

SAILS Network News

December, 2019



Symphony Workflows - 3.6.2 Installing December 16th

December 16th, we'll be installing the newest version of Symphony Workflows. Enhancements -

- Workflows version will display on splash screen before you log in - this is helpful if wondering whether a station has been updated or not.
- Receive Multiple Orders Wizard - allows for searching, receiving, and item record addition of multiple purchase orders.
- A new 'Allow multiple title holds' checkbox within the Hold Map policies will allow patrons and staff the ability to place multiple title-level holds on a given title. This would be useful if a teacher, for example, needs multiple copies of a title.

<https://vimeo.com/335258374/d480784635> -- In this video you'll learn about the new Receive Multiple Orders Wizard and placing multiple title holds,

Installing the new version will work as it has in the past. You will need to have **administrative access** to your computer, so if you're in a school or your library is not allowed to install software without IT support, be sure to keep them in the loop that this is coming.

Installation Instructions - for upgrading and installing Workflows for the first time:

1. Double-click on the WorkFlows icon.
2. When you are prompted to either Install Now or Install Later, click Install Now.
3. Select OK when you are prompted to exit the client.
4. Double-click the WorkFlows shortcut on your workstation, if necessary.
5. Follow the instructions in the setup windows. Answer the questions posted by the installation program by saying "yes" or "ok".

At the end of the install, you will be prompted to connect the client to the SirsiDynix Symphony server. Allow the WorkFlows client to connect to the Symphony server and transfer server files to the client workstation.

If you are using a Macintosh workstation, please contact SAILS (support@sailsinc.org)

Searching For Library Staff

Do you ever get behind the circ desk and a line of patrons come up, asking for you to place holds for them? Want to lessen the stress? Sign up for this webinar and learn how to place holds more efficiently, find out past bills on an item, if/why a hold was removed, and other search tips to make your job easier. We'll also find out if using Enterprise is a better search option and if so, in what cases? Come with examples!

Register at:

Tue Jan 7th, 10 - 11:30 am

<http://www.eventkeeper.com/code/ekform.cfm?curOrg=SAILS&curID=417092>

Wed. Jan 8th, 2 - 3:30 pm

<http://www.eventkeeper.com/code/ekform.cfm?curOrg=SAILS&curID=417094>

Thurs, Jan 9th, 10 - 11:30 am

<http://www.eventkeeper.com/code/ekform.cfm?curOrg=SAILS&curID=417096>

Let me know if you have any questions or ideas for other training you'd like to see.

Laurie

Upcoming Beginning Cataloging Workshops

Our next Beginning Cataloging Workshop is scheduled for Tuesday, January 14th, 2020 from 9:00am to 11:30am at the SAILS meeting room. If you are new to cataloging functions in

Workflows, or you need a refresher, you can sign up for this workshop. We do require that attendees must already know how to use Workflows prior to registering for a beginning cataloging workshop. Another workshop is scheduled for Wednesday, April 8, 2020.

To register for the January 14th workshop, click here:

[**January 14th Beginning Cataloging Workshop**](#)

To register for the April 8th workshop, click here:

[**April 8th Beginning Cataloging Workshop**](#)

To view the full list of events on the SAILS calendar, including workshops, click here:

[**SAILS Calendar of Events**](#)

If you need beginning cataloging training outside of these scheduled workshops, please contact catsupport@sailsinc.org and we can arrange a time that is more convenient for you.

Southeastern Reader's Advisory

This year, the Southeastern Reader's Advisory Roundtable (SE-RART) genre study group is tackling the topic of readalikes – learning about best practices for developing lists of readalikes and creating readalike lists for group members to use in their own libraries.

