

**SHARED AUTOMATION SYSTEM USERS' GROUP
MEETING OF DECEMBER 12, 2013
SYSTEM UPDATE**

Statistical Summary

Circulation System Availability: Sep: 100% Oct: 98.6% Nov: 98%
 Patrons: Nov 1st: 666,952 Dec 1st: 665,483 (-1,460)
 Items: Nov 1st: 4,979,301 Dec 1st: 4,978,664 (-637)
 Bib Records: Nov 1st: 965,633 Dec 1st: 972,749 (+7,116)
 24/7 Phone Renewal: Oct: 698 Nov: 862 (+164)
 Training: 1 Acquisitions, 1 Circulation, 2 Linking, 2 Director's Station, 1 Serials

Library Thing for Libraries

9/24/2013 – 12/10/2013

Times tag browser launched: 5,695
 Tag browse: 3,089
 Editions browse: 3,881
 Tags clicked: 6,129
 Similar items browse: 18,998
 Review links clicked on: 7,094
 Reviews submitted: 16

Library Anywhere

Date	Pages	Users	Visits	Pages per Visit	Average Visit (seconds)
October 2012	5,448	826	2,228	2.45	49.5
November 2012	11,268	872	2,361	4.77	54.2
December 2012	10,834	840	2,275	4.76	54.3
January 2013	14,284	1,075	3,003	4.76	48.6
February 2013	12,948	913	2,595	4.99	50.9
March 2013	15,244	1,017	3,039	5.02	49.9
April 2013	15,321	926	2,797	5.48	51.4
May 2013	15,215	844	2,633	5.78	52.1
June 2013	14,723	928	2,823	5.22	56.3
July 2013	17,633	1,046	3,431	5.14	55.8
August 2013	17,265	1,026	3,319	5.2	54.8
September 2013	15,105	925	3,069	4.92	53.2
October 2013	14,624	595	2,733	5.35	64.5
November 2013	14,741	691	2,828	5.21	59.6
December 2013	4,957	283	972	5.1	54.6

SMS Text Messaging for Hold Pickup Notices – Update

We will begin patron opt-in for SMS Text messaging for hold pickup notices on Monday, January 6, 2013. As was previously decided by the shared system Executive Committee, this feature will be made available shared system-wide; costs will be incorporated into the annual shared system budget. Details regarding the functionality will be shared on the sasmangers email list next week.

eResource Central – Update

eResource Central implementation has been postponed by SirsiDynix until at least January, as our site complexity requires additional development of the administrative component. We will update you as we know more.

Enterprise – Update

We plan to add a link to our beta implementation of the Enterprise catalog to eLibrary, the TLN web page, etc., in mid-January. We have asked Amy Rosen, recent chair of the eLibrary subcommittee, to reconstitute the committee as an Enterprise committee. More details to come on this in January.

Guidelines for use of staff privileges in the TLN Shared Automation System (copy attached)

This document was first drafted and approved in 2006 and revised in 2011; it was signed by every shared system library. Over the course of the last several months, I have been contacted by multiple shared system libraries about the occurrence of abuse of these guidelines. It is time that this document is reviewed with all staff. It can be found on either the SASUG or the ExComm page of the TLN web site, or directly here: <http://tln.lib.mi.us/files/policy/Staff-Guidelines.pdf> Please review this document with all staff.

Holiday Closing Reminder

TLN and the Shared Automation and Networking departments and staff will not be available on Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day. Shared automation staff will use the holiday hours to perform shared system maintenance activities. eLibrary will be available during the holiday hours as much as the maintenance work permits.

Guidelines for use of staff privileges in the TLN Shared Automation System

Parameters of staff privileges

Staff logins

Library staff privileges in the Shared Automation System through the staff login are intended to provide staff, paid and unpaid, at member libraries with the tools to maintain their library's bibliographic and patron records, to sort out problems that may occur with their library's own records in the database, and to extend borrower privileges for their own library's patrons and materials in accordance with the local library's policies and procedures.

LIBSTAFF Borrower Type

Library staff privileges that are associated with the LIBSTAFF borrower type have the following thresholds in the shared system in addition to fine exemption.

1. a 3-year privilege limit or card life
2. overdue threshold: 100
3. bill threshold: \$50
4. charge limit: unlimited
5. hold limit: unlimited

These privileges pertain only to the library issuing the LIBSTAFF borrower account. They may or may not be honored by other shared system libraries, entirely at the discretion of those other libraries.

General guidelines for use

Staff members, paid and unpaid, at shared system member libraries are to respect the shared nature of the system.

Staff members, paid and unpaid, who are entrusted with the use of the bibliographic and patron databases are obligated by law (*Michigan Library Privacy Act, MCL 397.602, appended to this document*) to respect patron privacy and handle patron records in an ethical manner. All staff members, paid and unpaid, are expected to

- Respect the circulation loan periods as well as the hold and renewal limits on materials from other shared system libraries without exception. For example:
 - Item specific holds should not be placed against another library's items
 - Overrides are not to be used on transactions involving materials from other libraries
 - The "special due date" feature should not be used when charging out materials from another library without the owning library's express permission, even for library programs such as book discussion groups.
 - For locally owned materials, overrides for staff members, paid and unpaid, their families and friends are governed by local library policy.
- Respect the integrity and privacy of all borrower accounts in the shared system. For example
 - Notes on borrower accounts are to be professional in tone and speak only to the specifics of an issue with the borrower's transactions. They must be accompanied by the initials and 4-letter library code of the creator of the note and the date it is entered. Member library staff, paid and unpaid, should remember that the note field can be seen by staff at other shared system libraries and potentially by the borrower.
 - Use of patron data for non-library purposes is not allowed.

Reporting suspected abuse

Report suspected abuse of staff privileges to the TLN Shared Automation System Coordinator for further investigation. If verified, the matter will be taken up with the director of the employer library.

Abuse of staff privileges may result in curtailment or revocation of those privileges by TLN.

Approved March 2006; Revised February 2011