

# SAILS Network News

June, 2018



## Good Luck

Please join us in wishing **Robert Rezendes** good luck on his new position as Dean of the Bristol Community College Taunton Center. He will be missed at SAILS.



## MLA Conference

Taylor Silva from Fall River and Bethany Coito from New Bedford  
ready to present at the 2018 MLA Annual Conference.



## Reminder

### Update Your Calendar Now for Summer Hours



If your library changes hours for the summer, now is the time to update your library calendar in Workflows so that when the new schedule begins patrons will receive the correct due date. Unsure of how to update your calendar? Step by step instructions are posted on the SAILS website [Updating the Library Calendar](#).

Also, remember to check your enterprise hours and your hours on the SAILS website to make sure we have your current info. If we don't, email [support@sailsinc.org](mailto:support@sailsinc.org) with the requested change.

## Enhanced Circulation Map

Have you ever tried to figure out why a certain item was checked out with a particular due date or why a patron was fined at a certain rate?

SAILS has posted a copy of the Circulation Map which outlines the rules for each library but the codes are often not very easy to understand. Using a custom report developed by SirsiDynix, the network can now output the system circulation map with all the codes defined. The Circ Map is posted on the SAILS member webpage under Workflows Codes. A direct link is [Enhanced Circulation Map](#).

The new circulation map report includes the number of days items within an item type can circulate, the daily fine, the maximum fine, the number of renewals, etc. For libraries with multiple locations it also combines loan rules by item type in one entry for all locations providing all locations use the same rules.

Take a look at the new format for this information – we hope you will find this useful.

## **New Telephone System for SAILS Offices**



The network is replacing its very old telephone system on May 31. It is very likely there will be some interruption to our ability to answer the phones on that day so we ask that our members use email to contact us. Once the new phone system is installed, we will be holding a 2 hour training session for staff from 10 a.m. to noon on June 1 during which time our ability to respond to emails will be limited unless your library is experiencing a system outage. Our phone numbers and extensions will not be changing and the welcome message will be revised slightly. Thank you for your cooperation during this transition.

## **SAILS Membership Appoints Two New Committees**



During the May 16 Membership Meeting, the directors present agreed to form two new study committees.

The first committee is charged with studying the applicability of the new feature that supports auto renewal of items that can be renewed if the circulation rules allow it. Committee members are: Gail Roberts (Rochester), Joanne Nichting (Somerset), Kate Hibbert (Seekonk), Peter Fuller (Seekonk, Lee Parker (Norton) and Debby Conrad. The goal of the committee is to make a recommendation to the membership sometime in the summer if the feature would work for SAILS public library members and supports the ability for individual libraries to opt out of the service.

The directors also approved the formation of an Advisory Committee to work with SAILS staff as the network develops new reporting options using the Blue Cloud Analytics Product and develops more granular Overdrive statistics. The committee will also provide feedback to the network about the new MobileCirc option that can be used to track events. Committee members are Jayme Viveiros (Lakeville), Olivia Melo (New Bedford), Deborah Wall (Pembroke), Michael Carlozzi (Wareham), Laurie Lessner, and Debby Conrad.

## Team Drive



The following has been taken from the Google Apps help files:

Google Team Drives are shared spaces where your teams can easily store, search, and access their files anywhere, from any device.

Team Drive files belong to the team instead of an individual. Even if members leave, the files stay exactly where they are so your team can continue to share information and work.

Find files even after an employee leaves - Files are owned by a team and organization, not by an individual. When an employee leaves the organization and their accounts are deleted, their files remain in Team Drives.

Improved sharing rules - All members of a Team Drive see the same content.

### **Get the most out of Team Drives**

## General best practices

*Share content responsibly*—Use Team Drives to share content intended for public view. Keep personal and private files in My Drive.

*Improve collaboration*—Create a Team Drive for each project and assign the highest access level (such as full access) to all team members.

*Migrate content in a timely manner*—Start migrating active projects or team documents.