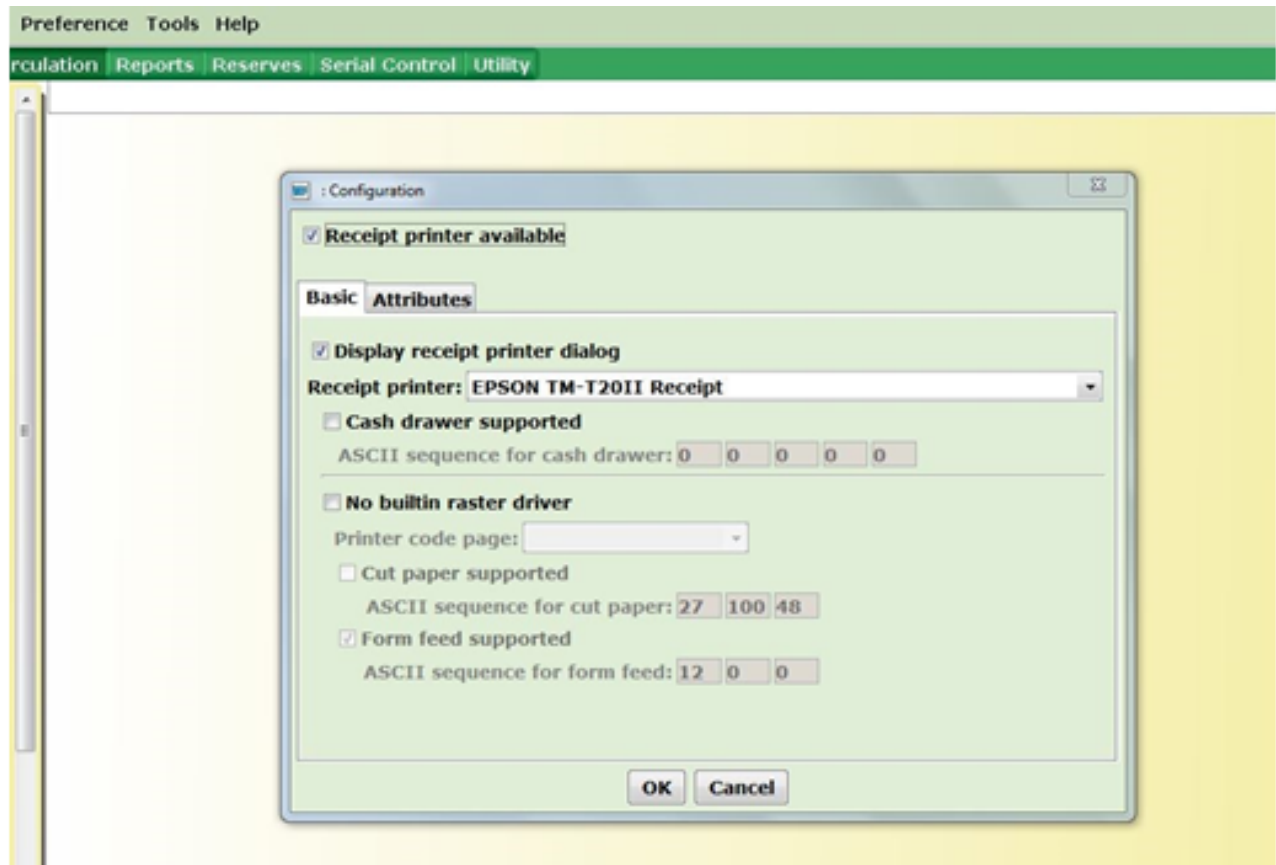
The first meeting of 2019-20 will be held at SAILS Library Network, 10 Riverside Drive, Suite 102, Lakeville on Wednesday, December 4, 10am – 12pm. The group is open to all library staff who are interested in reader's advisory.

For more info, visit the SE-RART blog at [**rartsoutheastma.wordpress.com**](http://rartsoutheastma.wordpress.com).

Email Receipts Only Option

At the last circulation roundtable, we talked about having the ability to choose whether to print receipts or not. Often people who want to get their receipts emailed, don't want the paper copy as well. This is possible.

The simple solution is to update your printer configuration (Preference > Peripherals > Receipt Printer) setting in workflows to have a check next to "Display receipt printer dialog". Then, when the receipt is ready to print out, you'll get a window where you can choose to print the receipt (OK) or cancel.



To have the total value print, you need to disable (uncheck) the "No built in raster driver". If you don't, the receipt will print as each item is scanned for check out, then finish printing the receipt when the checkout is complete.

The issue is, if you want to be able to check the "Display receipt printer dialog" option, the "No built in raster driver" has to be unchecked. That doesn't sound like it would be a problem, however if you still have an older printer, the "No built in raster driver" has to be checked if you want to make formatting changes or control the paper cut and form feed. You are setting the formatting, overriding the printer, I believe.

Older printer - "No built in raster driver" checked, can't have dialog box show to cancel the receipt from printing.

Thermal or new printer - "No built in raster driver" unchecked, total sum of items checked out displays and you have the ability to cancel the receipt from printing option.

