



Volume 16, Issue 9

September 2016

Training Opportunities Not to be Missed

Novelist Training from Ebsco

Bring your own device or use a SAILS laptop and learn about the new network's subscription to Novelist. These will be conducted by Ebsco trainers.

[Register for the 9/13 11-12:30 session](#)

[Register for the 9/13 2-3:30 session](#)

Gale Training

SAILS has made arrangements with Gale for onsite training to go over their products and the new Galepages website. The date is Sept. 27. The training will be held at SAILS.

Stay up-to-date on the statewide electronic resources from Gale Cengage. Gale is always working to improve the user experience! Learn about the latest features and get a refresher on searching techniques and tips. See the new "Galepages website" designed just for your library, making it an easy one-stop shopping for access to all of the statewide licensed resources from Gale, Britannica and ProQuest.

Register for the 9/27 12-2 session (full)

[Register for the 9/27 3-5 session](#)

Google Apps Training

And though this isn't until November, time goes by fast, so don't wait too long to [Register for the 10-12 session](#) or the [1-3 session](#).

SAILS has a not for profit / educational membership to Google apps. If you have a SAILS gmail account you also have access to all the Google apps as well as a ton of storage space! For free! Many of you have used the Google office products, similar to Microsoft Office, but I'm guessing most of you are not familiar with these. What SAILS hasn't done yet is a good job of advertising. These workshops are a first step.

If you're interested in learning more about the following features, don't wait to register to attend. At this workshop you'll have an overview of how to use the following products:

Google Drive - storage for all of your files

Google Docs - like Microsoft Word

Google Sheets - Spreadsheets - Project plans, budget sheets, organizational tool
Google Slides - Presentation product similar to Powerpoint

You'll hear how Google Drive works to safely kept your files online and saved automatically. That you can log into your Google account from anywhere and have access to all of your work. How you have the ability to share your files with co-workers to collaborate or allow others to only view and/or comment.

There will also be plenty of time for Q & A. These sessions will be presented by Laurie Lessner.

Barcode Orders

SAILS will be submitting the quarterly group order for item and patron bar codes on September 14th. Submit your order using the online order form (see link below). You must include a specific quantity - the number of bar codes on a roll can vary. **Do not** fill out the order form if you are unsure of the starting number - contact me (Debby) first and I can get it for you.

We must have a combined order of 25,000 to submit the order. We will not be placing another order until December so please check your inventory today.

[Supply Order Form](#)

Subfield Z on DVD-SETs

We've noticed that there has been an increase in DVD TV Sets missing |Z in the call numbers. If you do not enter your call number properly, patrons' holds are not filled.

Circulation Staff - if you have a patron complain that their hold on a dvd set is not being filled, email catsupport@sailsinc.org immediately. Do not try to fix this yourself!

- If you are circulating the entire set, the |Z is: |ZA FULL SET
- If you are splitting up the set, the |Z is: |ZDISC 1&2 and so forth.

It does not matter what your call number is before the |Z but there is a 40 character limit. Here are a couple examples:

- DVD WALKING SEASON 6|ZA FULL SET
- DVD WALKING S 6|ZDISC 1&2

9XX - Libraries that are using 9xx, update your call number immediately after you run the Load Bibs with Orders report. It does not matter if you aren't sure how you are going to circulate it, just put: |ZA FULL SET or |ZDISC 1&2

If you find records missing the |z please send an error report to catsupport@sailsinc.org.

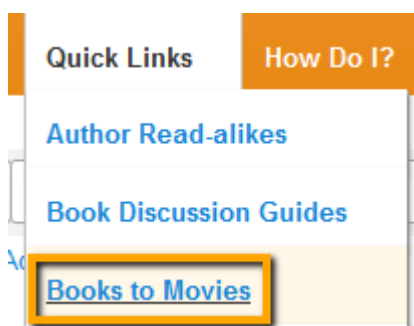
NoveList Marketing grant opportunity for NoveList

This could be a wonderful opportunity to get funding (\$1,000) to promote NoveList to your patrons or use to train staff. The grant comes from Ebsco and is awarded to any selected library who has a NoveList subscription. Since the network subscribes, all SAILS member libraries qualify!

Full details, including a link to the online application, is at: <https://www.ebscohost.com/novelist/idea-center/promote/promote-grow-novelist-usage>

Novelist Tip of the Month

The following comes from [Novelist's Idea Center](#)



Books to Movies lists [Books To Movies]

Check out our current list of books that have been adapted for the big screen this year. From the Quick Links menu in the top toolbar, click the Books to Movies link to view our list for the current year. Also check out our archive (linked at the top of the current list) to see Books to Movies from years past. Want books adapted for the small screen? Search our Books to TV genre by entering GN “Books to TV” in the search box.

If you haven't tried NoveList yet, you can select your library and log in at: <http://www.sailsinc.org/novelist-find-your-next-great-read/>

Dighton-Rehoboth School District

The Dighton-Rehoboth School District is now a member of SAILS! There are five new libraries you'll see in Workflows. They are:

- BMS - Beckwith Middle School
- DES - Dighton Elementary School
- DMS - Dighton Middle School
- DRHS - Dighton-Rehoboth Middle School
- PRES - Palmer River Elementary School

Their item records are being loaded from their old system and then they'll work on barcoding the items and will eventually have their students and faculty loaded and then start lending. We imagine it won't be for several months and we'll obviously keep everyone posted. These items should not be holdable or viewable to the public.

