



NETWORK NEWS

September 2021



In Photo: Tracy Marino (Pembroke Select Board), Debbie Wall, Debby Conrad (MBLC) and Josh Cutler (Massachusetts House of Representatives)

Best Wishes to Debbie Wall

SAILS sends congratulations and best wishes to Pembroke Public Library director, Debbie Wall, who is retiring on October 1. Debbie started in Pembroke in September 2001. She has been an active member of the SAILS community and was President of the network in FY13. We wish Debbie the best of luck in her upcoming retirement!

Apponequet Regional High School Library to Begin Circulating this Fall

SAILS' newest member, Apponequet Regional High School Library, is ready to begin circulating and filling holds in the system.

Apponequet joined SAILS at the beginning of FY21. School library teacher Julie O'Brien has been busy replacing barcodes on the library's items over the past year to prepare for circulation. Apponequet will appear in the system as ARHS.

We will send out an email to the allsails list once we know the date that the library will begin requesting and filling holds.

Libby Promotion

By Chelsea Fernandes

With the sunsetting of the OverDrive App many of you may be interested in promoting Libby at your library! The SAILS office has a large Libby banner that libraries can borrow for up to 28 days. The banner cannot be put in delivery, but will need to be picked up from the SAILS office. Any library interested in borrowing the banner should email the SAILS office at support@sailsinc.org.

Jorj still loves Libby!



We will also be sending out stickers to your library to help you promote Libby! Look for these in the next month!



Managing Your Holds Shelf

We've gotten a few emails lately asking for help processing holds from the hold shelf. Sometimes a hold will get suspended after it becomes available. We've also seen an item is made available for a patron, yet a different item on the title gets checked out to them instead of the one waiting on the hold shelf. If the hold isn't cancelled at that time, and it expires on the hold shelf, it may be difficult to process, since the system is seeing the hold as filled, yet also expired.

It appears the best way to deal with these is to use the "manage hold shelf" wizard and select the item and click the "process selected inactive hold" button. Using the discharge or check item status wizards doesn't always work.

If you run into any trouble, email support@sailsinc.org and we'll be happy to fiddle and get these fixed.

Procedure Reminder - Post-it notes for damaged items

The purpose of these 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 damaged by a patron to the point they cannot be used.

On the line that says Lending Library enter the name of the library that is going to circulate it - not the owning library.

1. Using the standard post-it note form supplied by SAILS, record the type of damage, enter today's date and circulating library. This post-it should be put inside the cover of the item if possible.
2. The item can then be checked out to the patron
3. The circulating library should **immediately place a hold** on the item for the item's owning library. A hold note must be entered briefly stating the item is damaged.
4. When the item is returned to the owning library, that library should update the item record so that the circulation note states the item is damaged. The item can then be put back into circulation.

Also please note - it is the owning library that enters the circulation note not the circulating library.



Circulation Tip of the Month

By Chelsea Fernandes

Out of Network Cards

Public library members in SAILS should accept out-of-network cards rather than issue new cards to patrons. The first time an out of network patron uses his/her card, their patron information is entered into SAILS following standard patron data entry procedures:

- A small sticker will be placed on the card by the library entering the patron information in the SAILS system for the first time.
- Residents of a SAILS community should always be issued a SAILS card even if they already have an out-of-network card.
- Out of network residents are not required to have a card from their home library. If they do not have a card then they should be issued a SAILS card with MASS in usercat2.
- If an out of network resident does not have his/her home library card the SAILS library may issue the person a SAILS card but the patron has to be reminded that they have to bring their SAILS card whenever using a SAILS library.

Stickers for the cards may be ordered by going to the supply order form here:
<https://www.sailsinc.org/networkresources/order-form/>

Bootleg DVDs - What You Need to Know

At their August meeting, SAILS Members voted to approve the following language in the Special Cataloging - Restrictions policy:

It is the policy of the SAILS Library Network that any materials in violation of copyright are not allowed in our catalog. It is the responsibility of each member library to make every effort to adhere to this policy.

This policy language was adopted in response to the problem of bootleg DVDs inadvertently being added to library collections. Because these DVDs are created in violation of copyright laws, SAILS libraries should make every effort to ensure they are not purchasing these materials.

The manufacturers of bootleg DVDs have become very savvy at packaging these products. Although you can look closely at the case to check for an incorrect studio or references to another tv show/movie, in many cases, there are no signs that it is not a legitimate copy of the DVD. These titles are also cataloged by other libraries in SkyRiver, the SAILS cataloging utility. As a result, there is no way for SAILS cataloging staff to know these copies are illegitimate.

The best time to recognize that a DVD might not be officially released yet is at the time the order is placed. Streaming services are hesitant to release popular tv series to DVD. As a result, any purchase of these titles should get additional scrutiny. Be cautious of purchasing from third-party sellers on Amazon, Walmart or Target. If you perform an online search for the name of the series with "release date" added as keywords, you should get an idea of whether the season has indeed been officially released.

As the policy states, it is the responsibility of libraries to adhere to this policy. If you happen to notice a bootleg DVD in Enterprise, please feel free to call the library that owns the item to let them know. If you realize that your library has accidentally purchased one of these items, please place a copy hold on them and then discard them at your earliest convenience.



