

## Circulation Roundtable Meeting Minutes - 3/28/13

Libraries in attendance: Brian Avery (Attleboro), Joan Roan (Easton), Vickie Kusleika (Foxboro), Barbara Sheffield (Mansfield), Debbie Clifton (Norton), Paul Cutler (Plainville), Ben Phinney and Laurie Lessner (SAILS), Michelle Gagnon (Somerset), Sephi Alves (Swansea), Juselena Scott (Wareham), April McDermott (West Bridgewater)

### End of Life of iBistro

- SAILS will be turning off our iBistro server at the end of June.
- Libraries should start using Enterprise as their exclusive OPAC to prepare Patrons and Staff for the switch.
- This is largely in preparation for our move to a new office space in the Fall and so that we are no longer maintaining two catalogs.

### Placing Holds in OPAC vs Workflows

- In either iBistro or Enterprise you can see volume level information when placing holds.
- This isn't as clear when in Workflows.
- We misspoke when we said it isn't possible to place volume holds in Workflows, it is possible just not as easy.
- To do this you must pay attention to the item's call number before placing the hold. Specifically the subfield Z:

Place Hold : Item Search

Search for:  Search

Index:  Type:  Keyword  Browse  Exact

Library:

Current: [Dinklage, Peter. --- Game of thrones. The complete second season \[... --- ADVD GAME 2 FULL SET ---...](#)

EXACT Item ID 31609002759109, BWATER: 1 record

Title	Author	Call number
Game of thrones. The complete second s...	Dinklage, Peter.	ADVD GAME 2 FULL SET

Description Call Number/Item

- Game of thrones. The complete second season [vid...]
- XX(1858322.33) FULL SET - ABORO-MAIN
- ADVD GAME 2 FULL SET - BWATER**
- DVD GAM- 2 DISC 1&2 - DART SOUTH
- DVD GAM- 2 DISC 3&4 - DART-SOUTH
- DVD GAM- 2 DISC 5 - DART SOUTH
- GAME OF THRONES SEASON 2 FULL SET - DIGHT
- DVD GAME SEASON TWO FULL SET - EASTON

- If you were to place a hold on the copy highlighted in blue, you would be on hold for the titles with a subfield z of FULL SET
- If you were to place a hold on the copy circled in red, you would only be on hold for copies with a subfield z of DISC 3&4
- If you collapse each copy in the list so that you only see the call numbers, it will be much clearer what you are looking at.

A possible promo poster or handout was discussed to aide and educate patrons in the switch to Enterprise.

#### Favorites Notifications

- Enterprise cannot manage the Favorites selections patrons have made in iBistro. Because of this we will not have the same capacity to run favorites notifications.
- Patron's registered for favorites will receive an email from SAILS describing their options in the future regarding these notices
  - 1) Turn off Favorites
  - 2) Utilize an RSS feed
  - 3) Continue receiving notices
- If patrons want to continue receiving notices they won't be able to edit any of the selections they have made in their account. Even though we can continue running the notices, there will be no way to edit them.
- If patrons mention that they don't want favorites, you don't need to wait for SAILS to edit the account. This isn't an automated process, we take care of these manually. Change their Usercat5 to NOFAVS to unsubscribe them.

#### Charge History

- Enterprise has less control over Charge History lists than we are used to. What we used in iBistro was "home grown" so we had much more control over its behavior.
- Specifically, charge histories in Enterprise wont sort.
- There is an enhancement request for this feature.

#### Comprise Bill Paying

- Only bills from participating libraries will be able to be paid through the service.
- Lost item payments will be automatically sent to the owning library and the patron's account will be updated.
- Up to three bill types can be selected per library (for example: lost, overdue, donation).
- There is a \$0.45 fee per transaction and a \$2.00 minimum payment.
- It is very important that staff are aware that is it illegal for them to handle a patron's credit card. We are licensed to only offer this as a self-service option.

## Bookmyne – demonstration and discussion

- If you want to advertise Bookmyne at your library, you can borrow any of the material SAILS has posted on our website.
- Currently Enterprise doesn't have a mobile stylesheet, Bookmyne is a good tool to fill this void.

## Bookmarklet – demonstration

- The SAILS homepage has a link to get our LibraryThing bookmarklet:  
<http://www.librarything.com/forlibraries/bookmarklet/1870.dc4/SAILS>
- It will search our catalog from other webpages, for example if you were on a website like Amazon.
- It grabs the isbn off of the website and uses it to search our catalog.

## My list is Enterprise

- Select No Default List in the Preferences of your My Account to have Enterprise always ask which list you want to place an item

## Bills

- New process.
- SAILS will be using libraries' Assumed Lost report to print bills on perforated paper that folds nicely into three parts.
- Any library is welcome to print their own Report and mail it out. This saves a few days in processing time.
- Also, some libraries are in the habit of checking their shelves for items before sending out bill notices. This can be time consuming but saves some grief in the long run.

## The Move

- It isn't certain yet, but we will probably be moving into the old SEMLS offices.
- Sirsi will take over hosting some of our servers.
- Any libraries using a vpn will need to change the host in their connection entry from the IP address to [vpn.sailsinc.org](http://vpn.sailsinc.org).
- Hosting by Sirsi will free up staff time spent on system maintenance.
- We won't be hosting websites any more. We will coordinate the necessary switch if you are hosted by SAILS.

## Director's Station

- The address to get on the system is updated to use this address:  
<http://dstation.sailsinc.org/directorsstation>
- Temporary address we initially sent out will continue to work.

## Overdrive

- Overdrive sent out a survey on training.
- Laurie filled it out assuming most wanted more tools available to answer “how do I” questions.
- They already have a lot of good training available if you go to their website here:  
<http://partners.overdrive.com/learning-center/>

## Missing In Transit

- Contact SAILS if you don't get a timely response to your notices.
- It is sometimes difficult to get in touch with the schools .

If you find an out of date document on our staff site, let us know. We don't always know what is current and what is out of date.

Tuesday June 4, 2013 is the Annual Circulation Users Meeting.