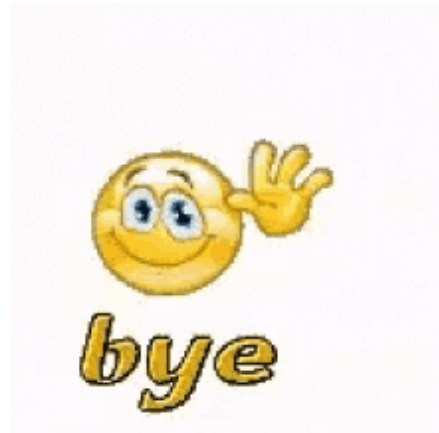


Goodbye from Debby Conrad

This will be the last SAILS newsletter to which I will be contributing. It's difficult to summarize all of my feelings as my tenure at the network draws to a close. I have spent the past 29 years working with the libraries in Southeastern Massachusetts and I am incredibly proud of everything that has been accomplished. SAILS and its predecessors always exemplified the highest levels of cooperation and communications. Often on the forefront of offering new services to patrons, I know that the efforts of the network members have been appreciated by our user community.



SAILS was formed in 1995 but didn't begin functioning as a unified network until 2000. In 2000 SAILS provided services to 56 service outlets. In July 2018 that number has grown to 78. The only true multi-type network in the state the membership now represents 38 public libraries and branches, 2 academic libraries in 5 locations, and 25 K-12 libraries. The successes of the network are due entirely to the dedication of its members and to the ongoing efforts to ensure that the network's mission to provide the best service possible to all members can be achieved. There is no doubt that the network will thrive under the leadership of Kathy Lussier because the membership is committed to seeing that the network succeeds.

Unfortunately I can't say good-bye to everyone with whom I have worked over the years but I want to thank all of you for your support and friendship. I have been honored to work with the library community in Southeast Massachusetts.

Accommodating Non-Binary Patrons



Several libraries have contacted SAILS recently about the need to revise how patron registrations can be modified to accommodate the needs of non-binary patrons. The network does not require libraries to collect statistics based on patron gender. Each public library uses its own set of user category1 codes to collect circulation statistics. It is possible for a library to request a batch change of user cat1 codes that are not gender specific. If a library wants to provide an option on a patron by patron basis SAILS can make recommendations.

It is also possible to register a patron with a preferred first name rather than legal first name.

Preferred Name

This field contains the user's preferred name or nick name, up to 25 characters in length. If the Use Preferred Name check box is selected, the preferred name will display instead of the user's first name in the WorkFlows and e-Library clients. The user's preferred name will also print in reports.

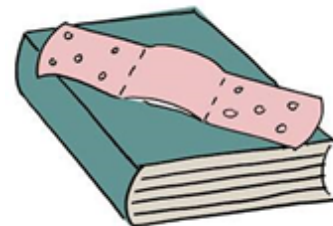
Use Preferred Name

If you select the Use Preferred Name check box, the user's preferred name will display in the WorkFlows and e-Library clients instead of the user's first name. The user's preferred name will also print in reports.

If you have any questions about this topic email support@sailsinc.org

Noting Damage in the Item Record

The network has received several reports of items being received to fill a hold that were damaged but the damage was not noted by the owning library.



The SAILS Damaged Item Policy requires that owning library of an item which has sustained damage but is still usable describe that damage in a circulation note. This functionality is available to both circulation and cataloging staff and can be done at the circulation desk.

If the owning library sees that an item has sustained some damage but is still usable (minor water damage, marks on the cover, missing insert for DVD) that damage should be described in a circulation note. This should be done when staff members see damage at checkout, check in, or when an item is returned in delivery and there is a damaged note on the inside cover. Circulation notes can be added even if an item is currently checked out to a patron. Circulation notes may only be added by the owning library.

Everyone's cooperation in complying with this procedure is greatly appreciated. It eliminates the need for the borrowing library to fill out damaged item slips and allows the patron to borrow something without fear of being billed for damage.

Specific instructions on the policy can be found in the Circulation Policy and Procedures Manual posted at <https://www.sailsinc.org/Corpdocs/CircPolPro.pdf>

Technical Services Tech Tip-Don't Forget to Update ACQ Records



Many libraries report that they often see several other copies already attached to ACQ records, except that no one has updated the bib. record. Don't forget to update ACQ records when you are the first library adding a physical copy to these records. Using the Modify Title Wizard, you should update or fill in any missing information, such as title/subtitle, edition, publication information, and/or physical description. Then fill in the 950 field that starts with A so that it says ACQ or Acq and then Click Save. These ACQ records are not flagged for SAILS Cataloging to catalog until a library updates the record and fills in ACQ in the 950 field. Email catsupport@sailsinc.org if you have any questions about updating ACQ records.

Check out the new NovelistSelect!

