

**SHARED AUTOMATION SYSTEM USERS' GROUP  
MEETING OF JANUARY 24, 2013  
SYSTEM UPDATE**

**Statistical Summary**

Circulation System Availability:	Nov: 100%	Dec: 100%
Patrons:	Dec 1 <sup>st</sup> : 674,594	Jan 1 <sup>st</sup> : 671,836 (-2,758)
Items:	Dec 1 <sup>st</sup> : 4,903,681	Jan 1 <sup>st</sup> : 4,915,702 (+12,021)
Bib Records:	Dec 1 <sup>st</sup> : 950,761	Jan 1 <sup>st</sup> : 951,661 (+900)
24/7 Phone Renewal:	Nov: 1,058	Dec: 739 (-319)
Training:	1 Circulation, 1 Director's Station, 1 Linking	

**Library Thing for Libraries**

**12/12/2012 – 1/22/2013**

Times tag browser launched:	2,932
Tag browse:	1,478
Editions browse:	1,937
Tags clicked:	3,200
Similar items browse:	9.708
Review links clicked on:	3,895
Reviews submitted:	5

**Library Anywhere**

Date	Pages	Users	Visits	Pages per Visit	Average Visit (seconds)
July 2012	14,235	995	2,883	4.94	60.1
August 2012	11,652	860	2,488	4.68	57.8
September 2012	9,894	756	2,159	4.58	50.2
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	10,346	829	2,172	4.76	47.1

**Postage Increase**

As of January 27, 2013, first class postage will increase by one cent, to \$0.46. This increase effects the rate that TLN must charge for each paper data mailer (overdue notices, hold pickup notices, assumed lost/bill notices) sent via the U.S. mail. Each mailer will now cost \$0.53 to mail (up from \$0.52); this cost includes the \$0.46 first class mail cost, plus \$0.07 for the cost of the mailer itself. This increase will be reflected in the next quarterly data mailer billing.

**WorkFlows xxxstaff and xxxtech Logins**

We have recently become aware that a few shared system libraries have been checking items out to their WorkFlows xxxstaff and xxxtech logins. These logins are system logins intended only for use to allow your library to perform daily system operations; these logins should not have items checked out to them.

### Calling Tree Reminder

As per the TLN Technology Plan, we review the Calling Tree procedures quarterly each year. The purpose of the Calling Tree is to allow TLN shared system staff a relatively quick method of communicating important messages about the shared automation system and/or the telecommunications network to the libraries that use them. When all procedures are followed, it can be an effective way for relaying critical system information. Fortunately, we do not have to use the Calling Tree very often. Unfortunately, because we use it so infrequently, staff tends to forget the Calling Tree procedure.

Please take a moment to review the following procedures with your staff:

1. Take down the message as accurately as possible.
2. Call the next library or libraries on the Tree ***immediately***.
3. Relay the message as accurately as possible.
4. If the library you call is not yet open, immediately fax that library the Calling Tree message, and then fax the libraries below it on the Calling Tree.
5. Make sure to inform all relevant staff in your own building of the Calling Tree message.
6. If your library is the last library on any of the Calling Tree "branches," please fax TLN with the Calling Tree message you have received. Include your library name on the fax.

Along with reviewing calling tree procedures on a quarterly basis, we will be "testing" both the calling tree and our fax messaging system quarterly also. Expect a test of both in the near future.

### MeLCat and the Importance of Using the Discard User

We continue to run into problems where shared system libraries have been simply deleting items from the shared system rather than using the Discard User. It has long been our recommended policy that libraries check items out to their Discard User (e.g. NOVI-DISCARD), for all items being discarded from your collection. Using the Discard User for discards became even more critical when shared system libraries began participating in MeLCat. When your library discards an item, the **only** way the MeLCat catalog is updated, is if you check the item out to your discard user. The information about items checked out to the discard users is included in our nightly extracts of our database that we send to MeLCat, so those items are then removed from the MeLCat catalog. If your library simply deletes the item from the system, then no update can be sent to MeLCat; the MeLCat catalog will continue to list your library as owning the item, and you will continue to receive MeLCat requests for the item.

The directions for using the Discard User can be found on our web site:

<http://tln.lib.mi.us/dept/shared-automation/policy/files/circdiscardG.pdf>