

System Managers' Meeting September 14, 2004

Note and Comment Fields - Tammy has changed things so that the Notify_Via field no longer causes an alert. We had decided that the Note field would be used for things that need to be looked at every time a patron card is scanned, and the Comment field would be used for things that do not need to be looked at every time. Valyi-Hax asked if the libraries were ready to make this change. They decided that they were, and SLC staff will make the change so that the comment field will no longer generate an alert. This means that staff will need to select modify patron to see comments. A memo will go out when the changes are made.

UPL asked if a separate field should be used for every note, since some note fields contain many notes. Separate fields are better.

Please remind staff to delete fields that are no longer needed. Backspacing over text does not delete it.

List Reports - The new server is much faster, so list reports can be run now during the day without calling SLC for permission. We do ask that you try not to run list reports on the 1st of the month, and hold off until after the 4th if possible. It is still a good idea to test list reports by running the associated count report first.

Envisionware and Patron IDs - Some patrons have figured out non-standard patron IDs which can be used to log in to Envisionware. Please get rid of test cards or other cards with easily guessed IDs or change them. Should you find patron IDs that are too easily guessed (such as 12345), please contact the library that owns that ID to change it.

These can be found in the daily Envisionware logs.

There is a setting to allow only numeric IDs. We suggest that Envisionware libraries use this setting. Then it is safe to use alpha IDs for test cards and staff logins.

MeL Delivery - We will start using the MeL delivery on the first of October. Tammy passed out a list of libraries we will use the MeL delivery for, basically all the special and academic libraries. We will use the TLN delivery through TPL for TLN and Saint Clair County **public** libraries, as we have been. Packaging and labels will be sent out this week, and a memo will go out.

TLN should be back on MiLE any day. WSU should be back soon.

Upgrade Testing - SLC staff have loaded Unicorn 2003.1.3 on the test server. We will schedule some drop-in days for library staff to come and test the new version. There are some known problems with patron keyword searching and some other known issues, but we cannot use SVA until we upgrade. We may wish to wait until 2003.1.4, which is not out yet.

For security reasons, remote logins to the test server are no longer available.

Round Robin - SHL checked their barcodes, and didn't find any problem barcodes. UPL

reports they are finding more usable barcodes, now that they've gotten 10 pages into the new ones. UPL thanks all the libraries that checked their barcodes. Only CLL reported some problems.

RSV reported that Kristen came out to do a mini-workshop on bills, and it was very useful. Kristen is always willing to schedule a time to come out to do custom training if your staff needs it.

WAM asked that staff be reminded to use routing slips. They are receiving a lot of items without routing slips, and they can't tell if they are returns or holds. This complicates their delivery processing.

LWM asked when bill totals will be on the mailers. This will happen with Unicorn 2003.1.

LWM asked if anyone else was getting MiLE items returned to them before they actually got to the borrowing library. CHE has seen this, too. It is probably a delivery sorting error, and Tammy will speak to Lenore about it.

SCS asks that stickers and pockets not be placed on SCS items.

SCS is getting a lot more mailers for pickups. SLC staff had unplugged a phone line for testing SVA, and forgot to plug it back in until recently.

Talk To Me is not being affected by the libraries that have gotten rid of mailers. There is still plenty of time to call patrons.

TPL has not had any patron complaints since getting rid of mailers in May.

SCS spends \$7,000 on mailers every month, and is one of the libraries that said they are considering getting rid of mailers.

SLC staff can turn off all mailers or none. If you choose to do without mailers, you won't get mailers for any reports. CHE commented that since libraries can now run list reports during the day, it is easy to run your own list reports to replace mailers for calling patrons or other purposes.

SCS had an example of a cryptic patron record note. Please remember to date, initial and put your library code in patron notes and comments.

Next Meeting - The next meeting will be October 12, 2004 at 9:30 am at MCL.

Attendees -

Smith	ARM
Kirsten	CHE
Minor	CHE
Powell	LWM
Casamer	MCL
Goike	MPL
Blevins	ROG

Eick	RSV
Harvey	RSV
Burgeson	SBL
Orlando	SCS
Radachy	SCS
Lasky	SHL
Brodak	TPL
Horn	TPL
Doege	UPL
Urban	WAM
Turgeon	SLC
Valyi-Hax	SLC
Potter	SLC

Envisionware

SBL's patrons have discovered they can use their guest card IDs, but one digit off, to get more time. It was suggested they turn off the setting allowing guest cards. SBL's patrons have also been writing down guest card numbers.

It is possible to turn off letters in IDs.

CHE will test if the PIN is the Envisionware session PIN or the Sirsi PIN.

SBL has noticed that in view history, sessions, the time is always AM except between noon and 12:59.

ROM has bought the report module. No one else has. This can be purchased at any time, and costs \$600. ROM also bought the account module, so if anyone wishes to buy it, they would be splitting costs with ROM. This allows patrons to pre-pay for printing. It does not put charges on Sirsi.

Generally, Envisionware is working very well for the libraries using it.

CHE changes their guest card IDs every week.

SCS charges \$2 for guest cards, which patrons get to keep. It was suggested that they punch the barcode on those cards so other libraries will know not to change the record to allow charging out materials.

Attendees

Blevins	ROG
Burgeson	SBL
Kirsten	CHE
Minor	CHE
Orlando	SCS
Radachy	SCS
Turgeon	SLC
Valyi-Hax	SLC

Potter

SLC