

**SHARED AUTOMATION SYSTEM USERS' GROUP
MEETING OF FEBRUARY 22, 2018
SYSTEM UPDATE**

Statistical Summary

Circulation System Availability:	Dec: 100%	Jan: 100%
Patrons:	Jan 1 st : 462, 781	Feb 1 st : 459,412
Items:	Jan 1 st : 4,127,564	Feb 1 st : 4,103,992
Bib Records:	Jan 1 st : 951,643	Feb 1 st : 950,594
24/7 Phone Renewals:	Dec: 593	Jan: 560

Shared System Supplies

Did you know that there are shared system supplies that can be requested via TLN? The list of available shared system supplies is at: <http://tln.lib.mi.us/dept/shared-automation/files/sassupply.pdf> This list provides the item number for the item, quantities the items are available in, and price if there is a cost for the item. The majority of the items are no charge items, such as Send To slips and ILL slips, as the cost for these items are covered as part of participation in the shared system; items such as bar codes and blue borrower cards are supply items that will incur a charge.

If your library is in need of any of the supplies listed at: <http://tln.lib.mi.us/dept/shared-automation/files/sassupply.pdf> open up a help desk ticket and specify the items that are needed and in what quantity they are needed. If you have questions regarding shared system supplies, please contact Brigitte at bfelix@tln.lib.mi.us

Calling Tree Test

A test of the calling tree procedures was performed on Monday, February 12th at 1:00 pm; 75% of the libraries at the bottom of the calling tree branches reported receiving the call.

Calling Trees are our primary method for communicating system problems to you. We are all dependent upon each other for this method of communication to work. To make sure the calling tree is successful in a non-test environment, please be sure to have the most recent calling tree available to staff (It is posted on the TLN website at: <http://tln.lib.mi.us/calling-tree/>) and make sure that all staff is aware of the calling tree procedures.

Errors in Patron Records

In preparation for the migration to CARLX, we have been reviewing the data in the patron database. We are concerned at the number of incorrect patron records, including: 20,000 records that are missing zip codes; names, driver's license numbers, and other characters entered where the patron barcode should be; item barcodes entered instead of patron barcode; and random combinations of all of these.

Please remind staff to be careful and pay attention to the information they are entering in the fields of the patron records.

Barcodes – Patron and Item

CARLX requires numeric barcodes – patron and item. In Symphony there are system users (Missing, Inprocess, Discard, etc) that TLN created for every library using alpha characters for the User ID. These users and the items checked out to them will be addressed as part of the migration to CARL, as these processes are handled differently in CARL. However, libraries have created a number of "users" using alpha characters for the User ID (barcode) field -- users for things like bookclubs, storage, display, repair, etc. Libraries have also added items to the system using alpha characters in the Item ID (barcode) field –

we've found one library adds new items with their 4 letter delivery code and the author's last name for the Item ID; other libraries have added items with their 4 letter delivery code followed by a number, etc.

None of these alpha "barcodes" can exist in CARL. We will provide each library with a list of patrons and items that have barcodes that include alpha characters and these will need to be corrected prior to the migration using actual 14 digit barcodes in our barcode format (codabar, MOD10). Starting now, libraries should discontinue this practice of using alpha characters in patron or item IDs, and use actual 14 digit barcodes.

Finding and Correcting Item Type Errors

From the Shared System Statistics page, under Individual Library Monthly Statistics, choose your library and the report “Total Items by Item Type and Item Cat2” and print the most recent month available.

Scan the report for errors. You might find item types that your library does not use (for example, one item with the item type BOARDGAME) or item types that are in the wrong item category 2 (for example 75 JBOOK items in the adult collection).

Identify the items that need to be corrected. Three possible methods:

- Run a report in Directors Station of items owned by your library with the suspect item type or the correct item type in the incorrect item category 2.
- Use Item Search and Display in Workflows
 - Use the first icon in the toolbar (looks like binoculars)
 - Select the item type from the drop down list
 - If necessary, select Item Category 2 from the drop down list
 - Click “okay”
 - On the main search screen, limit the search to your library and click “search”
 - You will now have a list of all items your library owns with that item type (and if selected, that item category)
- You can also use Enterprise to get a list of all items that your library owns in a specific item type
 - Choose “Advanced Search”
 - Scroll down to the bottom of the screen and select the item type from the drop down list labeled “Material Type”
 - Check the box “Display only material owned by this library” and click the search box

There is still time to correct these errors before the final data extract is sent to CARL for conversion.