

SAILS Network News

January, 2018



2018 Library Showcase



SAILS will be sponsoring its 3rd annual Library Showcase on March 14 at the Bristol Community College. The format for this year's showcase will be slightly different than that of the past two years. There will be no more than 8 presentations limited to 10 minutes per presentation. This should allow sufficient time for questions and to allow those in attendance to network with staff from other libraries. The SAILS Board will appoint a committee to review presentation proposals. Only one proposal per topic will be accepted. If you submit a proposal and it isn't selected for the showcase you will be asked to submit an article for the SAILS newsletter so that everyone can still find out about the cool things you are doing.

Proposals will be accepted through January 23, 2018. Decisions about the presentations will be made by February 1.

Submit your presentation idea today - <https://www.surveymonkey.com/r/18show>

5 Search Features in LIBBY



Libby, [our one-tap reading app](#), is equipped with numerous tools that refine search results based on a reader's selected preferences. In the app, you are able to set specific parameters that are personalized to your reading habits and interests. These features eliminate titles that do not match selected criteria, providing a seamless searching experience for exploring their library's digital collection.

Here are five tips and tricks that will help every bookworm find their next read with ease!

1. Search the series.

Libby's newest search feature makes finding series information faster, easier and more accessible.

Run a search for an ***entire series*** by typing the series name directly into the search bar. A series search will pull a list of all the titles (and only the titles) in the selected series that are available at your local library. Additionally, titles in a series are now marked as "[number] in series" in lists and search results. A book's place in a series can also be found on its 'details screen'. You can view any title's 'details screen' by clicking on its cover art, which displays all the information about the selected title, including an overview of the chronological order of the other books in the series.

2. This isn't your average search, this is...*advanced search*.

[Advanced Search](#) allows you to search for digital titles by multiple criteria, including subject, series, audience, format, ISBN, and more. Ideal for readers that are looking for a new title to read, but do not have an exact book in mind. Selecting specific parameters in your search will produce tailored and personalized search results.

3. Sort and filter.

Standardize your search preferences. Select your desired criteria by tapping the plus sign (on your library's main page in the Libby app) and then tap the ['Apply Preferences'](#) button. These settings will be saved to your account ensuring that all future search results generate lists that best match your individual reading habits. Preferences can be saved to automatically filter search results by availability, sort by (relevance, popularity, date added, release date, author, title), language, audience, and compatibility. This feature can also be a useful tool for parents to monitor the content that filters into their children's search results.

[Refine](#) your search. Limit the number of titles that appear in your results by utilizing the 'Refine' link (found in your search results). Selecting 'Refine' will prompt Libby to display additional filters that can be selected to narrow down your search including sort by, language, audience, and compatibility. A specific search can also be sorted the same

way you save your overall account preferences by simply tapping the plus sign to select additional filters with-in your search results.

4. Remove saved search items.

Libby automatically creates a log of your search items directly underneath the search bar. This feature provides you with an overview of all titles, authors, series, etc. that you have searched for in the past. If you prefer your lists not be saved, there is an option for you to remove them from the log. Simply tap the search bar as if you were going to run a search, this will prompt your search log to appear. Swipe left on the search item you would like to clear from the log and a red box that says "remove" will appear next to the search item.

5. BIASC search.

[BIASC search](#) is a dream search for readers that may not know the genre or subject or really anything other than a keyword that may help them find the title they are looking for. Use keywords such as 'Holiday Romance' in your search to view a list filled with every title available in your local library's digital collection that matches that description. It does not matter what type of book you are looking for BIASC search will help you find your next great read much easier.