Another newly added library is the recently opened BCC Taunton campus. The workflows code is BCC-TN. They are circulating and available to patrons.

Congratulations, Robyn!



Many of you already know Robyn Bryant as the Taunton Public Library's Supervisor of Circulation. Now you'll know her as the new Director. Robyn's going to be an excellent addition to the group of directors within the network and we look forward to working with her in this capacity.



Massachusetts
Library Association

Mass. Library Association Updates

As Chairperson of the Membership Committee, I'm very interested in finding a place for people in the organization and am happy to help you get you involved. We have a lot of jobs that can be filled based on your interests and many not requiring much effort!

If anyone would like to serve on the Membership Committee, let me know!

Email me at llessner@sailsinc.org and I'll be happy to arrange a time to talk with you about where we can find a place for you at MLA. And don't forget our great partnership with the New England Library Assoc. It's practically a twofer - get a full NELA membership for just \$20 with your MLA membership! [Details are here.](#)

Call for Proposals

The Massachusetts Library Association is accepting proposals for programs at the 2017 conference, MLA 2017: Charting Our Course, in Hyannis, MA, May 22-24. Program topics may be anything library related from Adult Story Time to Z39.50. Past program topics have included Library Gardens, Marketing Your Library, Genre Fiction Readers' Advisory, Disaster Preparedness, and many more. All ideas are welcome. We are looking for a variety of programs so that our conference has something for everyone regardless of staff level or library type. Programs may be single presenters or panel discussions. Panels should have no more than 3 participants.

Submit your proposal here <https://www.surveymonkey.com/r/proposals17> all by September 15, 2016

Submissions will be reviewed by the Conference Committee and selections will be made by mid-October.

Thank you and we hope to see you in Hyannis in May when we'll be Charting Our Course!



Voting is now open for the next **Big Library Read**. This time around we are focusing on Juvenile/Young Adult, and you are invited to help us select the next title to be read worldwide. Don't wait, voting ends September 7.

VOTE NOW!

The Big Library Read will run October 13-27 – This is a week earlier than we originally communicated.

Regards,

Team OverDrive

Upcoming Events:

Monday September 5, 2016

12:00 AM - 11:55
PM

SAILS Office Closed

Contact: Deborah Conrad 508-946-8600 x211 dconrad@sailsinc.org

If you are experiencing a system outage call [800-331-3764 ext 1](tel:800-331-3764) or [508-946-8600 ext. 1](tel:508-946-8600). Leave a message on that extension. Be sure to include a call back number. You will receive a response within an hour.

You may also send email to support@sailsinc.org.

Wednesday September 7, 2016

9:00 AM - 11:30
AM

Beginning Cataloging Training

Contact: Jennifer Michuad 508-946-8600 x215 catsupport@sailsinc.org

Overview Provides an overview of the basic date entry procedures new staff. This workshop will only cover print materials.

[Register Online](#)

This workshop is for Adding records using the Workflows Java Client

Attaching Call Number and copies records

This is a hands on workshop

Location: SAILS Meeting Room

Tuesday September 13, 2016

11:00 AM - 12:30
PM

Novelist Training

Contact: Deborah Conrad 508-946-8600 x211 dconrad@sailsinc.org

[Register Online](#)

Bring your own device or use a SAILS laptop and learn about the new network's subscription to Novelist. Limit 18 attendees.

Location: SAILS Meeting Room

2:00 PM - 3:30 PM

Novelist Training

Contact: Deborah Conrad 508-946-8600 x211 dconrad@sailsinc.org

[Register Online](#)

Bring your own device or use a SAILS laptop and learn about the new network's subscription to Novelist. Limit 18 attendees.

Location: SAILS Meeting Room

Wednesday September 14, 2016

Barcode Order

Contact: Lisa Hart 508-946-8600 X210 lhart@sailsinc.org

Last day to place orders for Patron and Item Barcodes.

Wednesday September 21, 2016

10:00 AM - 12:00
PM

Board Meeting

Contact: Deborah Conrad 508-946-8600 x211 dconrad@sailsinc.org

Location: SAILS Meeting Room

12:00 PM - 2:00
PM

Gale Training

Contact: Deborah Conrad 508-946-8600 x211 dconrad@sailsinc.org

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[Register Online](#)

Location: SAILS Meeting Room

3:00 PM - 5:00 PM

Gale Training

Contact: Deborah Conrad 508-946-8600 x211 dconrad@sailsinc.org

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[Register Online](#)

Network Stats

July 2016

Circulation:

Total Items Circulated: 335,400

OverDrive Circ: 20,103 (Aug)

All Formats Circ: 355,582

Holdings:

Cataloging Requests: 7,803

MARC Records Added: 7,377

Overdrive Holdings: 13,529

Resource Sharing:

CommCat Items Borrowed: 1,231 Patrons Added: 3,392

CommCat Items Loaned: 562 Total MARC: 1,136,740

Total Intranetwork Loans: 67,369 Total Holdings: 3,686,201

Patron placed holds: 55,609 Total Patron: 459,018

Overdrive holds: 7,444 (current)

NoveList Sessions: 60,897



