

Library Manager Advisory Council Meeting May 27th, 2015

Information Technology Report

Boopsie upgrade

Boopsie is still working on the new app. We have finished the testing stage. Some improvements have been made, based on our feedback. Currently, most of work is done. We have asked Boopsie to let the app go live before the end of May.

Polaris Report

After Polaris was upgraded to the new version, 4.1R2, some Polaris reports did not work correctly. The reason is that during the upgrade Polaris changed some data information in the program. Now, all those reports have been fixed. If you find any problem, please let us know.

Post items to database

There is a term in the TRAC operational guidelines. "The owning library must invoice within a year of an item becoming lost if they want to receive compensation." Here, one year is calculated from the day that the circulation status of that item is changed to lost instead of any other time, such as the day it is checked out.

For the circulation status to change from "out" to "lost", that item must be posted to the database. Items are posted by the transacting library, instead of the owner library. Thus, if one library fails to post items to the database, all other libraries will be affected.

Please make sure to run the following reports regularly

1. Utilities → Reports and Notices → Notices → Overdues - Overdues Z fold mailer

this will switch items to become long overdue

2. Utilities → Reports and Notices → Notices → Overdues - Billing Z fold mailer

this will switch long overdue to lost

We suggest that large libraries run it weekly and small libraries run it monthly.

Site Visit

The IT department has visited 19 member libraries and will finish the rest site visits by the end of September or early October. The site visit is mandatory. If you have any particular needs, please send us a Helpdesk request.

Reminder

- **HelpDesk:** Whenever your library needs help, the best and most efficient way to contact us is through HelpDesk. Simply send your request to help@nlls.ab.ca and we will help you as soon as possible.
- **Public computers:** Please keep all public computers on for a Friday night updates of Microsoft.
- **Laptop Lab:** NLLS is equipped with two laptop labs: one lab of 10 laptops and another one of 5 laptops. They are ready to be sent out. Software installed on those laptops includes
 - Microsoft Office (Word, Excel, PowerPoint, Outlook, OneNote, Publisher)
 - Minecraft
 - Adobe Reader
 - Firefox
 - iTunes

Respectfully submitted,

Wei XUAN