



NETWORK NEWS - February 2023

Best wishes

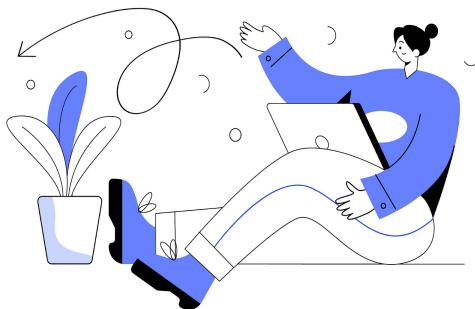
Best Wishes Lynne Antunes!

Please join us in sending best wishes to Dartmouth Public Libraries director Lynne Antunes, who will be retiring on March 1.

Lynne started working in Dartmouth as the children's librarian in 1977. She later worked as the North Dartmouth branch librarian and as the senior librarian before becoming director in 2011. She served as President of SAILS in FY15.

Thank you, Lynne, for all of your contributions to the network. We wish you the best of luck in your future endeavors!

2023 Southeast Legislative Breakfast Ensuring your right to read



Thank you to all the attendees, speakers, and donors who made this year's Legislative Breakfast a resounding success! Links to the speeches and photos taken during the event are below.



Welcome:

<https://bit.ly/SELegBreak23Welcome>

Debby Conrad, Chair of the MBLC; Library Legislative Agenda:

<https://bit.ly/SELegBreak23Conrad>

Alison Noyce & Rhonda Baptiste, Tri-Town Against Racism; Community Perspectives:
<https://bit.ly/SELegBreak23TTAR>

Kathy Lussier, Executive Director of SAILS; Technology Challenges for an Automated Resource-Sharing Network:
<https://bit.ly/SELegBreak23Lussier>

Rep. Patricia Haddad, Keynote Address:
<https://bit.ly/SELegBreak23Haddad>

Link to Event Photos:
<https://photos.app.goo.gl/4JaNiAFQw8gh3aG36>

Technical Services Spring Roundtable and Annual Meeting

We are currently in the process of arranging the date and location for a spring roundtable on graphic novels, but the great news is that we will be having our Technical Services Annual Meeting at the Middleboro Public Library on Wednesday, June 7th from 10 am to noon. This meeting will be a hybrid meeting so there will also be the option to attend via Zoom. Details for registering for this meeting will follow later this month in an email to the Cataloging List. Once we have finished scheduling the graphic novels spring roundtable, we'll also send registration information to the Cataloging List with details about that meeting.

If you're not already on the Cataloging List, you can send an email to catsupport@sailsinc.org and we'll add your name to the list.

Turn on 2-Step Verification

We have been undergoing a cybersecurity audit over the past several months. It was recommended that we require 2-factor authentication for our gmail accounts that have administrative access. We are going ahead with that and would also like to encourage everyone else to do the same. This is where, when logging into your Google account, you'll be asked to perform some step to verify it is really you logging in. I'm sure, if you've done any online banking, or subscribed to a paid-for service, you've needed to go through this extra step.

Most of these instructions came right from the Google help, and they should be pretty straightforward, but if you run into any trouble, please let me know. You can view them online, and see even more detail, at: <https://support.google.com/accounts/answer/185839>

Allow 2-Step Verification

1. Open your [Google Account](#).
2. In the navigation panel, select Security.
3. Under "Signing in to Google," select 2-Step Verification > Get started.
4. Follow the on-screen steps.






Verify it's you with a second step

After you turn on 2-Step Verification, you must complete a second step to verify it's you when you sign in. To help protect your account, Google will ask that you complete a specific second step.

Use Google prompts

We recommend you sign in with Google [prompts](#). It's easier to tap a prompt than enter a verification code. Prompts can also help protect against SIM swap and other phone number-based hacks.

Google prompts are push notifications you'll receive on:

- Android phones that are signed in to your Google Account.
- iPhones with the [Smart Lock app](#) , the Gmail app , the Google Photos app , the YouTube app , or Google app  signed in to your Google Account.

Based on the device and location info in the notification, you can:

- Allow the sign in if you requested it by tapping Yes
- Block the sign-in if you didn't request it by tapping No

For added security, Google may ask you for your PIN or other confirmation.

Use other verification methods

You can set up other verification methods in case you:

- Want increased protection against phishing
- Can't get Google prompts
- Lose your phone

- Use **security keys** to increase phishing protection - A physical security key is a small device that you can buy to help verify it's you when you sign in. When we need to make sure it's you, you can simply connect the key to your phone, tablet, or computer. Tip: Security keys help protect your Google Account from phishing attacks, when a hacker tries to trick you into giving them your password or other personal information.

- Use **Google Authenticator** or other verification code apps. This is available for Android and iOS

- Use a **verification code** from a text message or call - A 6-digit code may be sent to a number you've previously provided. Codes can be sent in a text message (SMS) or through a voice call, which depends on the setting you chose. To verify it's you, enter the code on the sign-in screen.

Personally, I've been using the Google Authenticator app. On another service, I use a security key, which is a bit of a pain. It's a USB drive that you have to put into the computer and touch, to verify it's you. The verification code method is very simple. You get a text of a number that you put into the login screen. You do need to have a phone to use the verification code method, and a lot of people don't want to mix their personal phone with their work email.

