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

Statistical Summary
Circulation System Availability:  July: 100%  August: 100%
Patrons:  Aug 1st: 685,245  Sep 1st: 681,936 (-3,309)
Items:  Aug 1st: 4,869,469  Sep 1st: 4,893,082 (+23,613)
Bib Records:  Aug 1st: 943,428  Sep 1st: 945,011 (+1,583)
Training:  July: 1,294  August: 1,080 (-214)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Pages</th>
<th>Users</th>
<th>Visits</th>
<th>Pages per Visit</th>
<th>Average Visit (seconds)</th>
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<tbody>
<tr>
<td>April 2012</td>
<td>12,082</td>
<td>1,121</td>
<td>2,498</td>
<td>4.84</td>
<td>42</td>
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<td>May 2012</td>
<td>10,292</td>
<td>945</td>
<td>2,131</td>
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<td>June 2012</td>
<td>9,901</td>
<td>854</td>
<td>1,968</td>
<td>5.03</td>
<td>48.8</td>
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<td>July 2012</td>
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<td>4.94</td>
<td>60.1</td>
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<td>2,488</td>
<td>4.68</td>
<td>57.8</td>
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<td>September 2012</td>
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<td>667</td>
<td>1,843</td>
<td>4.57</td>
<td>49.4</td>
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</table>

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:
**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