A Mobile App for SAILS

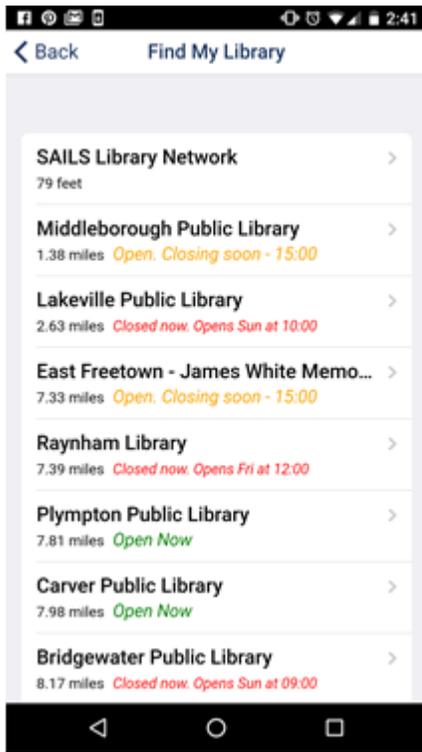


SAILS will be working with SirsiDynix to set up our new BlueCloud (BC) Mobile app! We were involved in the SirsiDynix pilot and used the Mansfield and New Bedford libraries as our guinea pigs. The pubpac committee tried out the app and compared to the one other viable, available product, this was rated just as highly and is going to be far less expensive for the network.

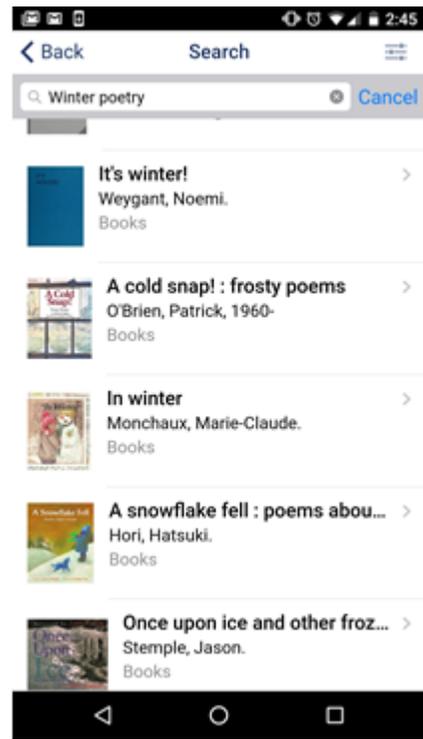
Features currently include:

- Live patron account information
- Live item availability
- Detailed library information including map & directions, contacts, website...

Patron account management - suspend, cancel, and change pickup locations for holds, renew



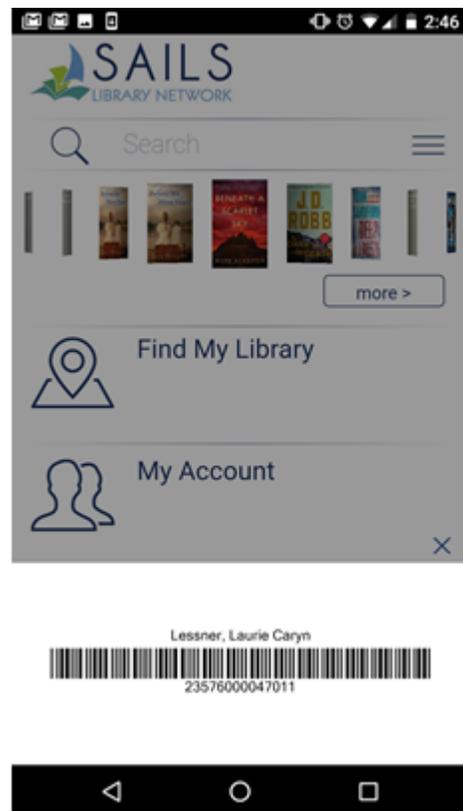
Library directory sorted by proximity, showing who is opened or closed



Syndetics added content-book jackets, summaries, checkouts, and view bills



Library specific event feeds



Scannable patron barcode

We don't have a release date yet, but will let everyone know when you can start publicizing it to your patrons.

