

**SHARED AUTOMATION SYSTEM USERS' GROUP
MEETING OF SEPTEMBER 27, 2012
SYSTEM UPDATE**

Statistical Summary

Circulation System Availability:	July: 100%	August: 100%
Patrons:	Aug 1 st : 685,245	Sep 1 st : 681,936 (-3,309)
Items:	Aug 1 st : 4,869,469	Sep 1 st : 4,893,082 (+23,613)
Bib Records:	Aug 1 st : 943,428	Sep 1 st : 945,011 (+1,583)
24/7 Phone Renewal:	July: 1,294	August: 1,080 (-214)
Training:	1 Acquisitions, 1 Circulation, 1 Director's Station, 1 Serials	

Library Thing for Libraries

8/22/2012 – 9/25/2012

Times tag browser launched:	1,375
Tag browse:	705
Editions browse:	1,042
Tags clicked:	1,458
Similar Items browse:	5,664
Review links clicked on:	2,210
Reviews submitted:	5

Library Anywhere

Date	Pages	Users	Visits	Pages per Visit	Average Visit (seconds)
April 2012	12,082	1,121	2,498	4.84	42
May 2012	10,292	945	2,131	4.83	42.9
June 2012	9,901	854	1,968	5.03	48.8
July 2012	14,235	995	2,883	4.94	60.1
August 2012	11,652	860	2,488	4.68	57.8
September 2012	8,416	667	1,843	4.57	49.4

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://tl.lib.mi.us/dept/shared-automation/policy/files/circdiscardG.pdf>

MeLCat Reminder

When a patron returns a MeLCat item, library staff should check it out to their discard user (IE: BERK-DISCARD) in the shared system. On occasion, the same item may come to another shared system library for a request before the item is removed from the system by the remove discard report.

If this happens, open a help desk ticket with the category of: MeLCat and a subcategory of: MeLCat-Other and request that the library in the brief record be changed to your library.

Do not use the brief record without having the library changed to your library. Some libraries have done this and when the item is discharged, have ended up returning the item to the library listed in the brief record instead of the actual MeLCat library that owns the item. Doing this makes more work for the shared system library it is sent to and delays the item's return to its home library.

Setting the Path for WF Reports in Windows 7 64 bit

In WorkFlows, the delivered path to view and print reports (C:\Program Files\Windows NT\Accessories\WordPad) is incorrect in 64 bit versions of Windows 7. WordPad is a 32 bit program, so in the 64 bit Windows 7, it is installed in the Program Files (x86) folder.

The correct path can be entered using the gadget in the Report Settings Wizard in the REPORTS login. The correct path for 64 bit Windows 7 installations is C:\Program Files (x86)\Windows NT\Accessories\Wordpad