~ Laurie (llessner@sailsinc.org)

Annual Circulation Meeting

Tuesday May 23, 2023
10:00 AM until 12:00 PM
Location: Lakeville Public Library

Register here: <https://tinyurl.com/bdzahe4>



Informal Director Meet-up

Join us for a lunch meet-up after the April 12th Membership meeting in New Bedford. More details to come!

K-12 School Library Rep Needed for SAILS Board

Due to the departure of former Durfee High School librarian, Timarie Malo, to a non-SAILS school library, SAILS has a vacancy on the Board for a member representing K-12 school libraries.

The term for this position will run through the end of June 2024. The SAILS Board typically meets at 10 a.m. on the third Wednesday of the month, unless the third Wednesday falls during school vacation week. There is always an option for remote participation at these meetings if a Board member cannot leave their library.

Participating on the SAILS Board ensures that the network is considering the needs of K-12 school libraries when it makes decisions.

If you would like more information about this position, please send an email to nominating@sailsinc.org.

Technical Services Alert: Downtime in Workflows for All Cataloging Functions this April

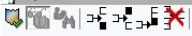
All cataloging functions will be unavailable to use between Monday, April 17th through Wednesday, April 19th for a project to update the SAILS database to Unicode. **No new bibliographic records can be added to the system during that time.** This means that you will not be able to attach to records, create request records (or equipment, museum pass, or magazine records), or edit call numbers. Libraries will also not be able to load on-order records into Workflows. SAILS Cataloging will not be able to load vendor records into Workflows, load records from SkyRiver, or edit records in Workflows.

Unicode is the widely used standard of encoding text in databases. This Workflows upgrade to Unicode will improve the way the system handles some punctuation and diacritics that appear as "junk characters" in MARC records. These junk characters currently can show up in records that SAILS Cataloging downloads from SkyRiver as well as On-Order records that libraries load from various vendors. This project will ultimately remove those "junk characters" from MARC records and On-Order records. An example of some of these unwanted extra characters that this project will remove is the On-order record for the title: Snow & Poison. The title currently displays in Workflows as: Snow & Poison (as shown below), which negatively impacts searching and makes it difficult to find this record by a title search.

SAILS is working with SirsiDynix so that circulation and patron functions will be available after an initial down period. The initial downtime is scheduled for Patriot's Day so as to reduce the impact on libraries. We apologize for any inconvenience this may cause, but this is a necessary upgrade that will enhance searching for both patrons and library staff.

Modify Title ✕

Modify Title



Snow & Poison / de la Cruz, Melissa

Control Bibliographic Call Number/Item Bound-with

☐ Shadow title

Label	Tag	Ind.	Contents
Control number	001		in503085369
LCCN	010		2022029571
ISBN	020		9780593326688 c\$18.99
ISBN	020		0593326687 c\$18.99
Dewey Decimal Classification Number	082	00	FIC
Personal Author	100	1	de la Cruz, Melissa?UNAUTHORIZED
Title	245	10	Snow & Poison ←
Edition	250		ed.
Publication info	260		bG.P. Putnam's Sons Books for Young Readers c20230418
Physical description	300		p. cm.
Acqupdate	950		A
Held by	596		EBWATER HANSON
Holdings	949		fEBWATER1 hACQEBW p18.99 i9780593326688
Holdings	999		hACQEBW

Highlights of the January 2023 Membership Meeting

- Membership voted to accept a proposal from the SAILS landlord, Canpro, to reduce the size of the SAILS office space. SAILS will continue to work on a hybrid work schedule when the space is reduced, but will support more remote work days for staff.
- Membership voted to accept policy recommendations from the Circulation Policy Committee to set a maximum of 90 days that items can be long overdue before moving to an Assumed Lost status; to handle senior-no-fine policies in a manner that only waives fines when the checkout library waives fines for these patrons; and to include Blu-Ray DVDs in the network hold fulfillment policy. They also approved a best practice recommendation to set 7 days as the period for holds to expire from the holds shelf.
- Membership approved the use of Legislative Breakfast funds to rent a bus to transport attendees to the March 15 MLA Legislative Day at the state house.
- Executive Director Kathy Lussier and SAILS Vice President Olivia Melo reviewed the Board's response and procedures for addressing patron complaints with the new email notification policy that removes titles from notices. The SAILS Board will continue with the policy for six months to give patrons time to get used to the new procedure for logging into Enterprise to view their titles. An evaluation will take place at the end of that six-month period.
- Membership also started discussion about age requirements for the new eCard that SAILS will be rolling out this spring. SAILS has issued a survey to public library directors to get more feedback on potential age restrictions for signing up for the eCard. The survey also asks about multilingual support for the eCard service.

UPCOMING EVENTS

SAILS Board Meeting	February 15th 10 am - 12 pm
President's Day - SAILS Office Closed	February 20th
Barcode Order Placed	March 8th

January Statistics

Circulation (no Overdrive)
Total Items Circulated: 255,918
Items Loaned between SAILS
Libraries: 57,601

OverDrive Circulation to SAILS Patrons
Ebook: 38,381
Audio Book: 26,736



General questions
support@sailsinc.org

Questions about billing or supplies
sailsbusiness@sailsinc.org

Magazines: 3,053

Database Size

Titles: 1,057,618

Items: 3,103,158

Total Patrons: 260,283

Questions about cataloging,
acquisitions or serials

catsupport@sailsinc.org

Questions about PC support

pcsupport@sailsinc.org



SAILS Library Network

10 Riverside Dr. Suite 102
Lakeville, Massachusetts 02347
508-946-8600
www.sailsinc.org