Network News
January 2022

Best Wishes To Manny Leite

Please join us in sending along best wishes to Boyden Library (Foxborough) Director Manny Leite, who will be moving to Tennessee to start a new chapter as director of the Blount County Public Library System.

Manny's last day in Foxborough will be Friday, January 14. Manny has been active in the SAILS community since he joined the network in 2007, when he became the director of the East Bridgewater Public Library. He has served as the director in Foxborough since 2015. Manny was President of SAILS in FY17. In addition to serving on the SAILS Board multiple times, he has served on many committees, including the Nominating Committee, the Legislative Breakfast Committee and the Personnel Committee. When SAILS directors were unable to keep meeting in person during COVID, he helped keep the conversation going by stepping in to help facilitate the informal director chats via Zoom.

We wish Manny the best of luck in his new position in Tennessee!

Privacy Matters: Better Ways to Manage Your Holds Shelf
By Kathy Lussier

As SAILS continues its audit of privacy practices, one area of concern has been reducing the amount of Personally Identifiable Information (PII) that is sent in plain-text emails.

Plain-text emails are a problem because these messages can be intercepted by hackers; they get stored in multiple Inboxes and Sent folders, making it difficult to ensure this PII is subsequently deleted; and messages can easily be forwarded to others or misdirected.

At SAILS, we regularly generate some reports with PII that are emailed to library staff. Although we have not stopped running these reports yet, we plan to stop sending them via email in the near future.

One of these reports is the Clean Holds Shelf report that SAILS runs for many libraries. The emailed report includes the patron's full name and the title of their holds.

The good news is that this report is no longer necessary for libraries. Since our spring 2019 upgrade, the Manage Holds Shelf wizard has been available for libraries to identify shelf-expired holds and to put them in transit, back on the shelf, or make it available to the next patron. Many libraries that use the wizard have reported it is much easier to use than the Clean Holds Shelf report.

Instructions for using the Manage Hold Shelf wizard are available in the SirsiDynix help system.

In order to use the Manage Hold Shelf Wizard, SAILS staff must suspend your library's Clean Holds Shelf report. If you are interested in using the wizard, please contact support@sailsinc.org to suspend this report and for any assistance in working with the wizard.

Changes to Libby and OverDrive
By Chelsea Fernandes

As of October 2021, Libby is no longer supported on iPhones and iPads running iOS 9. This change may also affect those trying to use libbyapp.com in older web browsers. To continue using Libby: iPhone/iPad users: Update your device to iOS 10 (or higher).

Browser users: Update your browser version.
If updates aren't available, please switch to another device supported by Libby.
This information can be found on the SAILS website here: https://www.sailsinc.org/overdrive-help/.

As a reminder, **beginning in February 2022 the OverDrive app will no longer be available to download via the Apple App Store, Google Play, and Microsoft Store**. Current OverDrive app users can continue to use the app. All users can continue to use, borrow, and open titles from your library's OverDrive website via a browser.

Are you looking for a great way to promote Overdrive's Libby app to your patrons?

The SAILS office now has three Libby banners that libraries can borrow for up to 28 days. The banner cannot be put in delivery and will need to be picked up from the SAILS office. We currently have availability for the month of February and beyond. Any library interested in borrowing a banner should email the SAILS office at support@sailsinc.org.

Stickers for the Libby promotion are also currently available for replenishment. Email the SAILS office at support@sailinc.org and let us know you would like more sent to your library.

Top Enterprise Searches for December

1. Wish You Were Here - Picoult, Jodi 44
2. Go Tell The Bees That I am Gone - Gabaldon Diana 44
3. Judge's List - Grisham, John 43
4. No time to die 41
5. Call us what we carry Gorman, Amanda 34
6. Stranger In The Lifeboat - Albom, Mitch 30
7. "Wish you were here" - Picoult, Jodi, 26
8. Minecraft - Brooks, Max 26

9. Where The Forest Meets The Stars
-      Vanderah, Glendy 25
10. Mercy - Baldacci, David 24
11. Dark Hours - Connelly, Michael 24

Circulation Tip of the Month
By Chelsea Fernandes

Asterisks in Custom Policies

If you see ***** in a patron profile/category, this means the policy does not exist. It could be that the patron is from another library that uses a code you do not use. Do not change the ***** unless you are changing the patron's library to your library, then, in modify user, select from one of your library's profiles/categories. These codes are your library's codes.
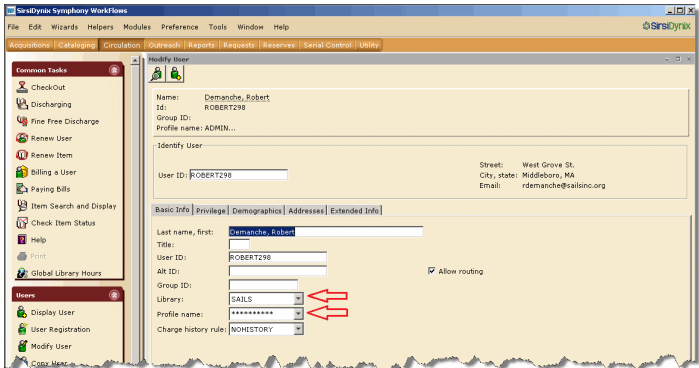
New Field for Website Links Added to the EQUIP Format
Jennifer Michaud