Ebsco has a new look and feel for Novelist Select. It is available when you search for a title and view the item detail page, for any title with novelist content. If you want to learn about all of the features and share these goodies with patrons, there is a great youtube video at:

https://youtu.be/nJ_PAM07NjE

View the content in Enterprise, as it shows to your patrons by following this link:

<http://tinyurl.com/yak4luy5>

Click on the "books in series" link on the right sidebar and see this great content.

Jack Reacher novels



This series is listed in reading order according to the author. Although "The Enemy" is a prequel, the author believes it has more emotional impact if it is read later in the series.

Read-alikes

Similar Titles	Similar Authors	Similar Series
	<ul style="list-style-type: none"> ★ F. Paul Wilson ★ James Lee Burke ★ Barry Eisler ★ Reginald Hill ★ Vince Flynn ★ Roger Hobbs ★ Patrick Lee ★ Peter T. Deutermann ★ Ace Atkins 	

SAILS Mobile - Marketing

We've been hearing a lot of positive response from patrons to the SAILS Mobile app. You should download it today and take advantage of these great features:



Enter your library card and see your scannable barcode on the phone. You never have to fight with people for their library cards again!

Search for items in the network by title, author, subject, or general keyword and place holds on interesting titles.

Manage your account - view your checked-out items, fines, account information and manage holds. You can also link accounts to manage your family's checkouts and holds, all in the same place.

Find libraries in the network, see if they're currently open, and patrons can decide what events they want to attend.

Get it from the Google Play and Apple stores -

Apple: <https://itunes.apple.com/us/app/sails-mobile/id928540707?ls=1&mt=8>

Android: <https://play.google.com/store/apps/details?id=com.sirsidynix.SAILS2gobm>

Social Media Graphics

Download the following for various social media types. These are sized specifically for the different platforms. Each graphic is one side of the printed postcard.

<https://www.sailsinc.org/sails-mobile-marketing/>

Spread the word to make a great library experience for your patrons!

Barcode Order

SAILS will be submitting the quarterly group order for item and patron bar codes on December 12th. 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.

[Order Form](#)

MLA Meet & Greet & Trivia!

TRIVIA NIGHT

It's been a while, but let's get together before the holidays for Trivia Night! Flynn's Irish Pub 219 North Main Street in Mansfield (<http://www.gotoflynns.com/mansfield>) has Team Trivia every Wednesday at 7:30pm. If you want to take a break from the shopping, baking, and general crazy, please "register" on this facebook event page or email llessner@sailsinc.org.

This is open to all; friends, family, and co-workers. MLA membership isn't required, but of course is encouraged. You'll have a good opportunity to learn more about MLA and meet fellow library folk!

Trivia starts at 7:30 pm. I will be there by 7:15 pm. First to get there, grab a table! I will reserve a table if I know in advanced the approximate number going.



MLA Meet & Greet & Trivia!

12/12/2018 - 7:15 p.m.,

Flynn's Irish Pub in Mansfield

~Laurie Lessner (MLA Membership Chair) & Membership Committee

Coming Events

Wednesday December 5, 2018

10:00 AM - 12:00 PM Technical Services Roundtable on Graphic Novels

Contact: Jennifer Michaud 508-946-8600 ext 215

Location: Plainville Public Library

[Register Now](#)

1:00 PM - 3:00 PM BC Analytics Training

Contact: Laurie Lessner 5089468600 x214 support@sailsinc.org

Location: SAILS Meeting Room

[Register Now](#)

Wednesday December 12, 2018

Barcode Order

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

Friday December 14, 2018

1:00 PM - 4:00 PM SAILS Offices Closed

The SAILS offices will be closed this afternoon so staff may attend the party for Debby. We hope to see you there!

2:00 PM - 4:00 PM Debby's Retirement Open House

Contact: Laurie Lessner 508-946-8600 x214 llessner@sailsinc.org

fun Come wish Debby congratulations on her retirement and reminisce about and crazy times..

Please RSVP Laurie - llessner@sailsinc.org or fill out this registration.

Location: Queset House

[Register Now](#)

Wednesday December 19, 2018

10:00 AM - 12:00 PM Board Meeting

Contact: Kathy Lussier 1-508-946-8600 x210

sailsbusiness@sailsinc.org

Location: SAILS Meeting Room

Monday December 24, 2018

12:00 PM - 4:00 PM SAILS Office Closes Early

The SAILS Office will be closing at noon for Christmas Eve

Tuesday December 25, 2018

8:00 AM - 4:00 PM SAILS Office Closed

Network Stats

Circulation (no Overdrive):

Total Items Circulated: 363,498

Items Loaned between SAILS Libraries:

72,755

OverDrive Circulation to SAILS

patrons:

Ebook: 22,755

Audio Book: 11,429

Video: 112

Database Size:

Titles: 1,214,562

Items: 4,544,323

Total Patrons: 461,883



SAILS

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508-946-8600

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