SAILS Network News

December, 2017

Available Holds - Date Notified

The Date Notified in an Available Hold is updated every time a hold pickup notice is generated. There are two notices generated for patrons – an initial notice when the hold is first flagged for the patron and a final reminder notice generated two days before the available hold expires on the hold shelf. This means that if you look at a patron's available hold it may appear that the system didn't give the patron enough time to pick up their hold but actually you are looking at the date for the second notice. So don't be alarmed and think the system isn't working properly. Your patrons are receiving their hold notifications on the date the hold is trapped for them and is available.

Stuck Creating a Call Number? Try WebDewey

WebDewey is a great tool to use when you are unsure of what call number to use for your nonfiction titles. SAILS has a network-wide subscription to WebDewey and if you haven't used in it a while, you might want to take a look at the redesigned website. It is now easer to navigate through the Dewey classes and there are links to newly revised and discontinued call numbers.

The link is http://dewey.org/webdewey/login/login.html
User name is **100-291-581** and password is **sea1**

There is an on-demand WebDewey tutorial available on the OCLC website along with detailed documentation.

Tutorial
http://www.oclc.org/support/training/portfolios/cataloging-and-metadata/webdewey/tutorials/webdewey-overview.en.html

Documentation
http://www.oclc.org/support/services/dewey/documentation.en.html

Newsletters Group

SAILS created an email list a number of years ago, to keep abreast of what member libraries are doing (no, we're not stalking!). This is an open email list/group that anyone looking to see how other libraries market themselves through newsletters and emails to patrons, can subscribe to.

Here are the instructions:

1. Log into your SAILS gmail account
2. Go to: https://groups.google.com/a/sailsinc.org/forum/#!forum/newsletters
3. Here you can view the archive and current group members. Only people with a SAILS email account can view other members.
4. On the Archive (topic) page, you can click on the blue button near the top that says, "**Join Group**"

You'll then receive a copy of the emails sent from member libraries. If you have any questions or notice your library's newsletter is not included, and you allow people to subscribe, let eservices@sailsinc.org know and we'll subscribe!

Commonwealth Catalog - let the system work for you...
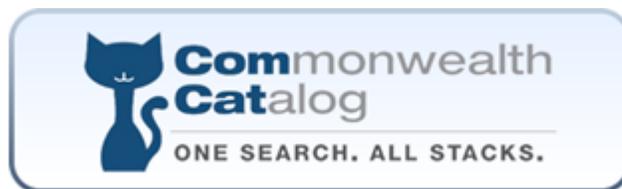
I've recently learned that not everyone is aware of some of the automation tasks that happen when processing ComCat requests. Here are a couple you may have missed or never knew about.

As the borrower:

- When receiving a request, a record is created in Workflows

  - The owning library is URSA
  - The current location is HOLDS
  - A hold is placed on the item for the patron who requested the title - all you need to do is go into workflows, scan the barcode and trap the hold

- When returning a request, ComCat will automatically discharge the item (check it in) and removed it from the system. The key is to let ComCat do the work for you. If you check it into Workflows, there's a very good chance it will be put in transit. When you

return it in ComCat, you'll get an error that the item can not be discharged and then it will not remove it from the system. If possible, have ComCat items processed separately so they don't get checked in my mistake. I know this is difficult to manage when multiple people handle circ tasks, but it will make things easier in the long run.

I don't think there are many issues when you act as the lender and ship items out to other networks. The hold is automatically placed on library "patrons" we have in the system that tell what library is requesting the item. Your library is flagged to fill the request. You ship it in ComCat and it's automatically checked out to that requesting patron in our system. When you get it back, you complete it in ComCat and it's automatically checked back in and shows as on the shelf. If there happens to be a hold on the item and you don't notice it because you didn't check it in again in Workflows or do a check item status, the hold will show up on your onshelf holds report, so no worries that it will be missed.

The next time you're logging into ComCat, click on the "help desk" link at the top of the page for great resources put together by the FLO staff. You'll find quick tips, common solutions to problems, and many other handy tidbits on using ComCat.

Please let us know if you have any questions (support@sailsinc.org). And don't forget to come to the User Services meeting on 12/12 for more information and sharing about ComCat, Overdrive and more!

~Laurie

Calendar Year 2017 Statistics

SAILS will distribute 2017 calendar year statistics to those libraries required to submit annual reports to their local municipality or administration. Statistics will include circulation, Overdrive circulation, collection count, patron registration count, count of patrons added, count of items added, circulation by patron profile, items borrowed/received from other SAILS members, Comcat, and Point to Point.

If you are interested in obtaining 2017 statistics please email support@sailsinc.org. Statistics will be distributed no later than January 17, 2018.

Important Dates to Remember

Tuesday, December 12th will be our annual **User Services Meeting** at the Lakeville Public Library. We will welcome and open discussion but will also plan to cover Libby and Overdrive, Novelist and LibraryAware, and The Commonwealth Catalog.
You can register at: http://tinyurl.com/y8mgpaj3

Attention all Library Directors – the **January 17, 2017 Membership Meeting** being held at the Lakeville Public Library will include an opportunity meet and talk to the new Director of the Massachusetts Board of Library Commissioners, James Longergan. Please be sure to save the date and plan to attend to meet and greet James. It will be an excellent opportunity to ask questions about the MBLC and its new Strategic Plan.

Please join us for our **Sixth Annual Southeastern Massachusetts Libraries Legislative Breakfast** on **Friday, January 19th, 2018** (Snow date January 26th) at Bristol Community College, Fall River Campus. This year's breakfast will be a break from our traditional format and instead include a small showcase of library programs and offerings.   Our host legislator will be Representative Alan Silvia of Fall River.

The annual **Mass. Library Assoc.'s Library Legislative Day**, is scheduled for **Tuesday, March 6, 2018** at the State House in Boston. More information about the day's activities will follow. As we have done in the past, SAILS will be making arrangements for bus transportation to the State House to facilitate participation in this event. If you are interested in advocating for Massachusetts' libraries, consider joining the MLA Legislative Committee. You can email either Susan McAlister (smcalister@minlib.net) or Charlotte Canelli (ccanelli@minlib.net) and they'll be more than happy to give you information on how you can join and you can discuss what you'd like to do!

Network Stats

October 30, 2017

Circulation:
Total Items Circulated:291,881
OverDrive Circ: 26,295
All Formats Circ: 318,176
Resource Sharing:
CommCat Items Borrowed: 1,172
CommCat Items Loaned: 648
Total Intranetwork Loans: 63,295
Patron placed holds: 48,436
Overdrive holds: 8,344 (current)
Holdings:
Cataloging Requests: 16,268
MARC Records Added: 15,600
Overdrive Holdings: 24,125
Patrons Added: 4,856
Total MARC: 1,315,594
Total Holdings: 4,390,918
Total Patrons: 464,829

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