I-Tiva - New Voice Notification System



At the end of November, SAILS launched a new voice notification system. There is a difference with the voice used in the message. It's actually using a more modern digitization process and also actors who pre-record parts of the message. To listen to the messages your patrons receive, visit the SAILS webpage on reports at: <https://www.sailsinc.org/reports/> and scroll near the bottom to find the sound files and more information about the notices we send out.

Enterprise Upgrade - Charge History

In the last Enterprise upgrade, SirsiDynix listened to the screams of our patrons and replaced the author column in the charge history display under My Account. This is also sortable. Phew!

WorkFlows Staff Client - Requirements

December 2017 rel. 3.5.1

The following table lists the requirements for the WorkFlows staff client. While Workflows does operate on Macintosh desktop computers it does require special installation files and you should contact SAILS before planning on using this Operating System. SAILS is able to offer limited support to non-Windows desktop staff computers.

SirsiDynix Symphony Release	OS/Platform (1)	Processor	RAM(2,3)	Disk Space for Client	Monitor Resolution
3.5.x	Windows 7 (32-bit and 64-bit) Windows 8 or 8.1 (32-bit and 64-bit) (4,5) Windows 10 (64-bit)(6,7)	Minimum: 800 MHz Suggested: 1 Ghz	Minimum: 1GB Suggested: 2GB	200MB	1024 x 768 or better
Mac OS X 10.6 (or greater)(8)	Minimum: 700 MHz Suggested: 1 Ghz, 64-bit Intel only	Minimum: 1GB Suggested: 2GB	200MB	1024 x 768 or better	

Additional information

1. WorkFlows staff client requirements do not affect OPAC stations, which will continue to require a browser only.

1. On workstations running the WorkFlows client that will simultaneously run any additional applications including a browser, SirsiDynix strongly suggests that the workstation be configured with at least 1GB of RAM. Regardless of actual workstation memory configuration, please ensure that the WorkFlows client will consistently have 512 mbytes of available memory on the workstation.

2. WorkFlows client support on Windows 8 began with the SirsiDynix Symphony 3.4.1 Service Pack

4 release. Windows 8.1 is currently only supported for use with the WorkFlows client for SirsiDynix Symphony 3.5 and greater.

1. WorkFlows is not supported on any versions of Windows 8 RT.

2. WorkFlows client support on 64-bit Windows 10 operating systems began with the SirsiDynix Symphony 3.5.1 release.

3. WorkFlows has not been validated for use on a 32-bit Windows 10 operating system.

4. Macintosh users wanting to use a 3.5 or later version of the WorkFlows client must run OS X 10.6 or higher. Macintosh users wanting to use an earlier version of the WorkFlows client can run OS X

10.5.2 or higher. A 64-bit machine with Dual Core is required.

Supported Browsers for SirsiDynix Symphony

Web-based Products

The following Internet browsers are supported for the SirsiDynix Symphony web-based products.

- Internet Explorer 11.x
- Microsoft Edge

- Mozilla Firefox
- Apple Safari for Macintosh
- Google Chrome

Updating Windows



Making sure Windows is up to date is an important part of keeping your systems running smoothly. I understand that some don't like to run Windows updates because "updates break things," but it's still an important thing to do regularly, because Microsoft constantly patches security holes which leave your computers open to viruses and other cyber attacks.

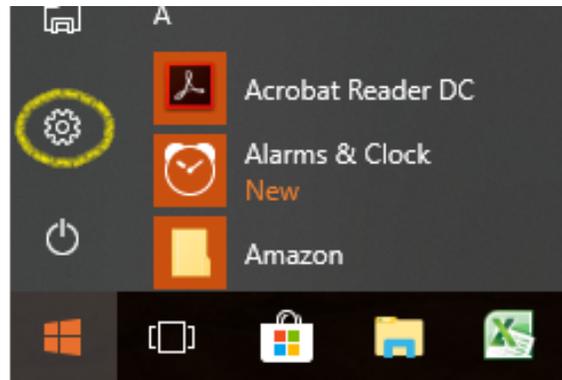
You'll need to make sure those updates run properly when you need them to. In Windows 7, you can configure your updates to run automatically at a scheduled time (daily/weekly) or you can run them manually on your own schedule. To access Windows Updates in Windows 7, click the **Start** button and go to **All Programs**. From there, scroll down and click on **Windows Update**. (Alternatively, you can start typing "windows update" into the Start menu search bar until it appears in the list.) You will then be in the Windows Update interface.



