

## **System Managers' Meeting**

### **Feb. 4, 2003**

**Hyperion** – Kristen went to training 2 weeks ago in Huntsville. The class was made up of 5 Sirsi employees and her.

Hyperion is a digital media archive accessible through the catalog. This archive can consist of maps, documents, audio clips and video clips. Next week, people are invited to come to RSV from 9am – 4pm on Feb. 11th -13th to help figure out how we wish to structure Hyperion. The difficult part will be deciding organizing the information. Using the Hyperion software is not difficult.

Hyperion organizes subject headings in a format very similar to an outline. The highest level (root) is the entire collection of all the libraries. There is not a way to default to a specific library as the first subject heading seen. Patrons will be able to see material from all participating libraries.

To run Hyperion in staff mode, you need at least one computer that runs Windows 2000 or Windows XP. Patrons can access Hyperion with any computer that has a web browser. The Training Center does not have any computers with Windows 2000 or Windows XP, so Kristen will have to provide training either at the participating library or at her desk. It should take around 4 hours.

Tammy reminded us that mini-grants are available from LOM for equipment to create digitized collections.

Kristen will ask the Sirsi trainer if patrons are able to download Hyperion content.

Kristen will e-mail the agenda for the meeting at RSV.

**SLC Non-Res Cards** - There has been a change here. If a patron buys a non-resident card from CMPL, they will e-mail co-op staff. The co-op staff will tell MCL staff, who will create the card and mail it to the patron.

If shared system libraries sell a non-res card, the same procedure needs to be followed. Send the patron information to co-op staff. We will tell CMPL staff, who will create a card for the patron, and mail it to them.

**Remove User Report** – Kristen ran a remove user report Monday, and purged over 12,000 CMPL patrons without bills or holds from the database.

**Rebuild Text Report** – This report puts items in pub. year order in search results. Tammy said we should be running it monthly, though we haven't been. She would like to do this next Sunday morning. SAILS, a consortium in Massachusetts, reported it takes them around 7 hours to run this, but they have different hardware, so we are not yet sure how long it will run here.

Please do not catalog next Sunday. After we know how long it takes, we will schedule this to run monthly on a Sunday morning.

**Documentation** – Co-op staff asked what kinds of documentation people would like to have posted on the SLC web site. MTC suggested the acquisitions year end rollover procedures. SCS would like memos, processing fees, phone numbers, etc. to go up. CHE suggested searching shortcuts. WAM suggested how to deal with the 5 payment limit in pay bills and other SIRSI gotchas.

Please send your suggestions to [slcstaff@libcoop.net](mailto:slcstaff@libcoop.net).

**Round Robin** – MCL has “Funding Your Education” booklets, 2002 1040 Federal booklets and MI 1040 EZ booklets to spare. Please contact Carolyn Deis if you need these.

MCL needs Detroit Non-Resident tax forms. WAM advised that these can be printed out from the web.

LEN asked why acquisitions sometimes makes double entries. If you are the first library to add a title, acquisitions creates a dummy copy so that holds can be placed on it. When you load your copy, it looks like you are adding a second copy. This dummy copy should be checked out to your discard user after your item comes in.

MPL said that when you add a new patron, then clone the record, it will say that the alt ID already exists, and throw out the second record. Kristen will check on this.

SHL said that every Wed. between 6:30 and 7:00 pm, their computers go down. She asked if this was happening to anyone else. Some libraries report slowness then, and MTC pointed out that reports have been hanging a lot on Wed. nights.

Tammy asked if something was happening in the room where SHL keeps their equipment. Co-op staff will investigate.

SBL asked when the next sub-release would be installed. We don't know yet, but it is due out next week.

MTC is having problems with printing from public computers. Currently, patrons have to go to the reference desk to get their print outs and pay. Patrons are walking off after printing many pages. She asked if anyone was using print vending.

SCS said they'd tried quite a number of things, and nothing worked.

Tammy pointed out that Envisionware has a print vending component, which we can explore after the next major release.

CHE is using Public Web Browser, which is free. It forces users into print preview, which shows them how many pages they are actually going to print. This has cut down on excessive printing, but not eliminated it.

TPL reported that a library in Florida has patrons buy paper before they print.

TPL asked if any libraries were using the staff profile for staff cards. Most libraries do, with no problems. Notices still go out, and long overdue staff items still get set to lost.

Everyone agreed that rentals aren't handled well in SIRSI. Optimally, patrons would not be blocked for rental fees, only for fines.

SCS asked if anyone puts notes in the patron records of chronic problem patrons. CHE is careful to put in factual statements only. A library in TLN did have problems a few years ago with a patron who felt the notes in their record were derogatory. MTC suggested running a report and cleaning up your patron notes occasionally. She is doing so now, and has found some notes that were no longer relevant or that needed to be reworded.

SCS reports that the renew patron helper does not come up before patron cards expire. Kristen will investigate.

**Next Meeting** – The next meeting will be March 11, 2003, at 9:30 am at MCL.