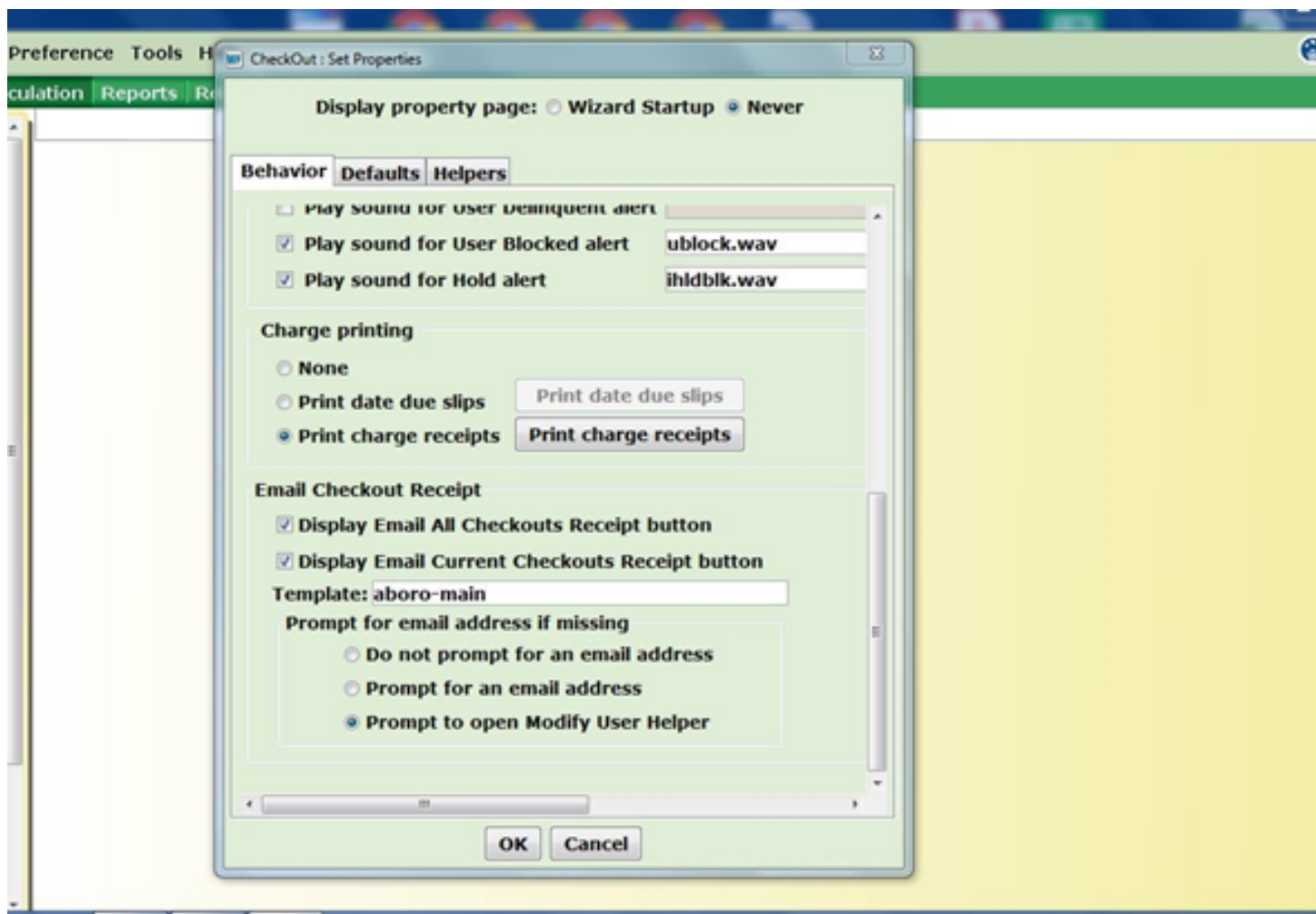
Bottom line is if you have a pretty old receipt printer, you don't have many options.

For the printers we sell, here is the raster driver setting you'd need:

- U200B Epson Receipt printer (impact) - no built in raster driver checked
- U220B Epson Receipt printer w/ auto-cutter. Includes AC Adapter - no built in raster driver checked
- Star TSP100 - no built in raster driver unchecked
- Star TSP143 USB (thermal printer with cutter) - no built in raster driver unchecked
- Epson TM-T20II Direct Thermal Printer - no built in raster driver unchecked

Thermal printers should all have a built in raster driver.

Directions for setting up a receipt printer may be found at <https://www.sailsinc.org/wp-content/uploads/2018/09/PrintingReceipts.pdf>



Library Showcase Presentation Are Now Available

The SAILS Annual Library Showcase was a great success!

Held at the Ted Williams Camp on November 6, the Showcase featured talks on programs for patrons of all ages, including a Brew Night at the library, Dungeons & Dragons, an outreach program at laundromats, and climate change conversations.

Presentations from the event have been posted on the SAILS staff site at <https://www.sailsinc.org/category/showcase/>.



Promote the Libby App at Your Library!

Are you looking for a great way to promote Overdrive's Libby app to your patrons?