Click on **Change Settings** to access the configuration screen. You can set it to update automatically, then choose to have it run daily or on a certain day each week. Set the

time and click **OK**. You may also select to have it download the updates automatically when they are available, but allow you to install them on your own time. There are two options I recommend for public PCs with Deep Freeze installed. One is to check for updates and notify you when they are available. The other never checks for updates, so you'll need to regularly check for and install the updates yourself.

The Windows 10 update interface is another beast altogether. It doesn't give you as much freedom as Windows 7 does, but it does allow some leeway as to when it forces the updates on you. To access this, click the **Start** button and then click the **Settings** icon (looks like a little gear on the left side.)



From the Settings window, click on **Update & Security**. From there, you can click **Check for updates**, and it'll do its thing. From here, you can also change **Active Hours**. This means you tell the computer what hours the computer is generally in use, so it won't automatically install updates while you're using your system. While it's downloading updates, if you click **Restart Options**, you'll be able to tell the computer when you want it to restart in order to finish installing the updates in progress.

Hopefully this will help you plan and operate your updates more efficiently. Keep in mind that computers with Deep Freeze installed will need to have it disabled and rebooted before running update tasks. Also, it's best that you **DO NOT** use the "*thaw for _ restarts*" option when thawing frozen machines. This causes issues when the updates require more than one reboot to finish installing, and sometimes results in the machine being stuck in a perpetual loop of update-reboot-update-reboot. Giving the computer an extra restart, just in case, is good practice before enabling Deep Freeze again. This ensures that there aren't a few more updates waiting for that final restart.

Happy Updating!

News from the Board - December 20, 2017



Board Meeting

Manny Leite, chair of the Personnel Committee, reported on meetings that had been held to review and revise the Executive Director's job description. The current description was fairly comprehensive but did require some editing. A copy of the job description will be shared with the members at the January membership meeting which will be held at the Lakeville Public Library. He also reported that Bob Rezendes (SAILS President) has appointed an Executive Director Search Committee. The committee members are Bob Rezendes, Manny Leite (Foxborough – Boyden), Dina Brasseur (Acushnet), Carrie Tucker (East Bridgewater High School), Frank Ward (North Attleboro – Richards Memorial Library), and Debbie Wall (Pembroke). The committee will be meeting in January to confirm the timeline for the hiring process. The goal will be to have a new Executive Director selected by October 2018.

The Planning Committee received a report from the Directors Retreat Facilitator, Libby Post. The committee members are reviewing her document and will be presenting a final version to the members in January.

Debby Conrad and Laurie Lessner gave a presentation on the SirsiDynix Mobile App which SAILS has been piloting. After reviewing the costs and the features available the board voted to accept the SirsiDynix proposal for the Mobile App. The goal is for the app to be fully implemented no later than June 30, 2018 with the expectation it will be functional before that date.

The Board voted to accept the SAILS 403b Investment Policy Statement prepared for the network by Alpha Pension. Bob Rezendes appointed an Investment Committee which will be responsible for meeting with the Rockland Trust Investment team to review the SAILS portfolio and Alpha Pension to monitor the network 403b retirement plan. Committee members are Bob Rezendes, Jayme Viveiros (Lakeville), and Frank Ward (North Attleborough). The Investment Policy statement has been added to the network's Policy Manual. <https://www.sailsinc.org/Corpdocs/PolicyManual.pdf>

The Board also voted to participate in the MLS Comcat Interlibrary Loan Pilot. All the networks in Massachusetts are now participating and more information will be sent out by MLS in early January.

