

System Managers' Meeting

June 8, 2004

New PINs and Passwords - Please create new PINs for your staff logins and new operator passwords (overrides). We wish to have these changed by July 16th. PINs and passwords should be at least 6 characters, with at least one number. Please do not e-mail these. Call us or send them in the delivery.

Specialized Training - Kristen is now able to do specialized trainings, either at SLC or at your libraries. These can be tailored to the needs of your staff. Please contact Kristen with your requests.

Regularly scheduled acquisitions and serials trainings will no longer be offered, per agreement from the Continuing Education Committee. There has not been much need, as these modules don't change much. It is more efficient for Kristen to come out to your library to train new staff or do refresher courses.

Notify Via Field - Some staff are putting "E-MAIL" in the Notify_Via field of patron records. This is not needed, since the system picks up e-mail addresses from another field. It also prevents mailers or phone calls going out if the e-mail bounces.

Please do not put additional information (home phone, don't call, etc.) in the phone field. It confuses Talk To Me.

Library Field - The library field in patron records must match the 5 digit code in patron IDs. User cat 2 is where the actual city or township of residence goes.

MiLE - Please remind staff not to set items to not available when there are other SLC libraries that may be able to fill the request. If you are the only owning library, and cannot send the item, then it is appropriate to set the request to not available. Missing items can (and should) be charged out to the missing user.

Server - The Board has approved purchase of a new production server. Tammy should be ordering it this week. We will test it for a month. This tentatively means we will go to Unicorn 2003.1 in the end of July.

Round Robin - SCS is seeing a lot of blank comment lines in patron records. This is caused by backspacing to delete information in fields rather than using CTRL-d or the blue asterisk to delete the field.

SCS - A staff member was handed a patron card from another library that was punched. They called the home library, and were told it was an SLC Non-Res card. The record also said the husband could use the card.

Both of these conflict with SCS policy, which is to only punch local use cards and to require a card for every patron. SCS is also concerned about Library Privacy Act ramifications of letting more than one person use one card.

This will be referred to Tammy.

TPL is no longer using data mailers. It is early, but appears to be going well. This will save thousands of dollars in postage.

ARM encouraged library staff to ask Ray Township residents to attend their township meeting to put pressure on the township to create a library millage.

CMPL has started online patron registration. Patrons are given a temporary barcode with no privileges. Patrons must then come to a branch and present ID or, in the case of minors, a formal letter from their parent(s) accepting responsibility for the child's actions.

They find that e-mail addresses are much more accurate, although staff must check what the patrons have entered.

This is designed to save staff time.

MPL asked if anyone would mind them changing due dates on items owned by other libraries when such items come due during Bay-rama, when they are closed. Patrons cannot get to the bookdrops. This will be brought up again next year, before Bay-rama.

SBL is going down a lot, and asked if anyone else was. Some libraries are going down occasionally, although not as often as SBL. Possibly construction is affecting the Comcast lines.

EPL - All appointed city officials get badges, so we got to see a librarian badge.

EPL materials are being stickered for due date stamping. Please do not do this. The stickers cannot easily be removed from most materials. CHE is seeing this too, especially inside their items, where the pockets used to be.

If this happens, please e-mail slcstaff@libcoop.net. We can do a logscan, and find out where this is happening.

SHL asked if there were a schedule for putting in the new computers. Installation has started. Chris and Ken will be writing the schedule.

Next Meeting - The next meeting will be July 13, 9:30 am, at MCL.

Attendees

Smith	ARM
Minor	CHE
Kirsten	CHE
Morian	CMPL
Sterling	EPL
Gillis	HPW
Couck	LEN
Powell	LWM
Hoffmeyer	MPL
Taskin	ROM

McIntyre	RSV
Burgeson	SBL
Orlando	SCS
Radachy	SCS
Lasky	SHL
Brodak	TPL
Doege	UPL
Urban	WPL
Valyi-Hax	SLC
Potter	SLC