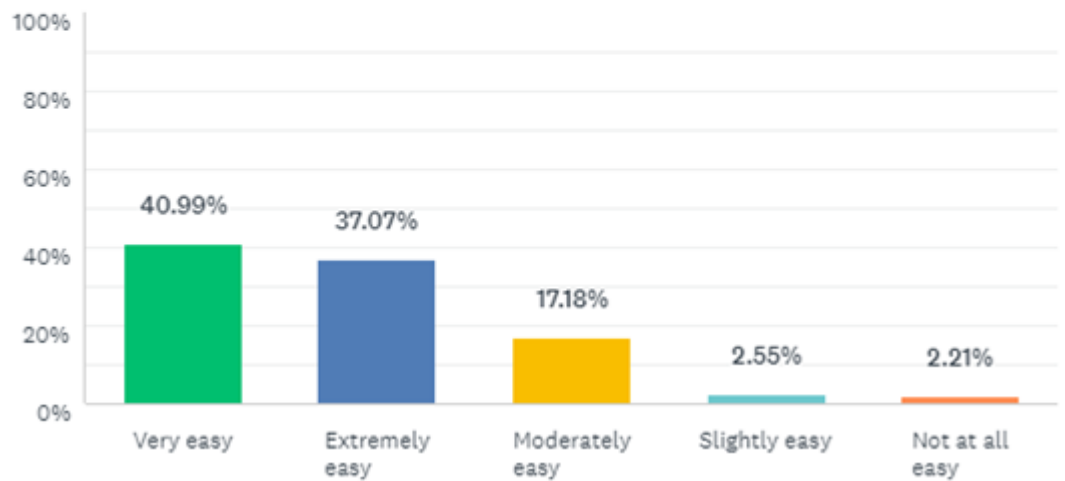
2021



2019

How easy is it to find what you are looking for in the Enterprise catalog?

Answered: 588 Skipped: 610



Highlights of the May SAILS Board Meeting

- The SAILS Board approved a change to the employee manual to say SAILS staff are given paid time off for all federal and state holidays as well as a half day the day before Thanksgiving, and Christmas Eve. As a result, SAILS staff will now have a paid holiday the Friday before Juneteenth Day.
- The Personnel Committee reviewed the evaluation of the SAILS Executive director with the SAILS Board. The Board voted to approve the evaluation.
- Executive Director Kathy Lussier discussed plans for fully reopening the SAILS office. SAILS staff will return to the office full time in August with a telecommuting policy to provide more flexibility for remote work. Over the next year, SAILS will be evaluating the need to support full office space for staff, who are able to perform a majority of their jobs remotely.
- SAILS Assistant Director Laurie Lessner shared that Syndetics Unbound is now available to the network at no additional cost. Because it offers many of the same services as NovelistSelect, the network will evaluate whether to continue the NovelistSelect subscription.
- The Board agreed to start meeting in person again starting in September with remote options available for those who cannot attend. The Board will alternate between remote and in-person meetings. Membership meetings will return to member libraries.
- Laurie and Kathy reviewed some topics that came up at the recent Customers of SirsiDynix Users Group, Inc. (COSUGI) meeting.
 - Some library systems shared tricks for removing problematic authorized subject headings from the catalog. SAILS may have a later discussion about removing some of these subject headings from our records.
 - SAILS staff is looking at implementing a custom service called Harvest Unleashed for Enterprise searches. This service allows cross-references from authority records to be included in the search, allowing patrons to more easily find records when they may not have used the correct author name or subject term in their search.

- The network may explore using tabbed results for formats, allowing electronic resource results to be returned on a separate tab from physical materials.
- There are plans to eventually expand the favorites database so that patrons can update their favorite authors and subjects through Enterprise. There is no estimated timeframe for this work yet.

Upcoming Meetings

Jun 8, 2021	2:00 PM	Circulation Focus Group
Jun 9, 2021	10:00 AM	Circulation Focus Group
Jun 11, 2021		Barcode Order Placed
Jun 16, 2021	2:00 PM	Annual Meeting

Network Stats - May

Circulation (no Overdrive): 196,337
Total Items Circulated: 265,816
Items Loaned between SAILS Libraries: 60,114
OverDrive Circulation to SAILS patrons: 53,742
Ebook: [34,323](#)
Audio Book: [17,386](#)
Video: 30
Magazines: 1,987
Database Size:
Titles: 1,128,426
Items: 3,374,089
Total Patrons: 377,060

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