The SAILS office now has a large Libby banner that libraries can borrow for up to 28 days. The banner cannot be put in delivery, but will need to be picked up from the SAILS office. Any library interested in borrowing the banner should email the SAILS office at support@sailsinc.org.



Vendor Demos Scheduled for Week of December 9

The ILS Evaluation Task Force is pleased to announce that it has scheduled demos from the three ILS vendors who responded to our recent Request for Information (RFI) for an Integrated Library System.

The demos are part of a larger process to determine whether SAILS should seek another system to replace SirsiDynix Symphony and the Enterprise catalog. The ILS Evaluation Task Force will be issuing a recommendation at the January membership meeting as to whether the network should formally seek another system by issuing a RFP; whether the network should continue with Symphony, but explore replacing the Enterprise catalog; or whether the network should continue using both.

The Task Force strongly encourages libraries to send staff to these demos so that we can get broad feedback from membership on these systems. We have scheduled two demos from each vendor. We asked each vendor to provide an overview of circulation, cataloging and the public catalog in each two-hour demo.

The demos are scheduled for the following times and locations:

Evergreen - Monday, December 9, Middleboro Public Library

Morning demo from 10 a.m. to 12 p.m. Sign up at

<http://www.eventkeeper.com/code/ekform.cfm?curOrg=SAILS&curID=415055>

Afternoon demo from 1:30 to 3:30 p.m. Sign up at

<http://www.eventkeeper.com/code/ekform.cfm?curOrg=SAILS&curID=415056>

SirsiDynix - Tuesday, December 10, East Bridgewater Public Library

Morning demo from 10 a.m. to 12 p.m. Sign up at

<http://www.eventkeeper.com/code/ekform.cfm?curOrg=SAILS&curID=415057>

Afternoon demo from 1:30 to 3:30 p.m. Sign up at

<http://www.eventkeeper.com/code/ekform.cfm?curOrg=SAILS&curID=415058>

Polaris - Thursday, December 12, Middleboro Public Library

Morning demo from 10 a.m. to 12 p.m. Sign up at

<http://www.eventkeeper.com/code/ekform.cfm?curOrg=SAILS&curID=414991>

Afternoon demo from 1:30 to 3:30 p.m. Sign up at

<http://www.eventkeeper.com/code/ekform.cfm?curOrg=SAILS&curID=414993>

For the Tuesday demos, we have asked SirsiDynix to demonstrate their web-based product so that membership can see an option that isn't currently available to SAILS and can also see the

direction SirsiDynix is taking for future development. If you and/or your staff are planning to attend demos for the other two products, we ask that you NOT skip the Tuesday demo because you are already familiar with Workflows. You will be seeing something new at that demo as well.

Save The Date Legislative Breakfast



Friday, January 17th at the new North Dartmouth Library
211 Cross Rd.
North Dartmouth, MA 02747

So Creative!

Lee Parker, director of Norton Public Library, asked @sweetstuffbakeshop to design whatever she liked for their annual meeting and she used her library card for inspiration.



Committee Volunteers Needed

SAILS is looking for a new budget committee member representing a library serving a population of 10,000 to 24,999 and a new investment committee member. The budget committee mostly meets during the months of August, September and October when the budget is being prepared, but will be meeting more frequently this year to review the SAILS assessment formula. The investment committee usually meets quarterly, often by phone, to review the activity of SAILS investments. Any library directors interested in participating on either committee should contact Jocelyn Tavares at jtavares@sailsinc.org.

MLA Fun Event

Hello all!

Looking for some time away from the holidays? Have a fun night at Musical Bingo. It is being held Friday, December 13, 2019 at 8 PM – 11 PM at Fitzy's Pub, 1 Man Mar Dr, Plainville, MA 02762

Join fellow library workers for a fun Friday in Plainville. Arrive by 7:30 pm, to get a seat. The place looks like it gets busy. Please say if you're coming or not so we can try to get a table.

Hold the date and keep it in sight by saying you're going or showing interest on the facebook event: <https://www.facebook.com/events/486285628655742/>

Let us know if you have any questions and hope to see you there!

- Laurie & Melissa (membership chairs)

Holiday Hours

SAILS will be closed the following dates for the remainder of the year.

Tuesday December 24th at 12:00

Wednesday December 25th

Network Stats

Circulation (no Overdrive):

Total Items Circulated: 359,241

Items Loaned between SAILS Libraries: 73,047

OverDrive Circulation to SAILS patrons:

Ebook: 26,402

Audio Book: 16,286

Video: 64

Magazines: 928

Database Size:

Titles: 1,224,135

Items: 4,831,255

Total Patrons: 435,677



SAILS

10 Riverside Dr.
Lakeville, Massachusetts 02347
508-946-8600

www.sailsinc.org