## Sharing Team Drives content:

- When users are added to a Team Drive, they can access everything in that Team Drive. You can't restrict access to subfolders. When different permissions are needed, create a new Team Drive instead.
- Users can move any files they own from My Drive to a Team Drive. If the file is owned by someone else, ask them to move it.
- Individual files within a Team Drive can be shared directly with non-Team Drive members. When this happens, the file appears in 'Shared with me' and other views for that user, but can't be added in My Drive or to another Team Drive.

## When to create a new Team Drive

1. Are the files of interest to most or all members of a particular project team?
2. Do the files share a consistent theme?

If you answered "yes" to both of these questions, creating a new Team Drive is a good idea. If the files are for a variety of projects, create multiple Team Drives. As the number of projects and teams increases, it can become difficult to find and manage content.

## Compare My Drive vs. Team Drives

### What types of files can you add?

Team Drive: All file types

My Drive: All file types

### Who owns files and folders?

Team Drive: The team

My Drive: The individual who created the file or folder

### Can I move files and folders?

Team Drive: Users can only move files. Administrators can move folders

My Drive: Yes

### Can I sync files to my computer?

Team Drive: This depends on which sync solution you use: Drive File Stream: Yes, Backup and Sync: No

My Drive: Yes

## Sharing

Team Drive: All team members see the same file set.

My Drive: Different users might see different files in a folder, depending on their access to individual files.

## How long do deleted files stay in Trash?

Team Drive: Files and folders in the Trash are deleted forever after 30 days.

My Drive: Files or folders in the Trash remain there until the user selects Delete Forever.

**Can I restore files?**

Team Drive: Yes, if you have Edit access or full access.

My Drive: Yes, if you created it.

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## **Updates from the SAILS Cataloging Department**

In recent years, you've heard about the new cataloging standard RDA (Resource Description and Access) and that records no longer include [sound recording], [videorecording], and [electronic resource] as part of the title for nonprint formats.

After some review, we have decided to add this information back to all nonprint records. Each month we will run a report to add this format information to new records that need it. Bibliographic records added to Workflows before April 30, 2018, have been updated.

We hope that adding this information will make it easier for your patrons and staff to find the titles in the formats they want.

35.



**Guardians of the Galaxy [electronic resource]. Alex Irvine.**

**by** Irvine, Alex.

**Preferred Shelf Number** XX(2459003.1)

**Format** Electronic Resource

[Click to view availability](#)

**Physical Description** ebook

**Publication Date** 2015

**SAILS ISBN** 9780316266970

[Hide additional copies...](#)

Library	Call Number	Material Type	Item
Your Library Online	eBook	Ebook	

36.



**Guardians of the Galaxy. Awesome Mix, Vol. 1 [sound recording] : Original Motion Picture Soundtrack.**

**by** Greenbaum, Norman, performer.

**Preferred Shelf Number** CD SOUNDTRACK GREENBAUM GUARDIANS

**Format** Audio disc

**Physical Description** 1 sound disc : digital ; 4 3/4 in.

**Publication Date** 2014

## Upcoming Events

### Wednesday June 6, 2018

10:00 AM - 12:00 PM **Annual Circulation Meeting**

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

Location: Lakeville Public Library

[Register Now](#)

### Wednesday June 13, 2018

**Barcode Order Placed**

Please place your orders for Item or Patron Barcodes prior to this date.

[Order Here](#)

**Wednesday June 20, 2018**

10:00 AM - 12:00 PM **Annual Meeting**

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

Location: Mansfield Public Library

[Register Now](#)

## Network Stats

April 30, 2018

**Circulation:**

Total Items Circulated: 280,733

OverDrive Circ: 33,215

All Formats Circ: 313,948

Resource Sharing:

CommCat Items Borrowed: 1,297

CommCat Items Loaned: 742

Total Intranetwork Loans: 59,495

Patron placed holds: 46,132

Overdrive holds: 12,512 (current)

**Holdings:**

Cataloging Requests: 7,370

MARC Records Added: 6,789

Overdrive Holdings: 26,861

Patrons Added: 2,105

Total MARC: 1,339,182

Total Holdings: 4,638,734

Total Patrons: 463,196



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