Upcoming Technical Services Fall Roundtable in October

This year's technical services fall roundtable will once again be held on Zoom. Details about the date, time, and topics of discussion will be emailed soon to the Cataloging List and will also be posted on the SAILS staff website calendar of events. If

there's a topic that you would like us to discuss at this roundtable, please email catsupport@sailsinc.org.

If you are not already subscribed to the Cataloging List, you can sign up for this list by emailing support@sailsinc.org. Along with the monthly email with recently updated graphic novels records that require subfield Z in call numbers, you will also receive any other news from the SAILS Cataloging Department as well as minutes from roundtables and the annual technical services meeting.

Web Dewey

By Chelsea Fernandes



A Web Dewey subscription is a service that SAILS provides to all its member libraries. What is Web Dewey? Web Dewey is "the electronic version of the Dewey Decimal Classification (DDC) system." If your copy of the DDC is out of date or if you aren't quite sure how to use it to begin with, Web Dewey is a fantastic resource! This is where you will go to log-in: <http://connexion.oclc.org/>. Simply email support@sailsinc.org and ask for the Web Dewey log-in credentials" and we will be happy to get you started.

2-Step Verification

by Laurie Lessner

For everyone with a Google account from SAILS, you do have the option to use stronger security methods than just your password. The network is looking at our data and privacy protection procedures and one place we're looking at is our Google Workspace. We share many documents, send tons of emails, and work with patron information all the time.

If you decide to make your account more secure, as is recommended, you have the option to require google to text you a code or call you with a code, each time you log in, OR you can authorize a computer once, to always allow you to log in. For the most secure access to your account, you can create a security key that you keep on a USB (flash) drive.

This page explains everything you'd want to know about 2-step verification. It is not very technical, has easy to understand graphics, and is the best place to start.

<https://www.google.com/landing/2step/> If you have any trouble or questions, please email support@sailsinc.org.

Personally I've authorized the computers I use at home and at work, to allow me access without entering a code each time. I have had no trouble and do feel more secure, especially when I see how many people try to hack into our Wordpress website each day and large organizations like the Boston Public Library losing days of service because they had a security breach. This seems the least we can do to protect ourselves and our patrons.



On September 22nd, the Massachusetts Board of Library Commissioners, Massachusetts Center for the Book, and public libraries across the commonwealth are partnering on a "National Book Festival Near You" event. The event opens at 7 p.m. with a group watch party of a video created for National Book Festival that features Isabel Wilkerson, author most recently of *Caste: The Origins of Our Discontents*. At the conclusion of the video, there will be a commonwealth conversation, led by former State Representative and noted historian and library advocate, Byron Rushing, and Salem State professor Roopika Risam, recent recipient of a Mass Library Association Intellectual Freedom award. The event is open to all and promises to be a lively and informed discussion of the diversity, equity, and inclusion issues sparked by Wilkerson's analysis. Please note that participants need not have read *Caste* in advance. An overview of Wilkerson's argument will be available in the materials sent to all registrants.

A Massachusetts Library Event via Zoom in partnership with the Library of Congress and National Book Festival. Registration is now open: <https://bit.ly/NBF2021MassWatchParty>

Call for proposals: MLA 2022: Turn the Tide

Hello everyone,

We are thrilled to announce that **MLA 2022: Turn the Tide** will return in person to the Resort and Conference Center in Hyannis, May 23-25, 2022.

Do you have a program idea that could be fun or beneficial to your peers during these trying times? If so, the Conference Committee wants to hear from you!

Have an interest but don't feel like presenting? That's OK. You could assemble a panel to discuss it!

Submit your program proposal by October 8, 2021. You will be contacted in November after the Conference Committee has reviewed the proposals.

Thank you!

MLA Conference Co-Chairs
Michelle Filleul
Anna Gooding-Call
Esme Green
Ellen Keane



Highlights of the August 2021 Members Meeting

- SAILS Assistant Director of Technology Services Laurie Lessner provided a demo of Syndetics Unbound, which provides Enterprise enhancements similar to the ones available through Novelist Select. The PubPac Committee will evaluate Syndetics Unbound as a possible replacement for Novelist Select in September.
- Members voted to approve the following update to the Special Cataloging - Restrictions Policy:
 - It is the policy of the SAILS Library Network that any materials in violation of copyright are not allowed in our catalog. It is the responsibility of each member library to make every effort to adhere to this policy.
- Members agreed to resume blocking in Overdrive after 9/1/2021 for patrons with a blocked account. Renewals in Enterprise will also be prevented for blocked patrons at that time. The circ policy committee will further consider a recommendation on preventing blocked patrons from placing holds.
- Executive Director Kathy Lussier discussed a new statewide project being considered that will offer more robust options for online registrations. A task force is investigating software that will verify patron addresses online at the time they sign up for a card or when renewing their privilege.
- A sales rep from Kanopy provided a demo of their streaming video service. Kanopy is now providing discounts to consortia when enough libraries sign up for the service. Libraries that want more information about this cooperative purchase opportunity should email support@sailsinc.org.

August Statistics

Circulation (no Overdrive)

Total Items Circulated: 812,021

Items Loaned between SAILS Libraries: 61,261

OverDrive Circulation to SAILS patrons

Ebook: 37,459

Audio Book: 19,729

Video: 37

Magazines: 2,231

Database Size

Titles: 1,080,088

Items: 3,266,860

Total Patrons: 372,817



SAILS

10 Riverside Dr.
Lakeville, Massachusetts 02347
508-946-8600

www.sailsinc.org

