ALL-WALS Agenda With Notes

Ripon’s Public Library

Aug 30th, 2016

**9:00 – 9:15** Coffee & Conversation

**9:15-9:30** -- Introduction, and any follow-up from last meeting.

**9:30-9:45** -- Small Stuff, Episode IV

1. Need more Info when reporting problems – Item IDs, User IDs, dates, names, etc
2. Remember remuneration for lost/damaged materials is *determined* by owning library, given to owning library.
3. Patron Name Format –

|  |  |  |
| --- | --- | --- |
| On Registration form | Last Name | First Name |
| Jamal al-Din | ALDIN | JAMAL |
| Peter O’Leary | OLEARY | PETER |
| Bruce Di Pietro | DIPIETRO | BRUCE |
| Billy Jean Van de Camp-Snyder | VANDECAMP-SNYDER | BILLY JEAN |
| Ahmed Ben Bella | BENBELLA | ACHMED |

See Extranet: <http://extranet.winnefox.org/wals/sirsidynix/workflows/patronrecords/stylerulesenteringpatronrecords>

**9:45- 10:15** -- Security Best Practices and Workarounds

1. Do not let anyone plug in their personal laptop or computer into a network jack in the library.
   1. We are working on segmenting the network so this will be less of an issue, but that will take some time.
   2. The wireless network is plenty fast enough for most patron needs.
   3. In your network closet, disconnect any ports that lead to network jacks in the public areas. Call Pete or Jody for details on how to do this.
2. Do not plug a patron’s or unknown flash drive into a staff computer.
   1. Email the files to a library email account from which the staff can access the file.
   2. Install the required printer on at least some of the public computers. Talk to Pete.
   3. Plug the flash drive directly into the printer (if the printer supports that).
3. Once a month run Ninite, CCleaner, and Malwarebytes. There should be shortcuts on your desktop, or in the Software folder on your C: drive. Call Pete if you can’t find them.

Doing these things regularly, along with avoiding malware (http://ides.winnefox.org/click-me-not) will help to keep your computer running smoothly.

Break

**10:30 – 10:45** – Small Stuff, Episode V

1. Bill Notes – Use them. Include name, library, date. Right-click on bill and Edit Bill Note, or add Note when Billing a User.
2. New Default Values for Add/Edit Item – CHANGEME. We will send cleanup lists.

**10:45- 11:30** -- New Catalog – Fixes done since last demo & general training

1. Fixed:
   1. The Quicklink buttons will close much easier and neater.
   2. We have changed the Publication Date facet to be a graph, so that it is easier to select a range of dates.
2. Training:
   1. How to search for just eBooks/eAudiobooks
   2. How to use multiple facets, or a faster way to use a single facet
   3. How to show only available items (with a caveat)
   4. How to perform batch holds
   5. How to view thumbnails
   6. How to pay fines online
   7. How to see your digital checkouts/holds
   8. How to change the default view in your account
3. Other Important stuff
   1. This catalog is called “Enterprise” and can be found at <http://wlso.ent.sirsi.net>. At some point “search.yourlibrarydomain.org” (ex: search.brandonlibrary.net) will also work.
   2. ***Enterprise will replace old VuFind Catalog*** ***Oct 1st, 2016***
   3. There are a lot new features in this catalog that aren’t in VuFind. For example,
      1. The Quicklinks buttons, helping patrons browse by genre and subject matter
      2. The Book River for NTY Best Sellers, New Books, New DVDs, New Kids
      3. Links to online resources
      4. Ability to limit by *excluding* facets
      5. Ability to place multiple holds at once
   4. There will be features that were in VuFind that will be lost.
      1. Patrons’ saved searches and Favorites lists will not be transferred over. *Start telling your patrons to print/email/write down any Favorites/Lists/Searches that they want to keep.* After Oct 1st, they will be gone.
      2. The Similar Items and Related Subjects suggestions
      3. Wikipedia Author Information
   5. Answers to “Why change? I liked the old catalog.”

The old catalog was *OLD*! It was crashing regularly. We don’t have support for it. It was ever only meant to be a stop-gap until Enterprise was ready.

**11:30-12:00** – Visibility

1. Learn more about it at:

[**http://go.sirsidynix.com/BLUEcloud-Visibility-The-Visible-Advantage-On-Demand-Reg.html**](http://go.sirsidynix.com/BLUEcloud-Visibility-The-Visible-Advantage-On-Demand-Reg.html)

[**http://go.sirsidynix.com/Visible-Success-What-Your-Library-Can-Do-To-Make-the-Most-of-BLUEcloud-Visibility-On-Demand-Reg.html**](http://go.sirsidynix.com/Visible-Success-What-Your-Library-Can-Do-To-Make-the-Most-of-BLUEcloud-Visibility-On-Demand-Reg.html)

1. Publicity:

We have downloaded the “Launch kit” Talked about in the “Visible Success” webinar listed above.

Lunch – **Public Library Systems Redesign Committee update**

**12:45** – Small Stuff, Episode VI

1. Statewide SirsiDynix Users’ Meeting – April or May 2017
2. How are libraries handling patrons who only want SMS?

**1:15** – What’s Next? Or Small Stuff, Episode I

1. Upgrade – Probably late September, early Oct.
   1. Renewal from due date.
   2. **May** require a day’s downtime—not sure yet.