At November's Technical Services meeting, we highlighted a new field that is now part of the EQUIP format. This field (labeled Electronic access) is for adding website links to the record, similar to a Museum Pass record with a link to the museum's website. This new field can be used to add links you need in the EQUIP record, such as links to your library's KitKeeper reservations or instruction manuals online. You can also request to have SAILS Cataloging add specific wording to display in the Enterprise record for the link (such as: Click here to reserve the item).

SAILS Cataloging needs to add these links to the EQUIP records, so fill out an error reporting form on the SAILS website with the link that you want added to the record. You can also let us know if you want any specific phrase to display in place of the link on Enterprise.

Here's how one EQUIP record with this new field displays in Enterprise:

SAILS
LIBRARY NETWORK
e·catalog
connecting you to your library

Log In | My Account | My Lists | Send a Request | Library Information   Select Language | 🌐 | ⊘

[Everything ▾] [Title ▾] [meadows camera] [SEARCH] Advanced Search

ℹ [Login Help]

Available:

Meadows Camera [kit]   Select an Action ▾

Edition: ViviCam 8119
Physical Description: 1 Digital Camera, 1 USB Cord,
1 SD Card-2GB, 2 AAA Batteries, 1 Wrist Strap   +Add to goodreads
General Note: 14 Day loan - No Renewals - $1.00 A
Day Late Fee.   Place Hold
Publication Information: Vivitar, 2016
Electronic Access: Click here to reserve the item   Text This To Me
Format: 📙 Books   Staff View

Library⊖	Shelf Number⊖	Status⊖
Seekonk Public Library	CAMERA	ASK AT CIRC DESK

Google Drive Limits coming on Feb. 1st, 2022

Starting on February 1, 2022, new and modified Google Docs, Sheets, Slides, Forms, Drawings, and Photos, will count towards the SAILS storage quota. Up until then, the space taken up was counted as 0 for storing files created using these Google apps..

On average, a Word document, for example, is less than 50 KB. The Google Doc created or modified after January will be about the same. Our available amount of storage for the network is currently 21.7 TB (92.13%). One Terabyte is 1000 gigabytes. A one minute video is about 1 gb, or 1000MB. As an organization, we don't have much to worry about. It has remained steady for at least 6 months.

As individuals, you may want to start paying attention to the % of space you are using. There are only about 25 accounts who are over 50%, and just a couple close to the 30gb limit. Since Google combines everything in G-Drive, Photos, and email - including trash. If you go over the limit, you won't be able to send or receive email.

Here is a great article from Google. It tells how to remove specific types of items and how to manage them. There is a preview below. In the directions, they give a June 20th date. That is not for the nonprofit version of Google Workspace. Our version begins using the new rules on Feb. 1st.

So no need to panic. But there is a need to understand what you have stored in your Google account.

From Google Help (https://support.google.com/drive/answer/6374270)

Manage files in your Google Drive storage

Your storage is shared across Google Drive, Gmail, and Google Photos. When your account reaches its storage limit, you can't send or receive emails.

To see how much space you have left, on a computer, go to google.com/settings/storage.

How to clear space

Clear space in Google Drive, Gmail, and Google Photos to make room for new items.
To delete your Google Drive files, move them to the trash. Files in trash will be automatically deleted after 30 days. You can restore files from your trash before the 30-day time window. You can also permanently delete them to empty your trash. If you delete, restore, or permanently delete multiple files or folders at once, it might take time for you to notice the changes.

UPCOMING EVENTS:

Digital Commonwealth Guest Presentation   January 11, 2022 10 - 11 AM
Martin Luther King Jr. Day   January 17, 2022 **SAILS Office Closed**
SAILS Membership Meeting   January 19, 2022 10 - 12PM

DECEMBER STATISTICS

Circulation (no Overdrive)
Total Items Circulated: 231,122
Items Loaned between SAILS
Libraries: 52,109

OverDrive Circulation to SAILS patrons
Ebook: 31,672
Audio Book: 17,854
Video: 62
Magazines: 2,469

Database Size
Titles: 1,071,134
Items: 3,191,374
Total Patrons: 367,611

10 Riverside Drive Suite 102
Lakeville, MA 02347