ALL-WALS Agenda With Notes
Ripon Public Library
Oct 29th, 2019
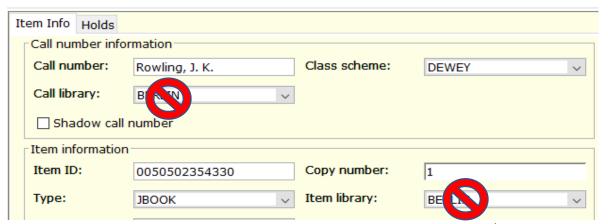
Coffee & Conversation

Welcome and Introductions

₪ **WCTS Selection List**

₪ **Old Business, Announcements, Reminders –**

- **Upgrade Wednesday, Nov 6th.** NEW Step – *Right-Click and choose Run as Administrator.* There will be instructions on the Extranet under WALS→Tutorials→Updating Workflows.
- **Calendars for 2020!!!**
- **Adding Items – Yet again!!!** Tell every single person in your library that might possibly add an item to an existing record. I don't care if they have been working there 3 days or 30 years!

   1. *Before* scanning or typing anything, Click Add Item or Add Call Num. Even if there is an item that has all the values just the way you'd like them, there is no way to copy that info. There is no "Save As" equivalent.

   2. **Never**, ever, change the Library.

   Moving Rotating collections should be done in Global Item Editor, not Add/Edit Item. If you are getting a copy from another library (Lib A ordered and added 2 copies of XXXX), Lib A needs to Withdraw their copy, and you need to re-barcode the item as if from scratch. Otherwise, it won't count towards the "Number of xxx Added" statistics that you report on the State Annual Report.

   3. If you do make a mistake, let Melissa or I know. Sometimes we might be able to retrieve the overwritten item information.

   Please share the handout with your staff. Please put a copy up somewhere near where new items get added. Blame me---I don't care if you prefix it with "I know this is probably old news to you, but Karla said I had to make you solemnly swear….."

₪ **UMS Bill Notices.** Winnefox stopped printing notices in February 2019. Unique Management Services (UMS) picked up printing the bill notices for LOST materials. All libraries will be getting a bill from Winnefox for those UMS

printed notices. Previously, libraries got postage bills from Winnefox for Winnefox printed notices. Now libraries will get the equivalent bills from Winnefox for UMS printed notices.

₪ ShortLoan

I have been hearing mostly positive feedback about the ShortLoan process. For smaller libraries, the lists are short and procedures aren't much different than what needed to be done for Local Holds. Patrons are noticing that they get their holds faster.

I have received 2 suggestions for your consideration:

1) Exclude Books on CD from ShortLoan.
   a. Yes: Patrons can't get through those long books in 14 days and they aren't renewable because there are holds.
   b. No: Many libraries have always only had 14-day loan periods for CD-Books—including new ones with lots of holds. How is this any different?
2) Increase the ratio required for items to go on ShortLoan.
   a. Yes: The threshold needs to be higher.
      i. Twice as many holds as copies
      ii. 5 more holds than copies
   b. No: There is no perfect formula. There will always be "edge cases" –2 copies-3 holds today, 5 copies-20 holds on Friday morning after FAC, but 20 copies-20 holds Friday afternoon because MPL,NPL,OPL all added their copies.
      At the meeting, it was decided to increase the hold ratio to five more holds than copies.

₪ Is This Book/DVD Legit??

When purchasing from Amazon, one needs to be very careful to buy legitimately released materials. Because Amazon acts as a venue for 3rd Party sellers, it is very easy for materials that have not yet been released in the US, to appear for sale on Amazon. Sometimes the title has been legitimately released in another country—example Hush Hush by James Patterson. Sometimes, the title has *not* been officially released, and the 3rd party is selling a pirated copy. The first instance is annoying but legal. The second instance is illegal and those titles may *not* be added to our database, nor those copies added to a library's collection.

₪ Overdrive & MacMillan – WPLC Update

The MacMillan embargo goes into effect Nov 1st, 2019. This embargo means that MacMillan will only sell libraries 1 copy of an ebook until the book has been out for 8 weeks. [ALA has denounced MacMillan's new policies limiting sales to libraries](#) ; They have setup an [online petition](#).   WPLC had a meeting on Friday, Oct 25th to discuss what (if any) Wisconsin's response should be.

₪ Technology Plan -- Handout

Needs, Goals, Objectives. Looking for input.

₪ Round Robin Tips-n-Tricks – Multiple Handouts
Lunch

₪ **Any Final Tips-n-Tricks**