

ALL-WALS Agenda With Notes

Ripon Public Library Building

March 21, 2023

Agenda:

8:45-9:00 Donuts and discussion.

9:00- 12:30 –ALL-WALS

1) Winnefox App

- a. Both iOS and Android stores have the “Winnefox Mobile” App.
- b. Linked accounts, scan ISBNs in stores, Manage account, scan card on phone (new scanners anyone?)
- c. Push notification and self-checkout(for those that want it) coming later this year.

2) Updates/Other

- a. Shoutbomb new phone # 833-568-7242
 - i. Change your website information
 - ii. Alert patrons that they may need to update Shoutbomb’s # in their Contacts
- b. Neenah Extended due dates
- c. OPAC machine replacements

3) Graphic Novels/Series vs Serial: -- Is this a big deal?

- a. The issue: Should graphic novels which have individual titles for their volumes, have individual Bib records?
- b. What about those that have an individual title AND a Volume#?
- c. What about those that are serialization of a regular print novel?
- d. Which, if any, titles should be fixed retrospectively?

4) Why Data entry styles matter

- a. Searchability & Sortability—computers are very literal. Spacing, capitalization, punctuation all affect search results and sort results.
 - i. ex Fullmetal Alchemist
 - ii. ex Weeding Lists
- b. Consistency & Standardization
 - i. Home Locs (Handout & Homework)

5) Barcoding review

- a. Properties (Handout & Homework)
- b. Class Scheme –All Dewey except Magazines ASIS
- c. Anatomy of an Item Record (Handout)
- d. Magazine Issues (Handout)
- e. Adding an Item (Handout & Hands-on)
- f. Click Add Call Num/Add Item FIRST. Add Barcode LAST

6) Patron Record Review

- a. Anatomy of a Patron Record (handout)
- b. ALL-CAPS, ALL THE TIME! (attached to Handout)
- c. New User cat coming for Brown County
- d. Search by Birthdate
- e. Name as written on ID or application
- f. Don't add extra info in Name
 - i. Appears on email, mail, in catalog, etc.
- g. USPS Abbreviations: (Handout) <https://extranet.winnefox.org/file/2527>
- h. Duplicate, Deceased, Denied:
 - i. Duplicate: <https://extranet.winnefox.org/content/duplicate-user-records>
 - ii. Deceased & Denied: <https://extranet.winnefox.org/content/deceased-users-database-records>

7) Cash Management Review

- a. Purpose
- b. Benefits
- c. Items
- d. ITypes
- e. Ad Hoc vs Items
- f. Reports
- g. Catalog Updates
 - i. Old On-Order
 - ii. FAC New Authors
 - iii. Carousels