Debby Conrad reported that the network's Guaranteed Services Levels (<https://www.sailsinc.org/policy/SAILSGuaranteedServiceLevels.pdf>) have been updated and that a new Membership Manual for directors is now on the website. <https://www.sailsinc.org/Corpdocs/Membership-Manual.pdf>

SirsiDynix announced that Symphony Release 3.5.3 will be available in mid-January. Network staff is reviewing the documentation now and the SAILS Circulation

Policy Committee will be reviewing a new feature for securing Patron Pins to determine if that would be appropriate for SAILS. The Circulation Policy Committee is meeting on January 10 to develop best practices for billing for damaged items, reviewing bills for damaged or claimed lost items, revising the procedure for payment of lost school items by public library patrons, and Rel. 3.5.3 patron pins.

Call for Nominations!



The MLA Public Relations Committee wishes to remind you that this is a Hall of Fame year!

If you know a great librarian, tell us. The PR Committee takes the following criteria into consideration in judging applications: Reach, Public Service, Education, Mentoring, Advocacy and Service to the Profession. Click [here](#) to learn more and download the application! Applications are due by December 29, 2017. If you have any questions, please contact Jocelyn Tavares at jtavares@sailsinc.org or 508-669-6421.

Upcoming Events



Tuesday January 9, 2018

10:00 AM - 12:00 PM Technical Services Roundtable on Graphic Novels
Contact: Kristin Slater 508-946-8600 catsupport@sailsinc.org
Location: SAILS Meeting Room

Wednesday January 10, 2018

2:00 PM - 3:30 PM Circulation Policy Committee
Contact: Deborah Conrad 508-946-8600 x211 dconrad@sailsinc.org
Location: SAILS Meeting Room

Wednesday January 17, 2018

10:00 AM - 12:00 PM Membership Meeting
Contact: Deborah Conrad 508-946-8600 dconrad@sailsinc.org
Guest - James Lonergan, Director Massachusetts Board of

Library Commissioners
Location: Lakeville Public Library

Friday January 19, 2018

Legislative Breakfast
Contact: Legislative Breakfast Committee 508-946-8600 x 210
breakfast@sailsinc.org
Location: Bristol Community College

Tuesday January 23, 2018

10:00 AM - 12:00 PM Snow date Technical Services Roundtable on Graphic Novels
Contact: Kristin Slater 508-946-8600 catsupport@sailsinc.org
Location: SAILS Meeting Room

Friday January 26, 2018

8:00 AM - 9:00 AM Snow Date Legislative Breakfast
Contact: Legislative Breakfast Committee 5089468600 x 210
breakfast@sailsinc.org
Location: Bristol Community College

Save the Dates - LibraryAware Training!

On the 25th at 10 am there will be a new, live training on how to create "Quick and Easy Program and Book Flyers with LibraryAware" and on the 30th at 1 pm will be how to create "Quick and Easy Emails

with LibraryAware". Their trainings always help put the enormity of the product into perspective and we highly encourage anyone who will and would be using LibraryAware to register. We will email out registration details when they become available.

Network Stats

November 30, 2017

Circulation:

Total Items Circulated: 272,797

OverDrive Circ: 26,537

All Formats Circ: 299,334

Resource Sharing:

CommCat Items Borrowed: 1,157

CommCat Items Loaned: 562

Total Intranetwork Loans: 58,709

Patron placed holds: 44,664

Overdrive holds: 8,968 (current)

Holdings:

Cataloging Requests: 6,694

MARC Records Added: 6,049

Overdrive Holdings: 25,824

Patrons Added: 2,099

Total MARC: 1,317,102

Total Holdings: 4,456,946

Total Patrons: 464,501



SAILS

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